South Holt R-I



7th-12th Grade Student/Parent Handbook

Adopted by the Board of Education: June 16, 2026

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Mission C-110-S

The mission of the South Holt R-I is: to provide lifelong learning opportunities through a commitment to academic excellence preparing effective responsible citizens to meet future challenges and to live productive lives in a changing society.

School Board Members G-100-S

Jason Kurtz-President

Laura Sipes -Vice President

Diane Schroeder-Treasurer

Jim Kelly

Tim McCourt

Jared Noland

Skyler Anderson

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.

District and School Building and Contact Information

Principal: Mrs. Keri Schopfer

Email:

Superintendent: Mr. Jean Peavler

Email: peavlerj@southholtr1.com

Secretary: Mrs. LaDena Williams

Email:

Counselor: Mrs. Abby Cox

Email:

School Nurse: Mrs. Kristen Noellsch

Email:

Technology: Ms. Lisa Fansher

Email: fansherl@souhtholtr1.com

Faculty

English: Mr. Colby Morris

Mrs. Wendy Hines

Math: Ms. Rachel Barlow

Mr. Mason Kauffman e

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Science: Mrs. Hillary Schuman
Ms. Chloe Smith

Social Studies: Mr. Josh Petersen
Mr. Chad Scheuerell

P.E.: Mrs. April Allen

Art: Ms. Makynlee Turner

Band: Mr. David Welter

Spanish: Mrs. Rose Kerns

Music: Mr. David Welter

FACS: Mrs. Janah Kent

Agriculture: Mrs. Bethany Law

Library Technology: Mrs. Nichole Anderson

Special Education: Mrs. Michelle Schuman

Mrs. Emily Crane

Post Secondary Advisor: Ms. Courtney Howell

The Department of Elementary and Secondary Education's District and Building Report Cards are available here.

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Welcome Letter

Welcome to the 2026-2027 School Year!

Dear South Holt JH/HS Families,

Welcome to the 2026-2027 school year! As the principal of South Holt JH/HS, I am incredibly excited for the year ahead. This upcoming school year holds immense potential for our students and staff to grow in countless ways, offering us all a wonderful opportunity to learn from one another and make this year truly exceptional.

Handbook & Communication

I hope you and your student find the information presented in this handbook beneficial. Please review the contents of this packet in their entirety. It is designed to serve as a vital communication tool, helping you understand our school programs, academic policies, and standard day-to-day operations. If any questions arise, please feel free to reach out to me or the appropriate district personnel at any time.

Academic Excellence & Curriculum

The South Holt R1 School District is pleased to partner with you in the joint venture of providing an excellent education for your family. This year, we are continuing to refine and enhance our curriculum to ensure it meets the highest standards of academic excellence, challenges our thinkers, and prepares our students for future success. Working together as a team, parents and the school district can have a tremendous impact on the lives of our youth, providing every student with the opportunity to truly excel.

Thank you for your continued support, and let's make it a fantastic year!

Mrs. Keri Schopfer

The student handbook is issued to provide needed information for students and parents. It is not all-inclusive and the South Holt Board Policy Handbook takes precedence over this handbook should any conflict exist. Teachers may also have rules specific to their classrooms. If you want to know more about any section in the handbook, please ask. Keep this handbook for reference to questions and situations which may arise during the school. Those items not covered specifically in the handbook will be judged by the administration after consideration of all the facts.

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Academic Calendar I-100-S

2026-2027 School Calendar (Approved 3/16/2026)

August 2026

S	M	T	W	T	F	S	
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2	3	4	5	6	7	8	
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30	31						6

September 2026

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October 2026

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November 2026

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December 2026

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January 2027

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31							18

Category of Events

South Holt R-1 School District

201 S Barbour Ave
Oregon, MO 64473
660-446-2282

Aug 12-13	New Teacher Inservice Days
Aug 17-21	Teacher PD Days
Aug 24	First Day 1pm Dismissal
Sept. 7	No School Labor Day
Sept. 11	Fall Festival 1pm Dismissal
Sept. 14	Teacher PD Day
Oct. 12	Teacher PD Day
Oct. 22	No school P/T Conferences
Oct. 23	No School
Nov. 2	275 Confer. Teacher PD Day
Nov. 25-27	No School Thanksgiving Break
Dec. 18	1pm Dismissal
Dec. 21-Jan. 3	No School Winter Break
Jan. 4	Teacher PD Day
Jan. 18	No School MLK Day
Feb 15	No School Presidents' Day
Mar. 25	1pm Dismissal
Mar. 26-29	No School Spring Break
April 12	Teacher PD Day
May 21	Last day 1pm Dismissal

Quarter Dates

1st Quarter	August 24-October 16, 2026
2nd Quarter	October 19-December 18, 2026
3rd Quarter	January 5- March 12, 2027
4th Quarter	March 15- May 21, 2027

Details

Length of day	8:24-3:16
Hours per day	
Student 170 days	Teacher Days 180 days
Quarter 1--37 days	Quarter 2-- 39 days
Quarter 3--46 days	Quarter 4--48 days

School Closed
Early Release
PD Teacher PD Day
First and Last day
Parent Teacher Conferences
New Teacher Inservice

Category of Events

February 2027

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March 2027

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April 2027

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May 2027

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June 2027

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July 2027

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25	26	27	28	29	30	30	

Category of Events

Templates © calendarlabs.com

Attendance and Absence Procedures S-115-S
Expectations for Attendance

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

Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. Should a student miss school on Friday, he/she will be ineligible for Saturday activities unless consent is given by administration **prior** to the absence. A parent call does not necessarily excuse an absence unless an administrator grants permission. Students with appointments (doctor, dental, etc.) must present a note from that professional to the high school office upon their return to school.

The administration makes the final determination regarding whether an absence is excused, unexcused, or truant. For the purposes of A+ Criteria, all absences count toward your attendance regardless if they are excused or unexcused.

Procedures for Reporting an Absence
Parents/guardians are expected to notify the school on any day their child is absent by 9:30AM. The parent may contact the school in a number of ways. They should contact the school by telephone (660-446-3454), written note (subject to verification), or e-mail (williamsl@southholtr1.com or schopferk@southholtr1.com). **An absence for which insufficient reason is presented, or if no contact is made by the parent before 9:30AM on the morning of the student's return will be considered unexcused.** The high school office will consider a telephone call to the parents if it has not been notified by 9:30AM.

A student will not be readmitted to a class from which they have been absent until they have obtained an admit slip from the principal's office. It is the responsibility of the returning student to check with their teachers regarding makeup work.

The school will make every attempt to keep parents informed about their student's attendance record. Parents/Guardians will be notified by the school when a student has been absent 5 days in a semester, regardless of the reason. **If a student accumulates more than eight absences per semester, the parent/guardian will be notified and the school may notify the Juvenile Office.**

Checking Out
All students must check out through the office before departing. It is the student's responsibility to follow this procedure. The student will be released if a parent/guardian has called and checked him/her out. If a student leaves school without going through this procedure, the student will be counted as unexcused or truant.

Students are to be released from school during school hours only with permission of the building principal/designee. Early dismissal of a student may be approved only by the

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principal/designee. Normally requests for early dismissal must be in writing, signed and dated by a parent/guardian.

No student is allowed to sign out for lunch.

Excused Absences

1. Excused absences include the following:
    a. Medical appointments: (doctors, dentists, etc.) - ALL such appointments require that a note from the health provider be presented at the principal's office on the day the student returns to South Holt. Failure to present this note to the office will result in the absence being counted as UNEXCUSED.
    b. Court Appearances: (Civil and Criminal) - ALL such appearances require that a note from a court officer be presented at the principal's office on the day the student returns to South Holt.
    c. Bereavement: Up to three days of excused absence may be granted for the death of an immediate family member (parent, sibling, or grandparent). Students may be excused to attend funerals of other relatives or friends at the discretion of the principal.
    d. Family vacations: Vacations (outside of normal school breaks) will be considered excused up to a maximum of five days per school year. Any absences in excess of five days will be unexcused. The student must contact the administration in advance for it to be excused.
    e. Driver's test
    f. School-sponsored activities (e.g., field trips, athletic, competitions, etc.) Students are responsible for missed assignments/homework **due no later than** the day they return to class.
        a. **Senior Trip**: Seniors with more than 8 total absences for any one class a semester (or more than 5 unexcused absences) will forfeit their Senior Trip (receiving no cash). Quarantine absences are excused.
    g. Religious Observances
    h. 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
    i. An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.
    j. Seniors are allowed two (2) college days/job shadow days to visit prospective opportunities. Juniors are allowed one (1) college day/job shadow day to visit prospective opportunities. Arrangements for such visits must be made through the high school office. Failure to make such arrangements and provide documentation of visit will result in an unexcused absence. Approved days are not counted as absent.

Make-Up Work

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A student will be allowed one day to complete missing assignments for each day missed, up to a maximum of three days upon their return to school. (Example: A student is absent for five days. He/she will have three days to make up all work). A student may ask for extra time when extenuating circumstances apply. Students must have assignments completed upon their return to school. Students failing to make the necessary contact in sufficient time to arrange for completed work will not receive credit for work.

Students with prior notice of absence (field trip, athletics, appointments, etc.) must acquire classwork before the absence. Failure to do so may result in a zero for the classwork.

Unexcused Absences
Unexcused absences include the following:

a. Recreational activities (Hunting, fishing, shopping, etc.)
b. Out of School Suspensions (OSS)
c. Personal business
d. Working for hire

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Students who have an unexcused absence are encouraged to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the Make-Up Work guidelines in the Excused Absences section above. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

Late Arrival/Tardiness
A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. Tardiness to 1st Hour will be counted as an unexcused absence in situations where the student arrives too late to have meaningful participation (8:50am) in the class, lesson or activity.

Period one tardies will be received by the high school office. Other tardies occurring during the school day will be received and the excused or unexcused status decided by the classroom teacher. Students will be allowed three tardies per semester, regardless of reason. On the fourth unexcused tardy, the student will be assigned a 30 minute detention and their parent/guardian will be contacted. Upon the sixth unexcused tardy, the student will be assigned a 60 minute detention and parents will be contacted. Upon the 8th tardy, the student will be assigned one day of ISS and a letter will be sent to the juvenile office. Upon the 10th tardy, the student will be assigned two days of ISS. For each subsequent tardy during the semester, the student will serve an additional day of ISS. If the student misses half the period or more, it is considered an absence.

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Tardies:
1-3 tardy = warning
4-5 tardy = 30 minute detention & parent contacted (failure to serve is 1/2 day ISS)
6-7 tardy = Office Referral, 60 minute detention, & parent contacted (failure to serve is 1 day ISS)
8-9 tardy = One day ISS and notification to the Juvenile Office
10 tardy = Two days ISS
Subsequent tardies = additional day of ISS

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

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Missouri Division of Family Services (DFS). The building principal shall inform the Superintendent/designee that a report has been made, and keep the Superintendent apprised of the status of the case.

<u>Dress Code S-180-S</u>
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;

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2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings (P.E. exemption for this item); or spaghetti straps of such a style that they do not adequately cover the wearer;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear or not covered;
6. Clothing that does not adequately cover the wearer*;*
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. Sunglasses, hats and hoods (hooded sweatshirts worn up);
12. Costumes and attire that are reserved for specific and approved occasions ie. dress-up days without administrative approval;
13. 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);
14. Blankets or covers carried or worn as coats or wraps while in the building or any other sleeping items;

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

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

Food Service Program F-285-S
Breakfast
Breakfast is provided starting at 8:00 a.m. for all students 7-12th grade.

Lunch
Students are required to stay on campus. School lunches should be eaten in the cafeteria. Out-of-school lunch orders must be delivered by a parent or guardian to the office. Junior High students will remain in the cafeteria until the bell rings for 5th hour. High School students will be allowed to go to the student lounge during lunch time.

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No soft drinks are allowed in the lunchroom. Students will be discouraged from being in the hallway during lunch. There should not be any continuous traveling between locations or at lockers during lunch.

Lunch time Student Lounge rules for grades 9-12:

1. School lunches should be eaten in the cafeteria.
2. Once you are in the lounge area stay there until the lunch hour is over. Students are not to be outdoors and in the gym or locker rooms during lounge.
3. No visitors will be allowed other than for business purposes. Any visitors during the lunch hour must check into the office.
4. Students are not to go across the street during the school day or at lunch time. If it is necessary to go to your car, please get permission from the principal or office staff. If seen in the parking lot without a pass, the office will be notified and may be treated as truancy.
5. Trash should be picked up before leaving.
6. Do not sit on heaters, tables, or window ledges.
7. The use of the student lounge is a privilege and restrictions will be placed on students who do not comply with the rules.

Breakfast and lunch money can be deposited in the locked deposit box located opposite the high school office. No lunches are to be paid for as you go through the lunch line. Parents will be notified of student lunch charges. Students are not allowed to use other students' lunch accounts. Lunch costs $2.80 for students and $4.35 for adults.

Students may charge up to $20.00. Once this amount is reached, parents receive automated notifications on regular basis until the debt is paid. Parents are also offered a Free and Reduced Lunch Application. While students have meal debt, students are able to continue to charge meals but are not allowed to get an extra entree.

Free and Reduced Lunch Application
This is distributed at the beginning of the school, upon enrollment of a new student, and any time it is requested.

<u>Allergy Prevention and Response S-145-S</u>
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

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Students are not to share or trade food at any time. Other students in the school (or bus) may have a LIFE-THREATENING food allergy, usually to NUTS/PEANUTS. Always check with the classroom teacher with regards to any food allergies if bringing food to school for parties/classroom events.

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

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

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

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

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

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Health Services S-215-S
Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/Injuries
Students feeling sick should report to the office and then they will then be sent to the nurse. Before any student leaves the school, he or she must report through the office. Parents will be notified before sending a student home from school.

Every accident that occurs in relation to the school must be reported immediately to the person in charge and to the school office. School staff will fill out an accident report form and submit it to the office. Any adults injured on school property must report to the superintendent's office.

Health Screenings
Various tests will be conducted, such as eye, ear, etc.

Head Lice Procedures:
Students or faculty will not be permitted in school with live head lice. If a student or faculty member is found to have live lice, he/she will be sent home with an instruction sheet for treatment, and parent/guardian will be contacted in the case of a student. If nits only are found, the student may stay in school the remainder of the day. Parents/Guardians will be contacted regarding treatment for live head lice and/or nits. The student/teacher may be allowed to return to school the next day after being checked by the school nurse or appropriate faculty. No live lice should be present, and proof of shampoo treatment should accompany the student/teacher. Nits may still be present, but should be improved.

Health Office
If you have any questions, please contact Kristen Noellsch, 660-446-2356.

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 a parent/guardian or other responsible party designated 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

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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. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider. When possible, the prescriber should state adverse effects and applicable emergency instructions. The District will not administer the initial dose of any new prescription except in an emergency.

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

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

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medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Asbestos F-215-S

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

A copy of the Management Plan and inspection reports are available for review in the Superintendent's Office located at 201 South Barbour Street, Oregon, Missouri 64473 as well as each school office. Questions regarding asbestos or the management plan may be directed to the Superintendent at 660-446-3454.

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 District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records 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

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

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

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year or within 10 days of enrollment for new students.

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); student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; 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

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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 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

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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. This form can be found on the District's website or in the front 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.

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,

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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: High School Counselor
Phone #: 660-446-2282
Email Address: coxa@southholtr1.com

English Language Learners I-150-S
The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.
Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into Spanish.

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

Name of Coordinator: Jean Peavler
Address of Office: 201 South Barbour Street, Oregon, Missouri 64473a
Phone #: 660-446-2282
Email: peavlerj@southholtr1.com

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 sticker. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

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

Transportation Services F-260-S
The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials.

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Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.

The bus driver is in charge of the students riding the bus and the same relationship exists as if the student were in a classroom. Riding the bus is a privilege that may be revoked if the student cannot behave**. All students representing South Holt High School in activities will ride the bus to and from events unless picked up by their parent(s).** Bus transportation is provided to students living more than one mile from school. In addition, most students ride the bus for field trips or special occasions. Buses are considered an extension of the school environment. Classroom conduct is expected. School administrators will work with bus drivers in enforcing the following rules and consequences to ensure the safety of all passengers.

If you know that your child/children will not be riding the bus for a few days for some reason, please call your bus driver and let him/her know. If you wish for your child to go home on the bus with another student you must send a signed, dated note to school. Some buses are very full. You will be notified if your request cannot be approved.

Bus Rules:

1. Follow the driver's instructions at all times.
2. Bus drivers have the authority to assign seats to individual students or all students. If seats are assigned: sit in your assigned seat; do not sit in someone else's assigned seat.
3. Sit in the seat properly and stay seated while the bus is in motion. (Do not kneel in the seat.)
4. Keep all objects (including hands, arms, head, legs) inside the bus and out of the aisle. (Never throw anything out the bus windows.)
5. Speak quietly using only acceptable language. (No yelling, screaming, profane language/ gestures, or sexually oriented remarks.)
6. Help keep the bus safe, clean, and in good repair. (No littering, marking, or damaging the bus in any way.)
7. The possession/use of tobacco, alcohol, or drugs in any form (including look-alikes) is prohibited.
8. Treat other riders with respect. Keep hands, feet, and objects to yourself. (No crowding, pushing, fighting, teasing, or disturbing other riders.)
9. Glass objects, sharp objects, weapons (real or toy), ammunition, and matches/lighters, etc., and materials of a sexual nature are not allowed on the bus.
10. Each driver has the authority to allow (or not allow) radios, and CD players on the bus. If allowed, they must be personal size, and earphones must be used
11. Each driver has the authority to allow (or not allow) food and/or drink on the bus. If allowed, riders are responsible to keep the bus free of trash and clean up spills, etc.

Consequences:

Consequences for breaking bus rules include the following: loss of a privilege, confiscation of items, pink slip, parent conference, suspension of bus riding privileges, cleaning of the bus, restitution for property damage, in-school/out-of-school

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suspension. All school rules and consequences may also be applied to behavior and situations on the bus.

For most offenses the bus driver will issue a pink slip. Pink slips must be signed by the driver, parent, and principal. The following progression of consequences will apply:

1st pink slip: Driver and parent telephone conference
2nd pink slip: 1-5 day suspension from bus
3rd pink slip: 3-7 day suspension from bus
4th pink slip: 5 day suspension from bus up to suspension from the bus for the rest of the school year
Additional pink slips: 10 day suspension from bus up to suspension from the bus for the rest of the school year

For serious offenses (including deliberate/open defiance, fighting, weapons, drugs, property damage) the usual progression of consequences may be set aside and more serious consequences applied.

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;

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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.

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

District Policy for Discipline

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

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

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

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 will not attend their regular class schedule. ISS will be served in a designated room, supervised by school personnel. Students are not allowed interaction with others, must stay on task, and should complete the work assigned.

Expectations:
1. ISS students are responsible for completing any assignments for their classes (quizzes, tests, daily work) on the same schedule as their non-ISS classmates.
2. Students are not to be in the hallways during passing periods. Permission is needed to be in the hallways.
3. ISS students will begin eating lunch between 11:40-12:10.
4. Students are not to lay their head down or sleep.
5. Violation of any of these rules will result in additional suspension time (either ISS or OSS).

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

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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. Out of School Suspension (OSS) will be assigned by the administration. The student is not to be on school property before, during, or after school hours until the full suspension is completed. This includes activities such as ball games, dances, performances, etc. Students will not be eligible for any school activity until OSS is satisfactorily completed, and they have attended a full day of classes. Students in OSS will receive credit for work and must follow the attendance policy for work due dates.

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.

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Prohibited Conduct	Definition	Consequences – First Offense	Consequences – Subsequent Offense
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.	First Offense: Loss of credit and parents notified by teacher	Subsequent Offense: Loss of credit, possible failure of quarter, ISS

Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	First Offense: 1-10 days of OSS, possible long term suspension or expulsion, notification to law enforcement officials, documentation in student's discipline record.	Subsequent Offense: 10 days of OSS, recommendation for expulsion to the superintendent, notification to law enforcement officials, documentation in student's discipline record.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	First Offense: ISS, 1-10 days of OSS, recommendation for 11-180 days of OSS, possible notice to law enforcement officials	Subsequent Offense: 10 days of OSS, recommendation for long term suspension, notification to law enforcement officials
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	First Offense: ISS, 1-10 days of OSS, recommendation for 11-180 days of OSS, possible notice to law enforcement officials	Subsequent Offense: 10 days of OSS, recommendation for long term suspension, notification to law enforcement officials

	another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.		
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.	First Offense: Administrative Warning.	Subsequent Offense: Revocation of driving 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 causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance,	First Offense: Detention, ISS, 1-10 days of OSS, parents/guardians contacted	Subsequent Offense: ISS, 1-10 days of OSS, legal authorities notified

	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.		

Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.	1st pink slip: Signatures	Refer to Transportation Services F-260-S.
Defiance to an Adult's Direction	Disobedience or defiance to a reasonable adult direction.	First Offense: Detention, ISS, 1-3 days of OSS	Subsequent Offense: ISS, 1-10 days of OSS
Dishonesty	Any act of lying, whether verbal or written, including forgery.	First Offense: Detention, ISS, 1-3 days of OSS	Subsequent Offense: ISS, 3-10 days of OSS
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, pushing, shoving, kicking, and play fighting. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	Disruptive Conduct: First Offense: Detention, ISS Disrespectful Conduct or Speech: First Offense: Detention, ISS, 1-3 days of OSS	Disruptive Conduct: Subsequent Offense: ISS, 1-10 days of OSS Disrespectful Conduct or Speech: Subsequent Offense: ISS, 3-10 days of OSS
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of	Drugs or Alcohol: First Offense: 1-10 days of OSS, long term suspension,	Drugs or Alcohol: Subsequent Offense: 11-180 days of OSS, expulsion,

	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.	notification to law enforcement officials, and documentation in student's discipline record. Controlled substance shall be turned over to law enforcement agencies. Possible referral to intervention care group for rehabilitative recommendations. If the student is a senior, they will not be allowed to go on the senior trip. Possession, use, or sale of any tobacco and E-cigarette/Vaping material or product on school grounds, bus or any school activity: First Offense: ISS, 1-3 days of OSS	notification to law enforcement officials, and documentation in student's discipline record. Controlled substance shall be turned over to law enforcement agencies. Referral to intervention care group for rehabilitative recommendations. If the student is a senior, they will not be allowed to go on the senior trip. Possession, use, or sale of any tobacco and E-cigarette/Vaping material or product on school grounds, bus or any school activity: Subsequent Offense: ISS, 1-10 days of OSS
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	First Offense: ISS, 1-3 days of OSS	Subsequent Offense: ISS, 3-10 days of OSS, recommendation for long term suspension to Superintendent.
False Alarms or Reports	Intentionally tampering with alarm equipment for	First Offense: ISS, 1-3 days of OSS	Subsequent Offense: 3-10 days of OSS, law

	the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.		enforcement officials notified, possible long term suspension, documentation in student's discipline record.
Fighting	A conflict: verbal, physical, or both, between two or more people.	First Offense: ISS, 1-3 day of OSS	Subsequent Offense: 1-10 days of OSS, Recommendation of 11-180 day of OSS (possible expulsion)
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.	First Offense: 1-10 days of ISS, 1-10 days of OSS	Subsequent Offense: 11-180 days OSS, recommendation for long term suspension, possible notification law enforcement officials, and documentation in student's discipline record.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	First Offense: Detention, 1-10 days of ISS, 1-10 days of OSS	Subsequent Offense: 11-180 days OSS, recommendation for long term suspension, possible notification law enforcement officials, and documentation in student's discipline record.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on	First Offense: ISS, 1-3 days of OSS	Subsequent Offense: 3-10 days of OSS, recommendation for long

	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.		term suspension or expulsion, Juvenile officer notified
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.	First Offense: Detention, 1-10 days of ISS, 1-10 days of OSS	Subsequent Offense: 11-180 days OSS, recommendation for long term suspension, possible notification law enforcement officials, and documentation in student's discipline record.
Inappropriate Dress	See Student Dress Code	First Offense: Student will be required to change.	Subsequent Offense: Detention Administration may also move to consequences

			defined under "Defiance to an Adult's Direction."
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	First Offense: Principal/Student conference, Detention	Subsequent Offenses: Principal/Student/Parent conference, Detention, ISS, OSS
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.	First Offense: Detention, 1-3 days ISS, 1-3 days of OSS, student will make restitution for damage done.	Subsequent Offense: 1-10 days ISS, 1-10 days of OSS, student will make restitution for damage, and law enforcement officials contacted.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	First Offense: Administrative warning, detention	Subsequent Offense: Detention, ISS
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	First Offense: ISS, 1-3 days of OSS	Subsequent Offense: 3-10 days of OSS, recommendation for long term suspension or expulsion, Juvenile officer notified

	permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.		
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	First Offense: Principal/Student Conference, 3-5 days OSS	Subsequent Offense: 5-10 days OSS with recommendation of long-term suspension.
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.	Truancy: First Offense: ISS Tardiness: See Attendance and Absence Procedures S-115-S	Truancy: Subsequent Offense: ISS, law enforcement officials notified Tardiness: See Attendance and Absence Procedures S-115-S
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or	Using electronic devices without permission, using social media, and/or using	Using electronic devices without permission, using social media, and/or using

	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.	<u>for purposes that harm other individuals</u>: First offense: Device will be confiscated until the end of the day and parent contact to pick up phone. Other technology misconduct: First Offense: Restitution, Principal/Student conference, loss of user privileges, 3 days ISS	<u>for purposes that harm other individuals</u>: Second offense: Device will be confiscated until the end of the day, parent contact to pick up phone, and 30 minute detention. Subsequent offenses: Device will be confiscated until the end of the day and returned to the parent, and 30 minute detention. Possible revoking of permission to have an electronic device at school. Administration may also move to consequences defined under "Defiance to an adult's direction." Other technology misconduct: Subsequent Offense: Restitution, Principal/Student conference, loss of user privileges, 3-10 days OSS, Recommendation for long term suspension.

Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	First Offense: Detention, ISS, 1-3 days of OSS, restitution	Subsequent Offense: ISS, 3-10 days of OSS, restitution, law enforcement officials contacted.
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.	First Offense: Detention, ISS, 1-10 days OSS	Subsequent Offense: 3 days ISS, 1-10 days OSS, Recommendation for further suspension.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.	First Offense: Principal/Student conference, Detention	Subsequent Offenses: Principal/Student/Parent conference, Detention, ISS, OSS
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	First Offense: Detention, ISS, 1-10 days of OSS, student will make restitution for damage done.	Subsequent Offense: ISS, 1-10 days of OSS, student will make restitution for damage, and law enforcement officials contacted.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-	**Missed detention:** Students failing to serve their detention (or make adequate arrangements to do so) will result in the	Any other violations: Subsequent Offense: 3-10 days ISS, 3-10 days OSS,

	sponsored event while serving a suspension or expulsion.	detention being doubled. If the student fails to serve that detention, the student will be placed in ISS the following day. Extracurricular practices will not be an appropriate excuse to skip detention. Detentions can be held before or after school or during lunch. Any other violations: First Offense: Detention, 1-3 days ISS, 1-3 days OSS	Recommendation for further suspension.
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,	A) In accordance with federal and state law, any student who brings or possesses a firearm or device considered to be a weapon on school property or at any school activity will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The	A) In accordance with federal and state law, any student who brings or possesses a firearm or device considered to be a weapon on school property or at any school activity will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The

	or device designed to mimic a weapon. Other weapons include taser, any knife, regardless of blade length; items customarily used, or which can be used, to inflict injury upon another person or property; or any item designed to look like or imitate a device listed in policy. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.	suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and will be transferred to appropriate legal authorities. B) First Offense: 1-10 days of ISS, 1-10 days of OSS Subsequent Offense: 11-180 days OSS, recommendation for long term suspension, possible notification law enforcement officials, and documentation in student's discipline record.	suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and will be transferred to appropriate legal authorities. B) First Offense: 1-10 days of ISS, 1-10 days of OSS Subsequent Offense: 11-180 days OSS, recommendation for long term suspension, possible notification law enforcement officials, and documentation in student's discipline record.

		C) First Offense: 1-10 days of ISS, 1-10 days of OSS Subsequent Offense: 11-180 days OSS, recommendation for long term suspension, possible notification law enforcement officials, and documentation in student's discipline record.	C) First Offense: 1-10 days of ISS, 1-10 days of OSS Subsequent Offense: 11-180 days OSS, recommendation for long term suspension, possible notification law enforcement officials, and documentation in student's discipline record.

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 District anti-bullying coordinator is the Curriculum Director/Assistant Administrator. The building anti-bullying coordinator is: K-12 Counselor and can be reached at 660-446-2282.

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 anti-bullying coordinator. 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

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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 principal 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 the District's Compliance Officer 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.

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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 form is available on the District's website or a paper copy may be requested.

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

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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: Superintendent
Phone #: 660-446-2282
Email Address: peavlerj@southholtr1.com

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

Name: Elementary Principal
Phone #: 660-446-2282
Email Address: mendenhallk@southholtr1.com

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

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

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A) 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.

B) Who may file a complaint?

Any individual or organization may file a complaint.

C) How can a complaint be filed?

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

D) 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.

E) 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.

F) 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.

G) How will a complaint filed with the Department be investigated?

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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.

H) 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).

I) 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.

J) 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.

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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: Superintendent
Phone #: 660-446-2282
Email Address: peavlerj@southholtr1.com

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: Elementary Principal
Phone #: 660-446-2282
Email Address: mendenhallk@southholtr1.com

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

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

Title IX C-131-S

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

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

Name or Title: AD/Dean of Students
Address: 201 South Barbour Street, Oregon, Missouri 64473
Email Address: dunkhasg@southholtr1.com
Phone #: 660-446-2282

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. Drug dogs may be used by the District. Drug dogs will not come into direct contact with students.

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

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

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

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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, taser, any knife regardless of length, any other items customarily used, or which can be used, to inflict injury upon another person or property; or any item designed to look like or imitate a device listed in 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

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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

Hillyard Technical School

For those South Holt students who have chosen to attend Hillyard Technical Center (HTC), the training possibilities are excellent. In order to receive the best possible training, regular attendance is a must. The safe transportation of our students to and from St. Joseph is our number one priority. To accomplish these goals the district has provided the following rules and information:

1. If South Holt does not have school because of winter weather, Hillyard students will not go to St. Joseph.
2. If South Holt is not in session, and HTC is in session, students WILL attend Hillyard.
3. If Hillyard is not in session, and South Holt is in session, students will not be expected to report until their South Holt classes until 4th Hour (10:53 am).
4. The end of the regular school year at South Holt will also be considered the end of the school year for Hillyard students.
5. Students attending HTC will be expected to abide by all bus rules.
6. Students are not to leave South Holt once they return from HTC. They are to stay in a designated area (lunchroom or teacher classroom-with permission). No roaming the halls.
7. Students are required to ride the bus to and from Hillyard. Roll will be taken by the bus driver for both the rides down and back.
8. Violations of this rule will result in the following consequences:
    - **First offense:** Warning
    - **Second offense:** One hour detention.
    - **Third offense**: One day in-school suspension (ISS) upon return from Hillyard.
    - **Fourth offense:** One day out of school suspension (OSS). Students will not be allowed to enroll at HTC for the following semester.
9. Exceptions:

    a) Working/Clinicals (provide days of the week to administration for approval)

    b) Periodically taking a vehicle to HTC for service or repair.

    c) Situations that require a student's early dismissal from Hillyard (doctor/dentist appointment, school function, etc.)

10. Students that fail to arrive at the designated departure time to Hillyards Technical School must:

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1.) Have a parent call in both South Holt and Hillyards to report the absenteeism,
2.) Report to South Holt at the designated Hillyards return time,
3.) Comply with the following consequences:

- **First offense:** Warning
- **Second offense:** One hour detention.
- **Third offense**: One day in-school suspension (ISS) upon return from Hillyard.
- **Fourth offense:** One day out of school suspension (OSS). Student will not be allowed to enroll at HTC for the following semester.

These exceptions require written approval in advance from parents, and all requests must be approved by the principal.

A+ Program S-130-S

A+ Program Description

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

A+ Program Requirements

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

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

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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.

Teaching About Computer Science I-123-S
For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

Grading and Reporting System
South Holt uses a 4.0 point grading system, as shown below. An Honor Roll is compiled each quarter and is based on this system. The Honor Roll is figured by taking the average of the quarter grades, or semester grades, as the case may be. To qualify for the regular Honor Roll, your average must be from 3.0 thru 3.49. High Honor Roll averages will be 3.5 or above. Any student that receives an "F" in any class will be ineligible for Honor Roll.

The following grading system will be utilized:

A	=	4.0	C	=	2.0
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.0	D	=	1.0
B-	=	2.67	D-	=	0.67
C+	=	2.33	F	=	0

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Report cards: Progress reports will be issued semi-quarterly and report cards of a non-returnable type will be issued quarterly. The following grading scale will be used by all teachers.

A	=	95-100%	C	=	73-76
A-	=	90-94	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	=	59 and below

The semester grade of all students shall be determined by the comprehensive method of adding the percentages earned in quarter one and quarter two (or quarters three and four) and dividing by two. The resulting score shall be applied to the established grading scale to determine the final semester grade. Semester final exams may be figured into the second (or fourth) quarter grade, or as a separate percentage applying to the semester grade.

College dual credit: South Holt offers a variety of dual credit classes through our partnership with Missouri Western State University. Students who successfully complete these courses will receive both high school credit through South Holt and college credit through Missouri Western. Attendance Bonuses will not factor into the grading of Dual Credit Classes.

Weighted classes: Classes that will be weighted are as follows. They will be used in determining your South Holt class rank.

1.3 WEIGHTING

DC Biology, DC English 104, DC English 108, and DC College Algebra

A = 5.2	C = 2.6
A- = 4.77	C- = 2.17
B+ = 4.33	D+ = 1.73
B = 3.9	D = 1.3
B- = 3.47	D- = 0.87
C+ = 3.03	F = 0

Incomplete grades: Any incomplete grade at the end of any grading period shall be received as zero after the student fails to make up all work as directed by the instructor. Make up time for assignments shall be according to present school policy except under extenuating circumstances arising from extended absenteeism. Under these noted

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extenuating circumstances arrangements will be made with the building principal concerning make-up work.

Graduation Requirements I-190-S
Missouri State Graduation Requirements
The following subject area requirements are established as a part of the minimum units or credit required for graduation.

Required course areas	Units of credit required		
	Graduation Requirements for South Holt*	Missouri Public 4 year Colleges/ Universities	Entering Freshman University of Missouri System Credit Requirements
Language Arts	4	4	4
Mathematics	3	4	4
Social Studies (must include U.S. History, World History, Social Studies elective, and Government)	3	3	3
Science	3	3	3
Fine Arts	1	1	1
Practical Arts	1	1	1
Physical Education	1	1	1
Foreign Language	0	0	2
Personal Finance	.5	.5	.5
Health	.5	.5	.5
General Electives	11	8	5
Specified Core Electives	0	3 (can include Foreign Language)	3
TOTAL CREDITS	28	28	28
		ACT =21**	ACT=24**

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**Colleges/Universities may take into account other criteria for admissions.
*All students are required to attend 8 semesters between grades 9 and 12, except under special circumstances (requiring Board of Education approval).

Waivers for Academic Programs for Career and Technical Education Programs of Study:

1. The district may waive one unit of academic credit in English language arts, math, science or social studies, whichever is most appropriate, for students who successfully complete an eligible three-unit career/technical program. Students may only request this credit waiver after completion of a career/technical program for which the waiver is sought after all other reasonable alternatives have been exhausted. Students must take the end-of-course exam required for any waived course.

2. In partnership with Hillyard Technical Center, students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE. In order to earn embedded credit the student must show deficiencies in graduation requirements, and may apply to use embedded credit to cover deficiencies the semester prior to graduation after all other reasonable alternatives have been exhausted.

Students are required to earn a minimum of 28 units of credit to be eligible to receive a high school diploma. Accumulation of credits begins with the ninth grade year. Students must also complete all State-required assessments to be eligible to graduate.

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

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and

2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

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

Graduation Ceremony
Students who fulfill requirements may walk during graduation, as follows:

1. In good standing regarding discipline (See Student Discipline Code of Conduct). A student will lose the privilege of participating in graduation exercises if currently serving an out-of-school suspension.

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2. Earn the required credits in the required areas or take part in a qualifying program.
3. Have all fees paid.
4. Have a cap, gown, and tassel.
5. Wear business attire at graduation (no jeans, tennis shoes, dirty footwear, or t-shirts). Examples of business attire are dresses, dress pants/slacks, collared shirt, dress shoes.

Early Graduation
Any student requesting to graduate early must complete an application form and arrange a parent-student conference with the school administrator by the first day of the 7th semester.

Graduation, with all attendant privileges, will be allowed any time after seven (7) semesters of attendance beginning with grade nine and attainment of all requirements as set by the South Holt Board of Education. Early graduation should be part of a cooperative plan arrived at by students, their parent/guardian, and the school.
A student who chooses to graduate early, will be allowed to go through commencement with the class. However, since the student will no longer be enrolled at South Holt, he/she will forfeit the following:

1. All participation in extra-curricular activities at South Holt.
2. Eligibility in all school sponsored activities with the exception of commencement.
3. Eligibility for any school promoted awards and scholarships.
4. 8th semester class rank.
5. Participation in the following:

All extra-curricular athletics, academic bowl, prom, senior class trip, Honor Society status, National Honor Cord, Student Council membership and eligibility for the Student Council Scholarships.

The above requirements may be modified in exceptional cases with approval of the Board of Education, upon recommendation of the Superintendent

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

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

For a direct link to the fiscal year 2025 High Demand Occupations list, please click here.

Section 504 I-125-S
The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take

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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 Monday – Friday (8:30 am – 2:00 pm) in the office of Alexis Sells, Elementary Counselor, 504 Coordinator, 201 South Barbour Street, Oregon, Missouri 64473, 660-446-2282, sellsa@southholtr1.com. Alternative times are available by request.. 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

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Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).
This plan may be reviewed Monday – Friday (8:30 am – 2:00 pm)in the office of Kristen Mendenhall , Director of Special Education, 201 South Barbour Street, Oregon, Missouri 64473, 660-446-2282, mendenhallk@southholtr1.com. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S
The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules or need alternative placement. 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.

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.

Library and Computer Labs
These resources are open during regular school hours; however, school personnel should be present when in use by students.

Technology F-265-S
Policy on Student Display or Use of Electronic Personal Communications Devices
Due to state legislation our cell phone policy has changed.

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.

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Cell phone usage is not permitted in the building from entry at 8 am in the morning through the dismissal bell at 3:16. This will be strictly enforced. All phones will need to be placed in airplane mode or silenced.
All phones will need to be placed in airplane mode or silenced.

Your phones will be stored in a locking Yondr pouch (that you will keep in your backpack) upon entry to the building. Unlocking stations will be available at the High School gym entrance and High School entrance 8-8:24 and at the end of the day from 3:16-3:25.

If a parent needs to reach a student, please call the office and leave a message. Students will not be excused from class for a phone call unless it is an emergency.

Disciplinary Procedures
Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct in S-170-S.

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

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

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

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

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

Acceptable Use
All use of District devices and Internet usage must support educational purposes consistent with the District mission. This is defined as activities directly related to current class assignments and teacher-selected instructional sites. Network accounts

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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.

Student Conduct and Monitoring

- **Privacy Expectations** Students shall have no right to personal privacy on school district computers or through programs and resources provided by the district. All files, searches, chats, and images are subject to open monitoring and review by district and school personnel at any time. The district reserves the right to inspect any device and its contents upon request.
-
- **Digital Citizenship Standards**

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- **Protection of Personal Information:** Students shall not share names, addresses, photos, phone numbers, or other identifying information of themselves, staff, or others online.
- **Camera & Microphone Use:** Students shall not use the Chromebook camera and microphone unless for an approved instructional purpose.
- **Identification:** Students must not misidentify themselves during online communication to avoid detection for misbehavior or rule violations.
- **Communication:** Technology use must be polite and non-abusive. The use of inappropriate, insulting, harassing, or threatening language is strictly prohibited.

Educational Use and Instructional Integrity

- **Google for Education & Account Security**
  - **Compliance and Permissions:** South Holt utilizes Google for Education services. In accordance with privacy laws, administrative permission must be granted for the use of specific applications for children under the age of 18.
  - **Third Party Apps:** South Holt obtains student data privacy agreements from third-party vendors when necessary and obtainable. If not obtainable, parent permission may be requested and a signature required for a third-party app that a staff member has requested to use and administration has approved. This will be done on an 'as needed' basis.
  - **District Accounts:** Students must only log into the Google account assigned to them by the district. Using or attempting to use another student's or staff member's account, files, or personal information is strictly prohibited.
  - **Email Services:** access to email accounts are restricted to those accounts provided to students by the district, and are limited in use to those activities directly related to the completion of class assignments and course activities.
  - **Files Location:** Student files should be saved to the drive folders provided on the network or Google Drive. No files should be saved to the local machine.
  - **Password Responsibility:** Providing a password to others or attempting to acquire another user's password is forbidden. The account holder shall be held responsible for any activity or problems resulting from shared credentials.

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- **Forbidden Applications** Unless express approval has been granted by administration for a specific educational purpose, the following applications and sites are expressly forbidden: **Social Media, Streaming Media & Music, Shopping & Travel sites, Non-educational Gaming, and AI Tools.**
- **Software and Hardware Integrity** Students are forbidden from adding, removing, or changing computer programs and settings. This includes, but is not limited to:
    - Modifying Chrome settings, add-ons, or extensions.
    - Changing wallpapers or moving system icons.
    - Change of accessibility features are permitted on an as-needed basis, however note that some these changes can affect the DRC testing application and may need to be removed for testing.

Network Security and Asset Management

- **Intermediary Services:** Proxies and VPNs are expressly prohibited
- **WiFi and Hotspots:**
    - Student use of the school WiFi for personal devices is strictly forbidden. This includes, but is not limited to, cell phones, smartwatches, iPads, Kindles, personal laptops, and gaming consoles. Student use of personal hotspot on school issued devices is prohibited.
- **General Chromebook Care**
    - **Transport:** Always lower the lid when walking with the device and keep the Chromebook in the provided school folio.
    - **Handling:** Do not slam the lid, push on the screen, remove the hinge cover or pry keys off the keyboard. Do not place heavy objects on top of the device. Do not place objects inside the device.
    - **Environment:** Keep food and drinks away from the device. Use care when plugging in or removing chargers and cables.
    - **Identification:** Do not remove Asset IDs or deface the Chromebook or case with decorations.
- **Grade-Specific Charging Requirements**
    - **Grades 7-12:** Students are responsible for taking their Chromebooks home daily and ensuring they are fully charged for the start of the next school day. If a device is uncharged and unusable during class, the student will receive consequences similar to those assigned for arriving to class without required materials.

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    - **Grades K-6:** Students must store their devices in assigned school carts and plug them in correctly for charging at the end of every school day. Students are strictly prohibited from removing chargers from their assigned carts.

- **Yondr Pouch Requirements (Grades 7-12)**
    - To maintain a focused learning environment, cell phones must be placed on "do not disturb" or "airplane mode" and locked in assigned Yondr pouches at the start of the day.
    - **Procedures:** Magnet stations for unlocking are available at the gym and high school entrances.
    - **Forgotten Pouches:** If a student does not arrive at school with their pouch, their phone must be checked into the High School Office for the duration of the day.
    - **Compliance:** Pouches remain the property of the school and must be returned at the end of the year or upon leaving the district. Failure to comply with Yondr procedures will result in disciplinary action.

Liability and Policy Governance

Reporting Timelines

- **Damage:** All hardware damage must be reported immediately to the building principal. Students shall not attempt to repair or alter the device.
- **Loss/Theft:** Loss, theft, or total damage must be reported to parents, administration, and proper authorities within 24 hours.

Warranty Disclaimer The South Holt R-I School District makes no warranties, expressed or implied, for the electronic resources and services provided.

Repair and Replacement Cost Schedule The following fees will be assessed for damaged or lost equipment. Please note that "will be assessed" applies to all verified damage incidents.

Item	Assessed Fee
Screen Damage (K-12)	$50.00
Charger, Lost or Damaged (7-12)	$20.00
Chromebook Case, Lost or Broken (7-12)	$40.00

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Yondr Pouch, Lost or Broken (7-12)	$30.00
Replacement, Lost, Stolen, or Total Damage (K-12)	$250.00
Other Components (Keys, Hinges, Ports, etc.)	Determined at time of incident

Policy Governance The administration reserves the right to modify technology rules and regulations at any time. Students are subject to all such modifications. Consequences for the misuse of technology, including abusive conduct or network disruption, are governed by the South Holt R-I School District discipline policy and may include loss of privileges or referral to law enforcement.

AI Guidelines and Student Responsibilities F-266-S

Introduction and Core Philosophy

Principle of Intellectual Ownership Students must remain the primary owners of their intellectual development. The District maintains that AI must never be used to bypass the necessity of mastering core skills. AI tools are intended to support, not replace, the cognitive effort required for authentic learning.

Core Definitions

- **Artificial Intelligence (AI):** Programs or machines that simulate tasks typically requiring human intelligence, such as recognizing patterns or making predictions.
- **Generative AI:** A specific type of AI that produces new, unique content—including text, images, or music—based on patterns learned from user prompts and predicts outcomes to generate content significantly faster than humans (e.g., ChatGPT, Gemini, CoPilot).

Approved Tools and Eligibility

For the 2026-2027 school year, 7-12 student access to Generative AI is strictly limited to District-approved platforms. These tools have undergone a Privacy and Security Audit and a Strategic Alignment check to ensure they support the District's mission and inclusive learning needs. K-6 will not utilize Generative AI at this time.
The AI Coordinator maintains the master list of approved tools. Use of unapproved programs or platforms for school-related workloads is prohibited and subject to disciplinary action. All approved tools are regularly audited to ensure providers reveal any third-party AI use and adhere to federal privacy standards.

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Academic Integrity and the Definition of AI-Plagiarism

The district maintains a rigorous standard for academic integrity. The core of education is the development of the student's unique voice and perspective.

- **The Replacement Prohibition:** AI usage is strictly prohibited where it serves as a total replacement for original thought or the required student workload. The *process* of original thought is what the district seeks to protect.
- **Definition of Cheating:** "Cheating" is defined as utilizing AI tools to complete full papers, speeches, or assignments. Such use bypasses the mastery of core skills and results in the loss of the student's individual voice.
- **Disciplinary Link:** Any violation of these standards constitutes a breach of the Student Discipline Policy (S-170-P) and will be handled according to established disciplinary protocols.

Mandatory Attribution and Citation Requirements

Transparency is non-negotiable when utilizing advanced digital tools.

- **Permissive Use:** Students may only use AI tools for schoolwork when an instructor has granted explicit, assignment-specific permission.
- **Citation Rule:** When AI use is permitted, students must provide a clear and accurate citation. This citation must include the **specific tool used** and the **exact prompt provided** to generate the content. **WARNING: FAILURE TO ATTRIBUTE AI-GENERATED CONTENT OR USING AI WITHOUT EXPLICIT INSTRUCTOR PERMISSION IS A VIOLATION OF ACADEMIC INTEGRITY AND DISTRICT POLICY.**

The Principle of Human Agency: Bolstering vs. Replacing Thought

The district adheres to the principle of human agency, ensuring students remain the primary drivers of their learning paths.

- **Critical Thinking Requirement:** AI should be positioned as a "sounding board" or a guide to facilitate understanding. It is a tool for bolstering learning, not a bypass for the critical thinking required to solve complex problems.
- **Ownership of Work:** Students retain absolute agency in their learning. They are solely responsible for the accuracy and quality of any work submitted. "I used AI" is not a valid defense for factual errors or hallucinations in submitted work. Students are expected to verify all outputs, as AI tools are frequently inaccurate.

Safety, Conduct, and Prohibited AI-Aided Behaviors

Standards of conduct apply equally to AI interactions as they do to in-person behavior.

- **Bullying, Hazing, and Cyberbullying:** Utilizing AI to engage in, facilitate, or enhance bullying, hazing, or cyberbullying is strictly forbidden under Policy S-185-P.
- **Real-Time Monitoring:** In compliance with the Children's Internet Protection Act (CIPA), the district recognizes that traditional static web filters are insufficient for chatbot interactions. Consequently, the district utilizes AI-specific

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monitoring tools that scan input prompts and generated output in real-time to block inappropriate, obscene, or harmful content.

Student Privacy and Data Security (FERPA & COPPA)

The district enforces strict data protection standards to safeguard student rights:

- **Data Protection (FERPA):** Personally identifiable information (PII) and education records are strictly prohibited from being used by service providers to train underlying Large Language Models (LLMs).
- **Age Protections (COPPA):** AI tools for students under 13 are rigorously vetted to ensure children's data is managed properly and not unintentionally exposed to third-party model providers.

Building Information

Missouri State High School Activities Association (MSHSAA) Activities

The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at *www.mshsaa.org*

STUDENT ELIGIBILITY STANDARDS FOR EXTRACURRICULAR ACTIVITIES

PHILOSOPHY

The South Holt R-I School District believes that participating in extracurricular activities is a valuable experience for all students. Additionally, the district believes that participation in extracurricular activities is a privilege and not a right. The purpose of extracurricular activities is to develop leadership, good sportsmanship, school pride, and new and lasting relationships.

ACTIVITIES

Activities are defined as any and all school-sponsored events, whether they occur on school property or off school property under the direct sponsorship of the school. Activities governed by the Missouri State High School Activities Association (MSHSAA) are included, as are other activities including but not limited to: FFA, FCCLA, Student Council, National Honor Society, academic contests, field trips (including senior trip), and school dances.

CITIZENSHIP

All students at South Holt R-I are to conduct themselves in a manner that brings credit to the group, team, school, community, family, and themselves. MSHSAA By-law 212 requires that student participants in extracurricular activities be “creditable citizens”. At South Holt R-I the citizenship requirement extends beyond MSHSAA activities to all school-sponsored activities.

CONDUCT AND CONSEQUENCES

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Any student deemed to not be a "creditable citizen" may be declared ineligible to participate in extracurricular activities by the school administration. The consequences outlined in this policy are minimum guidelines for student suspension from activities.

Coaches and sponsors may initiate their own rules and guidelines, provided they have been discussed with administrators and participants. Further disciplinary consequences as outlined in the school's discipline policy may also be imposed.
Possession or use of any type of tobacco product and substances appearing to be tobacco products is prohibited. Tobacco products and substances appearing to be tobacco products are detrimental to the health and well being of staff and students. This prohibition includes electronic cigarettes, vaping and similar objects used in conjunction with vaping, alcohol, unauthorized prescription drug, narcotic substance, counterfeit (or look-alike) drug, drug-related paraphernalia, or any type of illegal drug on school property or off school property at a school-sponsored event will result in the immediate suspension from activities. Other actions could cause a student to be considered "a non-creditable citizen" and thus could lead to suspension from school activities. Such actions could include theft, vandalism, or destruction of property on school property or at a school-sponsored activity.

First Offense: The student will be suspended from all school-sponsored extracurricular activities for a period of 10 school days.

Second Offense: The student will be suspended from all school-sponsored extracurricular activities for a period of 30 school days.

Third Offense: The student will be suspended from all school-sponsored extracurricular activities for the remainder of the school year (through June 30).

- "School days" are defined as days that school is in session and days on which school events take place.
- Consequences start over at the beginning of each school year (beginning July 1).
- Students who are suspended (under the 1st and 2nd offense) may continue to practice with a team or group, but may not participate in any contest or activity and may not wear any part of the uniform during the suspension.
- Students enrolled in band, vocal music, or other classes in which participation is part of the grade are expected to perform with the group as directed by the teacher. However, suspended students may not participate as an individual, nor may they participate in any special activities of the group during a suspension.
- Students enrolled in band, vocal music, or other classes in which participation is part of the grade are expected to perform with the group as directed by the teacher. However, suspended students may not participate as an individual, nor may they participate in any special activities of the group during a suspension.

24-Hour Rule:

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Parents or relatives who wish to speak with coaches after a game about conflicts (playing time, benching, technical fouls, etc.) must wait until the next day to do so, and schedule the parent-coach conference in advance. South Holt administrators will likely sit in on such meetings. This restriction serves as a "cooling-off" period to allow both parents and coaches to think the situation over, and allows the school to gather any relevant information (Officials reports, attendance records, etc.) prior to the meeting. **Failure to adhere to the 24-hour rule may result in the parents being banned from attending athletic events for the rest of the season, both home and away.** (Other area schools will honor any such South Holt ban.)

SPORTSMANSHIP
We believe good sportsmanship should be exemplified at all activities and contests. Opponents who enter our school should be treated as guests. The same goes for game officials. At all times, both participants and spectators should treat those around them with respect.

Sports
Football
Volleyball
Cross Country
Basketball
Wrestling
Track and Field
Baseball

MASCOT
The teams at South Holt are known as the Knights.

SCHOOL COLORS
The teams or groups at South Holt are represented by the colors black and gold.

CONFERENCE AFFILIATION
South Holt is a member of the 275 Conference. Other conference schools include:
Craig Hornets
Fairfax Bulldogs
Dekalb Tigers
Jefferson Eagles
Mound City Panthers
Nodaway-Holt Trojans
North Nodaway Mustangs
Northeast Nodaway Blue Jays
Osborn Wildcats
Rock Port Blue Jays
South Nodaway Longhorns
Stewartsville Cardinals
Tarkio Indians
Union Star Trojans
West Nodaway Rockets

CITIZENSHIP

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All students in the South Holt R-1 School District are expected to conduct themselves in such a way as to only bring credit upon the team, group, school, community, their family, and themselves. MSHSAA requires that student participants in activities be "credible citizens: (By-law 212). Any student judged to not be a "Credible Citizen" may be declared ineligible for any period of time by school administration. Expectations are as follows:

1. Student athletes are to be on their best behavior at all times. Good behavior in the classroom is mandatory. If a student athlete receives an I.S.S. during the sports season he or she is subject to the following punishment.
    a. ***First Offense*** *- individual will miss one (1) games.*
    b. ***Second Offense*** *- individual will miss two (2) games.*
    c. ***Third and Subsequent Offense*** *- individual will miss five (5) games.*

***These offenses take place during a specified sports season and do not carry over from season to season.

2. Any student receiving an O.S.S. during the sports season will be subject to the following punishments:
    a. **First Offense** - two (2) game suspensions after the student is allowed to return to school.
    b. **Second Offense** - five (5) game suspensions.

Law Enforcement*:* A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

Student Responsibility*:* Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. 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.

ACADEMIC ELIGIBILITY

- You must be currently enrolled in and regularly attending courses that offer a minimum of 3.00 units of credit.

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- In order to participate in sports and extra curricular activities students must maintain passing grades in seven of eight classes.
    - Two week grade checks will be conducted and students will be placed on academic probation if they are failing any class and they will be assigned 8th hour study hall with the teacher for which they have a failing grade until the next grade check. If a student maintains a failing grade in more than 1 class at the end of the quarter they will be ineligible to play on the first day of the next quarter.
- Students who end the quarter with a failing grade, will remain on probation until the first two week grade check.
- If you are a beginning 9th grade student, you must have been promoted at the close of the previous school year.
- You must be making satisfactory progress toward graduation as determined by your school's policies.
- Do not drop courses without first consulting with your school principal or Athletic Director to determine whether it will affect your eligibility.

TRANSFERRING SCHOOLS

a. If you transfer schools and your parents do not move into the district of your new school, you will be ineligible for 365 days, unless you meet one of the exceptions listed in the MSHSAA Residence and Transfer Rules.
b. If you move with your parents to your new school district, you will be eligible at your new school provided you were eligible in all other respects at your former school. A student shall not be eligible to represent two different schools in the MSHSAA state tournament series in the same sport during the same season.
c. Always check with your school principal before you transfer to determine whether it will affect your eligibility.

Travel and Transportation

Students will usually be transported to and from respective activities via school-provided transportation. Some exceptions of this are when a parent makes a request to transport the student and contacts the Principal personally to seek permission, when the length of an activity makes it impractical to provide transportation, when the difficulties of working with a bus company make it impossible for them to arrive on time, or when the close proximity of the event makes providing transportation impractical. Student athletes are not allowed to drive themselves or receive rides from fellow students to and from sporting events unless consent is given by the schools administrator. **We highly desire students to ride the bus home from contests, as this adds to the team building concept. If a student desires not to ride home from an event, he/she needs to sign out with the sponsor/coach by a parent or guardian**

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prior to leaving. A parent note is not acceptable unless previously cleared by the administration.

STATE LEVEL COMPETITION
Students, teams, or groups who qualify for state level competitions in any activity will have the following expenses paid for by the school; travel, lodging, and a $10.00 per meal allowance. If the qualifying competitor is a team or group, the competitors will be defined as team members who will suit up for the activity, managers, and cheerleaders who perform.

ATTENDANCE
A student must be in attendance the whole day in order to attend or participate in a school activity that same day. Certain instances will be excusable at the discretion of the principal (advanced approval required for appointments), or a doctor's note is presented. If an event is scheduled for a Saturday, students must be in attendance all day on Friday, or be excused by the principal, to participate.

STUDENT ATHLETE DRESS POLICY
A student will be required to practice good grooming habits and adhere to guidelines established by their respective head coach. If the head coach is not requiring or setting proper grooming and dress standards for his or her players, the administration can and will step in to make the necessary changes.

EXPECTATIONS OF FANS
It is the belief of the South Holt R-I School District that our fans should be a favorable reflection of the school and community. Any behavior that is contrary to this should be carefully scrutinized.

The following expectations apply to students, patrons, and other fans of the South Holt R-1 School District:

1. Our opponents, their coaches, and fans are guests in our house and should be treated with courtesy and respect.
2. Fans should refrain from criticizing game officials. They are trained in the mechanics and rules of game officiating. Game officials are human and will make mistakes. That is simply a part of the game. They are here to assist in the administration of the game, they don't care who wins.
3. Fans should only make gestures or hold up signs that encourage our teams.
4. Fans should only engage in songs, chants, and slogans designed to encourage our teams.
5. Above all, fans should remember that the game is for the players.

FLAGRANT/UNSPORTSMANLIKE PENALTIES
Any student who receives a penalty for an unsportsmanlike penalty including but not limited to a technical foul or unsportsmanlike penalty in football, shall be suspended

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from that contest for one contest, and shall not resume play until the next contest at that same time on the clock. For each subsequent penalty during that sport's season, the player will sit an additional game (ex. 2 penalties= 2 games, 3 penalties= 3 games, etc.) There is some latitude afforded coaches. For example, a uniform violation would not be of the serious nature that falls into this category. However, an intentional late hit or overly aggressive foul resulting in a flagrant foul could. Therefore coaches will be given some latitude. If one of the fouls comes into question, the administration and coach will meet the next school day and determine the course of action to be taken.

PHYSICAL EXAMINATIONS

Current MSHSAA guidelines request a student athlete receive a sports physical prior to participating in a sport. Physicals are good for two school years, unless documented by a physician. Prior to participating in football, volleyball, cross country, softball, cheerleading, basketball, wrestling, track and field or baseball each student must have on file in the office:

1. A completed physical examination form. (Scout physical cannot be used as athletic physicals)
2. Accompanying insurance information please note.
3. Proof of insurance, parent permission, and student agreement must be completed yearly.

IMPACT SCREENING

Current MSHSAA guidelines request a student athlete receive impact screening prior to participating in a sport. Physicals are good for two school years, unless documented by a physician. Prior to participating in football, volleyball, cross country, softball, cheerleading, basketball, wrestling, track and field or baseball. Impact screening will occur for all incoming 7th, 9th, and 11th grade students as well as anyone moving into the South Holt School District.

Dual Sports or Activity Participation

Students who wish to dual sport during a given season will fill out a dual sports enrollment form and declare a primary and secondary sport. The primary sport will take precedence in most cases over the secondary sport. However, we will use the guidelines above to identify which event a player should generally participate in on a given day when conflicts arise. In addition, the athletic director and coaches will work together to create a practice schedule that allows dual sport athletes access to practices for both sports. It will be understood that an athlete will participate in practices for his or her primary sport more often than that of their secondary sport. Coaches will work with dual sport athletes to allow them to participate in both sports and will work together to help provide the best possible experience for the student.

CONFLICT OF INTEREST EVENT GUIDANCE/ DUAL SPORTS AND ACTIVITIES

In an effort to resolve conflicts that might occur when students are participating in multiple sports and activities during the same season, the guidelines below will be used

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to decide which event a student should attend if conflicts arise. Athletes, administrators, and coaches should discuss events that conflict and come to a resolution that best affects all involved. The guidelines below are guidelines as different priorities can be determined through discussion with coaches, athletes, and administrators.

1. National contest
2. State contest
3. District contest
4. Conference contest
5. Non-Conference contest
6. Academic class
7. Interscholastic contest
8. Required (dress rehearsal) practices
9. Regular practices

CONFERENCES WITH COACHES AND SPONSORS
All coaches will be available at times to discuss the progress of your student. However, there are limitations to what a coach will discuss and at what times. The following is a summary of appropriate subject matter and timeliness:

1. Coaches/Sponsors will only discuss your student, their progress, attitude, and any other essential information. Coaches/Sponsors will not discuss other students.
2. Coaches/Sponsors will not discuss game strategy or play calling
3. Coaches will not discuss playing time issues with parents. Team members are encouraged to come to the coach to discuss these issues.
4. If a conflict exists between the student and coach/sponsor and the student does everything possible, the parent should first visit with the coach/sponsor in an effort to resolve the conflict. If that too does not yield results, the parent should visit with administration.
5. Parents should not contact a coach/sponsor at home to discuss conflicts, nor should they insist that the coach/sponsor address the conflict in a public place away from school grounds.

These guidelines are established to allow the most professional relationship possible among coaches, sponsors, students, and parents. They also serve as a guide to head off any situations that may be potentially embarrassing to the people involved.

PROVISIONAL LETTERING
A provisional letter may be granted to a participant who is not able to complete the season due to illness, injury, or other extenuating circumstance except suspension for violation of policies or academic ineligibility. If a participant is granted a provisional letter or returns to fully letter in the succeeding year in that activity, they will be considered as having fully lettered in the provisional year.

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Requirements for a provisional letter will follow the format of lettering requirements for that particular activity. The participant and head coach/sponsor of the activity will agree by contract on what further requirements must be met in lieu of participation.

VARSITY LETTERING REQUIREMENTS

Policies pertaining to athletic/activities awards:

1. A participant will be awarded a school letter, a sport emblem, and a bar the first time he/she earns a South Holt R-1 High School letter. Each succeeding year that he/she earns a letter in a particular varsity sport, he/she will be awarded an additional bar.
2. Method of receiving awards. Each coach will submit a list of award recommendations to the Athletic Director and Principal. These letters will be awarded at the sports social by the head coach.

Policy on completion of season to earn award: A participant must complete the sport or activity to qualify for an award, unless his or her season ends due to an injury.

Policy on lettering: Each sport will set its own lettering requirements. These requirements will be listed on the handouts given to students prior to the season.

Mosaic Rehab and Sports Medicine

As a service to our students and coaches, Mosaic Rehab and Sports Medicine from Maryville provides certified athletic trainers to assist in recovery and following any type of athletic injury. The trainers advise students on recovery exercises and drills following an injury. The trainers are at South Holt 1-2 days a week. In addition, these trainers are in attendance at some of our athletic contests and can provide assistance if needed.

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.

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Organizational meetings: Class and club meetings will be held before/after school or during lunch. Rarely will meetings be held during class time. All class and club activities must have the approval of the principal and be announced at least one day in advance of the meeting time, placed in the announcements, and all stakeholders notified of the meeting.

See Missouri State High School Activities Association (MSHSAA) Activities section above for information about:

- Transportation;
- the academic policy;
- consequences for tobacco, vapes, alcohol, drugs, theft, vandalism, destruction of property, and other actions.

Academic Policy
Junior or Senior High school students wishing to participate in any school-sponsored activity, either during or after school hours, must meet the following local academic requirements:

1. A student must be in attendance at school **all day** to be eligible to participate in any school activity that night, unless prearranged with the principal. Should a student miss school on Friday, he/she will be ineligible for Saturday activities unless consent is given by administration prior to the absence. A parent call does not necessarily excuse an absence unless an administrator grants permission. Students with appointments (doctor, dental, etc.) must present a note from that professional to the high school office upon their return to school.
2. The student must maintain the appropriate academic standards. The minimum South Holt academic standard requires that High School and Junior High students pass seven of eight classes to maintain eligibility for the next quarter. **In other words, a student can fail no more than one class the preceding quarter and still retain his/her eligibility.**

STUDENT ELIGIBILITY STANDARDS FOR EXTRACURRICULAR ACTIVITIES – See the MSHSAA section above.

Activities
Cheerleading
Scholar Bowl
Instrumental / Vocal

Transportation
Student travel to and from extracurricular events is the responsibility of the South Holt School District. From a liability standpoint student travel is so important that delegating travel to anyone other than the student's parents is a questionable act. With this in mind, we want to reiterate the current policy. Students traveling to an event on district-provided transportation will ride home on district-provided transportation unless the

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student's parent/guardian makes arrangements in advance with school administration that their son/daughter will be riding home with them. **Only under emergency or very necessary situations will a student be allowed to ride to or from an event with someone other than the parent/guardian.**

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.

School Cancellations and/or Early Dismissal
School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the Thrill Share to notify students and parents/guardians. Announcements will also be made on the District website and Facebook, Texts, and other social media outlets. It is highly recommended that parents sign up for notifications through the South Holt App. 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
Once students arrive on school grounds either by bus or other vehicle, they are to remain on the school grounds. Failure to do so may result in disciplinary action. Upon arrival, junior high students should remain in the cafeteria until the first bell rings. If a teacher allows students in their classroom, a teacher should be present and ensure students remain in the classroom until the first bell rings. There should be no junior high students in the hallway. Violation will result in disciplinary action.

Students that leave during the day must sign out through the office. If a student is to leave early during the school day their parent/guardian must sign them out or contact the office and personally make arrangements for their students to leave. Students that do not sign out and clear this with the principal or secretary will have their absence recorded as being unexcused and be considered truant. Students are not to be in the building without proper supervision. Violation will result in disciplinary action.

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Students waiting for rides after school and extracurricular activities will be asked to wait outside the office, by the main entrance.

Deliveries
All deliveries will be received in the High School Office.

Lockers
Students will be assigned lockers before school starts. You are responsible for your own valuables. Your locker is secure until you tell someone your combination. Little can be done concerning lost articles if you do not lock your lockers. Lockers are school property and may be checked or searched at any time.

Physical Education Lockers
Individual lockers and locks are provided for the safe storage of clothing and personal items. It is the student's responsibility to see that all personal belongings are stored prior to participating in physical education classes. Again, if a locker is not locked the school is not responsible for lost or stolen items.

Stolen Items
Students are responsible for locking and securing all personal property. The school cannot accept responsibility for personal items. Reports of theft should be made to the office immediately.

Textbooks
Textbooks are checked out to each student at the beginning of the course. A record is kept of the condition of the book and the book number. The student is expected to retain the same book that was checked out to them. Students not returning a book will be required to pay the cost for a replacement. Students returning books showing excessive damage will be assessed a charge to cover the cost of repair or replacement.

Lost and Found
Articles found should be taken to the principal’s office or to the locker room lost and found. If something is misplaced or stolen, it should be reported immediately. They may be claimed upon identification. The school district assumes no responsibility for loss to students’ personal property.

Posting Notices
Any notices to be posted to bulletin boards, lockers, or in the hallways must receive prior approval from the principal. Personal notices will not be permitted.

School Telephones
Students will not be called out of class for a phone call unless it is an emergency. A message will be taken, and the call can be returned between classes or during lunch. No long distance calls should be made from school unless approved by the office. No private long distance calls will be charged to the school. To do so will result in repayment and possible suspension.

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Use of the Gym
The gym is not to be used after school hours for any type of activity unless approval is obtained from the office. No student is to use the gym to play before school starts or after school has been dismissed. Students or persons not directly involved in the activity in the gym should not be in the gym or in the building after school has been dismissed for the day.

Fundraising
All school fundraising events must have sponsor, principal, and superintendent approval before fundraising activities begin.

Assemblies
At all times the student's behavior should be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, use of an electronic device (not part of the assembly), and talking during a program. These same guidelines also apply to field trips and other such activities. Any student not wishing to participate in the assembly needs to contact the principal prior to the start of the assembly.

Dances
High School students do not attend junior high dances. Junior High students do not attend High School dances. All high school out-of-school dates must be registered in the principal's office two weeks prior to the date of the event. Junior high students are not allowed to bring out-of-school dates or friends.

An out of school date must fit the following guidelines: 1) an out of school guest must provide a driver's license or photo ID at the dance entrance. 2) All out of school dates must be a Freshman or older but must not have turned 21-years of age before the date of the dance. 3) If a date or student leave the dance, they will not be allowed to reenter. 4) The use of alcohol, tobacco, or illegal drugs is prohibited. In the event a student or date is in possession of these items, law enforcement will be notified.

Prom
Juniors fundraise, plan, and hold a Prom for Seniors. Juniors and Seniors are invited to attend prom. They can invite a date based on the dance criteria and registration of out-of-school dates. A meal, in conjunction with the prom schedule, will be provided to seniors at no cost. Their guests and juniors are required to pay for the cost of their meal. Students who owe fees will not be able to attend prom until all fees are paid.

Senior Trip
Seniors need to be on track to graduate with a maximum of 4 credits needed to graduate 2nd semester. Seniors need to be in good standing regarding discipline and attendance (see Attendance and Absence Procedures S-115-S). They also need to have all fees paid by the end of 1st semester.

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Student Parking
The ability to park on grounds at South Holt R1 School District is a privilege, not a right. Our students must follow all lawful rules and regulations, be 16-years of age, and have a Missouri issued driver's license in order to park on school property. The following rules also apply to all drivers and failure to comply with expectations will result in the loss of parking privileges on South Holt R1 School District Property.

1. Student parking is designated to the stadium parking lot (furthest south) during school hours. Students may park in other lots during after school hours.
2. Students must park in the defined parking space lines available. Parking outside the lines, taking up two spaces with one vehicle, or parking in handicap areas will be reported to the local authorities and student drivers may be ticketed.
3. You are to park your car or motorcycle upon arrival at school and not enter it again until leaving at the end of the day without administrative approval.
4. Any student not driving in a safe and proper manner on the streets adjacent to the school may have the privilege of parking a car on the school parking lot revoked.
5. Always exit to the south of the football field at the end of the school day to avoid the congestion at the 4-way stop. Do not drive North through the staff parking lot or on the road east of the school while school buses or students are present.
6. No student cars are to be parked on the street of the east side of the school.
7. Be particularly watchful of the elementary children.

Withdrawal from School
A student who desires to withdraw from school should have his/her parent or guardian telephone the office (660-446-3454). Any student withdrawing from school for any reason other than transfer must discuss the matter with the counselor prior to being allowed to withdraw. Students who follow the proper withdrawal procedures will receive a withdrawal slip from the office which they are to present to teachers and to the librarian along with their books. When the slip is returned to the office by the student, all debts cleared, the student is given permission to withdraw. Transcripts will not be sent out until all debts are cleared.

<u>District Policy Information</u>

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.

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

Surveying, Analyzing, and Evaluating Students S-150-S
The District has developed District Policies regarding the rights of a parent/guardian to:

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

If a parent/guardian would like to request the review of any of the above materials, please contact the Superintendent in the District Office

All District policies can be located at: https://egs.edcounsel.law/south-holt-r-i-school-district-policies

School Nutritional Program F-290-S
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

Mail: U.S. Department of Agriculture

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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.

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.

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

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

Tobacco-Free Policy C-150-S
To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Safety F-225-S
Fire, tornado, disaster: In the case of an emergency the student should follow specific instructions given by their teacher. The following general rules should be followed by all:

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1. Walk at a rapid pace - do not run.
2. Do not talk - your teacher will have important instructions for you.
3. Do not stop in front of doors or on steps.

To keep the students alert, the high school stages fire and storm drills at various times, both announced and unannounced. All students should be familiar with the following:

Fire bell - Continuous Bell **Tornado bell** - Intermittent Bell

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.

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Signature and Form Requirements

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

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F-265-P Technology Usage Agreement Form Form **Agreement and Acknowledgement**

Mission Statement *The South Holt R-I School District provides technology resources to students as a vital tool to enhance and facilitate learning. It is the district's firm belief that the 1:1 initiative serves to increase student engagement, provide immediate feedback, reduce the achievement gap, and inspire creativity and innovation. Use of this technology is a privilege and is strictly limited to activities connected with educational purposes at South Holt R-I School.*

Signature and Identifying Information By signing below, you indicate that you have read, understand, and agree to adhere to the policies and procedures detailed within this Technology Acceptable Use Policy.

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):

_____

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

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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.
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TO BE COMPLETED BY TECHNOLOGY COORDINATOR:

Chromebook Asset ID:_____

Yondr Pouch ID (Grades 7-12):_____

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C-105-P District Rules and Guides Form A
Student/Parent Handbook Acknowledgment

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: _____

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

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