

Lakeland R-III School District



Elementary Student/Parent Handbook

Adopted by the Board of Education: August 20, 2026

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Mission C-110-S

The mission of the Lakeland R-III School District is: The Lakeland R-III School District will prepare and empower students to become contributing members of a democratic society with high moral standards who take responsibility for their own actions.

School Board Members G-100-S

Mr. Mat Meeker	President
Mr. Jim Neuenschwander	Vice President
Mrs. Renee Baker	Treasurer
Mrs. Emily Baker	Member
Mrs. Megan Gurley	Member
Mr. Jackson Ketterman	Member
Mrs. Carrie Lasswell	Member

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

Lakeland Preschool and Elementary Staff

Dr. Deanna Jurkowski	Superintendent
Mrs. Trish Bauer	Principal
Ms. Tracy Munsterman	K-12 Counselor
Mrs. Peggy Keith/Ms. Destiny Richeson	Preschool/Elementary School Secretary

Teaching Staff

Mrs. Jasmine Carson	Kindergarten (KA)
Mrs. Amber Tack	Kindergarten (KB)
Mrs. Bonnie Smith	First Grade (1A)
Mrs. Stephanie Rohaus	First Grade (1B)
Mr. Jameson Rohaus	Second Grade (2A)

Mrs. Melinda Harper	Second Grade (2B)
Mrs. Amy Collins	Third Grade (3A)
Miss Addison Batschelett	Third Grade (3B)
Mrs. Amy Batschelett	Fourth Grade (4A)
Mrs. Molly Wray	Fourth Grade (4B)
Mrs. Shelby Brownlee	Fifth Grade (5A)
Mrs. Kyla Brown	Fifth Grade (5B)
Mrs. Megan Knight	Sixth Grade (6A)
Mrs. Jessica Fellhoelter	Sixth Grade (6B)
Mrs. Julianna Conway	Music
Mr. Curt Thomas	Band
Mr. Steve Kuchta	PE
Ms. Michelle Geiss	Art
Mrs. Liana Bennett	Title I/Gifted/Literacy Skills
Ms. Amber Jurgensmeyer	Nurse
Mrs. Sara Fellhoelter	PAT
Mrs. Dena Cambers	Speech Services
Ms. Amber Eager	Process Coordinator
Mrs. Deb Duncan	Aide
Mrs. Becky Neuenschwander/Jeri Peterson	Preschool
Mrs. Cathy Roberts/Mr. Ryan Carroll/ Mr. David Strange/Mrs. April Hills	Special Education

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

2026-2027

Lakeland R-III District Calendar

July '26						
Su	M	Tu	W	Th	F	Sa
			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	

August '26						
Su	M	Tu	W	Th	F	Sa
						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					

4 student days/9 teacher days

September '26						
Su	M	Tu	W	Th	F	Sa
		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			

18 student days/20 teacher days

October '26						
Su	M	Tu	W	Th	F	Sa
				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

18 student days/19 teacher days

November '26						
Su	M	Tu	W	Th	F	Sa
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					

14 student days/15 teacher days

December '26						
Su	M	Tu	W	Th	F	Sa
		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		

13.5 student days/15 teacher days

	Board Approved: 3/17/26
	Monday In Session
	Monday NOT in session
	No School
	Start/End of Sem
	Early Dismissal
	Professional Development Day

8/20 Open House

8/25 First Day

9/7 Labor Day - No School

9/14 PD Day

9/28 WEMO PD Conference

10/26 Conferences

11/9 PD day

11/23 In Session

11/25-11/30 Thanksgiving Break

12/7 PD Day

12/21 In Session

12/22 1/2 Day - End of Sem

12/23-1/1 Christmas Break

1/4 Teacher Work Day

1/5 Start of 1st Semester

2/8 PD Day

3/8 PD Day

3/22 In Session

3/26-3/29 Easter Break

4/12 PD Day

5/10 PD Day

5/24 In Session

5/27 1/2 Day Last Day of school

Make Up Days 12/14 (if 1st snow day is before Dec.)

1/11, 1/18, 1/25, 2/1, 2/15, 2/22, 3/1, 3/15, 3/29

More Make-up Days TBD if needed

January '27						
Su	M	Tu	W	Th	F	Sa
					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						

16 student days/17 teacher days

February '27						
Su	M	Tu	W	Th	F	Sa
		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					

16 student days/17 teacher days

March '27						
Su	M	Tu	W	Th	F	Sa
		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		

18 student days/19 teacher days

April '27						
Su	M	Tu	W	Th	F	Sa
				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	

18 student days/19 teacher days

May '27						
Su	M	Tu	W	Th	F	Sa
						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					

15.5 student days/17 teacher days

June '27						
Su	M	Tu	W	Th	F	Sa
		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			

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. The administration makes the final determination regarding whether an absence is excused or unexcused.

Procedures for Reporting an Absence

- When a student is absent except for a school activity, the following procedures will be followed:
 - If a student is absent from school, one of the student's parents should call the school before 9:00 AM or soon thereafter. Parents are to inform the school of the reason for the student's absence.
 - A student not in attendance from 4th period until the end of the school day will not be allowed to attend or participate in extra-curricular activities that day, unless excused by the principal. To participate in extra-curricular activities that occur on a Saturday or Sunday, a student must be in attendance from 4th period until the end of the school day on the last school day prior to that activity, unless excused by the principal.
 - A student sent home by the nurse is not eligible to attend any extra-curricular afterschool activities on the date they were sent home.

The following procedures have been established for students attending school at Lakeland R-III:

- Classifications of absences:
 - The following absences do not count towards the five (5) days a semester: school-sponsored activities, school approved college days, funerals, religious observances, court appearances or other legal situations beyond the control of the family, 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, school nurse holds the student from attending school, home-bound services, OSS (up to 10 days), long-term doctor's care (with documentation), and hospitalizations of two (2) or more days.
 - The following do count towards the five (5) days a semester and must be made up: doctor and dentist appointments, driver's permit and/or license testing, trancies, prearranged absences such as family trips, and any other call-in reasons parents would excuse their student from school.
- Any time that has been missed can be recovered through the following methods:
 - Super Saturdays from 9am-Noon
 - After School Credit Recovery (Tuesday, Wednesday, and Thursday from 3:30 pm-5:30 pm)

- Summer School attendance
- Tutoring before or after school
- Community service: students may recover up to 3 days (21 hours)
 - Community service must be unpaid, unrelated to any legal or school discipline, and completed and submitted to the principal within the same deadlines as all other recovery methods. Signed documentation must be submitted from the community service supervisor including the number of hours served, what the student did during the time, and contact information of the supervisor.
- Students may serve their time early by attending any of the recovery methods, especially when they know they will miss school for prearranged absences. (i.e. vacation, doctor's appointments).
- To earn credit for a course or become eligible for promotion to the next grade-level, a student must have an attendance rate of 93% or better in each course. Any student missing more than five (5) school days in a particular course during a semester must make-up the time missed. A full school day of being absent would equate to 7 hours to be recovered. Students failing to recover attendance time will not receive credit for the course(s).
- Seniors must recover all missed attendance time by 3:30pm the day before graduation in order to walk at graduation.
- Truancy: Any student who is absent from school without parent or administration approval will be considered truant. Students will not be allowed to make up their work when truant. In addition, truant students will be referred for discipline.
-

MAKE-UP WORK AFTER AN ABSENCE

1. Students will have the same number of school days they were absent to complete make-up work unless they are counted truant. It is the responsibility of the student to obtain information from the teacher regarding missed work and to turn make-up work in on time. Make-up work not completed during the allotted time will be recorded as a zero.
2. Assignments or tests which were announced prior to the student's absence will be due the day the student returns to school, even if the class does not meet that day. Students who know in advance that they will be absent (family vacation, school activity) will be required to complete assignments before the absence.
3. Students who are suspended out of school (OSS) may make up all assignments from home provided the student also completes 3 hours of community service for each day the student is suspended out of school. Documentation of community service including the number of hours served, contact information for the supervisor, and a description of services completed is due within 5 school days of returning to school from suspension. Students may recover up to 10 days of OSS through community service a year. Any days after the 10th day of OSS cannot be made up and all credit for school work will be lost.
 - a. Students who are OSS also face the following consequences:
 - i. Cannot participate in or attend school activities during suspension, and must attend a full day of school prior to being eligible to return

- to participation in activities (i.e. Friday suspension—cannot participate in weekend activities)
 - ii. Is not allowed on school grounds during the suspension
 - iii. Any student receiving OSS is not eligible to attend school dances or field trips during the semester they were suspended. 10 or more days of OSS will result in loss of eligibility for both semesters. Multiple suspensions not totaling 10 days of OSS may result in loss of eligibility for both semesters.
4. Make-up for final exams requires administrative approval.

PRE-ARRANGED ABSENCE MAKE UP WORK: Students going on school sponsored activities or with a pre-arranged absence, which will require them to miss some part of a school day, must obtain the work for the missed classes BEFORE going on the trip or missing school. Student are to get a form from the elementary school office for teachers to initial that the student has the homework assignment they will need to complete due to missing the class. Student may NOT use time during class to get the form signed by any other teachers except for the teacher of the class they are currently in.

LONG-TERM PREARRANGED ABSENCE POLICY: Parents must make a request for a prearranged absence. This request can be made in writing or by a phone call. The purpose of this request is so that a student may keep up with their work. When a student will be gone for an extended amount of time, this is to be approved by the principal. Students must obtain all work prior to the prearranged absence and have all work completed upon return. Prearranged absences will count toward the total number of days missed in a semester. Any prearranged absence days that contribute to a student missing more than 5 days in a semester must make up the required time.

SIGNING OUT OF SCHOOL: All students must have the permission of the principal or superintendent before signing out of school. When permission is granted, the student will sign-out on the check-out sheet in the office. Any unauthorized absence will be regarded as an unexcused absence and may lead to disciplinary action. A note or phone call from a parent must accompany the student's request to leave school.

PERFECT ATTENDANCE: Perfect attendance is defined as having no time absent from the regular school day. All minutes missed except for a school sponsored activity will count against perfect attendance. The Lakeland R-III School District values education and realizes that students need to be in attendance as much as possible. To help encourage attendance the district may provide incentives on perfect attendance.

APPROVED COMMUNITY SERVICE AGENCIES: Students wishing to complete community service to make up for absences or to earn credit for work while suspended out of school (OSS) must complete the community service through an approved agency. Approved agencies include: churches, community centers, city/town government agencies, animal shelters, senior centers, and other nonprofit organizations such as the Samaritan Center or Salvation Army. Students may volunteer for Lakeland Youth

Athletic Association events to make up regular absences, but not to make up for OSS as students are not allowed on school ground while suspended out of school. It is recommended students should always get approval from school administration before beginning community service to ensure it is through an approved agency.

Dress Code S-180-S

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

Dress Code Expectations and Prohibitions

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

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments or cover areas where undergarments would be expected to be when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Pants, shorts, skirts, and dresses that do not fully cover the buttocks at all times;
7. Clothing with profane, obscene, or otherwise inappropriate language;
8. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
9. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
10. Language or symbols that promote gangs;
11. Hats and hoods (hooded sweatshirts worn up);
12. Handkerchiefs;
13. Sunglasses;
14. Face paint;
15. Overly-dramatic make-up;
16. 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);
17. Blankets carried or worn as coats or wraps while in the building;
18. 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

CAFETERIA PROCEDURES: All students will be in the cafeteria at the assigned time. Students are not allowed to eat in any other part of the building unless supervised by a teacher.

RULES:

- Students will walk in the lunchroom and keep hands to ones' self and stand in the lunch lines.
- Each student will use his/her own lunch card and clear any trash and his/her tray
- Students will be dismissed from the lunchroom by a teacher or the principal.
- After leaving the lunchroom, students are to stand quietly in the hallway and wait for their teacher.
- No energy drinks are allowed for Kindergarten through 6th grade.
- Students in Kindergarten through 4th grade are not allowed to bring soda or pop as part of their lunch.
- Students in 3rd grade and up are allowed to use the microwave.

VIOLATION OF RULES: The office recommends the following penalties. They will be issued at the teacher's discretion.

- Loss of place in lunch line.
- Cleaning of lunch areas and/or tables
- Assignment to certain eating areas (separate table, chair, room, etc.).
- Conference with administration.
- With each offense, student's name is recorded in the office. The student may be subject to detention or suspension.

LUNCH PRICES & BREAKFAST PRICES:

K - 6th Student Breakfast \$1.30 5th and 6th Student Lunch \$2.50

K – 4th Student Lunch \$2.25

Reduced Breakfast \$0.30 Reduced Lunches \$0.40

LUNCH CHARGES: Students will be notified of lunch balances over \$10.00. If the balance is not paid in 5 school days the student will not be able to participate in school sports, activities, assemblies, field trips, etc. until the balance is paid. Students with any negative balance after April 15, will not be allowed to attend any field trips, or participate in sports day.

Students with excessive balances (over \$10) will not be served hot food items but will have access to all other food items.

LUNCH REFUNDS:

Lunch refunds will not be given for balances of \$10.00 or less.

Free and Reduced Lunch Application

This is available in the office and on the District's webpage.

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 will be notified of any allergies in their student's classroom if bringing food items for class parties or other events. Parents in such classes will not be able to bring homemade items. Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine, Narcan, and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse or principal in writing.

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

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

Individual Approaches

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

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

Health Services S-215-S

Health services are provided under the direction of a school nurse. Lakeland R-III School District has a school nurse on a full-time basis Tuesday through Friday from 8:00a.m.-3:30p.m. Please contact her at 644-2223 ext. 106 with health questions or concerns. 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.

Medical Update

A Student Medical Information form must be filled out every year and turned into the office. This would include any immunizations received during the summer and any information concerning physical problems that the school needs to be aware of. Over-the-counter medications may only be administered with parental permission on the student medical form.

Illnesses/Injuries

Students who do not feel well should ask permission from a teacher and report to the office. Office personnel will decide whether to send a student to the nurse. **STUDENTS ARE NOT ALLOWED TO GO TO THE NURSE WITHOUT A PASS FROM THE OFFICE AND THEIR SCHOOL PLANNER.** The school nurse will decide if the student will report

back to class or contact parents. Students should never miss a class because of illness without first reporting to a teacher and/or the office.

Temperatures that are considered to be a fever and recommend that the student be sent home: An Oral temperature of 100.0 and over, or a temporal temperature of 100.5 and over.

Communicable Diseases Requiring Exclusion from School:

- Chicken Pox - 7 days after appearance of skin eruption or longer if not dry scabbed
- German Measles (Rubella) - 5 days after appearance of rash
- Impetigo - Until lesions are healed or documented under doctor's treatment
- Measles - During cold symptoms & 7 days after appearance of rash
- Mumps - 9 days following onset of swelling
- Scabies - Doctor's note stating student under treatment
- Red or Inflamed Eyes - Doctor's note stating student under treatment or until eye is clear
- Rashes - Must be excluded until student brings doctor's note stating diagnosis and that the student may attend school or until rash is clear
- Strep Throat - On antibiotic 24 hours before returning to school. Doctor's note stating treatment
- Vomiting/Diarrhea that may be associated with a communicable disease
- Fever - In many illnesses where body temperature is elevated to **100 degrees** or above, the child should remain home until the temperature has been normal (98.6 degrees) for **24 hours**. Parents will be notified when a child at school is found to have a temperature of 100 degrees or above.

Any accident that occurs at school should be reported to the teacher or office so proper procedures can be applied. This includes first aid, as well as filling out an accident report, and the parent/guardian will be notified of what happened. If emergency medical attention is needed, and the school is unable to locate the parent/guardian, an ambulance will be called to take the student to the emergency room.

Health Screenings

The Health Services Program provides students with health screenings for vision, hearing, height, weight, and blood pressure.

Head Lice: Lakeland R-III follows a **No Nit Policy**. Periodic head lice checks for students will be conducted throughout the school year. Students with head lice or nits will be sent home with a letter and instructions concerning treatment procedures. To properly rid the home of the head lice, a thorough cleaning of the environment (vehicle, carpet, pillows, furniture, etc.) as well as the child's hair must be treated. Sometimes it may include treating everyone in the household with lice killing shampoo. Parents/guardians are expected to provide transportation for their child if the student is sent home due to live lice or nits. Students will not be readmitted to school

without a note stating the student is **free of head lice and nits** from the Health Department, doctor, or by being checked by the school nurse. An adult **must bring** the student to the school with the note stating the student has no lice or nits, or to be checked by the school nurse, before the student will be readmitted to school. Adults should wait with the student to make sure the student will be readmitted, before leaving the school. Students, who do not return to school after 3 days, will be reported to the proper authorities.

VARNISH PROGRAM: A preventive dental program is available through the district and the Missouri Department of Health and Senior Services. A licensed dental professional will screen your child's teeth, and a trained volunteer will apply a thin protective coating of fluoride varnish to your child's teeth as a preventive measure approximately four to six-months apart. Fluoride varnish has been proven to be effective in preventing, reducing, and stopping small areas of early tooth decay. More information on the varnish program will be in the students' packets that they take home.

Health Office

If you have any questions, please contact the school nurse.

Administration of Medication S-135-S

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

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others. Any student requiring more than 5 or 6 over the counter medications in a month may be referred to his personal care provider for evaluation and may be required to provide their own over the counter medication.

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

The District will not administer the first dose of any new medication.

All medications provided by the parent/guardian must be picked up by the last day of school. Any unused, discontinued, or outdated medications will be returned or destroyed at the end of the school year.

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. Students who carry asthma inhalers must have an Asthma Medication Self-Administration Form on file signed by the parent and doctor every year. Please contact the school nurse,

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.

The District designates the following items as directory information:

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

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

School Officials with a Legitimate Educational Interest

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

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

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

Release of Records to Other Agencies or Institutions

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

Military and Higher Education Access

The District will disclose the names, addresses, email 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 the District 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.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- 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 is available on the District's website.

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: Trish Bauer, Elementary Principal

Phone #: 417-644-2223

Email Address: tbauer@lakeland.k12.mo.us

The District's liaison for students who are at-risk is:

Name: Adam Collins, High School Principal

Phone #: 417-644-2223

Email Address: acollins@lakeland.k12.mo.us

English Language Learners I-150-S

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

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

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

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

Name of Coordinator: Trish Bauer, Elementary Principal

Address of Office:

Phone #: 417-644-2223

Email: tbauer@lakeland.k12.mo.us

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. No visitor passes will be issued to drop-outs of school age or students from other schools (unless approved in advance). If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

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

Transportation Services F-260-S

SCHOOL BUS REGULATIONS: Safety is the priority for all our drivers. Any student in violation of school policies or jeopardizing the safety of anyone on or in the surrounding vicinity of a Lakeland School bus will be subject to discipline ranging from a changing of seating arrangement to removal from the bus. Details of the policy are listed in the discipline section later in this handbook.

Afternoon Bus Route Changes: Please keep these changes to a minimum to limit confusion. Make contact with the office as soon as you are aware of the need for a change, otherwise we **CANNOT** guarantee that the message will be delivered in time. **TO GUARANTEE BUS CHANGES ARE DELIVERED IN TIME, PLEASE CALL THE OFFICE BY 2:00.** The end of the school day is often very busy, early changes would help guarantee the notes are delivered. Elementary bus changes are limited to only home bus and after school care bus. Word of mouth from the student will not be enough to change the student's regular bus route. If there is no prior contact made, the student will be sent on their **REGULAR** route.

Bus Notes: If you need to make a pick-up change, the following information needs to be written on the note sent to the office. Notes turned in by the student in the morning are preferred if possible.

The date of the bus change

Student Name

Teacher Name and Class

Name of Person that is picking student up

A current phone number

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. Based on the nature, severity, frequency, and circumstances of a student's conduct, administration reserves the right to impose consequences that are more or less severe than those listed, including consequences for misconduct not specifically addressed in this handbook, consistent with applicable law and due process requirements.

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.

Students may be assigned detentions to be served after school as a consequence for their behavior. Detentions range from 15-60 minutes in length and are to be served in the designated location. Any student not cooperating with the detention as it is intended will be subjected to further disciplinary action.

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.

Students serving a suspension in-school have lost the privileges of an ordinary student. Students in ISS may not attend class; participate in after-school activities or competitions, etc. These students are assigned to a supervised room where they are isolated from their peers. Students are required to work on

assignments and are given full credit for completed assignments. In addition students are not allowed to use any personal electronic devices, this includes but is not limited to; cell phones, tablets, MP3 players, Ipods, and hand held gaming devices. **Excessive days of ISS (10 or more) may result in a student being suspended out of school. Written ISS expectations are available in the office.**

Interventions - Interventions may include the use of a variety of disciplinary consequences to correct a student's behavior. This may include, but is not limited to, school service, loss of privileges, Saturday school or other discipline deemed to be appropriate for the situation.

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 suspended from school are temporarily not members of the student body. Consequently, these students are not permitted to participate in or attend any school-sponsored activity, home or away, whether such activity is held on a regular school day or on a weekend. Suspended students are not permitted on the school grounds for any reason without prior approval of the principal.

****Students who are suspended out of school (OSS) may make up all assignments from home provided the student also completes 3 hours of community service for each day the student is suspended out of school. Documentation of community service including the number of hours served, contact information for the supervisor, and a description of services completed is due within 5 school days of returning to school from suspension. Students may recover up to 10 days of OSS through community service a year. Any days after the 10th day of OSS cannot be made up and all credit for school work will be lost.**

- Students who are OSS also face the following consequences:
 - i. Cannot participate in or attend school activities during suspension, and must attend a full day of school prior to being eligible to return to participation in activities (i.e. Friday suspension—cannot participate in weekend activities)
 - ii. Is not allowed on school grounds during the suspension
 - iii. Any student receiving OSS is not eligible to attend school dances or field trips during the semester they were suspended. 10 or more days of OSS or multiple offenses that

result in OSS being assigned results in loss of eligibility for both semesters

The above mentioned behaviors and consequences only serve as a guide in handling discipline problems. The principal and the superintendent reserve the right to vary from the discipline code guidelines in extreme cases.

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.

Prohibited Conduct	Definition	Consequences
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.	1 st Offense: Zero on assignment; Interventions 2 nd Offense: Zero on assignment; Parent Conf; 1-5 days ISS 3 rd Offense: Zero on assignment; 1-10 days ISS; Possible loss of course credit
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	All Offenses: ISS/OSS; Possible LT; LA
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	Assault: 1 st Offense: 1-10 days ISS/OSS; Possible LT; Possible LA 2 nd Offense: 5-10 days ISS/OSS; Possible LT; LA 3 rd Offense: 10 days OSS; Possible LT; LA Assault towards Faculty/Staff:

		1st Offense: 1-10 days ISS/OSS; Possible LA 2nd Offense: 5-10 days OSS; Possible LT; LA
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.	Assault: 1st Offense: 1-10 days ISS/OSS; Possible LT; Possible LA 2nd Offense: 5-10 days ISS/OSS; Possible LT; LA 3rd Offense: 10 days OSS; Possible LT; LA Assault towards Faculty/Staff: 1st Offense: 1-10 days ISS/OSS; Possible LA 2nd Offense: 5-10 days OSS; Possible LT; LA
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.	1st Offense: Interventions; Possible loss of driving/parking privileges 2nd Offense: Possible 1-5 days ISS; Loss of driving/parking privileges 3rd Offense: 1-10 days ISS; Loss of driving/parking privileges
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and	1st Offense: Interventions; 1-5 days ISS/OSS 2nd Offense: 1-10 days ISS/OSS

	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.	3 rd Offense: 1-10 days OSS; Possible referral to LA; Possible LT
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.	Potential bus suspension or removal plus consequences for the violation.
Dishonesty	Any act of lying, whether verbal or written, including forgery.	1 st Offense: Interventions; 1-3 days ISS / OSS 2 nd Offense: 1-5 days ISS / OSS 3 rd Offense: 3-10 days ISS/OSS (Grades 7 & 8); 5-10 days ISS/OSS (Grades 9-12)

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.	<u>Defiance</u> 1st Offense: Interventions; 1-3 days ISS / OSS 2nd Offense: 1-5 days ISS / OSS 3rd Offense: 3-10 days ISS/OSS (Grades 7 & 8); 5-10 days ISS/OSS (Grades 9-12) <u>Disruptive Speech/Conduct</u> Grades 7 & 8 1st Offense: Interventions; Up to 2 days ISS 2nd Offense: Interventions; 1-5 days ISS / OSS 3rd Offense: 1-10 days ISS/OSS Grades 9-12 1st Offense: Interventions; Up to 3 days ISS 2nd Offense: Interventions; 1-10 days ISS / OSS 3rd Offense: 1-10 days ISS/OSS; Possible LT VERBAL ABUSE AND/OR DISRESPECT TOWARDS FACULTY/STAFF:
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		1st Offense: Interventions; 1-10 days ISS/OSS; Possible LA 2nd Offense: 1-10 days ISS/OSS; Possible LT; Possible LA
Dress Code	Violation of S-180-S .	1st Offense: Warning; Changing of apparel, Confiscation of headgear 2nd Offense: Interventions; Changing of apparel, Confiscation of headgear 3rd Offense: 1-5 days ISS/OSS, confiscation of headgear
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.	Drugs and Alcohol 1st Offense: 10 days OSS; Possible Law Enforcement, Possible Long Term Suspension 2nd Offense: 10 days OSS; Possible Long Term Suspension, report to Law Enforcement E-cigarettes, Vape Pens, Similar Products, pods, juice, or any components of vape delivery systems; Cigarettes/Chew/Lighters 1st Offense: 3-5 days OSS, Possible LA 2nd Offense: 5-10 days OSS, Possible LA 3rd Offense +: 10 days of OSS Possible LA, LT

Excessive ISS	Students who have earned ten (10) or more days of ISS during the school year may be assigned OSS in lieu of ISS regardless of the listed consequences for the various offenses listed in the handbook.	Any Offense After 10 Days of ISS have been assigned and served: Administration has the discretion to assign OSS in lieu of ISS. The number of days of OSS assigned shall not exceed the possible number of ISS days allowed in the policy.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	1 st Offense: 1-10 days ISS/OSS; Possible LA; Possible LT 2 nd Offense: 5-10 days ISS/OSS; LA; Possible LT 3 rd Offense +: 5-10 days OSS; LA; Possible LT
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	1 st Offense: 1-10 days ISS/OSS; Possible LA; Possible LT 2 nd Offense: 5-10 days ISS/OSS; LA; Possible LT 3 rd Offense +: 5-10 days OSS; LA; Possible LT
Fighting	A conflict: verbal, physical, or both, between two or more people.	1 st Offense: 1-10 days ISS/OSS; Possible LA; Possible LT 2 nd Offense: 5-10 days ISS/OSS; LA; Possible LT 3 rd Offense +: 5-10 days OSS; LA; Possible LT

Weapons and Firearms	A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; items customarily used, or which can be used, to inflict injury upon another person or property, and Any object designed to look like or imitate a device as described in policy S-200-P. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.	1-180 days OSS or expulsion; Possible Law Enforcement, in accordance with Policy S-100-P
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.	1-10 days ISS/OSS; Possible LA; Possible LT
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	1st Offense: Intervention; possible 1-5 days of ISS Subsequent Offenses: 1-10 days OSS

Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.	1st Offense: Interventions; 1-10 days ISS/OSS; Possible LA 2nd Offense: 1-10 days ISS/OSS; Possible LA; Possible LT 3rd Offense +: 1-10 days OSS; LA; Possible LT Sexual Harassment 1st Offense: Interventions; 1-10 days ISS/OSS; Possible LA, Possible LT 2nd Offense: 1-10 days ISS/OSS; Possible LA; Possible LT 3rd Offense +: 1-10 days OSS; LA; Possible LT
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	1st Offense: Interventions; 1-5 days ISS/OSS 2nd Offense: 1-10 days ISS/OSS 3rd Offense: 1-10 days OSS; Possible referral to LA; Possible LT
Indecent Exposure	Intentionally exposing one's own body parts which are normally covered or forcibly exposing body parts of another person which are normally covered.	1-10 days ISS/OSS; Possible LA; Possible LT
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other	1 st Offense: Warning; Device confiscated & returned at end of school day

	possessions not approved for educational purposes.	2nd Offense: 30 min detention; Device confiscated & returned at end of day 3rd Offense +: 1-5 days ISS; Device confiscated & parent must pick-up device The use of any of these items while in ISS will result in 1-5 additional day of ISS.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.	Retribution
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	1st Offense: Interventions; Up to 5 days ISS 2nd Offense: Interventions; 1-5 days ISS 3rd Offense +: 1-5 days ISS/OSS
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.	Confiscation; Interventions; 1-10 days ISS/OSS; Possible LA; Possible LT

Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	1-10 days ISS/OSS; Possible LA; Possible LT
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.	Tardiness Tardy #3 – 5: 30 Minute Detention with teacher Tardy #6 & #7: Office Referral – 1 day of ISS Tardy #8 or more: Office Referral -- 2-10 days of ISS Truancy 1st Offense: Interventions; Up to 5 days ISS / OSS, Possible LA 2nd Offense: 5-10 days ISS / OSS, Possible LA
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.	CELL PHONES and other ELECTRONIC PERSONAL COMMUNICATION DEVICES 1st Offense: Device confiscated & Parent Picks Up Phone from School 2nd Offense: 1 day of ISS Device confiscated & Parent Picks Up Phone from School

		3rd Offense +: 2-5 days ISS/OSS; Device confiscated & Parent Picks Up Phone from School. Misuse of Computers 1st Offense: Interventions; Possible 1-10 days ISS/OSS; Possible loss of computer privileges; Possible LA 2nd Offense: 1-10 days ISS/OSS; Possible loss of computer privileges; Possible LA; Possible LT 3rd Offense +: 1-10 days OSS; Loss of computer privileges for 1 year; LA; Possible LT
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	1st Offense: Interventions; 1-5 days ISS/OSS; Restitution; Possible LA 2nd Offense: 1-10 days ISS/OSS; Possible LA; Restitution; Possible LT 3rd Offense +: 5-10 days ISS/OSS; Restitution; LA; Possible LT
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.	1st Offense: 1-10 days ISS/OSS; Possible LA 2nd Offense: 5-10 days OSS; Possible LT; LA
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not	Restitution; up to 10 days ISS/OSS; possible LT or expulsion; Possible LA

	authorized or through an unauthorized entrance.	
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	1st Offense: Intervention; restitution; up to 10 days ISS/OSS; possible LT or expulsion 2nd Offense: Intervention; restitution; 5 to 10 days ISS/OSS; possible LT or expulsion 3rd Offense: 10 days OSS; Possible LT; Possible LA; Restitution
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.	Warning, Detention, ISS, 1-180 days OSS or expulsion; Possible LA

Bullying, Hazing, and Cyberbullying S-185-S

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

Definitions

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

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

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: the Building Principal and can be reached at 417-644-2223 ext. 101.

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

Reporting Bullying or Cyberbullying

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

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

written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

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

Investigation

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

Retaliation

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

Consequences of Bullying, Cyberbullying, or Retaliation

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

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

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

Public Notice

The District will:

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

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

Report Form

This will be available in the Building Office.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights,

including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Principal
Phone #: 417-644-2223
Email Address: acollins@lakeland.k12.mo.us

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

Name: Superintendent
Phone #: 417-644-2223
Email Address: djurkowski@lakeland.k12.mo.us

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

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated?

	8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

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

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

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

Name: Principal
Phone #: 417-644-2223
Email Address: acollins@lakeland.k12.mo.us

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

Name: Superintendent
Phone #: 417-644-2223
Email Address: djurkowski@lakeland.k12.mo.us

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

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

Title IX C-131-S

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

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

Name or Title: High School Principal
Address: 12530 Lakeland School Drive, Deepwater, MO, 64740
Email Address: acollins@lakeland.k12.mo.us
Phone #: 417-644-2223

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

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

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

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. The District may utilize drug dogs for unannounced searches. Dogs will not come into direct contact with students.

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

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

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

Student Alcohol/Drug Abuse S-195-S

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

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the 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.

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, any other items customarily used, or which can be used, to inflict injury upon another person or property or any object designed to look like or imitate a device as described in this policy.

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

Assessment Program I-195-S

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

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.

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 Cathy Roberts, 504 Coordinator, 12530 Lakeland School Drive, Deepwater, MO, 64740, 417-644-2223, croberts@lakeland.k12.mo.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

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

This plan may be reviewed *Tuesday – Friday (7:45 am – 3:00 pm)* in the office of Amber Eager, Special Education Process Coordinator, 12530 Lakeland School Drive, Deepwater, MO, 64740, 417-644-2223, aeager@lakeland.k12.mo.us. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

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

approval process are outlined in District Policy. 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 and District Policy.

Technology F-265-S

Cell Phone Guidelines

Policy on Student Display or Use of Electronic Personal Communications Devices

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

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

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

Disciplinary Procedures

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct. Disciplinary action is outlined in Technology Misconduct in S-170-S of this Handbook.

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 a teacher or school official pursuant to this policy.

Technology Devices and Acceptable Use Policy

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

Technology Devices

Students are expected to treat District Technology resources with care and students are responsible for lost or damaged property, which may include retribution. Students are expected to arrive at school with their Chromebooks charged.

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

Grading and Reporting System

Grade cards are issued at mid-term and at the end of the quarter.

Kindergarten grades are based on a checklist of skills accomplished.

Grading Scale for Grades 1-6:

A	94-100%	C	73-76
A-	90-93%	C-	70-72
B+	87-89%	D+	67-69
B	83-86%	D	63-66
B-	80-82%	D-	60-62
C+	77-79%	F	0-59

Literacy Skills, Art, PE, and Music will use the following scale for Grades K-6:

E – Excellent S – Satisfactory U – Unsatisfactory

Band will give letter grades for 5th and 6th grades.

HONOR ROLL REQUIREMENTS: Third through sixth grade students are eligible for the “A” or “B” Honor Roll. In order for a student to be on the “A” honor roll, they must maintain a 3.67 G.P.A. and have no more than one “C” for the quarter and no grade below a “C-“. For a student to be on the “B” honor roll, they must maintain a 3.00 G.P.A. and have no more than two “C’s” (includes C+, C, C-). Students with D’s and/or F’s for the grading period will not be eligible for honor roll.

Retention for First through Sixth Grade I-185-S

Students in Grade 1-6 can be retained if they make failing grades (F) for two consecutive semesters in two or more of the core academic classes. Any fourth grade student tested at the end of summer school following their fourth grade year who is not reading at the third grade level may be retained. Students will be preliminarily tested using the STAR reading test and those not qualifying will be retested using an additional standardized test. Students in danger will be placed on Reading Improvement Plans beginning as early as third grade. Parents will be made aware of the possibility of retention at the start of school.

Possible Retention:

A student in Grades 1-6 making a combination of F's and deficient grades for one semester is considered in danger of retention.

A student in kindergarten is in danger of retention if a substantial part of their progress report is marked as "needs improvement" or a significant number of skills are not mastered.

Students considered in danger of retention will be referred to a committee consisting of the principal, grade level teachers, and any other certified personnel pertinent to the student's situation. The parents/guardians will receive a letter informing them of the decision to retain a student. The following criteria will be discussed for students in danger of retention:

- Student Performance/Below Grade Level Status
- Grades in All Subject Areas
- Achievement and Diagnostic Tests
- Teacher Opinion Relating to Student's Skills
- Social Maturity

STUDENT PORTAL ACCESS: All students and parents have access to the student portal in TeacherEase. Students are responsible for knowing their grades and where they stand towards academic eligibility.

Parent Conferences

The District will hold parent/teacher conferences in October of each school year.

Other parent/teacher conferences may be scheduled as described here. Teachers have a planning period each day. They can be reached by calling the office and setting up a time for a return call or a conference. Please do not come to school unannounced to meet with a teacher. All meetings during the school day should be prearranged.

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 ThrillShare to notify students and parents/guardians. Announcements will also be made on the District website and Facebook, Clinton Radio Station – KDKD 1280 AM & 95.3 FM; Kansas City TV Stations KMBC, KCTV5 and Fox 4; and Springfield TV Station KY3. Please do not call the administration or radio/TV stations for this information.

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

file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Arrival and Dismissal Procedures S-165-S

The building opens at 7:45 a.m.

School is in session between 8:05 a.m. and 3:30 p.m. Parent cooperation is requested in observing these times.

PARENTS: Children will need to walk to their classrooms on their own. Thank you for your assistance in keeping our school safe!

Elementary students are dismissed approximately at 3:30 p.m. If there is to be **ANY** change in a student's regular procedure for going home, there needs to be a note brought to the office or a phone call from a parent/guardian. Word of mouth from the student will not be enough to change the student's regular bus route. If there is no prior contact made, the student will be sent on their **REGULAR** route.

Parking and Student Pick-Up Procedures

North Side: The North side of the building by the elementary front entrance is where students will be picked up and dropped off if they are not riding the bus.

South Side: The South side of the building is where the buses will load and unload. Parents are NOT to drop off students here. Please do not park in this area for the safety of all children. These doors will remain locked at all times.

Pick-Up Procedure for Car Riders

Car riders will be dismissed first from their classes and will be at the north elementary entrance by 3:25 where a staff member will be located. Parents need to stay in their vehicles, and a staff member will send students out to their appropriate ride.

Students will be dismissed to parents as parents are lined up. As the parents drive through, the staff member will call the students to the front. Prior arrangements must have already been made to pick up a student at this time. NO students will be pulled off a bus without a prior note. If the staff member does not recognize the person picking up the student, they may be asked to park to the side and go into the office to talk to the office secretary.

Any parent, who needs to talk to someone in the office, will need to pull to the side and park to go into the building to talk to the secretary. The traffic of pick-up needs to flow smoothly so it will not allow for a delay for questions.

Student of the Month

This program recognizes students for their accomplishments. Each K-6 teacher picks one student based on various criteria such as study habits, quality of work completed in the classroom, behavior, attitude, and manners. The teacher completes a form and

turns it into the office. Each month the Students of the Month are announced over the intercom to the entire elementary. The students will eat lunch with the principal, watch a movie, receive a picture, can of soda, special treats, and lots of praise. Each student's picture and name is displayed in the main hallway by the water fountain.

Birthdays

Students will be recognized for their birthday by the office. Students will receive a special nametag to wear for the day, a birthday pencil and a prize from the birthday box. Summer birthdays will be recognized during other months of the year. Students with a birthday during a weekend or holiday will receive their recognition on the last day of school before the weekend or holiday.

"Catch 'em Being Good"

Whenever a teacher observes a student doing something that shows courtesy, responsibility, or good manners, they will give them a "I caught you doing good" slip. It is the student's responsibility to turn these slips into the office or to the principal. There will be a special drawing on Friday of the names that have been turned in.

Drink Policy

No outside drinks are allowed for Kindergarten through 6th grade.

Personal Items

Students are responsible for personal items that are brought to school. No items are to be given, sold, or traded to any other student. Students should not carry money other than for lunches, milk, or other school purposes. Lunch and milk money should be turned into the teacher at the beginning of the school day.

Items Not Allowed at School: Toys, trading cards, skate boards, skates, wheel backpacks, shoes with wheels, hard balls, bats, balls (unless student has permission to bring for everyone to share at recess), water guns, knives, guns, beepers, laser lights, chains (hooked to wallets), and any other device that would be disruptive or dangerous to others.

Consequences for Having Above Items at School: (Unless dangerous item)

- 1st offense - Item will be taken and returned to student at the end of the day
- 2nd offense - Item is held for parent pick-up.

Appropriate items may be brought to school for share time in the classroom. If an item is brought to school for this reason, it must be kept in a backpack until time to share with the class. There should be no loose balls on the school bus, or other items that are listed above.

Recess Rules

1. Obey **ANY** teacher who is on recess duty.
2. Remain in playground area where staff can clearly see students.

3. Avoid mud puddles or other standing water.
4. Do not leave the playground without permission.
5. Do not throw rocks, dirt, sticks, mud, or snowballs.
6. Remain seated on all playground equipment.
7. Do not ride double or run under the swings.
8. Do not stand on or jump off the top of equipment.
9. Only climb on equipment designed for climbing.
10. No fighting or inappropriate language.
11. Any student who is injured at school should report immediately to the supervising teacher and an accident report should be written. The student may be sent to the office for first aid or in an emergency, another student should be sent to get help. The supervising teacher **never** leaves the other students unsupervised.
12. Students should watch for signals to line up by the supervising teacher. The sign may be by voice, hand motion, whistle, bell, etc.
13. No talking in the halls. Students should walk quietly to and from recess.
14. No students should be on the playground unless supervised by a teacher.
15. Any student who cannot follow recess rules may lose recess privileges for any part, or the remainder of the school year. Safety is our first concern.

Change of Address

If a student moves during the school year, he/she must report the change to the office immediately. In order to keep the office files up to date; it is necessary to have the student's residence, mailing address and telephone number. This information may be updated online in the parent portal.

Field Trip Eligibility

Students must be passing all classes in order to attend a field trip. Students who are on the ineligibility list may not attend any field trips. (See Ineligibility List in the MSHSAA section.) Students must have no more than 5 hours of attendance left to recover in order to attend field trips. Any student receiving OSS for any reason is ineligible for field trips that occur during the same semester OSS was assigned. 10 or more days or multiple discipline incident that result in OSS will result in loss of field trip eligibility for both semesters. Students should collect all work he/she will miss prior to attending trip. This policy applies to all school field trips, rather the trip occurs during school hours or on the weekend.

Field trips are a privilege and are earned through good behavior and academic success. Students who have repeated behavior problems at school and on the bus, or are not cooperative in completing class assignments and homework, will not attend class field trips.

Lost and Found

Any articles found in the building or on the school grounds should be taken to the principal's office promptly. Students who lose items should check in the office to see if it has been turned in. Outerwear articles of clothing such as coats, hats, gloves should be labeled with the child's name. This helps to return lost items to their original owner. Items will be removed at the end of each quarter. Lost and found items will be periodically donated.

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.

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

School Nutritional Program F-290-S

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

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

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

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

This institution is an equal opportunity provider.

Student Transfers S-120-S

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

1. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
2. 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.

3. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative

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

Tobacco-Free Policy C-150-S

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

Safety F-225-S

Information on earthquake procedures is included in the Standard Operating Guidelines for Emergency Procedures.

FIRE DRILL: Fire drills are held periodically throughout the school year. At the sound of the alarm, students are to leave the building in an orderly manner and assemble in a predetermined area at least 100 feet from the building.

TORNADO SAFETY: If a tornado warning should occur during the school day, the students will be moved to the storm shelter. Parents are requested not to come to school during a tornado warning to pick up their children. Parents are also requested not to telephone the school while the warning is in effect.

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.

Missouri State High School Activities Association (MSHSAA) Activities

The District complies with all MSHSAA guidelines and the Activities and Athletic Handbook below. The most up-to-date version of the MSHSAA handbook is located at www.mshsaa.org.

Eligibility Requirements

INELIGIBILITY LIST (“F” RULE): A student with a (1) failing grade (scoring below 60% in a class / F reported on a grade card) for any quarter will be placed on the ineligible list. Students on this list will be ineligible for athletic and academic contests, field trips, extra-curricular activities, and dances to begin the following quarter. Students may become eligible at the next quarter’s midterm. 2nd Semester / 4th quarter grades carry over to the following school year for the purpose of this rule.

Any student with more than one failing grade at the end of the semester will not be eligible for participation in MSHSAA activities, academic / athletic contests, field trips, dances, and any extra-curricular activity the following semester regardless of grades at midterm. Any junior high students failing more than one class at quarter are ineligible all of the following quarter.

A student not already on the ineligible list but who is currently failing any course will not be excused from any classes to attend athletic events, club activities or field trips if the leave time for the team/organization is prior to the dismissal of the student body (3:30pm). That student may not participate in the contest/event.

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

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

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

Based on Missouri Statute (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these.

The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements. Due to the timing of this legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

Activities and Athletic Handbook

Introduction

Welcome to the Lakeland R-III School District Student Activity Program. The Lakeland R-III School District encourages you to take advantage of as many programs as your time and talent will permit. Good luck to you as you strive to grow emotionally, mentally, socially, and physically through your activities.

This handbook is to be distributed to all students upon beginning their first sport season or their first day of school, whichever comes first.

Philosophy

We believe that interscholastic activities shall supplement the secondary curricular program, and as such become a vital part of a student's educational experience. The emphasis for Lakeland Athletics is on Sportsmanship, Character, Commitment, and Teamwork. The District athletic experience contributes to the development of learning and social skills that maximize a student's education. It is important to note that participation is a privilege, not a right; however, we invite all students to participate fully in our programs.

Good Sportsmanship Code

Lakeland R-III School District encourages and expects its players, coaches, faculty, parents, and fans to:

1. Maintain pride in self and school
2. Strive to keep high standards of conduct
3. Cheer for one's own team is always encouraged
4. Respect opponents as fellow students who are also trying to do their best

5. Respect the rules of the game and the officials and their decisions
6. Follow the directives of the school staff at home and away events
7. Accept victory or defeat graciously

District Requirements

Lakeland School District has established requirements for student athletics and activities. Important points are summarized as:

1. Students will meet the eligibility requirements set out by MSHSAA.
2. Any student failing a class may be required to attend study sessions after school.
3. Students displaying unacceptable citizenship behaviors may be suspended from participation
4. Each coach and sponsor will establish written guidelines for their groups. These guidelines shall be presented orally and in written format. A copy of such guidelines will be on file with the principal.
5. Students are not to engage in hazing. Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

Directory of Lakeland District Sponsored Activities

Activities Director: **Eric Osner** erosner@lakeland.k12.mo.us

<u>Junior High Schools</u>	<u>Coach</u>	<u>Email</u>
Cross Country*	Curt Thomas	cuthomas@lakeland.k12.mo.us
Volleyball*	Clint Johnson	cljohnson@lakeland.k12.mo.us
Boys' Basketball*	Rafe Kalberloh	rakalberloh@lakeland.k12.mo.us
Girls' Basketball*	Rafe Kalberloh	rakalberloh@lakeland.k12.mo.us
Track & Field*	Curt Thomas	cuthomas@lakeland.k12.mo.us
JH Cheerleading*	Jasmine Carson	jacarson@lakeland.k12.mo.us

*Denotes a MSHSAA Sponsored & Regulated Activity

All Coaches and sponsors may be reached by calling the HS office at 417-644-2223

Homeschool / Virtual Student Participation in Extra/Co-curricular Activities

Students enrolled in a virtual learning or homeschool program while residing within the Lakeland R-III school district are eligible to participate in extracurricular activities offered by the district, provided they meet the same academic standards and eligibility requirements as in-person students, as outlined in the extracurricular academic eligibility expectations section of the student and activities handbooks.

All virtual students participating in extracurricular activities are expected to follow the same conduct, attendance, and participation guidelines as their in-person peers.

Failure to meet the academic or participation requirements may result in suspension or removal from the activity, organization, or program

Regulations and Guidelines

The following regulations and guidelines are expectations of the Lakeland R-III School District for its participants in all activities and athletic programs.

Academics

- A student with a failing grade (scoring below 60% in a class / F reported on a grade card) for any quarter will be placed on the ineligible list. Students on this list will be ineligible for athletic and academic contests, field trips, extra-curricular activities, and dances. Students may become eligible at the next midterm. 2nd Semester / 4th quarter grades carry over to the following school year for the purpose of this rule.
- A student who is currently failing any course will not be excused from any classes to attend athletic or activity contests or events or any field trips. If the leave time for the team/organization is prior to the dismissal of the student body (3:30 pm), then that student may not participate in the contest/event. The student may attend the contest/event through transportation at their own expense; however, the student may not participate in the event/contest nor may the student sit on the bench, be in the locker room, or gather in any other team/group designated area.
- A student, not already on the ineligible list, with one (1) F in any class may continue to participate in contests and/or events as long as the contest/event does not require the student to miss classes. Any student with two (2) or more F grades in any classes may no longer participate in any contests or events regardless of it taking place during or outside the regular school hours.
- MSHSAA By-Law 2.3.2.a requires students to pass 80% of courses in a semester to be eligible the following semester. At Lakeland, any student with more than one failing grade at the end of the semester will not be eligible for participation in MSHSAA activities, academic / athletic contests, field trips, dances, and any extra-curricular activity the following semester regardless of grades at midterm.

Class Attendance

- A student not in attendance from 4th period (11:17 a.m.) until the end of the school day will not be allowed to attend or participate in extra-curricular activities that day, unless excused by the principal. To participate in extra-curricular activities that occur on a Saturday or Sunday, a student must be in attendance from 4th period until the end of the school day on the last school day prior to that activity, unless excused by the principal.
- A student sent home by the nurse is not eligible to attend any extra-curricular afterschool activities on the date they were sent home.

- Students who are excessively tardy to school on the day of a contest (home or away) or excessively tardy to school the day following a contest (home or away) may not participate in the next contest unless accompanied by a doctor's note or other prearranged excuse.
 - There is no excused tardy classification. All students are expected to be to school on time.
 - Excessively tardy is defined as 3 occurrences of arriving to school late the day of or day after a contest.
- If a student misses class without being excused by the principal, the student shall not be considered eligible on that date.
 - Typical reasons to be excused by the principal include (but are not limited to) doctor's appointment, funeral, dentist appointment, school sponsored trip/activity, etc.
 - Reasons students would not be excused include (but are not limited to) family vacations, job requirements, providing child care, truancy, etc.
 - Any student who misses school because of illness for any part of the day may not participate in athletic contests or practices that day.

Practice/Game Attendance

- Attendance at practice and games are required of all team members. Excessive absence from practice or games will result in removal from the team.

Citizenship

- Students who represent a school in interscholastic or extra-curricular activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct both in school and out of school is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline. **This policy is in effect 365 days a year, so infractions committed during the summer months will affect a student's eligibility status.**
- Violations do not accumulate from year to year. For the purpose of this handbook a year is July 1 to June 30.
- Should a student participant be in violation of this code with regularity, participation privileges may be revoked by the administration at any time.
 - Students assigned In-School Suspension (ISS) may not participate in school activities. This begins at the time period from when student begins serving his/her ISS and concludes at 8:15am of the next school day after ISS is completed. Should a student be assigned ISS on Friday, that student would remain eligible for practices/contests until he/she begins serving ISS. ISS is typically assigned for Tuesday or Thursday (whichever occurs next).
 - Students suspended out of school (OSS) may not participate or attend any school activities or functions including at off-campus locations.

- Any student who withdraws or is expelled from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal (MSHSAA By-Law 2.2.5).
- Any student who is (1) arrested for, charged with, and/or issued an indictment or information regarding, (2) pleads guilty to, (3) is convicted of, (4) receives probation for, or (5) receives a suspended imposition of sentence for any violation or alleged violation of federal, state, or local law (regardless of whether the matter is pending in a local court, the juvenile justice system, or the adult justice system) shall, within twenty-four (24) hours of the action, notify the Activities Director or Principal. Failure to provide such notification within the stated time frame may result in the student's removal from the respective team/activity. In addition, the student should note that by failing to provide this information, the student possibly jeopardize his/her respective team's season and may cause the team to be placed on probation. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors (MSHSAA By-Law 2.2.6).
- A student who is involved with criminal behavior and has been charged will be ineligible until all matters have been concluded with the legal system and the school (MSHSAA By-Law 2.2.2).
- A student who is found guilty of a law violation shall not be considered a creditable citizen until he/she has satisfied his/her fine and/or penalty (MSHSAA By-Law 2.2.2).
- If a student is on probation under the suspended execution or suspended imposition of a sentence, the student must fulfill all special conditions of the probation such as jail time, payment of a fine, restitution, community service, counseling, etc. before eligibility can be restored. After the student has fulfilled the special conditions of probation, but remains under general conditions of probation only, the local Board of Education shall determine eligibility (MSHSAA By-law 2.2.2).
- Any student participating in activities may be required at any time to produce documentation from the proper authorities to verify that student is a creditable citizen (is clear of any issues related to MSHSAA By-Law 2.2.2).

Substance Abuse

These rules are in effect regardless of location (on or off school grounds) and time of year (in or out of season).

- Drugs
 - First Offense – Suspension for 50% of the season. Must complete 10 hours of counseling at the student's expense.
 - Second Offense – 365 day suspension from all activities.
- Alcohol
 - First Offense – Suspension for 50% of the season.

- Second Offense – Suspension for one full semester. Must complete 10 hours of counseling at the student’s expense.
- Third Offense - 365 day suspension from all activities.
-

The following rule is in effect regardless of location.

- Tobacco / Vaping
 - First Offense – If at school, ISS or OSS will be assigned according to school policy and additional consequences assigned at coach’s discretion. If off campus, consequences will be assigned at coach’s discretion. Consequences may include, but are not limited to additional running or suspension from a game or games
 - Second Offense – Suspension from 40% of the current season
 - Third Violation – Suspended from all activities for 365 days from the date of the violation

Loss of eligibility due to discipline carries over to the next season.

- For example, if a student is suspended for 10 games and only 8 games remain in the current season, then the student will also be suspended for 2 games in the next possible sports season.

Due Process

- Student participants who are disciplined for violating any of these standards will be afforded due process. The student will be allowed to explain their position to the Coach/Sponsor and/or Activities Director before any penalties are invoked. Any penalties longer than one calendar week (7 days) may be appealed to the Activities Director and then the Principal.

Unsportsmanlike Conduct

- Student-Athletes
 - Any student-athlete ejected from a contest will be ineligible for the next contest. Furthermore, the student must appear in a meeting with the activities director, the principal, and the coach before resuming participation in contests.
 - The committee of the activities director, principal, and the coach may impose consequences ranging from loss of playing time to removal from the team due to any student-athlete’s ejection from a contest.
 - Any student-athlete ejected from more than one contest during a season will be ineligible for the remainder of the season.
 - Any student-athlete ejected from three contests during a school year will be ineligible to participate for 365 days from the third ejection.
- Fans’ Conduct

- Any student, parent, teacher, or community member removed from the viewing area of a contest must meet with administration before the possibility of being allowed to return to school activities. Fans may be suspended from attending school activities after a first offense.
- A second removal from any event will automatically result in a 365 day suspension from attending school activities.

Other Policies

Physician exam, Conditioning Requirements & Insurance

- All students-athletes must have a completed physical submitted to the high school office, school nurse, or coach before being allowed to practice or participate in competitions.
- Sports physicals are good for 2 years.
 - Example: A physical completed on February 1, 2025 will be good until February 1, 2027 unless otherwise noted by the physician performing the physical.
- All sports require a minimum of 14 conditioning practice days. An exception is made for students who have been a member of another school sport squad immediately preceding the sport season, has been actively practicing with the sport squad, has had 14 days of physical conditioning and begins conditioning practice with the new sport squad with no more than seven calendar days having passed between the two sports before beginning practice.
- MSHSAA Bylaws state that a student shall not be permitted to practice or compete on a school's athletic team until the student has verification that he/she has insurance that will cover the injury. Student accident insurance would meet the requirement. If insurance is a concern, please address this with the Activities Director so temporary insurance policies can be acquired.

Emergency Care

- Coaches, teachers, and sponsors are not doctors. Some staff members are certified in CPR, AED, and/or First Aid. We will always error on the side of caution by recommending a doctor's examination or an emergency room visit as appropriate. School officials reserve the right to withhold student-athletes from participation in activities until cleared by a doctor when an injury has occurred.
- Any student who is unconscious or suspected of having a concussion will not be allowed to return to participation until cleared by a doctor.
- Any head injury where there is suspicion of a concussion will result in a student requiring to be cleared by a doctor before resuming competition or practices.

Supervision Policy

- No individual student or team shall be permitted to participate in contests without being accompanied and supervised by a representative of the school

faculty or administrative staff. Coaches are responsible for supervision of groups while on the bus traveling to and from events, while at the events, and until the students' ride arrives. Contests may not occur without school representative supervision. This includes, but is not limited to, practices, meetings, contests, and bus transportation

Transportation Policy

- Travel must be by school-provided transportation. Students must return by school-provided transportation. A student may ride home with his/her parent/guardian if the parent/guardian personally signs the student out with the teacher/sponsor/coach.

Transportation Sign-Out Policy

- The legal guardian (often a parent) of a student-athlete may sign-out their child to ride home with the guardian rather than ride the bus.
- Coaches reserve the right to require all participants to ride the bus to and from events.
- Only in rare circumstances may someone other than the legal guardian sign-out a student from an event. This must be approved in writing by the principal, activities director, or superintendent of Lakeland R-III Schools.

Dress/Appearance

- Each coach reserves the right to express in writing during the preseason meeting expectations for the student-athletes and dress and appearance during the season.

Admission Charges:

- \$5.00 (all adults)

Awards Banquet

There will be an athletic awards banquet at a time designated by the Booster Club to recognize the student-athletes, award letters and other individual recognition, and celebrate the success of the programs.

Parent/Spectator Information

Communication That Coaches/Sponsors Expect From Parents

1. Concerns should be expressed directly to the coach/sponsor, but NOT immediately before, during, or after a contest or practice. If needed, a meeting should be facilitated and scheduled first with the coach. If conflict has not been resolved after that meeting a meeting may be scheduled with the athletic director and/or principal

2. Notification of any schedule conflicts should be shared well in advance
3. Any illness or injuries

Communications You Should Expect from Your Student's Coach/Sponsor

1. Philosophy of the coach/sponsor
2. Expectations the coach/sponsor has for your son/daughter and for all the students involved in the activity.
3. Location and times of all practices and games
4. Team/activity requirements such as fees, special equipment, etc.
5. Procedure should your son/daughter be injured during participation
6. Discipline that results in the denial of your son/daughter's participation
7. Requirements to earn a school letter for that activity

Appropriate Concerns to Discuss with Coaches/Sponsors

1. The treatment of your student mentally and physically
2. Ways to help your student improve
3. Concerns about your student's behavior

Issues Not Appropriate to Discuss with Coaches/Sponsors

1. Playing/participation time
2. Team strategy
3. Play calling
4. Other student-athletes/participants

Procedures to Discuss Concerns with a Coach/Sponsor

1. Call the coach/sponsor at school to set up an appointment
2. If the coach/sponsor cannot be reached at school, do not call them at home, instead set up an appointment through the Activities Director
3. Please do not approach the coach/sponsor before or after a contest or practice. These times are usually emotional for both the parent and coach. Meetings at these times rarely establish a resolution.
4. If meeting with the coach does not resolve your concern, please contact the Activities Director to discuss the situation. The next steps will be determined at this meeting.

Parent/Spectator Behavior Policy

The primary responsibility of the Lakeland R-III Schools' activities program is to its students. It is understood that the coaches/sponsors will promote the growth of each individual in the activity and as a person. The following guidelines are established:

1. Concerns or complaints are not to be addressed at competitions or practices. Parents should schedule a conference with the coach/sponsor to address concerns. Coaches and sponsors will be instructed that their primary responsibilities at games and practice are to the team or group and the individual issues with parents or spectators should only be discussed in the proper setting.
2. Parents and spectators must abide by accepted sportsmanship standards. This includes behavior towards officials, school staff and administration, coaches, sponsors, other spectators, the players, and anyone associated with the opponents.
3. These guidelines apply to home and away activities.
4. Should patrons not abide by the above standards, penalties may be imposed including, but not limited to, verbal warnings, removal from grounds or event, and suspension from all Lakeland R-III School activities.

NOTE: The policies in this handbook are minimum requirements of students participating in school activities. Individual coaches/sponsors may impose stiffer guidelines for participation in the activities they sponsor, with principal approval. Coaches/sponsors will provide athletes and parents with a copy of their team/club rules.

Signature and Form Requirements

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

*Student Technology Usage Agreement**Students*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date: _____

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

I acknowledge that I have received and reviewed the 2026-2027 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date:
