

# **Sherwood Cass R-VIII School District**



## **High School Student Parent Handbook**

**Adopted by the Board of Education: August 6, 2025**

Updated: January 21, 2026

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### Mission C-110-S

The mission of the Cass County School District R-VIII is: to prepare all young men and women to become productive, responsible citizens in a global society. In partnership with parents and the community, the school seeks to develop the whole child; academically, physically, emotionally, socially and spiritually.

### School Board Members G-100-S

Ben Jones, President  
Don Wheeler, Vice President  
Bob Schumacher, Treasurer  
Gary Jones  
Crystal Mainard  
Patrick Benware  
Chuck Kagarice

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

### School Building Information and Contact Information

High School Office Number	660-499-2239 ext. 3000
District Website:	Sherwoodk12.net
Social Media:	Facebook: Sherwood Cass R-8 Twitter: @SherwoodCassR8
Principal Bryan Himes	660-499-2239 ext. 3001 bryan.himes@sherwoodk12.net

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

### Superintendent Information

Derrick Hartley  
660-499-2239

# Academic Calendar I-100-S



## Sherwood Cass R-VIII 2025-2026

Approved 12-18-24  
 Teacher Days - 166; Student Days - 151; PD Days - 15  
 149 School Days + 2 Early Release = 1,069 Hours  
 Possible Winter Make Up Dates: 1/12, 2/2, 3/2, 4/20



<p style="text-align: center;"><b>August</b></p> <p>Aug 7 &amp; 8 - New Teacher Days                  Aug 12-15 &amp; 19 - Teacher PD                  Aug 20 - 1st Day of School</p> <p>Student Days: 8                  Staff Days: 13</p>	<b>August 2025</b> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<b>January 2026</b> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p style="text-align: center;"><b>January</b></p> <p>Jan 5 - PD Day                  Jan 19 - No School- MLK Day</p> <p>Student Days: 16                  Staff Days: 17</p>
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<p style="text-align: center;"><b>September</b></p> <p>Sept 1 - Labor Day/No School                  Sept 15 -Teacher PD</p> <p>Student Days: 18                  Staff Days: 19</p>	<b>September 2025</b> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Sun</th><th>Mo</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr> <tr><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	Sun	Mo	Tue	Wed	Thu	Fri	Sat	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<b>February 2026</b> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28								<p style="text-align: center;"><b>February</b></p> <p>Feb 2 - No School                  Feb 13-16 Mini Break                  Feb 16 - No School - Presidents' Day                  Feb 23 - PD Day</p> <p>Student Days: 16                  Staff Days: 17</p>
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<p style="text-align: center;"><b>October</b></p> <p>Oct 13 -No School                  Oct 16 -End of 1st Qtr.                  Oct 20—PD day                  Oct 30-P/T Conference 10-8 pm                  Oct 31- No School</p> <p>Student Days: 19                  Staff Days: 21</p>	<b>October 2025</b> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<b>March 2026</b> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Sun</th><th>Mo</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	Sun	Mo	Tue	Wed	Thu	Fri	Sat	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p style="text-align: center;"><b>March</b></p> <p>March 2 -No School                  March 6 - End of 3rd Quarter                  March 13-16 Mini Break                  March 23 -P/T Conferences &amp; Enrollment Fair 10am-3pm                  March 30-No School</p> <p>Student Days: 17                  Staff Days: 18</p>
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<p style="text-align: center;"><b>November</b></p> <p>Nov 10 - PD Day (Multi School PD)                  Nov 26-30 - Thanksgiving Break</p> <p>Student Days 14                  Staff Days: 15</p>	<b>November 2025</b> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	<b>April 2026</b> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p style="text-align: center;"><b>April</b></p> <p>April 3-6 -Good Friday/Easter Break                  April 13 - PD Day                  April 20-No School                  April 27-No School</p> <p>Student Days: 17                  Staff Days: 18</p>
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<p style="text-align: center;"><b>December</b></p> <p>Dec 19- Early Release/End Semester                  Dec 20 - Jan 4 Winter Break</p> <p>Student Days: 13                  Staff Days: 13                  Semester 1 Student Days: 72</p>	<b>December 2025</b> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr> <tr><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<b>May 2026</b> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p style="text-align: center;"><b>May</b></p> <p>May 4 - PD Day                  May 11-No School                  May 17 - Graduation                  May 21 - Early Release / Last School Day                  May 22 - PD/Workday</p> <p>Student Days: 13                  Staff Days: 15                  Semester 2 Student Days: 79</p>
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Color Coding: Blue Full Day Green Early Release 12:35pm Yellow No School/PD Day Red No School

## Attendance and Absence Procedures S-115-S

### *Expectations for Attendance*

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the

student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

Any student that misses 10 consecutive days without a medical excuse may be dropped from our enrollment.

If at any time after the first 40 days of school the student's attendance falls below 90%, the student will become ineligible for field trips, extra-curricular activity competitions/performances, and dances.

Consequences are intended as a deterrent to excessive absences. Student attendance is updated daily in Parent Portal through Infinite Campus and parents are encouraged to check frequently to keep track of their student's attendance.

For early releases, the District will release students to parent/guardians only unless prior arrangements have been made with the high school office. The school will release students to emergency contacts or other household members with prior approval from the parent/guardian.

Students must be present in school on the full day of an activity in order to participate. Any and all exceptions must have prior approval by the Administration. If event(s) fall on the weekend or on a school holiday, the student must have been in attendance on the last school day before the event.

### *Procedures for Reporting an Absence*

Parents must report a student's absence by 10:00 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. A parent calling in to let the District know their child is sick/absent still counts against their overall attendance. The expectation students should miss less than 10% of school outside of excused absences is to help them prepare for post-secondary world where expectations are higher. 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. The administration may request documentation to determine whether an absence is excused. Upon return to school following any absence, the student may provide the office with written documentation related to the cause of the absence to prevent the absence from being counted against the student's attendance requirements. Documents would include signed statements by a dentist, doctor, driver examiner, attorney, judge, etc.

### *Excused Absences*

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be verified. It is the responsibility of the student to make up work with teacher support when a student's

absence is excused. Absences for the following reasons will not count against a student's attendance requirements as long as documentation is provided when applicable:

- Illness of the student
- Sent home for medical reasons by the nurse
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Bereavement
- College Visits - two college visits per year for juniors and two college visits per year for seniors with verification from college
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family (note from legal representation or the court is required)
- 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.

### *College Visits*

Juniors are allowed one college visitation day and Seniors are allowed two college visitation days that may be used during the school year. A pre-approved college day form granting permission is required and must be obtained from the guidance counselor. When the student returns, he or she must present a note to the office from the college indicating that the student has visited the school. The note must have the student's name and date of visit and be signed by a college representative. If properly verified, this absence will not count against the student, but make-up work must be completed. If this procedure is not followed, a regular absence is recorded. Students may not use a college day on the day of or the day prior to the Junior/Senior Prom.

### *Unexcused Absences*

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

### *Late Arrival/Tardiness*

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

On the 9th cumulative tardy per quarter, the student will receive 1 after school detention. All tardies after the 9th cumulative tardy per quarter will result in 1 additional detention. If the student reaches 15 tardies in a quarter he/she will receive 1 detention and a week of lunch detentions per tardy. On the 7<sup>th</sup> tardy in a quarter, students will lose their driving privileges for a duration of no less than 4 weeks. Driving to school is a privilege and the district provides transportation, which is almost guaranteed to arrive on time.

### *Truancy*

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant are encouraged to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher. Families are entitled to appeal assigned consequences to the Superintendent or designee.

### *Make-Up Work*

Class work missed due to absences is the responsibility of the student. Arrangements must be made with each teacher. Requests for make-up work are to be made prior to the absence if known in advance or on the first day back from an absence. As a rule, time allowed to complete make-up work is equal to the number of days the student was absent. Exceptions to these time limits can be determined by the principal, based upon review and documentation of special circumstance. Students absent on the day of an examination will take the exam on the day after of their return to school. This assumes that the student was aware of the quiz or test date at the beginning of the absence. When possible, make-up work should be arranged in advance of an absence or early in an extended absence. Students should contact the teacher to receive assignments and instructions.

Students who have received in-school suspension due to disciplinary action are expected to complete their class-work while in ISS. Students in ISS refusing to work or do not get their work before school begins will receive “o” on all work that day. This includes daily work, exams and projects.

The Sherwood Cass R-VIII School District does not recognize any organized skip days and students may not be allowed to make up work if found to be participating in the event.

### *Notice and Due Process*

Students and their parents will be notified prior to the imposition of any consequence by the building administrator. On appeal, the student and his/her parents may present evidence that the student has missed fewer days than the District's records show. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

### Dress Code S-180-S

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

#### *Dress Code Expectations and Prohibitions*

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

1. House shoes or slippers;
2. See-through garments;
3. Pajama pants or lounge pants regardless if they have pockets;
4. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps (shoulders must be covered and no undergarments visible from their armpits to the mid-thigh/tip of their thumb);
5. Sleeveless shirts if not tight to the arms;
6. Clothing that does not cover undergarments when a student is sitting or standing (Spandex does not count as outerwear during the school day);
7. Undergarments worn as outer wear;
8. Clothing that does not reach to mid-thigh;
9. Holes in pants that are above mid-thigh unless patched;
10. Clothing with profane, obscene, or otherwise inappropriate symbols or language;
11. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
12. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
13. Language or symbols that promote gangs;
14. Hats and hoods (hooded sweatshirts worn up);
15. Do-rags;
16. Handkerchiefs;
17. Sunglasses;
18. Face paint;
19. Overly-dramatic make-up;

20. 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);
21. Blankets carried or worn as coats or wraps while in the building;
22. Heavy or loose chains, or straps that create a safety risk.

#### *Additional Dress Code Information*

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

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

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

It is the policy of the Sherwood Cass R-VIII School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day.

#### *Breakfast*

Adult/Student Breakfast \$1.95

Extra juice \$0.30

Extra milk \$0.50

#### *Lunch*

Student Lunch \$2.85

Adult Lunch \$3.50

Extra juice \$0.30

Extra milk \$0.50

Additional amounts of food can be purchased if quantities are sufficient to permit doing so. Sports drinks, juice and pop are available in vending machines. No money can be taken out of meal accounts to purchase vending machine items.

We encourage parents sending lunch money to do so with a check. This method of prepayment gives the parent a paper trail to ensure that the money goes for the purpose intended. Students may pay for lunches anytime during the day; however, before school

is generally the best time. Expenses are entered and subtracted from the individual's account, and students are notified when they have a "o" balance. Everyone should be paying in advance, but occasionally a student runs out of credit and may charge. A limit of \$10.00 of charges is allowed. Abuse of charging can result in an alternative lunch being served. The alternative consists of the vegetable of the day and milk. Free and reduced lunch forms to determine qualification are available throughout the school year. After May 1 no charges will be allowed for staff or students. Each student is given an identification number which they are expected to memorize and keep private from other students. The student will enter the number on a keypad as they enter the cafeteria. This pin number will follow them throughout their school career. If you do not want your student to come to breakfast or have extras, please contact the food service dept.

Sherwood has a closed lunch period, meaning students are not allowed to leave the building during the lunch period. The school lunch program is designed to provide well-balanced nutritious meals for everyone participating. Students who do not wish to eat the school lunch may bring their own and keep it refrigerated in coolers provided in the commons area. Food that might spoil, be spilled, or create a mess should not be kept in lockers.

#### Lunch time Commons Rules:

1. Walk to the lunchroom and stay in line. Crowding or cutting will result in being sent to the back of the line.
2. Demonstrate good manners while eating.
3. Return tray and eating utensils to the appropriate area. Do not leave trash or food on the table or the floor.
4. Students are to stay in the commons area during their entire lunch shift. The restroom in the commons area should be used if necessary.

#### *Free and Reduced Lunch Application*

This application will be provided in all enrollment packets. Applications are also available in Central Office.

#### *Adult Visitors for Lunch*

Parents and guardians are usually welcome to join their student for lunch at the appropriate time. All visitors must check in at the office. The visitors may then enter the commons.

#### Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District.

The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

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

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

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

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

#### *Individual Approaches*

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

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

### Health Services S-215-S

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

### *Illnesses/Injuries*

Procedure for Ill Students – Students are evaluated before being sent home.

Temperature is taken; if above 100.0, parents are notified. If the student has vomiting, diarrhea, contagious rash or infection, or in pain, the parents are notified. If any of these symptoms are present, they remain in the nurse's office until someone picks them up. This will avoid exposing other students in the classroom.

### Returning to School Following an Illness

Please follow the checklist below when deciding if it is ok to send your child to school.

1. If your child had a fever of 100 degrees or above, they should be kept home for 24 hours after their temperature has returned to normal without the aid of medication.
2. Keep your child home for 24 hours after vomiting or diarrhea has stopped.
3. Keep your child home for 24 hours after starting an antibiotic.

If your child misses more than three (3) consecutive days of school due to illness or if he/she has a communicable disease, the school nurse must be notified. The nurse will determine if it is necessary to obtain a doctor's written release for the student to return to school. It is usually not necessary to have a note from the doctor if the child has stayed out of school the required time with a contagious illness. Upon returning from an absence due to head lice, a student may be readmitted to school immediately after treatment that is considered acceptable by the school nurse and the student's head is rechecked. If you have any questions about your child returning to school, contact the school nurse.

If students will need any restrictions or program modifications following surgery, injury, or any illness, a written release from a physician is required. This release must have the dates of the restrictions listed.

### *Reported Head Injury or Fall*

Any student who reports, or is observed to have sustained, a head injury or fall shall be referred immediately to the District Nurse. The District Nurse will conduct an initial assessment of the student's condition in accordance with district procedures.

Following the assessment, the District Nurse shall notify the student's parent/guardian as soon as possible by phone call, voicemail, or email to make the parent/guardian

aware of the reported head injury. The District Nurse will also communicate relevant information to the student's classroom teacher and/or appropriate school staff.

If symptoms warrant further medical evaluation, the student may be excluded from school activities until cleared by a medical professional, in accordance with district guidelines and applicable state regulations.

### *Health Screenings*

The following screenings will be conducted according to this approximate calendar. Screenings will include vision, height, weight, and abdominal circumference; except for special screening as noted; i.e. scoliosis, blood pressure. Any child not passing screening evaluation shall be rescreened within one month. After two failed screenings, the student will be referred.

September: Eye screenings for new students to the district

October: 7th grade eye screenings

March: Scoliosis screenings

6th grade girls & 8th grade boys

April: 9th grade B/P screening

After determining that the individual needs referral, the nurse will notify the parent or guardian in person or by phone. This referral will be followed in writing, using a form that communicates the findings of the screening as well as any additional observations made in the school setting. The form will request a written report from the eye care professional for eye referrals and family doctors for scoliosis or B/P referrals with results of the examination and any recommendations for the school setting. Each referral has 3 options to pick from. Parents will select one of the options and return to the nurse as soon as possible. Referrals will be tracked until they are completed, offering available resources for financial assistance to those students needing assistance to obtain the needed eye exam and glasses or family exam. Incomplete referrals will be evaluated by contacting the parent or guardian by phone and/or letter periodically, until the referral is complete or refused.

### *Health Office*

A student needs a pass from the M.S. or H.S. office to go to the nurse. They should not go on their own between classes or at lunch. The student should come to the office when they are going to the nurse. If you have any questions, please contact the District Nurse at 660-499-2239 ext.1011.

### 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. Medication that is prescribed three (3) times per day can be given before the student comes to school, after school, and again at bedtime. When this is not possible, medication should be brought directly to the health office by the parent 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 other. Please give over-the-counter medications at home when possible. They will not be given at school before 11:00 a.m.

*Prescription Medication* – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. It is recommended that a student have at least one (1) week supply of medication at school. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student’s health care provider and the information may be shared with necessary District staff members on a need to know basis. Please contact the District Nurse at 660-499-2239 ext.1011.

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

### *Immunizations and Vaccinations*

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

### Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

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

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

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

### Student Records S-125-S

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

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the building principal. Requests to amend education records may be directed to the building principal to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

### *Directory Information*

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

The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information:* In addition to general directory information, a student's address, telephone number and email address; and the parents'

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

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

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

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

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

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

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

#### *Military and Higher Education Access*

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

#### *Release*

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

### *Notice*

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

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

### Personnel Records E-190-S

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

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

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

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

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

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

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.

5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan and the School Parent and Family Engagement Plan may be accessed online through the DESE website here

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

- Click “ePeGS – Public”
- Select Independence 30 from the dropdown menu
- Click “Funding Application Menu”
- Click “Quality Schools”
- Click “ESEA Consolidated”
- Click “Budget Application”
- Click “Initial”
- Select “ESEA Consolidated Plan” from left side menu
- Click “School Level”
- Select your student’s school

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

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

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

Name:	Director of Student Services
Email Address:	megan.taylor@sherwoodk12.net
Phone #:	660-499-2239 ext. 5001

#### English Language Learners I-150-S

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

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

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

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

Name: Director of Student Services  
Email Address: megan.taylor@sherwoodk12.net  
Phone #: 660-499-2239 ext. 5001

### 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 5 days in advance.

### Transportation Services F-260-S

Riding a bus is a privilege and may be revoked for violation of the rules. The driver is in charge of students while they are riding the bus. Rules violations will be reported to the appropriate principal for disciplining the students.

1. All students will be seated in their assigned places each day.
2. Everyone will obey the driver.
3. Students will remain seated and facing the front while the bus is moving.
4. No one is permitted to hit another person, throw objects, or extend arms or head outside the bus at any time.
5. Eating food or drinking beverages is not allowed.
6. Obscene language or gestures will not be tolerated.

**Students must be at the pick-up point when the bus arrives. Time does not permit the driver to wait for students. All children should be dressed appropriately for the weather conditions. During the winter months, when it's cold, students should be wearing coats to protect them.**

### Student Discipline S-170-S

#### *Student Code of Conduct*

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of

conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

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

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

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

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

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

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

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

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

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

#### *Standards of Conduct and Consequences*

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

#### *District Policy for Discipline*

##### *Definitions*

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

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

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

- Teachers are allowed to assign detentions in response to student behavior. In all situations in which a teacher assigns a detention, it is the teacher's responsibility to give notice to the parent at least 24 hours prior to the date the detention is to be served. Detentions may either be supervised by the teacher assigning the detention on any day of the week either before or after

school, or they may be given a school detention. After school detentions are from 3:20 to 5 minutes before the activity bus leaves. Detentions will not be assigned out of convenience of the student's extra-curricular activities or changed by administration. Students who miss a detention will be serve lunch detentions until they serve their after school detention. If they continue to miss, the student will serve ISS until serving the after school detention. Lunch detentions are served in the high school library and are for the duration of the homeroom and lunch period of the student.

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

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

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

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

- Students who are suspended from school will be allowed to earn full credit for course work completed during the term of the suspension. A schedule for parents to pick up home work will be worked out with the building administrator. Assessments will be taken as soon as the student returns to school. Students that receive a long term suspension that carries into another grading period or school year may not be able to take the assessments.

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

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

*Seclusion* – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-

school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

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

<b>Prohibited Conduct</b>	<b>Definition</b>	<b>Consequences</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.	<p>First Offense: No credit for the work, grade reduction, or replacement assignment.</p> <p>Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.</p>
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	<p>First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.</p> <p>Subsequent Offense: 1-180 days out-of-school</p>

		suspension or expulsion. Restitution if appropriate.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	First Offense: 10-180 days out-of-school suspension or expulsion.  Subsequent Offense: Expulsion.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.	First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.  Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.	First Offense: Suspension or revocation of parking privileges, detention or in-school suspension.  Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or	First Offense: Detention, in-school suspension, or 1-

	<p>harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.</p>	<p>180 days out-of-school suspension.</p> <p>Subsequent Offense: 1-180 days out-of-school suspension or expulsion.</p>
<p>Bus or Transportation Misconduct</p>	<p>Any misconduct committed by a student on transportation provided by or through the District.</p>	<p>Shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation</p>

		privileges may be suspended or revoked.
Dishonesty	Any act of lying, whether verbal or written, including forgery.	<p>First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.</p> <p>Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.</p>
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	<p>First Offense: Principal/Student conference, detention, in-school suspension, removal from school activities, or 1-10 days out-of-school suspension.</p> <p>Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the	<p>First Offense: 1-180 days out-of-school suspension or expulsion.</p> <p>Subsequent Offense: 11-180 days out-of-school suspension or expulsion.</p> <p>Possession of tobacco products, electronic cigarettes, vaping products, other nicotine delivery products –</p> <p>First Offense: Confiscation of tobacco</p>

	<p>counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.</p>	<p>product. Principal/Student conference, detention, or in-school suspension.</p> <p>Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.</p> <p>Use of tobacco products, electronic cigarettes, vaping products, other nicotine delivery products –</p> <p>First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.</p> <p>Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.</p>
<p>Extortion</p>	<p>Threatening or intimidating any person for the purpose of obtaining money or anything of value.</p>	<p>First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.</p> <p>Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.</p>

<p>False Alarms or Reports</p>	<p>Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.</p>	<p>First Offense: Restitution. Principal/Student conference, detention, or in-school suspension, 1-180 days out-of-school suspension, or expulsion.</p> <p>Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>
<p>Fighting</p>	<p>A mutual conflict: verbal, physical, or both, between two or more people.</p>	<p>First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.</p> <p>Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>
<p>Weapons and Firearms</p>	<p>A) Possession or use of a firearm as defined in <a href="#">18 U.S.C. § 921</a> or any instrument or device defined in <a href="#">§ 571.010, RSMo</a>, or any instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a>.</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of</p>	<p>A) First Offense: One calendar year suspension or expulsion, unless modified by the Superintendent.</p> <p>Subsequent Offense: Expulsion.</p> <p>B) &amp; C) First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p> <p>Subsequent Offense: 1-180 days out-of-school suspension or expulsion.</p>

	<p>blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>	
Fireworks or Incendiary Devices	<p>Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.</p>	<p>First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.</p> <p>Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Notification to law enforcement.</p>
Gambling	<p>Betting something of value upon the outcome of a contest, event, assignment, or game of chance.</p>	<p>First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.</p> <p>Subsequent Offense: Principal/Student conference, loss of privileges, in-school suspension, or 1-10 days out-of-school suspension.</p>
Harassment, including Sexual Harassment	<p>Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national</p>	<p>Use of Material-</p> <p>First Offense: Principal/Student</p>

	<p>origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.</p>	<p>conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.</p> <p>Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p> <p>Unwelcomed Physical Contact-</p> <p>First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p> <p>Subsequent Offense: 1-180 days out-of-school suspension, or expulsion.</p>
Hazing	<p>The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.</p>	<p>First Offense: In-school suspension or 1-180 days out-of-school suspension.</p> <p>Subsequent Offense: 1-180 days out-of-school suspension, or expulsion.</p>
Nuisance Items	<p>Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.</p>	<p>First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.</p> <p>Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.</p>
Property Damage or Loss of School Property	<p>Damage to or loss of school property such as, but not limited to, books, electronic</p>	<p>First Offense: Restitution. Principal/Student conference, detention, or</p>

	devices, calculators, uniforms, equipment, or facilities, etc.	<p>in-school suspension. Students may also not be able to participate in graduation ceremonies.</p> <p>Subsequent Offense: Restitution. Detention or in-school suspension.</p>
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	<p>First Offense: Principal/Student conference, detention, or in-school suspension.</p> <p>Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.</p>
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	<p>Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.</p>	<p>First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.</p> <p>Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	<p>First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.</p> <p>Subsequent Offense: Detention, in-school suspension, 1-180 days</p>

		out-of-school suspension, or expulsion.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.	<p>First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.</p> <p>Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.</p>
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	<p>1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.</p> <p>First Offense: Restitution. Principal/Student conference, loss of user</p>

		<p>privileges, detention, or in-school suspension.</p> <p>Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.</p> <p>2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.</p> <p>First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.</p> <p>Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.</p> <p>3. Violations, other than those listed in (1) or (2) above, or any policy or procedure regulating</p>
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		<p>student use of personal electronic devices.</p> <p>First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.</p> <p>Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.</p> <p>4. Use of audio or visual recording equipment in violation of Policy C-165-P.</p> <p>First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.</p> <p>Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.</p>
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	<p>First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.</p> <p>Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.</p>

Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	<p>First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.</p> <p>Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.	<p>First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.</p> <p>Subsequent Offense: 1-180 days out-of-school suspension or expulsion.</p>
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	<p>First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.</p> <p>Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.	<p>First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension.</p> <p>Subsequent Offense: In-school suspension, 1-180 days out-of-school</p>

		suspension or expulsion. Report to law enforcement for trespassing if expelled.
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*Multiple Offenses:* Any student who commits more than one of the above offenses may receive a more severe punishment even though the violation may be the first offense for that particular incident. The principal may use discretion in determining punishment for any violation depending on the nature and severity of the incident. All actions taken by school officials in a disciplinary case must be kept on record in the principal’s office.

**Bullying, Hazing, and Cyberbullying S-185-S**

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

*Definitions*

*Bullying* – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

*Cyberbullying* – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school’s campus or at a District activity using the student’s own person technological resource.

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: Megan Taylor and can be reached at 660-499-2239, ext. 5001

*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 or Alternate Compliance Officer, if appropriate. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

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

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

#### *Investigation*

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

#### *Retaliation*

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

#### *Consequences of Bullying, Cyberbullying, or Retaliation*

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

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy.

Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

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

### *Public Notice*

The District will:

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

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

### *Report Form*

The report form is located on the District's website:

<https://www.sherwoodk12.net/form/bully.cfm>.

### 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: Director of Student Services  
Phone #: 660-499-2239 ext. 5001  
Email Address: megan.taylor@sherwoodk12.net

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: Superintendent  
Phone #: 660-499-2239  
Email Address: derrick.hartley@sherwoodk12.net

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

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

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

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>
<b>General Information</b>

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

**1. What is a complaint?**

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

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

Any individual or organization may file a complaint.

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

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local 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:	Director of Student Services
Phone #:	660-499-2239 ext. 5001
Email Address:	megan.taylor@sherwoodk12.net

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:	Superintendent
Phone #:	660-499-2239 ext. 4000
Email Address:	derrick.hartley@sherwoodk12.net

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:	Director of Student Services
Address:	33300 South Sherwood Drive, Creighton, Missouri 64739
Email Address:	megan.taylor@sherwoodk12.net
Phone #:	660-499-2239 ext. 5001

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

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

### Student Searches S-175-S

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

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

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a

student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

The District uses dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot. The District may utilize a metal detecting wand to locate metallic objects for the safety and security of everyone.

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

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

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

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

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

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

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline.

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

The District has adopted a Student Alcohol and Drug Testing Policy to promote the health, safety and welfare of students of the District. The purpose of this Policy and the associated procedures is to encourage students to remain drug and alcohol free and to provide support and solutions to students who use drugs and alcohol. This applies to students in extracurricular and co-curricular activities in grades seven through 12 and students who wish to receive a parking permit issued by the District.

## **Definitions and Explanations**

**Alcohol** – Intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.

**Co-curricular Activities** – Activities that students participate in outside of the classroom as a result of being enrolled in a school-offered class.

**Extracurricular Activities** – Activities that take place outside the regular course of study in school and are sponsored by the school.

**Illegal Drugs** – Nicotine (Tobacco), Marijuana, LSD, Amphetamines, Methamphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Benzodiazepines (Valium), Opiates, Cocaine, Propoxyphene (Darvon), MD/MA (Ecstasy), Phencyclidine, Tricyclic, Buprenorphine, Oxycodone, and/or any substances included in 21 U.S.C. 802(6). This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

**Random Selection** – A system of selecting eligible students for drug and alcohol testing in which each eligible student shall have a fair and equitable chance of being selected each time selections are required.

**Sample Collection** - Any drug test required by the District will be administered by a certified third-party administrator using a federally approved toxicology laboratory using scientifically recognized toxicological methods. The certified laboratory shall be required to have written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug-use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students and in accordance with procedures set forth by the testing facility. If, during the testing process, a student delays providing a urine sample beyond a reasonable period of time, a saliva test may be administered.

### **Positive Test Results**

If any student has a positive result, the activities director will contact the parents or guardians and solicit any information on medication that would create a positive test. When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test and contact the activities director with the results. The activities director will then notify the parents/guardians.

### **Random Drug Testing**

Each student who wishes to participate in extracurricular or co-curricular activities or obtain a parking permit for the school year will be required to complete a consent form and return it to the high school/junior high office within the first ten days of

school. Any newly enrolling student will have ten days from the date of enrollment to sign and return a consent form. Any student not completing the consent form and returning it within the prescribed time will be ineligible to participate in extracurricular and/or co-curricular activities and/or park on campus for the entire school year.

A student may appeal to the administration in writing to be added to the drug testing pool during the school year in order to participate. Students who receive their driver's licenses may be added to the random drug testing pool during the school year. The appeal must be submitted in writing and will then be reviewed by a committee of school personnel. Students electing to follow the appeal process are not guaranteed participation in activities.

Students will be required to provide urine or saliva samples as follows:

On a random selection basis during the regular school year, ten high school students and five junior high school students will be chosen approximately every three to four weeks from a list of all students participating in extracurricular and/or co-curricular activities; and utilizing the school parking lots.

### **Appeal Procedure**

Within two working days of receipt of the positive drug test, the activities director will contact the coach/sponsor and/or other individual responsible for supervising the extracurricular or co-curricular activity. The activities director will then, within two working days, contact the student and the parent/guardian to schedule a conference. The conference shall be held within ten working days of initial contact with the student and parent. If the student, parent/guardian refuses to participate or respond to a request for a conference, the student will be deemed to have waived any right to appeal the positive drug test.

*Appeal Conference:* The activities director will solicit an explanation of the positive drug test. If the student asserts that the positive drug test is caused by something other than the consumption of an illegal drug, then the student, parent/guardian will be given ten working days from the date of the conference to present evidence to the activities director. If the student fails to or refuses to present evidence within the required timeframe, the student will be deemed to have waived any right to further appeal the positive drug test.

The District will rely on the opinion of the laboratory that performed the confirmation test in determining whether the positive test was a result of something other than the consumption of an illegal drug. The activities director will immediately notify the parents after the lab has determined whether the positive drug test could have resulted from something other than an illegal drug. The parent/student may appeal a positive test to the Superintendent by submitting a written statement of appeal within two working days of receiving the activities director's notice. However, the appeal is limited to complaints or concerns about the validity of the drug-testing process or the

presentation of additional evidence that some other substance caused the positive test. The Superintendent will not overturn a suspension based on a challenge to the actual laboratory findings.

The Superintendent will notify the parent/student of his or her decision within two working days. Failure to appeal to the Superintendent waives any further right to appeal. The parent/student may appeal the Superintendent's decision to the Board by submitting a written statement of appeal within five working days of receiving the decision. The appeal is limited to complaints or concerns about the validity of the drug-testing process or the presentation of additional evidence that some other substance caused the positive test. The Board will not overturn a suspension based on a challenge to the actual laboratory findings. The Board will notify the parent/student of its decision within a week after the meeting at which the appeal was presented.

Initiating appeal procedures does not suspend imposition of the restrictions listed below while the appeal process is ongoing.

If a student tests negative in the initial screening, the student and the parent/guardian will be contacted by personnel of the District within five working days of receipt of the testing results.

### **Confidentiality**

Test results will be kept in a confidential file separate from a student's permanent education records and those files will be destroyed upon the student's graduation from the District or, if the student is no longer attending in the District, upon the date the student would have graduated had the student remained in the District. Test results shall be released to school officials only a "need-to-know" basis.

### **Consequences**

Any student who tests positive in a drug-use test under this procedure shall be subject to the following restrictions:

- *First Offense* – Suspension from participation or attendance in all extracurricular and/or co-curricular activities, excluding practices, and parking on campus for 28 calendar days from the date of the positive drug test. Students who are enrolled in a class that involves co-curricular activities will remain in the class during the 28 days and may participate in classroom activities, but may not participate in any activities outside the regularly scheduled class time. However, students will be removed from dances and field trips for the remainder of the year.

If, because of the suspension, the student is unable to participate in an activity that constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he or she would have had the student been allowed to participate in the activity.

- *Second Offense* – The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, competitions, and parking on the R-IX campus for 52 continuous and successive weeks from the date of the positive drug test of the second offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity that constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he or she would have had the student been allowed to participate in the activity.

- *Third Offense* – The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, competitions, and parking on the R-IX campus for the length of the student's enrollment at Warsaw R-IX School District from the date of the positive drug test of the third offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity that constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he or she would have had the student been allowed to participate in the activity.

### **Refusal to Submit to Drug Use Test**

Refusal to submit to a random or reasonable suspicion test will constitute a violation of this Policy and will be treated as a positive test result.

### **Falsifying Results**

Any action by a student to falsify results will constitute a violation of this Policy and will be treated as a positive test result. If the testing facility or the District determine that a student has acted to alter a sample provided, the District may have the sample tested again in order to determine whether tampering or falsification has occurred, even if the initial test results were negative.

### **Removal from Pool**

If a student or parent/guardian requests removal from the pool, the student will be suspended from participation or attendance in all extracurricular and/or co-curricular activities and events, and parking on campus for one calendar year from the date of the request for removal.

### **Self-Reporting**

When a student self-reports consuming drugs or alcohol in violation of this Policy to an administrator, coach or activities sponsor before receiving notification that he or

she will be the subject of a random test, this violation will be treated as a first offense, as described above. A self-report is considered the same as testing positive for the purpose of future positive tests. A student may only take advantage of self-reporting once between seventh and twelfth grade.

### **Suspicion-Based Drug Testing**

A student may be required to submit to a drug test when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by the District. Staff members will report such suspicions to the building administrator or designee as soon as possible. The building administrator or designee will determine if reasonable suspicion exists.

#### **Consequences**

Students who test positive under this section may be disciplined in accordance with the District's discipline code and may also be temporarily or permanently excluded from all District extracurricular and co-curricular activities and parking privileges in accordance with the discipline code and any other applicable District policies or procedures.

#### **Refusal to Submit or Falsifying Results**

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A student who refuses to submit to testing or takes action to falsify results may be disciplined under the District's discipline code for being under the influence of alcohol or drugs. A student who takes deliberate action to falsify results may also receive additional disciplinary consequences.

### Weapons in School S-200-S

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

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

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

under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

### Instruction

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

##### *A+ Program Description*

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

##### *A+ Program Requirements*

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

More information about the A+ program may be accessed through the District website (<https://www.sherwoodk12.net/District/Department/1-High-School/1379-Untitled.html>), the high school counselor, and/or the District A+ Coordinator Jim Gurney, (660)499-2239 ext. 4020.

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

Educators in Sherwood School District believe that assessment must be an ongoing, systematic, standards-based measure of student learning. Information about student learning and development will inform instruction, direct resources and lead to improved student achievement.

The District supports the establishment of the Assessment Plan as one indicator of the success and quality of the total education in Sherwood Cass R-VIII. The assessment plan is designed to provide information for the following per Policy I-195-P.

1. Student Achievement
2. Student Guidance
3. Instructional Change
4. School and District Evaluation
5. Accreditation

The Sherwood Cass R-VIII School District Assessment Program consists of a variety of assessment types and formats including norm-referenced tests, criterion-referenced tests, nationally developed tests, and locally-developed assessments in core content areas. The primary goal of the assessment program is to monitor and improve student performance and achievement. The plan also serves to provide the necessary information to improve curriculum and instructional practices. These two goals are inextricably linked and cannot be considered separately.

No single assessment or assessment type can serve all the needs for information; therefore, the assessment program includes a wide range of instruments and procedures. Using multiple sources of assessment information can frame the answers to key student performance and school improvement questions including:

- Are Sherwood students achieving at high levels academically?
- What academic areas are in need of improvement?
- Are Districts and building educational programs improving learning outcomes for students?
- Are Sherwood's educational programs achieving the results for which they were designed?
- Which students are in need of alternative instructional strategies?
- How much value is being added for Sherwood students?

The answers to some questions carry high stakes for individual students and schools (i.e. District, state, and national accountability). The higher the stakes, the more vital it is to ensure that assessments used to gather information are reliable and valid for the intended use and administered in a standardized manner. Lower stakes questions can be answered with frequent, informal assessments and varying assessment types

because the answers to these questions do not carry such serious consequences (i.e., questions about trying a different instructional strategy). The purpose of an assessment is always considered when selecting/developing an assessment instrument and interpreting results.

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:

**Sherwood K-12 Assessment Plan**  
Updated May 17, 2023

The Sherwood R-VIII School District provides the following assessments for students during the regular school. Although this list is not comprehensive, it includes the majority of assessments given to students that are outside the regular school curriculum.

Assessment	Grade Level	Time of Year
iReady (Math & Reading)	6-12	3 Times per year (start, 2 additional check points)
STAR (Math & Reading)	1-5	4 Times per year (start, 2 additional check points, end of year)
End of Course (MAP)	HS Biology, HS Algebra I & II, HS English II, HS Government, and 8th Grade Algebra I students	May
Grade Level Assessment (MAP)	ELA & Math: 3rd - 8th Grade Science: 5th & 8th Grade	May
ASVAB	11	November
DIAL-developmental indicators of the assessment of learning	Preschool-2-4 Pre-Kindergarten 5	Spring of the year before they begin school
ACT	9-12, as requested	As requested
Accuplacer	9-12 as needed for Dual credit entry	As requested
Grade level screeners	Kindergarten, second, fourth grades	Beginning of school year for 2nd and 4th-end of year for Kinder

Career Readiness Rubric

Sherwood High School is motivated to educate the whole child, which includes aspects outside of the curriculum that can help students excel after graduation. We want our students to not only be knowledgeable, but also good communicators, have a great work ethic, and the ability to work with others, among other attributes. We have developed a rubric to communicate what the teachers are seeing in the classroom in these areas, so that we can all work together to see student success.

*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.

*Graduation Requirements I-190-S*

The State Department of Elementary and Secondary Education sets the minimum requirements for graduation. Each school district may have additional requirements.

Each semester of classes, any student with a grade of a D- or higher will receive 0.5 credits. In addition, homeroom will count as 0.25 of elective credits per year on a pass/fail basis. For all the Classes a total of 25 credits are required to graduate from Sherwood High School. The following is a breakdown of the credit requirements for graduation.

<b><u>Content Area</u></b>	<b><u>Credits Required</u></b>	<b><u>Special Notes:</u></b>
English	4	
Mathematics	3	
Science	3	
Social Studies	3	Must include American History and American Govt.
Fine Arts	1	These include Art, Choir, Band
Practical Arts	1	These include Business and Agriculture Courses
Physical Ed	1	
Health	.5	
Computer Tech	.5	
Personal Finance	.5	
Electives	7.5	Any course after the required credits have been met
<b>Total</b>	<b>25</b>	

In addition to credit requirements, students must also take, and in some cases pass other required assessments. These tests include the Algebra 1 EOC, Biology I EOC,

Language Arts II EOC, American Government EOC, US. Constitution Test and Missouri Constitution Test. All students must also receive training in basic CPR embedded into classroom instruction. The district's policy on statewide assessment can be found in the high school office or through the district website under board policy, specifically policy II.

Variations from Sherwood's graduation requirements may be made when students transfer from schools with significantly different schedule programs and graduation requirements, for foreign exchange students, for students who complete a planned career technical program of studies leading to specific career-related competencies, and for students with disabilities in accordance with their Individual Education Plan or Section 504 Plan.

A maximum of two units of credit from correspondence schools will be recognized toward meeting the state and local graduation requirements. The administration may not accept all distance learning programs. Virtual courses are also available if the district believes that the class would benefit the student. A list of available courses will be provided upon request.

### *Missouri Options Program*

The Missouri Options Program is sponsored by the Missouri Department of Education (DESE) and designed for students who are 17 years of age, lack the credits necessary to graduate with their class, are at risk of leaving school without a diploma due to credits or other significant reasons, and have a minimum of 12 credits (unless approved by administration). Missouri Options is not dependent on total credits like a traditional student, but rather a mixture of credits and assessments. Students who wish to earn a diploma through the Missouri Options Program must have approval from the high school principal. The Missouri Options Program at Sherwood has two paths: one that will allow the student to earn a diploma and another that will allow the student to earn a diploma and walk at graduation. The details of the paths are listed below. An \* denotes the requirement is needed for both paths.

### Diploma Only

- Student must be a full-time student and taking at least 4 regular or virtual classes. The remaining hours can be filled with work-study or career education. \*
- Must take the End of Course Exams in Algebra, English II, Biology, and American Government. \*
- Pass the US and Missouri Constitution Exams. \*
- Pass Personal Finance, American Government & Health \*
- Pass all Sections of the HiSET or GED Exam \*
- Pass 5 out of 7 courses

### Diploma & Walk at Graduation

- Student must be a full-time student and taking at least 4 seated classes. The remaining hours can be filled with work-study or career education. \*
- Must take the End of Course Exams in Algebra, English II, Biology, and American Government. \*
- Pass the US and Missouri Constitution Exams \*
- Pass Personal Finance, American Government & Health \*
- Pass all Sections of the HiSET or GED Exam \*
- *Pass 6 of the 7 courses they are enrolled in*
- Attend school 90% of the time once they are enrolled in the program

If a student wants to walk at graduation and completes all components of the program except passing the required number of courses and/or the meeting the attendance rate, the student will earn a diploma but is unable to walk at graduation. If a student fails to complete the required components of the program but has passed the HiSet exam, the student can still obtain a Missouri High School Equivalency Certificate.

### *Students Eligible for Services under the IDEA*

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

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

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

### *Dress for Graduation and Senior Composites*

Graduation will require males to wear a collared shirt, with pants with females to wear a dress or pant suits with dress shoes. No shower shoes, boots etc. will be allowed. The senior composite photo will have the same requirements for anything females and the men must wear a shirt and tie. If the student does wear appropriate dress, appropriate garments will be provided.

### **Graduation Ceremony**

Commencement ceremonies will be held at the end of each school year. **Only students who have met ALL graduation requirements, including passing the Missouri and U.S. Constitution tests, are eligible to participate in commencement ceremonies. No exceptions will be made to this policy.** In

addition, the principal has the right to take away the privilege of participating in commencement ceremonies due to discipline matters.

Honor graduates will be recognized at graduation, including the top 10% of the class, National Honor Society members. Seniors earn the right to wear an honor cord in a particular subject area if they have attained an A or A- in every course completed in high school within the subject area (minimum of three credits earned in that subject area). Honor cords are provided by the Sherwood Academic Booster Club. Seniors who believe they qualify for one or more honor cords must submit an application, obtained from the guidance counselor, by the deadline (in February).

To graduate from Sherwood High School, a student must attend classes for eight semesters. An exception may be made if a senior request “early release” to continue formal education or because of a hardship. Those granted early release will not attend second semester. Seniors considering early release are required to meet with the guidance counselor and submit written notification to the principal prior to the November Board of Education meeting. The guidance counselor will notify the student’s parents or guardians of the student’s decision if the student is a dependent. All graduation requirements must be met. No credit earned by correspondence will be counted for early release. Students who receive approval for early release are encouraged to participate in spring graduation ceremonies but will be considered an alumnus for all other activities during the second semester. They are **not** eligible to participate in extracurricular activities or the Junior-Senior Prom. It is their responsibility to keep in touch with school officials for announcements and information regarding graduation. Diplomas for early release will be awarded at the time that the rest of the class receives theirs. Seniors are not official graduates until the May graduation date, regardless of early release. This may affect eligibility for college financial aid until the student has officially graduated from high school. Early graduation does mean losing A+ grant money for college or technical school.

Seniors who exit early without going through the early release procedure described above and meeting the November board-meeting deadline will remain enrolled in second-semester classes and receive F’s for all courses. These seniors will not participate in school activities including commencement and may be dropped from enrollment after the tenth consecutive absence.

### **Graduating with Honors**

Students who graduate will be honored with the classifications as follows:

Summa Cum Laude (with highest honor)	Cumulative GPA 4.0 and above
Magna Cum Laude (with great honor)	Cumulative GPA 3.81 -3.99
Cum Laude (with honor)	Cumulative GPA 3.5 -3.80

### **Graduation Speakers**

Two student speakers will be chosen from the Summa Cum Laude class by vote of the senior class. If a student who is elected wishes to not speak, the senior class will vote again. If no person from the Summa Cum Laude classification wants to be speak, the senior class may elect any senior in the Magna Cum Laude. If no person is elected or

wishes to speak from the Magna Cum Laude classification, then they may select a student from the Cum Laude classification to speak by way of popular vote.

### **High Demand Occupations**

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

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

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

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

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

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Director of Student Services, 660-499-2239, ext. 5000. 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 on days school is in session (7:30 am – 4:00 pm) in the office of the Director of Student Services, 660-499-2239, ext. 5000. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

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

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

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://sherwoodk12.net/District/1399-Virtual-20Learning.html> and District Policy.

#### Technology F-265-S

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

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

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

### **Prohibited Display or Use**

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day. Students should power off all devices and place them inside their backpack or locker for the duration of the day. If devices are seen in student's pockets or student's hands, this is prohibited use that may result in discipline with at least the device being confiscated.

### **Disciplinary Procedures**

Violations of this policy will result in the phone/device that meets the definition above confiscated and it is to be turned into the office the following day. Multiple offenses may result in loss of cell phone/device privileges, detentions, lunch detentions, or ISS.

### **Exceptions**

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

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

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

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

### *Technology Devices and Acceptable Use Policy*

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are

expected to acknowledge and comply with the rules and policies of technology usage and the District network.

#### *Technology Devices*

Electronic devices – including, but not limited to, radios, pagers, game boys, CD players, etc. should not be brought to school because of safety and security reason. If brought for use on the bus or after school, they should not be used anywhere in the school building during the school day. If found being used, they will be confiscated by faculty/staff and given to the principal.

#### *Acceptable Use*

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children’s Internet Protection Act (CIPA).

#### *Unacceptable Use*

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

#### *User Agreements*

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

#### *Safety and Cybersecurity*

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

## Building Information

### *Grade-Level Classification*

Grade-level classification is determined at the beginning of each school year. In order to be classified as a sophomore, a student must have a minimum of 6 credits; a junior, a minimum of 12 credits; and a senior, a minimum of 18 credits.

Students who are behind in progress toward graduation should attend summer school, through which they can recover credits each summer.

### *Schedule Changes*

Students will have the first four days of each semester to request changes in their class schedules. Those desiring schedule changes must sign up to meet with the guidance counselor and fill out a schedule change request form. Students must have a valid reason to change their schedules and parents/guardians must approve the changes. The signed schedule change request form must be returned to the guidance counselor before the schedule change can be completed. If there is not room in the class, the request will be denied. Requests will be handled in the order that they are received. Schedule changes will not be granted because a student does not like a teacher or wants to be with friends. The principal has final authority over whether a schedule can be changed. Schedule changes will not be considered after the four-day change-of-schedule period.

Under no circumstance is a student to attend any other class besides the ones on his/her schedule printout. Until students receive a new printout showing that their schedule has been changed, they must attend the classes in which they are officially enrolled.

### *Withdrawal*

Advance notice of intentions to withdraw is valuable. The administration and faculty will help make the transfer process as smooth as possible. Any student withdrawing from school should obtain a Student Withdrawal and Clearance form from the guidance counselor. The form requires a parent's or guardian's signature. All financial obligations, such as lunch charges, lost books, library fines and class fees, must be paid at this time. Withdrawal forms are to be returned to the office before the student leaves, and a copy will be made for temporary admittance to another school. Official transfer records will be mailed after a written request from the school to which the student is transferring is received.

Students who are chronically absent or gone for 10 consecutive days without notifying the school may be dropped from enrollment at the principal's discretion. School personnel will utilize all alternatives before dropping. Truant students who are under the age of 16 will be reported to the Division of Social Services. Students 16 and older who drop out are reported to the state Department of Elementary and Secondary Education Literacy Hotline Office.

### *School Counseling Program S-147-S*

Sherwood High School offers a comprehensive school counseling program that encompasses all students at each grade level. It is an integral part of the school's total education program. It is developmental by design with sequential activities to help

students acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development.

The counseling program is led by a certificated professional school counselor. The counselor's roles are counseling, consulting, and coordinating. Counseling is a confidential relationship which the counselor conducts with students individually and in small groups to help them resolve or cope constructively with their problems and developmental concerns. Consultation is a collaborative partnership in which the counselor works with parents, teachers, administrators, social workers and medical professionals in order to plan and implement strategies to help students be successful in the educational system. Coordination is a leadership process in which the counselor helps organize, manage, and evaluate the school counseling program. Parents, students, and school personnel are encouraged to consult with the counselor about student problems and concerns.

The school counselor also offers students assistance with scheduling classes and creating a personal plan of study. Students are offered experiences to explore workforce and/or college options with college and career days and field trips to learn more about opportunities that could be available to them in the future. Assistance is also available when applying to post-secondary institutions and for scholarships.

The outer area of the counselor's office contains information on colleges, universities, vocational schools, military opportunities, careers, college planning and financial aid, dual credit, and drug awareness. Students are welcome to come in and peruse the materials any time (except during class time unless you have a pass from your teacher). The counseling office also maintains a large number of online resources on the Sherwood High School webpage. Up-to-date information and resources can be found regarding mental health and planning for life after high school, employment, college and scholarship opportunities.

### **Grading**

Below is the breakdown of the Sherwood High School grading scale and GPA.

<b><u>Percent</u></b>	<b><u>Letter Grade</u></b>
94 – 100	A
90 – 93	A-
87 – 89	B+
84 – 86	B
80 – 83	B-
77 – 79	C+
74 – 76	C
70 – 73	C-
67 – 69	D+
64 – 66	D
60 – 63	D-
59 & Below	F

Students grades are calculated using a running total of the cumulative points given by the teacher throughout the semester, in addition to the final and Missouri State EOC (when applicable). During the first semester, 85% of the student's grade is derived from the points accumulated, with the other 15% of their grade coming from the final. In courses where there is a state required EOC, 85% of their semester grade will come from points throughout the semester, with 7.5% from the semester final, and the final 7.5% from the state EOC.

### **Academic Honors**

To be eligible for the Principal's Honor Roll, a student must earn a minimum 3.75 grade-point average for the semester and be enrolled in at least six classes for credit. To be eligible for the Standard Honor Roll, a student must earn a minimum 3.00 GPA for the semester and be enrolled in at least six classes for credit. Students who receive an *F* or *Incomplete* in any class—regardless of GPA—are not eligible for either honor roll.

Students who earn a 3.68 GPA and have 4 or fewer absences in a semester earn renaissance cards. The card entitles the valid holder to attend athletic events free of charge. One parent who accompanies his/her cardholding student to an athletic event may also enter free. This only applies to events held at Sherwood High School and does not apply to other events held at school or M.S.H.S.A.A. sanctioned district or state playoff athletic events.

An academic letter will be presented to those students who earn a 3.75 GPA for both semesters of a school year. The academic letter will be presented in August of each school year. The awards will represent the student's work for the preceding year. The letter "S" will be given to first-time lettering students, along with a medal and bar.

Students will earn awards at the end of the year for their high achievement. Teachers will select from all students for a ratio of one per class, to give the top students recognition. Teachers may also give one additional award per class for any other positive academic behaviors for the year.

### **Finals**

At the end of each semester, cumulative finals for the coursework studied will be given. Students are eligible to opt out of all finals for which they have a 95% cumulative grade. Students with 100% attendance are eligible to opt out of one final they have a grade higher than 75% in. Students are not able to opt out of cumulative projects or performances that may be part of their final.

### **Weighted Courses**

Many upper-level classes are designated as weighted classes. They are typically the last course taken in a subject area. These classes are taught as advanced courses and require more preparation for class, more work, and/or work of a higher quality. Weighted refers to the way grade-point averages are figured. For regular classes *A* = 4 points, *B* = 3 points, *C* = 2 points, *D* = 1 point and *F* = 0 points. For weighted classes *A* = 5 points, *B* = 4 points, *C* = 3 points, *D* = 1 point and *F* = 0 points. This gives a weighted class more influence on students' grade-point averages and rewards students who are successful in

the most challenging classes that Sherwood offers. If a student earns an *A* in a weighted class and has *A*'s in all other classes, that student's GPA will be greater than 4.0.

### **Dual-Credit Courses**

Sherwood High School offers many dual-credit opportunities. Each DC course is a weighted class. DC courses are advanced and must meet the standards of the sponsoring college or university. Currently, we are sponsored by UCM, and State Fair Community college. The courses from the sponsor will count for high school credit and/or college credit if the student chooses to pay college tuition and tests in those courses. Students that choose to take the course for high school credit only will still be held accountable for all work. Tuition and book fees will vary depending on the sponsoring institution. Teachers of the DC courses must hold a master's degree and be approved by the sponsoring institution. On-line courses are offered as DC courses. Students taking online courses must remain in the area assigned. Failure to do so may result in withdrawal from the course and a new class assignment.

Students receiving scores of D, F, incomplete, or whom withdrawal may be pulled from all Dual Credit courses. The student will meet with the administration to present their case for non-removal. Students who withdraw/drop from a dual credit course will receive an F for the semester, unless they are able to complete the remaining work for high school credit.

Sherwood has also partnered with State Fair Community College to provide face-to-face instruction for courses of the student's choosing. These courses are available to Juniors & Seniors who are on track to graduate, have attendance above 94%, a cumulative GPA of 3.25 or higher, and no serious discipline referrals. Students may also be required to meet certain requirements set forth by State Fair.

Students will be transported to and from school on the same bus as the CTS students. Students who are involved in extracurricular activities must make prior arrangements for driving to and from State Fair ahead of time. If the bus for the activity leaves after 3:00 p.m., the student must attend their State Fair Courses.

On days when State Fair is not in session and Sherwood is in session, students will still be required to attend school for the entire day. If they choose to sign out, the absence will go against their overall attendance rate.

### **Extra Credit Policy**

Sherwood High School teachers are not to give extra credit as independent assignments. Students may earn some extra credit by answering optional questions on assessments. It is important for students to perform well on assigned homework and formative assignments.

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

Seniors who fail to meet graduation requirements during their senior year must return in the summer and/or fall to earn a diploma. If they finish in the summer, they will be considered a graduate with their original class, will be awarded the diploma that was

withheld, and can choose to participate in the *next year's* commencement ceremonies. If they must return in the fall to finish, they will be required to complete the graduation requirements for that year's senior class, including any new ones added. Returning seniors may attend for the number of classes they need to fulfill graduation requirements. When graduation requirements are met, they will be considered a graduate of that year's class and can participate in that year's commencement ceremonies. Senior students that have fulfilled all graduation requirements and choose not to attend classes will be dropped from our enrollment after 10 consecutive absences or twenty total absences. Any senior that chooses not to return for the last semester will not take part in commencement exercises except those that have been granted early graduation.

### **Transcripts**

Students are not able to alter their permanent transcript for any reason. This includes dropping courses above the minimum required to graduate. Class rank will be finalized at the end of the spring semester of each year. Seniors enrolled in summer school after graduation will not have their rank adjusted upon completion of summer school courses.

### *Clinton Technical School*

Vocational and technical training is available to Sherwood juniors and seniors through Clinton Technical School. Technical education provides the opportunity to develop skills and work habits needed to enter and progress in useful and productive employment. It is not just for students who are not college bound. Many of the programs lay a strong foundation for two- and four-year college programs in the same field.

Sherwood students may choose from the following two-year programs: auto mechanics; building trades; computer repair and networking, and machine tool technology.

Sherwood students also may choose health occupations, a one-year program.

Sophomores will tour Clinton Technical School in the spring to get information and an up-close look at the various programs.

Sherwood is only guaranteed two openings for each class, which means not everyone who wants to attend will have the opportunity. Selection is competitive and based on students' career plans, school attendance, and commitment to learning, discipline record and number of credits earned. There is no cost to Sherwood students; the Sherwood School District pays for its students to attend CTS.

Students who are involved in extra curricular activities must make prior arrangements for driving to and from CTS. If the bus for the activity leaves after 2:00 p.m, the student must attend CTS.

On days when Clinton School District is not in session and Sherwood is in session, CTS students will still be required to attend school for the entire day. If they choose to sign out, the absence will go against their overall attendance rate.

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

The Missouri State High School Activities Association governs many of the activities offered at Sherwood. Their policies and rules will be followed by all coaches and sponsors. The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at <https://www.mshsaa.org/>. Other activities and clubs have a grade or citizenship requirement for membership or participation. As an activity participant, you are in school to secure the best secondary education you are capable of achieving. Deciding to take advantage of the other half of education plays a significant part in your total educational development. However, with this decision come added responsibilities and expectations.

Participation in athletics or other extracurricular activities is a privilege, not a right, and carries with it responsibilities. As a player or as a spectator, the behavior you demonstrate signals the public as to the kind of school you represent. While winning makes us happy, the world won't come to an end if we don't.

Good sportsmanship is to be paramount at all times. Lewd remarks, profanity, obscene gestures, and belligerent shouting will not be permitted. Cheering against opponents or teams is not acceptable.

#### MSHSAA Eligibility Requirements:

1. Physical examination (required every two years, must be current, dated and signed).
2. Verification of basic accident insurance coverage.
3. Shall not have reached the age of 19 prior to July 1 preceding the opening of school.
4. Shall have earned a minimum of 3 units of credit the preceding semester of attendance.
5. Must have entered school within the first 11 days of the semester in which you wish to compete. Transfer from another school is sometimes permitted.
6. Be a creditable citizen and judged so by coach, athletic director, and principal.
7. Currently enrolled and attending courses offering 3 units.
8. Enter the random drug testing program.
9. Transfer student have 1 week from the day they start classes to sign the random drug testing consent form to participate in extra or co-curricular activities.

Should a student quit an activity, he/she must return uniforms and any school equipment within 5 days. Items should be checked in to the sponsor/coach and must be clean and in good repair. A student will not be allowed to participate in other activities or organizations until all equipment has been returned.

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

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and

participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way. Sherwood School District offers a wide variety of extracurricular activities for students. If you have any interest in participating in an activity or potentially starting a new activity, and would like more information, contact the office.

### **Citizenship for Positions**

The District values the efforts of our students to represent their families, school, and the community well. Students will make mistakes. The high school and its clubs have many positions of leadership and/or positions of notoriety (i.e. homecoming candidate) available to the student body. It is important that these positions and their responsibilities are taken seriously in order for students to hold any leadership positions or positions of notoriety; they must meet the following minimum qualifications.

1. Must have passed six (6) classes the previous semester
2. Fewer than 10 days of ISS & OSS combined in the past 365 days
3. No convictions in any court system in the past 365 days

Failure to meet and maintain these qualifications will result in the removal of the student from the position and/or make them ineligible until the criteria are met. School organizations and/or clubs may have other criteria before being eligible.

### *Dances*

Sherwood sponsors dances during the school year and admission may be charged. All dances other than the Junior/Senior Prom are open to any Sherwood High School student and their guest. For Junior/Senior prom, only Juniors, Seniors and their guests are allowed. For any dance, the guest must be in at least the 9<sup>th</sup> grade and below the age of 21. All guests must have the appropriate forms submitted before attending. Seniors who opt to “exit early” at the end of first semester are considered “alumni” and may only attend a dance if they are invited as a guest.

Any student serving ISS or OSS may not attend the dance until the suspension is complete. Other persons may be excluded by the administration for disciplinary or safety concerns.

### *Field Trip*

Students with two (2) or more failing grades or less than 90% attendance at the time of the field trip will not be allowed to attend. The student should be at school working to remove the failing grades. If the student in question is absent the day of the field trip, third party documentation will be required to excuse the absence. If no documentation is provided, the absence will be unexcused and the student may be considered truant. Also, students with five (5) or more discipline referrals may be excluded from participating in field trips by the building administrator after conferring with the field trip sponsor.

### *Signing Out from Activities*

Students attending school functions off campus must have administrative permission if they want to leave with someone without their guardian present.

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

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing Clinton radio station KDKD 95.3 FM and most Kansas City radio and television station to notify students and parents/guardians. Announcements will also be made on the Alert Now telephone notification system, the District website, and Facebook. Usually this decision is made before 7:00 A.M. Extra-curricular activities are normally cancelled on these cancelled days. 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.

### *Class Schedules/Bell Schedules*

Students who arrive before 7:25 a.m. or stay after 3:35 p.m. should have the permission of a school employee and be supervised by the employee. Students who do not have permission may be asked to leave the premises.

## **HIGH SCHOOL**

**WITH** Homeroom (W, Th)

1st	7:50 - 8:44
2nd	8:48 - 9:42
3rd	9:46 - 10:40
4th	10:44 - 11:38
5th	11:42 - 1:01

1st lunch 11:38 - 12:03  
2nd lunch 12:05 - 12:30  
6th 1:05 - 1:59  
7th 2:03 - 2:57  
HR 3:01 - 3:25

## **HIGH SCHOOL**

**NO** Homeroom (M, T, F)

1st 7:50 - 8:48  
2nd 8:52 - 9:50  
3rd 9:54 - 10:52  
4th 10:56 - 11:54  
5th 11:58 - 1:21  
1st lunch 11:54 - 12:19  
2nd lunch 12:19 - 12:44  
6th 1:25 - 2:23  
7th 2:27 - 3:25

### *Hall Pass*

Any student going to the library, counselor, or nurse must have a pass. Students without a pass will be returned to class. Students going to the nurse, must first stop by the office.

### *School Telephones*

The office telephone is for school business. It may be used by students only in cases of emergency and only with permission of the office staff. Students are not to use the classroom phones for personal use.

### *Lockers*

Each student is assigned a hallway locker. The lockers have locks.

### *Lost and Found*

All found articles should be turned in to the proper places: library books to the library; textbooks to the proper teacher; money, valuables, and clothing to the office. PE supplies, equipment, and clothing should go to the PE office.

### *Textbooks and Equipment*

The school will furnish textbooks for most classes and workbooks when necessary. Other educational equipment is also available for student use. Damage to textbooks,

school equipment, property or facilities will result in fines and or disciplinary procedures.

### *Fines*

Students may be assessed a fine or fee for a variety of circumstances. Lost textbooks, damaging school property, not returning a school uniform, textbook, or library book are examples of situations where a fee or fine may be assessed. Any student who has a fine is ineligible to attend school functions, participate in graduation, or participate in an extra-curricular activity until the financial obligation is settled.

### *Student Parking*

The use of a motor vehicle on school grounds is a privilege. This may be taken away if driving or parking violations occur. Students who use cars or trucks for transportation to and from school are expected to comply with the regulations listed below. These rules may be added to or modified as the need emerges. These are for the protection of the entire student body. All students wishing to drive and use campus parking must join the random drug testing pool within one week of the student's first day of the school year. Below is the list of rules for driving/parking on school grounds.

1. Cars and trucks are to be parked in designated areas and under no circumstances are to be driven at any time other than before and after school without special permission of the principal or superintendent. Any student violating the above rule will have parking/driving privileges removed. Students will be assigned parking spaces for school hours during hours no later than the 2<sup>nd</sup> full week of school.
2. Students who wish to drive to school must enter the random drug testing program. The deadline to turn in the form is one week after the first day of school for all students who will drive to school during the year. New students will have one week from their first day of school.
3. Students are not to go to the parking area or cars during the school day unless special permission has been obtained.
4. Students are not to loiter in parked cars before or after school.
5. Student vehicle parked on campus may be searched at any time with reasonable suspicion, if a violation of the student handbook has taken place, or a crime has occurred.
6. Students who violate the policy or do not enter the drug testing program at the appropriate time, may not use campus parking from 7:00 am to 3:30 pm. The administration may refuse any student permission to drive or park on school property.
7. Violators may be towed at the owner/driver's expense.
8. Students must have a valid driver's license and insurance to drive or park on school property. Similarly, all vehicles must have appropriate license, registration, and insurance.
9. If parking stickers or tags are given to students, the tag must be displayed. If a provided parking tag is not displayed, the vehicle may be towed, or the student may lose driving privileges.
10. On the 7<sup>th</sup> tardy to school, students will have their driving privileges revoked for no less than four weeks.

## District Policy Information

### *Physical Examinations and Screenings S-146-S*

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

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

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

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

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

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

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

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

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

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should

contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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

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

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

#### *Trauma-Informed Schools Initiative*

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is

providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

*Tobacco-Free Policy C-150-S*

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

*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.