

LAQUEY ELEMENTARY HANDBOOK 2023-2024



Kent Stoumbaugh, Superintendent
Dustin Matlock, Junior High/High School Principal
Casey Storie, Elementary Principal

27600 Hwy AA
Laquey, MO 65534

Phone: (573) 765-3245

Extensions

Elementary School Office 100
High School Office 300
Activities Director 303
School Nurse 155
Registration Office 401
Transportation 460
District Office 400

Laquey School District Website: www.laqueyhornets.us

Facebook: Laquey School District
App Store: laquey r5 school district

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Staff

Elementary Principal	Casey Storie
Secretary	Jamie Peterson
Counselor	Lindsay Hunter
Nurse	Christie Chastain
Three-year-old Title Preschool	Brittni Gan
Four-year-old Title Preschool	CrisAnn Leckrone
ECSE Teacher	Vennissa Shaffer
Kindergarten	Laura Goff
Kindergarten	Marilyn Thier
First Grade	Tammy Barr
First Grade	Diane Wolff
Second Grade	Maura Stoumbaugh
Second Grade	Rebakah Hedgepath
Third Grade	Denise Vandivort
Third Grade	Britnie Mattheis
Fourth Grade	Bradley Scholfield
Fourth Grade	Debbie Sutton
Fifth Grade	Lindsay Bennett
Fifth Grade	Patricia Adelman
Sixth Grade	Ashlee Marlow
Sixth Grade	Jodi Woody
Special Education	Rona Keniston
Special Education	Stephanie Moody
Title Reading	Deborah Hendrix
Title Math	Tamara Coffman
Elementary Art	Clara Mitchell
Elementary Music	Deborah Marett
Elementary PE	Shane Persoon
Elementary Library	Marnita Wood
Gifted	Melissa North
Para-Professional	Christina Benavides
Para-Professional	Kathy Rogers
Para-Professional	Amber Wood
Para-Professional	
Para-Professional	Beatrice Miller
Para-Professional	Sonja Kamplain

Principal's Message

Dear Parent or Guardian:

I want to extend a warm welcome to our Laquey Hornets and look forward to a successful year of learning and growing together. You as a Parent or Guardian share with the school a tremendous responsibility, that of educating and guiding your child as he/she progresses toward adulthood. We thank you for sharing the responsibility with us. The purpose of this handbook is designed to give you an overview of the procedures, routines and policies of Laquey Elementary School. Please take a moment to review this information and let it serve as a helpful resource for you and your family. Please note that the items in this handbook are not all inclusive as each teacher may have rules and procedures specific to his or her classroom. Don't hesitate to call if you have any questions.

Sincerely,

Mrs. Storie, Ed.S

Dear Student:

A new year is beginning and with it comes many new and exciting experiences for you. As you progress through this year you will be developing skills, attitudes, and an understanding you didn't have before. Your willingness to cooperate and to put forth your best efforts will enable you to accomplish all that you are capable of. My wish for you is that you develop a strong education foundation which will serve you in the years to come. Have a great school year!

Welcome to the Hornet Family,

Mrs. Storie, Ed.S

ALLERGIES

If your child has any allergies please make sure you have (completed/updated each school year) health plan form. These forms will be reviewed by the school nurse and placed on file. If medication is required, please bring it in the original container, along with a medication form, to the school immediately.

ARRIVAL

Students arrive at school each day through a variety of ways: Hornet Club, bus, and cars. Students arriving by car can be dropped off beginning at 7:20 at the Elementary Gym doors. Drop off will take place only in the inside lane next to the curb. Avoid walking in the parking lot and use the crosswalk whenever possible. To expedite the process, parents are asked to stay in their vehicles and allow staff to open their vehicle door and assist the student's in exiting the vehicles. Please have your students ready to exit the vehicle upon reaching the drop off site. (Example: shoes on, coat on in colder weather, water bottles in backpack, etc.) Parents are allowed to walk their child to class on the first day of school. After the 1st day students will walk independently to his or her classroom. Any student dropped off after 7:40 will need to be signed into school at the elementary office.

ATTENDANCE (R2310)

Regular attendance is essential for scholastic success. ALL absences, tardies, and early checkouts will be considered an infraction to the attendance guidelines, and will be used to determine a student's attendance rate. Every parent or guardian of a child is required to see that their child attends school on a regular basis. (According to Missouri Revised Statutes section 167.031.)

If a child will be absent for any reason, a parent/guardian should notify the school office at (573) 765-2716 ext. 100 by 9:00 am. If the office is not contacted, school personnel may contact parents/guardians. Those experiencing difficulties attending school will receive a series of informational letters encouraging changes in attendance habits.

A student shall be allowed a maximum of **eight (8)** absences from school during a semester. After three (3), five(5), and seven (7) days of absences a form letter or telephone call will be sent home to inform parents/guardians of the absences. After **eight (8)** days absent a letter will be sent to a juvenile officer for education neglect.

Part-time Attendance (P2320)

Students may attend District schools on a part-time basis as provided by state law and regulations of the Board of Education.

Truancy and Educational Neglect (P2340)

The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate.

Section 210.115 R.S.Mo. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.

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.

BREAKFAST AND LUNCH (R5540 & P5520)

Eligible students will be identified for participation in the free and reduced-price lunch program based upon Federal and State Guidelines. Information concerning the eligibility standards will be distributed annually within the District. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis. Menus may be found at the district website: www.laueyhornets.us or on the school app, lauey r5 school district under dining. Breakfast is served from 7:20 until 7:40 each morning. All students will eat breakfast in the classrooms. All students must eat in the cafeteria whether buying or bringing their lunch. They will remain in the cafeteria during their lunch period and will be supervised by a school employee or their classroom teacher.

Breakfast - FREE

Lunch - \$2.40

Meal Charges (P5550)

Purpose

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.

- These meals will include only the menu items of the reimbursable meal.
- After The Balance Exceeds Ten(\$10.00) dollars, the student may be given a designated menu alternate.

Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.

On May 15 annually all charging will be cut off.

- Parents/guardians will be sent a written request for “payment in full.”
- All charges not paid before the end of the school year will be carried forward into the next school year.

If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

All inquiries concerning lunches need to be directed to Mr. Franz Gruidl, he may be reached by calling 765-3245 ext.430

CELL PHONE POLICY (P2656)

Cell phone technology in recent years has resulted in enhanced communication opportunities. The use of cellphones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Student cell phones will be banned during the instructional day. Parents may apply to the building principal to obtain a hardship exception.

CHECK IN/OUT PROCEDURES

Students must be signed in and out at the office. Teachers will not allow a student to leave the room until they have clearance from the office. This is to ensure your child’s safety. If you have only certain people who may sign your child/children out, please give that information to Mrs. Peterson in the elementary office. If you have any court ordered restrictions, we need a copy of those papers for the student’s file. Appropriate documentation must be shown upon making certain requests concerning restriction of one parent or the other.

Students arriving after 7:40 will be marked tardy and will have to be signed in. School is dismissed at 3:30 p.m. Please do not sign your child/children out on a daily basis before dismissal as this will count against their attendance.

Changing a child’s destination for the day must be made by note the morning of the day the change is to occur. Phone calls will not be accepted except for emergencies only. It is very difficult to make changes late in the day so please reserve this for emergency situations only.

A child will be put on their regular bus if they do not have a note from a parent or guardian or if we have not received an emergency phone call.

CLASS PARTIES

Students will participate in three parties each year (Halloween, Christmas and Valentine's Day). Parents are welcome to send in food, the food MUST BE PREPACKAGED.

COMMUNICABLE DISEASES (P2860)

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

COMMUNICATION WITH PARENTS

Student progress is communicated through **Infinite Campus, parent-teacher conferences, written reports, and ClassDojo.**

Infinite Campus

Infinite Campus is a web-based student information system (SIS) that provides real-time information to parents over the internet. Parents gain immediate access to their children's attendance and grades.

Infinite Campus also allows students to track their own progress. If interested in a Parent Login please contact the SIS Director at 573-765-3716 ext. 353

Parent Teacher Conferences

Parent-Teacher conferences are held in the fall of each school year. This conference is a very important part of the school year and parent participation is expected. By attending a parent-teacher conference your child will see the importance you have placed on education and how valuable it is to obtain a good education.

Parents are welcome to call or email their child's teacher anytime during the school year to request additional conferences. On occasion, your child's teacher, counselor, or principal may also call or email you regarding your child's progress.

Written Reports

Written reports can include report cards, progress reports, missing assignment notifications, notes to parents, assignments returned with parents signatures and emails.

ClassDojo

ClassDojo is a school communication platform that teachers, students, and families use every day to build close-knit communities by sharing what's being learned in the classroom home through photos, videos, and messages.

DEPARTURE

Students not riding the bus or staying for Hornet Club should be picked up promptly at the 3:05 dismissal time.

During pickups, please stay in your vehicle, and have your KidAccount Card ready, if you need a KidAccount cart please contact Mrs Jamie in the Elementary office at 573-765-3716 ext. 100. To avoid parking lot congestion, please arrive no sooner than 3:20 pm. K-2nd will use the inside lane and 3rd-6th will use the outside lane. If picking up multiple kids from both groups, please use the outside lane.

Parents please remain in the vehicle and allow staff to assist your child in getting into the vehicle. Parents are responsible for making sure students are properly secured in safety restraints before leaving the parking lot. Laquey R-5 strongly suggests all students under age 13 not be allowed to sit in front seats.

Pick up vehicles are required to have proper restraint devices for children being picked up as described by state law. (see requirements below)

Missouri RSMo 307.179

- Children less than 4 years old or less than 40 pounds must be in an appropriate child safety seat.
- Children ages 4-7 who weigh at least 40 pounds must be in an appropriate child safety seat or booster seat unless they are 80 pounds or 4'9" tall.
- Children 8 and over or weighing at least 80 pounds or atleast 4'9" tall are required to be secured by a safety belt or buckled into an appropriate booster seat.

DISCIPLINE (P2610)

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of district students will be subject to discipline up to and including expulsion.

All employees of the Laquey School District are responsible for enforcement of this discipline policy. In all cases, discipline will be administered on an individual basis with the merits of each situation carefully considered.

Due process will be given in any disciplinary situation and the rights of the student will be considered. Any student who is suspended from school shall be notified, as to the reasons for the suspension. The suspension may be appealed to the superintendent of school and the board of education.

Corporal Punishment (P 2670)

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

A staff member may, however, use reasonable restraint against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the School District.

DISCIPLINARY ACTIONS AND CONSEQUENCES (R2610)

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Bullying (P2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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 acts of bullying.

Cyberbullying means bullying as defined above 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. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Extended Summary Suspensions

An asterisk * within the scope and sequence of a discipline consequence indicates that the potential exists for an extended summary suspension, or a suspension of greater than ten days. In accordance with state statues §160.261, §167.161 and §167.171 RSMo. Student suspensions of greater than ten days require a Review Meeting before the superintendent or designee. Extended summary suspensions can be up to 180 school days.

Incidents that happen outside of school hours may be punishable per the school discipline policy if they carry over into regular school hours or if premeditation took place during school hours.

Detention may be assigned during recess, lunch, or after school as determined by the building principal.

Alcohol/Drugs

Possession of or presence under the influence of alcohol regardless of whether the student is on school premises. Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

Alcohol/Drugs violations are divided into two offense categories. Suspensions may be reduced with successful completion of substance abuse review. Law enforcement authorities will be notified of violations.

POSSESSION OR USE OF:

Illegal/Prescription Alcohol/Drugs: Possession of or attendance after consumption of any unauthorized prescription drug, narcotic substance, counterfeit drugs, CBD products, or drug-related paraphernalia.

Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs, CBD, and/or drug related paraphernalia is **IMMEDIATE EXPULSION**

	Elementary	High School
<i>First Offense</i>	Conference up to 10 days OSS* Substance Abuse Review	11-180 days of ISS or 11-180 days of OSS*
<i>Subsequent Offenses</i>	5-180 days OSS* Substance Abuse Review	Expulsion

Over the Counter Medication

The possession, sale, and/or distribution of any medicine supplement is restricted on any school property. All over-the-counter/supplement medicine (i.e. Tylenol, Midol, Antihistamine, and/or similar product) needs to be turned in by the start of the day to the school nurse.

	Elementary	High School
<i>First Offense</i>	Conference up to 3 days ISS	Conference up to 3 days OSS
<i>Second & Subsequent Offenses</i>	3-5 days ISS	3-5 days OSS

SALE OR DISTRIBUTION OF: May qualify as a Safe School Violation and require administration to notify staff members on a need-to-know basis. Law enforcement authorities will be notified of violations.		
Illegal or Prescription Drugs/Alcohol Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, CBD products, counterfeit drugs and/or drug-related paraphernalia.		
	Elementary	High School
<i>First and Subsequent Offenses</i>	10-180 days OSS* Up to Expulsion	11-180 days of ISS or 11-180 days of OSS*
Over the Counter Medication		
	Elementary	High School
<i>First Offense</i>	Conference to 3 days OSS	Conference up to 3 days OSS
<i>Second & Subsequent Offenses</i>	3-5 days OSS	3-5 days OSS
ARSON <i>The intentional and knowing use of fire on Laquey School District property that may or may not cause damage to district property or property to others; or, the attempt to commit arson. Arson violations are divided into two offense categories. Law enforcement authorities will be notified of violations.</i>		
Class I Arson Offense	Characterized by arson that causes no appreciable property damage, injury to person, or interruption to the educational or extracurricular process; or, an attempt to commit arson.	
	Elementary	High School
<i>First and Subsequent Offense</i>	1-10 days OSS	1-10 days OSS
Class II Arson Offense	Characterized by arson that causes property damage, injury to persons, or interruption to the education or extracurricular process (May qualify as a Safe Schools Violation and require administration to notify staff members on a need-to know basis):	

	Elementary	High School
<i>First Offense</i>	10-180 days OSS* Expulsion	11-180 days of ISS or 11-180 days of OSS*
ASSAULTIVE BEHAVIOR		
<i>Intentionally or recklessly causing injury to another. Assaultive behavior is divided into eight categories. May qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.</i>		
Class I Assaultive Behavior	Assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct AND does not meet the definition of Assaultive Behavior. Law enforcement authorities may be notified of violations.	
	Elementary	High School
<i>First Offense</i>	Conference up to 3 days OSS	3-7 days OSS
<i>Second Offense</i>	1-day ISS up to 5 days OSS	6-10 days OSS
<i>Subsequent Offenses</i>	3 days ISS up to 10 days OSS	11-180 days OSS*
Class II Assaultive Behavior	Assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct which causes significant physical injury (i.e. lacerations, bruising, stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person). Law enforcement authorities will be notified of violations.	
	Elementary	High School
<i>First Offense</i>	1-180 days OSS* Up to Expulsion	5-180 days OSS
<i>Subsequent Offenses</i>	3-180 days OSS* Up to Expulsion	11-180 days OSS*

Class I Fighting	Physical conflict involving two or more participants which does not cause significant physical injury (i.e. bruising, stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person) to any person engaged in the physical conflict.	
	Elementary	High School
<i>First Offense</i>	Conference up to 3 days OSS	3-10 days OSS
<i>Second Offense</i>	1-day ISS up to 10 days OSS	5-180 days OSS
<i>Subsequent Offenses</i>	2 days ISS up to 180 days OSS*	11-180 days OSS*
Class II Fighting	Physical conflict involving two or more participants, which causes significant physical injury, as defined above, to any person engaged in the physical conflict. Law enforcement authorities will be notified of violations.	
	Elementary	High School
<i>First and Subsequent Offense</i>	1-180 days OSS* Expulsion	1 -180 days OSS*
Threatening to Fight	Expression of the intent to engage in assaultive behavior toward another.	
	Elementary	High School
<i>First Offense</i>	Conference, Up to 3 days ISS	Conference, Up to 3 days ISS
<i>Second Offense</i>	Conference, Up to 3 days OSS*	3 – 5 days OSS
<i>Subsequent Offenses</i>	1 days ISS-5 days OSS*	6 -10 days OSS

<p>Assaultive Behavior Toward District Personnel or Non-Student</p>	<p>Assaultive behavior toward a school district employee whether the conduct occurs on or off school district property; or threatening to engage in assaultive behavior toward a school district employee whether the conduct occurs on or off school district property; or verbally or physically intimidating conduct toward a school district employee whether the conduct occurs on or off school district property. Assaultive behavior toward non-students including but not limited to, student teachers, visitors, voters, volunteers and law enforcement personnel; or threatening to engage in assaultive behavior toward non-students; or verbally or physically intimidating conduct toward non-students on district property or at a district-sponsored event. Law enforcement authorities will be notified of violations.</p>	
	<p>Elementary</p>	<p>High School</p>
<p><i>First and Subsequent Offense</i></p>	<p>Conference-180 days OSS*</p>	<p>5 – 180 days OSS*</p>

<p>Threats of Violence Towards a Person</p>	<p>The verbal, written or physical communication of a threat to:</p> <ul style="list-style-type: none"> *inflict serious physical injury of death upon any person *bring a Class III Weapon or a Class II Explosive Device onto school district property or in the immediate vicinity thereof; *Possess a Class III Weapon or a Class II Explosive Device while traveling to or from school; *Bring a Class III Weapon or a Class II Explosive Device onto a vehicle operated by or for the school district for the transportation of student; *Bring a Class III Weapon or Class II Explosive Device to a district-sponsored or district-directed activity; or *Use a Class III Weapon or a Class II Explosive Device on any person. <p>Law enforcement authorities will be notified of violations.</p>	
	<p>Elementary</p>	<p>High School</p>
<p><i>First and Subsequent Offense</i></p>	<p>Conference-180 days OSS* Up to Expulsion</p>	<p>5 – 180 days OSS*</p>
<p>Threat of Violence Involving Property</p>	<p>The verbal, written, or physical communication of a threat to inflict serious property damage upon school district property, or property which is located on school district property, by use of a Class III Weapon, a Class II Explosive device, or by use of fire. Law enforcement authorities will be notified of violations.</p>	
	<p>Elementary</p>	<p>High School</p>
<p><i>First Offense</i></p>	<p>Conference-180 days OSS* Expulsion</p>	<p>Conference-180 days OSS* Expulsion</p>
<p>BULLYING/CYBERBULLYING – See Harassment Section</p>		

BUS SAFETY VIOLATION		
<p><i>Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if they offense had been committed at the student's assigned school, unless the violation is listed below. In addition to school discipline, transportation privileges may be suspended or revoked.</i></p>		
In appropriate Conduct	Standing while the bus is moving, yelling, littering in the bus, use of food or drink, not sitting in assigned seat, not sitting properly, eating on the bus, shoving or pushing (horseplay), not following directs of drivers, etc.	
	Elementary	High School
<i>First Offense</i>	Conference up to removal from the bus for 1 day.	Conference up to removal from the bus for 1 day.
<i>Second Offense</i>	Removal from the bus for 1-3 days	Removal from the bus for 1-3 days
<i>Third Offense</i>	Removal from the bus for 2-5 days	Removal from the bus for 2-5 days
<i>Subsequent Offenses</i>	Removal from the bus for 3-7 days	Removal from the bus for 5-7 days
COMPUTER/ELECTRONIC DEVICE USE:		

<p>Class I Inappropriate Use of Electronic Device</p>	<p>The act of using electronic devices to create, record, or display confidential or private events involving faculty, staff, or other students is a violation. A “confidential” recording includes, but is not limited to a recording of faculty, staff, students or other persons which is taken in a location where the person has a reasonable expectation of privacy, such as a restroom, locker room or other location in or around school premises, during or in conjunction with an extra-curricular or school activity which is an image of a portion of the person’s body over which the person has a reasonable expectation of privacy. Law enforcement may be notified. This would include the filming, recording, or display of situations including but not limited to:</p> <ul style="list-style-type: none"> · Acts of violence; · Disruptions to school environment · Images of staff without permission 	
	<p>Elementary</p>	<p>High School</p>
<p><i>First Offense</i></p>	<p>Conference – 180 days OSS</p>	<p>3 days ISS – 180 days OSS*</p>
<p><i>Second Offense</i></p>	<p>1 days OSS – 180 days OSS Up to Expulsion</p>	<p>3 days – 180 days OSS* Up to Expulsion</p>

<p>Class II Inappropriate Use of Electronic Devices:</p>	<p>The distribution of video, digital images, sound, pictures, or other recording of confidential or private events involving faculty, staff, or other students. A “confidential” recording includes, but is not limited to a recording of faculty, staff, students or other persons which is taken in a location in or around school premises, during or in conjunction with an extra-curricular or school activity which is an image of a portion of the person’s body over which the person has a reasonable expectation of privacy. Law enforcement may be notified. This would include the filming, recording or display of situations including but not limited to:</p> <ul style="list-style-type: none"> · Acts of violence; · Disruptions to school environment · Images of staff without permission, etc.... 	
	<p>Elementary</p>	<p>High School</p>
<p><i>First Offense</i></p>	<p>Conference - 180 days OSS</p>	<p>1 to 180 days OSS*</p>
<p><i>Second Offense</i></p>	<p>3-180 days OSS Up to Expulsion</p>	<p>3-180 days OSS* Up to Expulsion</p>
<p>Cell Phone Use/Misuse</p>	<p>Cell phone use or misuse that does not constitute an inappropriate use of an electronic device is defined as using a cell phone during non-permitted times or in a way that causes a disruption to the learning environment.</p>	
	<p>Elementary</p>	<p>High School</p>
<p><i>First Offense</i></p>	<p>Conference. Warning. Parents may be contacted.</p>	<p>Conference. Warning. Parents may be contacted.</p>
<p><i>Second Offense</i></p>	<p>Conference-1-day OSS AND Parent contact.</p>	<p>Conference-1-day ISS AND Parent contact.</p>
<p>DEFIANCE OF OR DISRESPECT FOR AUTHORITY</p>		

Defiance of Authority or Insubordination	Refusal to comply with a reasonable request or direction of district personnel or others in authority where there is no expressed disrespect for authority.	
	Elementary	High School
<i>First Offense</i>	Conference up to 3 days OSS	Conference up to 5 days ISS
<i>Second Offense</i>	1-day OSS – 10 days OSS*	1-day ISS – 10 days OSS*
Disrespect for Authority	Overt conduct that exhibits a lack of proper respect for district personnel or others in authority, including incivility, irreverence, impudence, discourteousness or profanity directed toward any person in authority; or such conduct toward any Laquey School District employee during or in conjunction with any district-sponsored or district-directed activity either on or off district property.	
	Elementary	High School
<i>First Offense</i>	Conference-1-day OSS	Conference – 5 days OSS*
<i>Second Offense</i>	1-day OSS – 10 days OSS*	1-day ISS – 10 days OSS*
DESTRUCTION OF PROPERTY/VANDALISM/TRESPASSING		
<i>Conduct that destroys, mutilates, vandalizes or defaces objects, buildings, materials or property belonging to the Laquey School District or district personnel wherever the property is located; or toward property of others that is located on district property. Destruction of Property/Vandalism is divided into two offense categories.</i>		
Class I Destruction of Property/Vandalism	Conduct that involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.	
	Elementary	High School

<i>First Offense</i>	Restitution, Conference – 3 days OSS	Restitution, Conference – 3 days ISS
<i>Subsequent Offenses</i>	Restitution, 4-180 days OSS*	Restitution, 4-180 days OSS*
Class II Destruction of Property/Vandalism	Conduct that involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of one hundred dollars (\$100.00) or more in the opinion of the building administration. Class II Destruction of Property/Vandalism Offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.	
	Elementary	High School
<i>First and Subsequent Offense</i>	Restitution, 1-180 days OSS*	Restitution, 1-180 days OSS*
EXTORTION		
Gaining or attempting to gain something of value from another by compulsion, by actual force, or by threats that place the person in fear. Law enforcement will be notified.		
	Elementary	High School
<i>First Offense</i>	Conference up to 1-day OSS	1 - 10 days OSS
<i>Subsequent Offenses</i>	1-day OSS up to 3-day OSS	5 – 10 days OSS
FIREARMS AND WEAPONS		
<i>All weapons offense categories below may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis. Law enforcement will be contacted.</i>		
Weapons Offense	Possession of Firearms or Weapons-including, but not limited to, a blackjack, an explosive weapon, a firearm, knives(including pocket knives), brass knuckles or any other items customarily	

	used, or which can be used, to inflict injury upon another person or property (R2620).	
	Elementary	High School
<i>First Offense</i>	Up to 1 calendar year OSS and/or expulsion, modified by the Board upon recommendation by the superintendent.	Up to 1 calendar year OSS and/or expulsion, modified by the Board upon recommendation by the superintendent.
<i>Subsequent Offenses</i>	Expulsion	Expulsion
Possession of or use of ammunition or a weapon component of a weapon.		
	Elementary	High School
<i>First and Subsequent Offenses</i>	Conferences, 1-180 days OSS, or expulsion.	Conferences, ISS, 1-180 days out-of-school suspension, or expulsion.
HARASSMENT		
<i>Conduct that violates Board of Education policies for Staff and Student Harassment; Sexual Harassment-Students; Hazing and Bullying; Staff/Student Relations. Harassment is divided into four offense categories.</i>		
Inappropriate Non-Physical Harassment Offense	Harassment that is inappropriate verbal, written or nonverbal, non-physical conduct such as demeaning comments or jokes concerning a person's race, color, religion, sex, national origin or disability, or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.	
	Elementary	High School
<i>First Offense</i>	Conference-3 days OSS	1 - 10 days OSS
<i>Subsequent Offense</i>	5-180 days OSS*	5 – 180 days OSS*

Inappropriate Physical Harassment Offense	Harassment that is physical in nature including hazing or physical tormenting of a person because of the person’s race, color, religion, sex, national origin or disability, or conduct such as “depantsing”, or physical sexual advances or other physical conduct of a sexual nature that does not constitute sexual misconduct. Inappropriate Physical Harassment Offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.	
	Elementary	High School
<i>First Offense</i>	Conference-3 days OSS	1 - 10 days OSS
<i>Subsequent Offenses</i>	5-180 days OSS*	5 – 10 days OSS
Bullying and/or Cyberbullying	Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to; physical actions, including violence, gestures, theft, or damaging property’ oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm (See policy 2655).	
	Elementary	High School
<i>First Offense</i>	Conference up to 10 days OSS	Conference up to 10 days OSS
<i>Subsequent Offenses</i>	5-180 days OSS* Expulsion	5-180 days OSS* Expulsion

IMPROPER DISPLAY OF AFFECTION		
<i>Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.</i>		
	Elementary	High School
<i>First Offense</i>	Conference-1 days OSS	Conference up to 10 days ISS
<i>Subsequent Offense</i>	1-3 days OSS	5-180 days OSS*
IMPROPER LANGUAGE		
<i>Use of obscene or vulgar language or gestures that depicts sexual acts, human waste, blasphemous language, obscenities, name calling etc.and does not show respect for the rights of others.</i>		
	Elementary	High School
<i>First Offense</i>	Conference -1-day OSS	Conference -1-day ISS
<i>Subsequent Offenses</i>	1-10 days OSS	1-10 days ISS
DISRUPTIVE OR DEMEANING LANGUAGE OR CONDUCT	Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.	
	Elementary	High School
<i>First Offense</i>	Conference, 1-10 days OSS	1-10 days ISS
<i>Subsequent Offenses</i>	1-10 days OSS	1-10 days OSS
SEXUAL MISCONDUCT		
<i>Sexual Misconduct Offenses below may qualify as a Safe Schools Violations and require administration to notify staff members on a need-to-know basis.</i>		

Sexting and or Possession of Sexually Explicit, Vulgar, or Violent Materials		Students may not possess or display, electronically or otherwise, sexually suggestive, explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.
	Elementary	High School
<i>First and Subsequent Offense</i>	Confiscation, Conference, 1-180 days OSS	Confiscation, Conference, ISS Up to 1-180 days OSS
Sexual Harassment <i>Use of verbal, written, or symbolic language that is sexually harassing</i>		
Class II – Sexual Misconduct		Conduct that is of a sexual nature by or between students that involves the intentional physical contact with a person’s clothed or unclothed genitals, buttocks or the breasts of female.
	Elementary	High School
<i>First Offense</i>	Conference – 5 days OSS	Conference, ISS, Up to 1-180 days OSS*
<i>Subsequent Offenses</i>	Conference – 6-10 days OSS	Conference, ISS, Up to 1-180 days OSS*
Class III – Sexual Misconduct		Conduct that is of a sexual nature by or between students such as sexual intercourse, oral sex, and masturbation.
	Elementary	High School
<i>First Offense</i>	10 days OSS*	10 - 180 days OSS*
THEFT <i>Taking property of the Laquey R-V School District or others.</i>		

Class I Theft		Conduct that involves a theft of property that has a market value or replacement cost of less than one hundred dollars (\$100.00) in the opinion of the building administration. Law enforcement may be notified.
	Elementary	High School
<i>First Offense</i>	Restitution AND 1- 3 days OSS	Restitution AND 1 - 10 days ISS
<i>Subsequent Offenses</i>	Restitution AND 5-180 days OSS*	Restitution AND 11 – 180 days OSS*
Class II Theft		Conduct that involves a theft of property that has a market value or replacement cost of one hundred dollars (\$100.00) or more in the opinion of the building administration. Law enforcement may be notified.
	Elementary	High School
<i>First Offense</i>	Restitution AND 3-5 days OSS	Restitution AND 1 - 10 days ISS
<i>Subsequent Offenses</i>	Restitution AND 5-180 days OSS*	Restitution AND 11 – 180 days OSS*
TOBACCO		
<i>Possession or use of any tobacco products, electronic cigarettes, Vape, or other nicotine-delivery products on a district property, district transportation or at any district activity.</i>		
	Elementary	High School
<i>First Offense</i>	Conference, 1-3 days OSS	Conference and 3-5 days ISS
<i>Second Offense</i>	1-3 days OSS	Conference and 5-7 days ISS
<i>Subsequent Offenses</i>	3-5 days OSS	Conference and 3-5 days OSS
TRUANCY		

Out of Assigned Area	When a student is not in the proper place/location at the proper time during the school day according to his or her schedule or teacher permission.	
	Elementary	High School
<i>First Offense</i>	Conference	1 - 3 days ISS
<i>Subsequent Offenses</i>	1-3 days OSS	3 – 10 days ISS
Truancy	Intentionally failing or refusing to attend or follow attendance procedures or removing oneself from attending class or other scheduled school activities where attendance is mandatory including, but not limited to, leaving campus without permission; arriving after the expected time class or school begins, as determined by the district. (Juvenile report required for excessive/chronic absences.)	
	Elementary	High School
<i>First Offense</i>	Conference up to 1-day OSS	1 - 3 days ISS
<i>Subsequent Offenses</i>	1-3 days OSS	3 – 10 days ISS

DRESS CODE

We expect students' dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. No clothing or personal grooming that disrupts, or can be forecasted to disrupt, the education environment is permitted.

- All students must wear shoes, boots or other types of footwear.
- Clothing that exposes the midriff is not to be worn. All undergarments are to be covered at all times.
- Holes in pants must be below mid-thigh.

· Dresses, skirts, and shorts must be a reasonable length so as not to be a distraction. This is a judgment decision that ultimately resides with the teaching staff and administration.

FIELD TRIPS

Field trips are planned as educational experiences for our students. You will receive a permission slip, which gives your child permission to go on field trips during the year. These permission slips must be signed and returned for your child to take part in any field trips. You will always receive advance notice and information about upcoming field trips. Students must ride the school bus to the field trip.

HOMEWORK POLICY

Homework is not mandatory in the lower elementary (grades PreK through First). Your child's classroom teacher may send home weekly spelling words, stories to read, or links to educational websites that you may use at home to supplement what they are learning in school. It is up to you as a parent how much time is spent on these activities. Your child's teacher may suggest a certain time period for your child to read or do an activity and give students who participate rewards for doing these activities.

Homework may be assigned at teacher discretion in grades 2-6. If a student does not work during the school day, any work not completed will be sent home as homework. If homework is assigned it should not take longer than 30 minutes to complete. Students will be given one opportunity to make up work and then will receive a zero for unfinished assignments. Students will not miss more than one recess a week due to missing work.

HORNET CLUB

Hornet Club is a before and after school program for students of the Laquey School District. Hornet Club starts on the first day of school. We offer tutoring services, enrichment activities and a safe environment for your students to be a part of. All that is needed is a registration form filled out and dropped off.

LIBRARY SERVICES

The elementary library is open during the regular school day for checking out and returning materials for school use. All elementary classrooms have regular scheduled library times throughout the week. An atmosphere conducive to studying will be maintained at all times. Students are expected to return all books they have borrowed from the library. Any questions should be directed to the librarian or to the elementary principal.

MEDICATION

It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education.

Prescription Medication If a student must receive medication during the day the student's authorized prescriber shall provide a written request that the student be given medication during school hours. The District requires that the prescription label be properly affixed to the medication. The label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name. A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication.

Over-the-Counter Medication The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug dosage, frequency of administration, route of administration, and the prescriber's name. When possible, the prescriber should state potential adverse effects and applicable emergency instructions. A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.

Emergency Medication Written standing orders will be obtained annually for the administration of emergency medication.

Storage and Administration of Medication (R2870) A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container.

Self-Administration of Medication Students with asthma, anaphylaxis, or any chronic health condition may carry with them self-administration metered-dose inhalers containing "rescue" medication. A permission form for self-administration (Form 2870) is required.

As mandated by the Missouri Department of Health, students must have up-to-date immunization before being permitted to attend classes. The parent/guardian will be informed that any needed immunizations must be obtained prior to enrollment and attending school.

In certain special situations, exemption or "In Progress" statements may be needed.

In the event of an outbreak, students who are exempt from immunizations for any reason will be excluded from school for their own protection and that of other students, in accordance with State Rule 13 CSR 50-101.0412. The only exception will be students exempted by a physician because they have already had the disease and have available laboratory confirmation of immunity.

The District will notify the parent/guardian if a student will require any additional doses of a vaccine, giving the date by which the vaccine must be given to remain in compliance with the law.

Periodic head checks are done on each student. A no nit practice/procedure is in effect at Laquey. You will be called and required to pick your child up if lice or nits are found. Your child must be treated before returning to school. A check will be conducted by the school nurse upon returning. The nurse has information that will help in the control of head lice.

All health-related issues need to be directed to the school nurse, Christie Chastain, 765-3245, ext. 155.

PARENTAL INVOLVEMENT

Laquey Elementary Title I Parent Involvement Policy 2023-2024

Title I is a federal program that provides additional math and/or reading instruction. The students who qualify are not learning disabled. They just need extra help with math or reading.

The Title I program strives to provide an environment that:

- a. Promotes a positive attitude toward math and/or reading
- b. Improves student achievement in reading/writing and math
- c. Builds students' self-esteem and confidence
- d. Enables parents to be math and reading partners with their child

Several different criteria are used to qualify a student. Although standardized test scores must be used for students in third, fourth and fifth grades, other criteria are used in addition. Teacher recommendations, parent recommendations, student screening information and other current student data are used to determine eligibility for Title I services. Please contact the elementary office at 765-3245 for further information.

PARENTS AS TEACHERS

Parents As Teachers is a program based on the premise that parents are their child's first teachers. P.A.T. educators help parents to understand where their child is in their development and give them ways to help their developmental progress toward success in the school setting. Please call 765-3245 for more information about the program.

PHYSICAL EXAMINATIONS (P2880)

The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or has the liability of transmitting the disease.

The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

PTO

The Laquey PTO (Parent Teacher Organization) is a vital and important part of our school. Without this organization many projects would not be accomplished. We encourage you to support the PTO by becoming active members. If you wish to become a part of the Laquey PTO please contact your child's teacher.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

We believe that students can behave appropriately at school, and we expect them to do so. Our School-wide behavior system promotes students' success by teaching, modeling, and rewarding appropriate behaviors. Students who misbehave will receive appropriate consequences, but our focus is on what students are doing right. We want to send the message that students get more attention for good behavior than for bad behavior. PBIS provides a way to build a safe and productive learning environment where all students can learn.

PBIS also uses existing discipline data to guide changes in the environment of the school. These changes are then evaluated for their effectiveness in making improvements in behavior. Laquey Elementary students learn to be respectful, responsible, and safe. They are responsible by completing all work, making smart choices, and returning to class quickly. They are respectful by waiting their turn, using kind words, and following directions. They are safe by being where they belong, using facilities and equipment correctly, and KHFOOTY (keeping hands, feet, and other objects to yourself).

What can you do to help your child stay on the path to positive behavior?

Together the home, school, and community share the responsibility for developing good citizens. Parents, teachers, and students must work together to maintain a respectful, safe, learning environment. Parents can help by doing the following:

1. Reinforce the expectations.
2. Keep in touch with your child's teacher.
3. Encourage your child to use appropriate behavior.
4. Practice caring phrases with your child such as "thank you", "excuse me", and "I'm sorry".
5. Join with other parents and teachers for PTO meetings and other school activities.
6. Praise and give attention to good behavior.

PRESCHOOL

Laquey has a wonderful preschool program. For 3- and 4-year olds. Students attend five days a week for the whole day.

The number of students in each session is limited by federal guidelines, but if a vacancy is not available your child will be placed on a waiting list. Students are taken from the waiting list for the first available vacancy. If you are interested in the program, please contact the elementary office for further information.

RECESS

Weather permitting, students will have an outside recess. Recess will be indoors if it is lightning, raining or snowing. If the temperature or wind-chill is 32 degrees, or below, recess times may be modified or the students will not go outside. If the heat index reaches a temperature of greater than 90 degrees, staff may shorten recess times and take other precautionary measures to ensure student safety.

ALL STUDENTS SHOULD BE DRESSED APPROPRIATELY FOR THE SEASONS. If students are well enough to attend school that day, they will go outside for recess. A note from the child's physician will be required in those cases where parents request that a child stay in from recess for an extended period of time due to an illness.

REPORT CARDS (P6450)

Student performance is assessed on a continual basis throughout the school year. This evaluation assesses student growth in expression of ideas, communication, achievement of educational goals, and personal growth, and development. Grades will be assigned based upon student ability, achievement, effort, and cooperation.

RESIDENCY REQUIREMENTS

A student must reside in the Laquey School attendance district. This means that the student's legal guardian must reside in this attendance area and that the student must live there. Staying with a relative or anyone else does not constitute residence unless legal guardianship has been given through court proceedings.

SCHEDULE

The school day will begin at 7:40. Students should be in their classrooms by 7:40 AM. You will be counted late beginning promptly at 7:40 AM. The instructional day operates from 7:40 AM until 3:30 PM. Teachers are available for phone calls before school or during their Conference Time. Calls during the day will not be transferred to the classroom teacher, please contact teacher's during their Conference Time. Please do not contact the teacher to arrange a transportation change, this must be done through the Elementary Office (573-765-3716) or a note sent to the teacher.

Laquey Elementary School

Daily Schedule

Students Admitted into building	7:20
Breakfast served	7:20
Class begins/Late Bell	7:40
Dismissal	3:20

*Do not drop your child off or leave children at the school during unsupervised periods.

SCHOOL COUNSELOR (P2810)

The District is committed fully to implement a guidance and counseling program that supports the academic, career, and personal/social development of all students. The District's guidance and counseling program is implemented with the services of fully certified school counselors supported by teachers, administrators, parents and students. The District guidance and counseling program is designed and implemented in a manner to be consistent with the standards of the Missouri Comprehensive Guidance and Counseling Program developed to meet the needs of Laquey students.

Lindsay Hunter is the elementary counselor. She may be reached by calling 765-3245, ext. 151.

SCHOOL INSURANCE (P2840)

The Board of Education will provide the opportunity for parents/guardians, students and others to purchase student accident insurance on an annual basis.

SMOKING (P2640)

The Laquey School District is a tobacco free facility. All tobacco products, smoking and/or vaping is prohibited at Laquey Elementary.

SPECIAL EDUCATION SERVICES (P6250)

The District will adhere to the Individuals with Disabilities Education Act, its implementing regulations, and the Missouri State Plan for Special Education. The District will observe the guidelines listed in Board Policy 6250.

Laquey RV Schools provide services to locate, evaluate and identify children with disabilities. We provide a free, appropriate public education to all eligible children with disabilities between the ages of 3 and 21 who are under our jurisdiction. We provide services for children with autism, deaf/blindness, emotional disorders, hearing impairment, deafness, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment, blindness, and young children with developmental delays. For information concerning any of these services, please call 765-3245 ext. 200.

SPEECH SERVICES

Laquey offers speech services for children from Early Childhood Special Education until students graduate from high school. Students are scheduled for speech according to their IEPs (Individual Education Plans). Problems are identified, goals are set, and strategies then developed to meet the goals of the IEP.

For questions regarding our speech program, call 765-3245, ext.200.

STATEWIDE ASSESSMENTS (P6440)

All students will participate in statewide assessments. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the students who will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

TECHNOLOGY IN THE CLASSROOM (P6320)

Laquey Elementary School recognizes the educational value of electronics-based information, both as a means of access to enriching information and as a tool to develop skills that students need. Students in kindergarten, first and second grades will have access to the internet and teacher supervised computer projects. Students in third, fourth and fifth grades will have daily access to the internet and will need to sign a User Agreement Policy(UAP)/Computer Contract. Students who do not have a UAP/Computer Contract on file will not be allowed to use the computer.

Use of the computer in the classroom is a privilege. If that privilege is abused students will lose their use of the computer. Parents and students need to be aware of the following:

1. Students are expected to treat all equipment with care and respect.
2. Online safety will be taught and supervised.
3. Students will use sites from the teacher's webpage and will not be allowed to type in unapproved sites.
4. No outside software, music CDs, or disks are allowed.

Abuse of these rules may result in one or more of the following consequences:

1. Limit or loss of access to the network.
2. Additional disciplinary action at the building level.
3. When applicable, law enforcement agencies may be involved.

TRANSPORTATION (P2652)

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.

Bus Rules

Please go over the following rules with your child/children. The rules will also be gone over with the students on the bus. Students need to understand that riding the bus is a privilege not a right. Abuse of the rules may result in your child/children losing that privilege. The consequences for not following the rules are outlined below.

Students need to be at the bus stop 3 to 5 minutes before their scheduled pickup time. They need to respect the private property of others at the stop location. Students need to wait for the bus in a safe place-well off the roadway to ensure their safety.

Rule 1. Respect the rights of others

Avoid roughhousing. Quiet and orderly socializing is acceptable. Shouting or any loud noise is not acceptable. Keep your hands to yourself; pushing, grabbing, reaching or climbing over seats is not permitted. Do not leave papers on the seat or floor of the bus. No spitting.

Rule 2. Be courteous, use no profane language.

Profane or inappropriate language or remarks are not permitted on the bus.

Rule 3. Obey the instructions of your school bus driver.

Be cooperative and obey your bus driver. The following items are not allowed on the school bus. Illegal drugs or substances, live animals, weapons, explosive or flammable materials, no tobacco or alcoholic beverages are permitted. The driver has the authority to deny transportation of items. The driver has the authority to assign seats whenever and wherever is necessary for good student management.

Rule 4. Keep head, hands, and feet inside the bus.

Serious injury could result from being struck by an object as the bus passes or hitting the window frame as the bus goes over a bump. Do not throw objects from the bus.

Rule 5. Keep the aisles clear.

Students as well as book bags, instruments and other “stuff” must be kept out of the aisle; the driver must have a clear view down the aisle through the back-door window at all times.

In general, rule violations will be dealt with on an individual basis between student and driver. If a problem continues, a written report will be made. The reports follow the guidelines listed below:

1st offense—written warning

2nd offense—1 to 3 days of bus suspension

3rd offense—3 to 5 days of bus suspension

4th offense - 5 to 10 days of bus suspension

5th offense—removal from the bus for the remainder of the school year.

Serious offenses will be dealt with by the principal and superintendent on an individual basis. Those decisions may not necessarily follow in order the steps listed above.

All decisions will be made with the safety of the students in mind.

Safety, Security and Communications (P5220)

School Bus Safety

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff.

The Administration will develop regulations for students to be included in Policy and Regulation 2610 - Behavioral Expectations. These rules and regulations will be published annually in student handbooks to be distributed to students and parents/guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.

District officials will file criminal charges of trespass against any person who unlawfully enters a District school bus where entry is not approved by Board policy or where the individual does not have written approval of the Board of Education.

VISITORS

In order to provide a safe and secure environment for Laquey students and staff, the Laquey School District implements the following visitor policies:

- (A) Visitors include everyone but currently employed personnel of the Laquey R-V School District and currently enrolled Laquey R-V students.
- (B) No visitors are allowed in the school building during the school day. The school day begins at 7:20 and ends at 3:30. Our staff supervises students who have arrived and are not available for conferences or visits immediately before or after school.
- (C) All visitors must pre-arrange visits with the classroom teacher. All parents are welcome and invited to conferences with their child's classroom teacher or coach. This visit must be pre-scheduled with the classroom teacher or appropriate office during the teachers or coaches scheduled conference time. Conference rooms shall be utilized if available.
- (D) Parents/visitors are always welcome to visit a principal. Principals do have daily duties to include supervision, evaluations, disciplinary needs, along with several responsibilities; the principal may be unavailable on many occasions. Conferences with the principal should be pre-arranged by making an appointment through the appropriate office. Conferences with the principal should be made only after a conference with the teacher (if appropriate to the need) is held.
- (E) All visitors must be escorted to their destination by an authorized school employee.
- (F) Scheduled holiday parties, performances, and event invitations are not included in this policy.
- (G) All visitors must check in with the office, sign the visitor's log, and obtain a visitor's pass prior to a scheduled conference.
- (H) All items delivered including flowers, school related items, food, etc. will be left in the appropriate office. Office personnel will deliver the items to the student or person the item is intended for.
- (I) A Parent or guardian is allowed to visit the classroom by filling out the classroom observation form and obtaining approval from the appropriate building principal.
- (J) A room will be provided to parents who wish to eat lunch with their student. The student will bring a tray to the room, no one will be allowed to go to the lunchroom to eat with or visit their student at lunchtime. This should be kept to a minimum as students have a very limited time for lunch and socialization with their peers.
- (K) NOTE: Parents and guardians may take their children to class, lockers, etc. on the first day of school. Visitors/Parents are always welcome to the Laquey R-V School district. In order to provide a safe and secure learning environment we ask visitor protocol be followed by all visitors. Violation of visitor policy could result in a recommendation of implementing individual limited access.

WEATHER

It sometimes becomes necessary for the Laquey School District to close due to weather. For a decision on the closing or early release due to inclement weather please listen to area radio stations. You may visit the Laquey School District website at www.laqueyhornets.us where it will be posted on the homepage. Announcements will usually be made by 6:00 AM.

POLICIES

ASBESTOS HAZARDS EMERGENCY RESPONSE

Laquey R-V School has complied with these Federal requirements for formulating a plan for the identification, inspection, re-inspection and maintenance of asbestos containing building materials as prescribed in the AHERA Act. We provide ongoing maintenance, training of workers who may come in contact with certified businesses for the testing and removal of known and found materials which may be disturbed during necessary repairs or projects. The plan/book is available to all interested persons and must be acknowledged by anyone who may provide services to the buildings and may disturb building systems such as wall and ceiling finishes, thermal insulation, fire retardant compositions or floor tiles, identified as asbestos containing. Management plans are available in the Maintenance Office.

ENGLISH AS A SECOND LANGUAGE (ESL/ESOL) (P6180)

The Board of Education is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the District will provide appropriate programs to address the needs of these students. Students entitled to considerations under this policy include:

1. Language Minority (LM) - students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.
2. Limited English Proficient (LEP) - Students whose English language skills are insufficient to lead to success in an English-only classroom. The District will also take steps to ensure to the maximum extent practicable that the interests of ESL students are included in the development and implementation of District programs and services that are offered by the District to and for its student body.

To ensure that parents/guardians are properly notified of the ESL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.

EVERY STUDENT SUCCEEDS ACT

Our district is required to inform you of certain information that you, according to Every Student Succeeds Act of 2015 (ESSA), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

HOMELESS STUDENTS (P2260)

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless liaison. The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship.

MIGRANT STUDENTS (P2270)

The Board of Education is committed to the identification, needs assessment and enrollment of migrant students living within the District. The District's Coordinator of Programs for Homeless Students is also responsible for implementation and maintenance of the District's program for migrant students. (See also [Policy 6274](#) – Instruction for Migrant Students.)

The Board of Education directs the administration to screen students, as required by law, to assist the state in identifying migratory children. If the District becomes aware of any student who might be a migrant student, the superintendent or designee will notify the state director of migrant education, as designated by the Department of Elementary and Secondary Education (DESE), so that the student may be formally recognized as a migrant student.

The administration will develop written administrative procedures for ensuring that migrant students, once identified, receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children, the District will:

1. Screen students and assess the educational and related health and social needs of each student identified as migrant.
2. Provide a full range of services to migrant students, including applicable Title I programs, special education, gifted education, career or technical education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

Instruction for Migrant Students (Policy 6274)

The Superintendent will develop appropriate means to identify migrant students and to develop a plan to meet the educational needs of these children. Migrant students will be provided the full range of education and related services provided to other District students. (See also [Policy 2270](#) and [Regulation 2270](#) – Admission of Migrant Students.)

The educational plan may consist of the following:

1. Assess the educational ability of the student and determine an accurate grade placement, course assignments and any special education services that may be needed.
2. Identify any health and social needs and contact the appropriate public agencies for extended services.
3. Provide professional development activities for the teachers and support staff as related to migrant students.
4. Involve the parents in the educational program.

DRUG-FREE SCHOOLS (P2641)

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Last Updated: January 2003

PROHIBITION AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION (P1300)

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

Officer Rex Larson

School Resource Officer

27600 Hwy AA Laquey MO 65534 573-765-3716, Ext 492

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

PROHIBITION AGAINST SEXUAL HARASSMENT, AND RETALIATION UNDER TITLE IX (P1301)

This Policy governs a complaint of sexual harassment or retaliation of a student or employee, as such conduct is defined and regulated under Title IX of the Education Amendments of 1972, and that is alleged to have occurred on or after August 14, 2020.

If any provision of Title IX or its regulations is held invalid or unenforceable by a court, agency, or department with legal jurisdiction over the District, the corresponding provisions in this Policy shall likewise be rendered invalid and not enforced.

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified in Policy 1300 (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 of the Rehabilitation Act of 1973 should be filed in accordance with the procedures outlined in Regulation 2110.

DISTRICT'S TITLE IX COORDINATOR

The following person has been designated as the District's Title IX Coordinator:

Elementary Principal/ 27600 Hwy AA

(573) 765-3716

cstorie@laqueyhornets.us

The District has designated the Title IX Coordinator with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District. The Title IX Coordinator is in charge of assuring District compliance with Regulation 1301 and Title IX of the Education Amendments of 1972. See Policy and Regulation 1300 for the individual(s) designated by the District to be the Compliance Officer with the responsibility to identify, prevent, and remedy unlawful discrimination and harassment in accordance with Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; as well as other state and federal nondiscrimination laws.

DEFINITIONS

For the purpose of this Regulation, the following terms are defined:

Actual Knowledge: Notice of sexual harassment or allegations of sexual harassment to any employee (other than the respondent) in an education program or activity of the District against a person in the United States. Actual knowledge does not include constructive notice.

Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Day: A calendar day. All timeframes and deadlines may be extended by the District for good cause, including but not limited to Board-approved holiday breaks and building closures.

Education program or activity: Locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

Formal complaint: A document filed by a complainant, or a parent or legal guardian of a student complainant, alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. Additionally, a formal complaint can be completed and signed by the Title IX Coordinator, if, in their sole discretion, they conclude that the District needs to conduct an investigation based on information in their possession, regardless of the complainant's interest in filing a formal complaint. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District. The complainant must physically or digitally sign the formal complaint, or otherwise indicate that the complainant is the person filing the formal complaint. If the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant.

Respondent: An individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

Retaliation: Intimidation, threats, coercion, or discrimination of an individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report of complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this Regulation.

Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or

stalking" as defined in 34 U.S.C. 12291(a)(30).

Supportive measures: Non-disciplinary, non-punitive, individualized services. Appropriate supportive measures shall be offered to the complainant and may be offered the respondent, as appropriate and depending on the individual circumstances of the situation. Supportive measures may include, but are not limited to, physical separation, contact limitations, reassignment, alternative work or assignments, altering class or bus seating assignments, additional supervision, counseling, training, and conferences.

Illustrations and Examples of Prohibited Sexual Harassment

For the purpose of this Regulation, the determination if conduct is prohibited under Title IX is a fact-intensive question that shall be considered on a case-by-case basis. Legitimate, non-sexual physical conduct necessary to avoid physical harm to persons or property, to console an individual, or spontaneous movement during a sporting activity is not sexual harassment.

Depending on the circumstances and application of the definitions immediately above in this Regulation, examples of conduct which may or may not constitute sexual harassment, include, but

are not

limited to: sexual advances;

request for sexual favors;

threatening an individual for not agreeing to submit to sexual advancement;

sexually motivated touching of an individual's intimate parts;

coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;

display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;

sexual gestures;

sexual or dirty jokes;

sexually provocative or explicit speech;

communications about or rating an individual as to their body, sexual activity, or performance; and

verbal abuse of a sexual nature.

OBLIGATION TO REPORT

The District is steadfastly committed to providing an inclusive environment that is free from sexual discrimination and harassment for all of its students and staff. Staff with actual knowledge of behaviors that may constitute sexual harassment and related retaliation as defined in this Regulation shall report it to the Title IX Coordinator. When a formal complaint is filed with the Title IX Coordinator, the grievance process detailed below will be used. Reports of sexual harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature and extent of the investigative procedures.

RESPONSE TO ACTUAL KNOWLEDGE OF SEXUAL HARASSMENT OR RELATED RETALIATION

When the District has actual knowledge of sexual harassment or related retaliation under Title IX, the Title IX Coordinator shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Explain the process for filing a formal complaint under this Regulation; and
4. Inform the complainant of the availability of supportive measures regardless of whether a formal complaint is filed under this Regulation.

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process outlined in this Regulation. The District will only impose disciplinary consequences against a respondent for violations of this Regulation after the grievance process has been completed; however, the District may impose disciplinary consequences against a respondent for other violations of the District's Board of Education Policies prior to the conclusion of the grievance process outlined in this Regulation. If there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall be changed, including removal from the District. Immediately following the removal, the respondent shall be given notice and an opportunity to challenge the decision to the Superintendent in writing. The Superintendent shall issue a written decision on the respondent's challenge and such decision shall be final. If the respondent is an employee, the employee may be placed on administrative leave during the pendency of the grievance process.

GRIEVANCE PROCESS FOR FORMAL COMPLAINT

During the grievance process for a formal complaint, the District shall treat the complainant and the respondent equitably. The District will ensure that relevant evidence is objectively evaluated, including both inculpatory and exculpatory evidence, and that credibility determinations are not based on a person's status as a complainant, respondent, or witness. Additionally, the Title IX Coordinator, the investigator, all decision-makers, and any facilitator of the informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally or individually. Furthermore, the District shall not require, allow, rely upon, or otherwise

use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Formal Complaint

Formal complaints of sexual harassment under this Regulation must be submitted to the Title IX Coordinator.

A charge or complaint of sexual harassment or retaliation filed with an outside agency does not constitute a formal complaint with the District or trigger the District's obligation to follow the formal complaint grievance process as contemplated under this Regulation.

If a formal complaint involves allegations against the Title IX Coordinator, the formal complaint shall be filed directly with the Superintendent, unless the Superintendent is the Title IX Coordinator, or President of the Board of Education.

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:

1. Provide written notice of the allegations, the grievance process, and any informal resolution process to the complainant and the respondent to give both parties the proper time to prepare a response before an interview;
2. Inform the complainant and the respondent of the prohibition against making false statement or knowingly submitting false information;
3. Inform the complainant and the respondent that they may have an advisor (who may be but who is not required to be an attorney) present during any of their own subsequent meetings; and
4. Offer supportive measures in an equitable manner to the complainant and the respondent, when appropriate.

The Title IX Coordinator, at their discretion, may consolidate formal complaints if they arise out of the same facts or circumstances. If, in the course of the investigation process as outlined below in this Regulation, the investigator decides to investigate new allegations about the complainant or the respondent that are not included in a written notice previously provided to the complainant and respondent, the Title IX Coordinator will provide another written notice of the additional allegations to the complainant and the respondent.

The Title IX Coordinator must dismiss a formal complaint for any of the following reasons:

1. The conduct alleged in the formal complaint would not constitute sexual harassment even if proved.
2. The conduct alleged in the formal complaint did not occur in the District's education program or activity.
3. The conduct alleged in the formal complaint did not occur within the United States. The Title IX Coordinator may dismiss a formal complaint for any of the following reasons:
 1. The complainant has notified the District in writing that the complainant would like to withdraw the formal complaint or any allegations.
 2. The respondent is no longer enrolled or employed by the District.
 3. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint.

If the Title IX Coordinator dismisses a formal complaint, written notice of the dismissal, including the reasons for dismissal, shall be provided to the complainant and the respondent. If a complainant or respondent wishes to appeal a dismissal of a formal complaint, they should follow the appeal process outlined in this Regulation. Dismissal of a formal complaint does not preclude the District from investigating, taking action, or imposing discipline outside of this Regulation related to the alleged conduct and in accordance with any other Board policy or regulation.

Investigation

The Title IX Coordinator, or a designee, shall serve as the investigator and be responsible for investigating formal complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The District may appoint an outside investigator when appropriate. A subordinate shall not investigate his or her supervisor.

The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the District and not the complainant or respondent.

The investigator shall initiate an investigation within five (5) days of the receipt of the formal complaint by the Title IX Coordinator, unless good cause exists to extend this timeframe. All investigations shall:

1. Provide an equal opportunity for the complainant and the respondent to present witnesses and evidence;
2. Not restrict the ability of either the complainant or the respondent to discuss the allegations under investigation or to gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;
4. Provide the complainant and the respondent with the same opportunities to have an advisor present during any grievance proceeding;
5. Provide to the complainant and the respondent whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the individual to prepare to participate;
6. Provide the complainant and the respondent an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

Employees and students should fully cooperate with the investigation process under this Regulation.

Prior to the completion of the investigative report, the investigator shall send to the complainant and the respondent the evidence related to the investigation to inspect and review. The complainant and the respondent shall have ten (10) days to submit a written response which the investigator shall take into consideration in creating the final investigative report.

At the close of the investigation, a written final investigative report will be delivered to the complainant and the respondent. The final investigative report should be completed within thirty (30) days of the initiation of the investigation, unless good cause exists to extend this timeframe.

Upon receipt of the final investigative report, the complainant and the respondent shall have ten (10) days to submit a written response to the report to the investigator and to submit written, relevant questions to be asked of any party or witness prior to the determination of responsibility.

Determination of Responsibility

For the purposes of a determination of responsibility, the decision-maker shall be the Superintendent or their designee; however, the decision-maker shall not be the Title IX Coordinator or the investigator. The decision-maker shall receive the final investigative report as well as any written responses and additional questions to be asked that were timely submitted by the complainant and the respondent. Upon a determination of relevance, the decision-maker will facilitate the exchange of written questions as submitted by the complainant and the respondent, provide the complainant and the respondent with submitted answers (if any), and allow for additional, limited follow-up questions from the complainant and respondent.

Within a reasonably prompt time frame, the decision-maker shall make a determination of responsibility based on the final investigative report, the evidence, and all written responses timely submitted by the complainant and the respondent, and without any live testimony or hearing.

The decision-maker shall provide the written determination to the complainant and the respondent, along with information regarding the procedures and allowable bases to appeal the decision. The written determination shall include:

1. The allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts; and
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the recipient to the complainant.

The preponderance of the evidence standard shall be used in making a determination of responsibility.

If a determination of responsibility against a respondent is made, the District shall impose consequences as described below in this Regulation. After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment and to restore equal access to the education program or activity.

Appeal

Either the complainant or the respondent may appeal from a determination of responsibility or a dismissal of a formal complaint (or any allegations therein) for any of the following reasons:

1. A procedural irregularity that affected the outcome of the investigation;
2. New evidence that was not reasonably available at the time of the determination and that could affect the outcome of the investigation; or
3. A conflict of interest on the part of the Title IX Coordinator, investigator, or decision-maker.

Appeals shall be submitted to the Title IX Coordinator within five (5) days of a determination of responsibility or dismissal of a formal complaint (or any allegation therein). If an appeal is not timely submitted, the determination of responsibility or the dismissal of a formal complaint (or any allegation therein) becomes final.

Upon receipt of an appeal, the Title IX Coordinator shall provide written notice of the appeal to the complainant and the respondent. During the appeal process, the complainant and the respondent shall have a reasonable, equal opportunity to submit written statements in support of or in challenge of the appeal to the designated decision-maker on appeal; however, both the complainant and the respondent are limited on appeal to submission of only written statements. There will be no live or oral testimony.

After review of the appeal, investigative report, and any written statement submitted by the complainant and the respondent, the designated decision-maker on appeal, who shall not be the Title IX Coordinator, investigator, or the decision-maker of a dismissal

or determination of responsibility, shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall be provided to the complainant and the respondent. This decision shall be final.

Informal Resolution

At any time after a formal complaint is filed and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process to address the allegations made in the formal complaint. The informal resolution process is voluntary and does not involve a full investigation and adjudication under the grievance process in this Regulation. If the complainant and respondent both elect to engage in the informal resolution process, their voluntary consent shall be made in writing and all timeframes and deadlines in this Regulation shall be suspended.

An informal resolution may include, but is not limited to the following:

- If the complainant so desires, an opportunity for the complainant to explain to the respondent that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the respondent that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training.

The informal resolution process shall not be made available to formal complaints alleging sexual harassment under this Regulation of a student by an employee.

RETALIATION

The District prohibits retaliation against a person who files a formal complaint of sexual harassment under this Regulation, and further prohibits retaliation against a person who participates in related investigations.

Notwithstanding this provision, employees or students found to have intentionally made knowingly false or materially misleading allegations of suspected harassment and/or related retaliation under this Regulation may be disciplined, up to and including dismissal or expulsion.

CONFIDENTIALITY

The District will respect the privacy of the complainant, the respondent, and the witnesses to the extent possible, consistent with applicable law as well as the District's legal obligations to investigate, to take appropriate action, and to conform with disclosure obligations as identified in this Regulation.

The complainant and the respondent shall not disclose any information obtained during the grievance process in violation of the Family Educational Rights and Privacy Act or for any purpose outside of participation in the grievance process.

CONSEQUENCES

Where a determination of responsibility for sexual harassment or related retaliation as defined in this Regulation has been made, the District will provide remedies to the complainant designed to restore or preserve equal access to the District's education program or activity.

Consequences for violations of this Regulation may have educational, restorative, rehabilitative and/or punitive components.

Conduct constituting sexual harassment or related retaliation as defined in this Regulation will be subject to discipline including, but not limited to, written warning or reprimand, conference, required training, "no contact" order, reassignment, probation, suspension or termination for employees, suspension or expulsion for students, or exclusion from District property.

In the event that the evidence suggests that the conduct at issue is also a crime in violation of a Missouri criminal statute, the Title IX Coordinator shall report the conduct to the appropriate law enforcement agency charged with responsibility for handling such crimes.

As required by and in compliance with law and District policy, a report will be made to the Missouri Children's Division if there is reasonable cause to suspect abuse or neglect of a child.

RECORD KEEPING

The District shall maintain for a period of seven (7) years records of the following:

1. Each investigation and determination of responsibility made under this Regulation, including disciplinary sanctions imposed on the respondent and remedies provided to the complainant;
2. Any appeal decided under this Regulation;
3. Any informal resolution reached under this Regulation;
4. Materials used for training the Title IX Coordinator, investigator, decision-makers, and facilitators of the informal resolution process under this Regulation; and
5. Actions taken in response to actual knowledge of sexual harassment or related retaliation under this Regulation, including supportive measures designed to restore or preserve equal access to the District's education program or activity.

TRAINING & PUBLICATION OF POLICY

The District will train its employees on the definition of sexual harassment and retaliation under this Regulation and the duty to report when they have actual knowledge of sexual harassment. This training will be provided to employees on an annual basis, and at such other times as the Superintendent, in consultation with the District's Title IX Coordinator, determines is necessary or appropriate. Additionally, the District will provide training to the Title IX Coordinator, investigator, decision-makers, and facilitators of the informal resolution process on identifying, investigating, and reporting on acts that may constitute sexual harassment or related retaliation under Title IX, and such training materials will be posted on the District's website. District students will be notified regarding this Regulation. This Regulation will be posted on the District's website and available in Central Office.

MISSOURI DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION NCLB COMPLAINT PROCEDURES
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The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Who May File a Complaint

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,

6. disseminating complaint findings and resolutions to all parties to the complaint and the

LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and

7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days

Informal and Formal Complaints Received by the Local Education

Agency

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to Formal Complaints Initially Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, 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. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

Appeals

Appeal to the SEA

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

MO HEALTHNET

What is Missouri MO HealthNet?

The purpose of the MO HealthNet program is to provide medical services to persons who meet certain eligibility requirements as determined by the Family Services Division (FSD). The goals of the MO HealthNet program are to promote good health, to prevent illness and premature death, to correct or limit disability, to treat illness, and to provide rehabilitation to persons with disabilities.

Who is eligible for Missouri MO HealthNet?

To be eligible for Missouri MO HealthNet, you must be a resident of the state of Missouri, a U.S. national, citizen, permanent resident, or legal alien, in need of health care/insurance assistance, whose financial situation would be characterized as low income or very low income. You must also be one of the following:

- Pregnant, or
- Be responsible for a child 18 years of age or younger, or
- Blind, or
- Have a disability or a family member in your household with a disability, or
- Be 65 years of age or older.

For more information visit Mo HealthNet <https://www.benefits.gov/benefit/1632>

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS
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The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Laquey School receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- 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 of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of–*

1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

· *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Laquey School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Laquey will notify parents on the school website of these policies at least annually at the start of each school year and after any substantive changes. Laquey will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Laquey will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

STATE MANDATED CURRICULUM: HUMAN SEXUALITY (P6116)

Human Sexuality Instruction

Any course materials and instruction related to human sexuality and sexually transmitted disease will be medically and factually accurate and will:

Provide instruction on human sexuality and HIV prevention that is age appropriate;

Present abstinence from sexual activity, as the preferred choice of behavior, in relation to all sexual activity for unmarried students.

Advise students that teenage sexual activity places them at a higher risk of dropping out of school;

Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;

Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papillomavirus, hepatitis, and other sexually transmitted diseases;

Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;

Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;

Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;

Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;

Not encourage or promote sexual activity;

Not distribute or aid in the distribution of legally obscene materials to minors on school property.

12. Teach students about the dangers of sexual predators, including on-line predators.

13. Teach students how to behave responsibly and remain safe on the Internet.

14. Teach students the importance of having open communications with responsible adults.

15. Teach students how to report an inappropriate activity to a responsible adult, and where appropriate, to law enforcement, Federal Bureau of Investigations or the National Center for Missing and Exploited Children's CyberTipline.

16. Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting among friends.

17. Teach students about sexual harassment defined as uninvited and unwelcome verbal or physical behavior of a sexual nature, including, but not limited to, conduct of a person in authority towards a subordinate.

18. Teach students about sexual violence defined as causing or attempting to cause another person to involuntarily engage in any sexual act by means of force, threat of force, duress or without the person's consent.

19. Advise students that in the context of sexual activity consent means a freely given agreement to engage in specific acts by a competent person. Consent is not given when:

1. A person does not verbally or physically consent; or
2. Submission to an act is the result of force, threat of force, or the placement of another in fear; or
3. A previous or current dating, social, or sexual relationship in and of itself; or
4. A person chooses to dress in any particular manner; or
5. A person is unable to make informed decisions because of the influence of alcohol or the influence of controlled substances.

20. An expression of lack of consent through words or conduct means there is no consent.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

TEXTBOOK USAGE (P6231)

Textbooks on which assignments are based are to be available to each student. Under the guidance of the teacher and the rules for a particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents/guardians may see the textbook.

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed. No student is to be penalized if the book is lost because of factors beyond his/her control.

TRAUMA-INFORMED SCHOOL INITIATIVE

<https://dese.mo.gov/traumainformed>

STUDENT EDUCATIONAL RECORDS (P2400)

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first. Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

SEARCH AND SEIZURE (P2150)

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. REasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles or exterior clothing for examination if reasonable under the circumstances. However, no strip searches are to be conducted.

SEXUAL ABUSE AWARENESS TRAINING (P2742)

Beginning in the 2020-21 school year and annually thereafter, The District will provide trauma-informed, developmentally-appropriate sexual abuse training to students in grades 6-12. Student training will include, but not be limited to:

1. Instruction in recognizing sexual abuse;
2. Instruction in reporting incidents of sexual abuse;
3. Instruction in actions that student-victims of sexual abuse can take to obtain assistance and intervention; and
4. Instruction in resources that are available to students affected by sexual abuse.

Prior to inception of the training, the District will notify parents/guardians of the training content and of the parents/guardians right to have their student excused from the training. Upon written request of the parent/guardian their student will be excused from the training.

VIRTUAL LEARNING (P6190)

Students have the right to participate in the Missouri Course Access and Virtual School Program (MOCAP). Students who wish to enter into virtual education will be encouraged to do so at the start of the semester. If a student wants to transfer to virtual education after the start of the semester, they will be required to complete a full semester regardless of when they enter into the virtual program. For more information on the MOCAP program, please visit: <https://mocap.mo.gov>

MEDICAL MARIJUANA (P2871)

The Board strives to honor families' private medical decisions while ensuring a learning environment free of disruption. To that goal, the District maintains a strict prohibition against the possession, use, sale and presence under the influence of prohibited substances, having adopted a Drug Free School Policy (Policy 2641 – Drug Free Schools) as well as a prohibition against Student Use of Tobacco, Alcohol and Drugs (Policy 2640 - Student Use of Tobacco, Alcohol and Drugs). The purpose of these policies and others is not primarily punitive to catch offenders, rather it is designed to provide a safe learning environment and to serve as a deterrence to drug use.

The State of Missouri has adopted a limited authorization of medical marijuana, as defined by state law and all applicable regulations (hereinafter “medical marijuana” or “drug”). Qualified individual students and employees are permitted the use of medical marijuana. The law does not authorize the use of medical marijuana on school premises, nor does it require or permit district employees to administer the drug to students.

Overall, the District restricts the administration of medications, including medical marijuana, unless administration cannot reasonably be accomplished outside of school hours. Administration of medical marijuana to qualified students shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students shall be in accordance with applicable law and the Board's policy concerning the administration of medications to students.

Under this policy, caregivers of qualified users of medical marijuana should administer the drug before or after school hours. Caregivers are advised to administer the drug as early in the morning as possible or after school in order to avoid safety issues at school.

ADMINISTERING OPIOID ANTAGONISTS (P2874)

NARCAN, also known as naloxone, is a medication that can be used to block the effects of opioids. Properly used, it can be a lifesaver in cases of opioid overdose.

The District shall maintain NARCAN or other opioid antagonists at each school in locked, secure locations to be administered to any student or staff member reasonably believed to be having a drug overdose. School nurses and other school personnel expected to provide emergency care in drug overdose situations shall be trained. The school nurse or other trained school personnel may utilize the school's supply of NARCAN, or similar opioid antagonist to respond to a drug overdose.

The school district will notify the parents/guardians of any student to whom NARCAN or other opioid antagonist has been administered. Parents who choose not to have an opioid antagonist administered to their student(s) must notify the district in writing. However, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified.

ALL SCHOOL POLICIES ARE LOCATED ON THE LAQUEY SCHOOL DISTRICT WEBSITE: www.laqueyhornets.us