



Lutie Accelerated School District

HIGH SCHOOL STUDENT HANDBOOK 2008-2009

**Marty Witt
Superintendent**

**Tamitha Ritter
High School Principal**

**HC 4 Box 4775
Theodosia, MO 65761
Telephone: (417) 273-4274**

Feel free to call with your concerns

This agenda belongs to:

NAME _____

ADDRESS _____


CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

**2008-2009 School Calendar
Lutie R-VI School District**

Registration	August 7 & 8, 2008
Teacher Workshop	August 11, 12 & 13, 2008
Open House	August 14, 2008 5:00 – 6:30 pm
Classes Begin	August 18, 2008
Labor Day (No School)	September 1, 2008
Hoot-n-Hollering	September 19, 2008 Dismiss at 12:26
Teacher In-Service (No School)	October 3, 2008
End of First Quarter (43 Days)	October 17, 2008
Issue Grade Cards	October 24, 2008
Parent / Teacher Conferences	October 24, 2008 Dismiss at 12:26
Teacher In-Service	October 31, 2008 Dismiss at 12:26
Thanksgiving Vacation	November 25, 2008 Dismiss at 12:26
Thanksgiving Vacation (No School)	November 26, 27 & 28, 2008
End of Second Quarter (42 Days)	December 19, 2008
Christmas Vacation	December 19, 2008
Christmas Vacation (No School)	December 22, 2008 – January 2, 2008
School Resumes	January 5, 2009
Issue Grade Cards	January 9, 2009
Teacher In-Service	January 30, 2009 Dismiss at 12:26
Teacher In-Service	February 12, 2009 Dismiss at 12:26
End of Third Quarter (45 Days)	March 6, 2009
Issue Grade Cards	March 13, 2009
Spring Break (No School)	March 23 – 27, 2009
Teacher In-Service	April 10, 2009
Graduation	TBA
End of Fourth Quarter (45 Days)	May 15, 2009
Last Day of Classes	May 15, 2009 Dismiss at 12:26

Snow Days (to be taken in this order): The first two days will not be made up. After the first two, Make up days will be May 18 – 22 and March 23 – 27, 2009

Student/Parent Handbook

The purpose of this handbook is to give you a better understanding of the rules, policies, and procedures which are part of everyday life at Lutie High School. It will also help to explain our instructional programs, school activities, and student expectations. Please take time to review this handbook so you will be aware of the many educational opportunities available at Lutie R-VI School.

WELCOME TO LUTIE R-VI ACCELERATED SCHOOL

We want to welcome you to a new school year at Lutie R-VI and let you know we look forward to an exciting and challenging year. As you read through this handbook know that we have worked hard to provide you with all the information we believe you will need to have a successful school year.

A primary objective of education is to prepare each student to become an effective citizen in a democratic society. Learning to accept the responsibilities and obligations of good citizenship helps us all to appropriately participate in our society. This is the purpose of the rules and regulations found in this handbook. The handbook has been developed as a guide to promote a positive school environment so that you may not be hindered from learning. Effective schools research suggests that a student handbook is one way to establish a form of communications between the school, students, and parents.

Be proud of Lutie's good reputation and traditions. You are already a part of what Lutie will be.

IT IS YOUR SCHOOL - TAKE PRIDE!!

Sincerely,

Mr. Marty Witt, Superintendent
Mrs. Tamitha Ritter, High School Principal

MISSION/VISION STATEMENT

The Mission of Lutie R-VI Accelerated School District is to **Empower all students to succeed in a changing world.**

Revised 2008 by the Lutie Board of Education

EDUCATIONAL PHILOSOPH Y

The Lutie R-VI Accelerated School District recognizes each student as a unique individual. We believe that education should provide an opportunity for the maximum development of each individual within the limitations of his/her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his/her capacities.

We believe that in a democratic society, education must help the student realize his/her worth as an individual and should lead him/her toward becoming a productive member of society. Strong

emphasis must be placed upon democratic values which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that the parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his/her best efforts to his/her daily school responsibilities, and by participating in school activities.

We believe that the school and the parents/guardians must work together to instill good work habits in the student. We believe that the student must develop regular attendance, complete all school assignments, and demonstrate socially acceptable behavior at all times. We believe that by working together, the school and the parents/guardians can assure the successful accomplishment of this goal by each individual student.

We believe that the student must have responsibilities in the educational program of his/her community. Most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, and ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, and staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication, and mathematics.

It is, therefore, the responsibility of the Lutie R-VI Accelerated School District to provide an educational environment for the children of the district that will foster and accelerate their intellectual, physical, emotional, social, and career development.

GOALS OF LUTIE R-VI ACCELERATED SCHOOL

Our goals form the basis for the district's curriculum evaluation and revision plans. In order to lead productive and fulfilling lives, and to continue learning, the educational program for elementary students shall include citizenship and academic goals.

CITIZENSHIP GOALS

- Possess the knowledge required to take an active role in preserving and improving the environment.
- Demonstrate respect for authority and the property of others.
- Believe in the inherent worthiness of individuals.
- Identify individual goals.
- Have an insight into an individual's strengths and weaknesses.
- Utilize leisure time in healthful and productive ways.

- Show respect for people who have differing cultural backgrounds, ideas, and values.
- Demonstrate respect for those who have special physical, emotional, or intellectual needs.

ACADEMIC GOALS

- Make responsible decisions individually and within groups as students, family members, workers, and citizens.
- Solve problems, make informed decisions, and refine knowledge.
- Gather, understand, analyze, and apply information, ideas, and concepts from the disciplines.
- Communicate effectively in both oral and written form.
- Perceive, produce, and reflect upon a variety of aesthetic/creative experiences.
- Use study and organizational skills.
- Develop the capacity for self-directed study.

PARENTAL RESPONSIBILITIES

The education of our boys and girls is a cooperative undertaking by parent/guardians, faculty, and local Board of Education. You, as parents/guardians, have a definite responsibility to:

1. Keep your child in school every day possible.
2. Know where your child/children are at all times.
3. Visit school and have conferences with teachers for first-hand information. This is strongly recommended.
4. Be actively involved with your child's education.

STUDENT RESPONSIBILITIES

Students have the responsibilities to:

1. Respect the authority of the teachers and staff of Lutie School.
2. Insure that their conduct will not disrupt the learning atmosphere in the classroom, and other areas of Lutie School.
3. Obey all federal, state, local, and school laws.
4. Make a continued effort to:
 - a. Have regular and punctual attendance.
 - b. Bring all needed materials to class.
 - c. Complete all assigned work and turn it in when due.
 - d. Cooperate with teachers and other students.
 - e. Pay close attention to the teacher and participate in all classes.
 - f. Perform in each class to the best of their ability.

STUDENT RIGHTS

Students have the right to:

1. Freedom of expression providing its exercise does not interfere with the orderly conduct of classes or infringe upon the rights of others during school hours or during school events.
2. Due process in all matters of discipline regarding suspension and expulsion. All final decisions rest with the Lutie R-VI Board of Education in the appeal of administrative decisions.
3. Privacy concerning their academic and personal records maintained by the school.

4. Expect a safe, healthy environment in which to learn.

GENERAL INFORMATION

Leaving School

If it is necessary for a student to leave school during school hours, he or she must be accompanied by a parent or guardian, or by a designated adult with written parent permission or phone contact with the parental/ guardian . Before a student leaves the school property, he or she must sign out in the Principal's office. Even students who are 18 years of age are not allowed to leave the school property or check themselves out without parental/ guardian contact. Students who leave the school property will be considered truant (see disciplinary section of handbook.) Truancies will be reported to the proper authorities.

Hall Passes

Any student who is in the hall during class time should have in his or her possession a signed planner thus indicating he or she has permission to be away from class. Students who arrive to class late without planner from another staff member will be considered tardy.

Halls

When moving through the halls, walk quietly in an orderly manner. Keep the halls free of litter. Students are not allowed to loiter outside the building in the student parking area before or during school. Students are not allowed in this area once they have arrived at school without permission from the Principal. Students should not be on the stage without the supervision of a teacher.

Morning Procedures

School begins at 8:15 a.m. and the building is open at 7:30 each day. Students should not arrive before 7:30 a.m. as there is no supervision until that time. Students arriving after 8:15 a.m. MUST sign-in at the high school office. The student will be given an admit slip to ensure that your child is not counted absent that day. After arriving, middle/high school students are to enter the building by the high school or west entrance. Loitering outside the school building will not be allowed. Other than needing to go to the Superintendent's office, students should not be in the east end of the hall or in the elementary hall. Absentee slips may be obtained from the high school. Once students arrive on campus, they are not allowed to leave.

Lunch Time

All students are required to remain on the school grounds during the lunch break as the district maintains a CLOSED CAMPUS. Students eating the school lunch or buying milk are to go through the lunch line in an orderly fashion and report to the lunch clerk. Middle/high school students have a choice between lunch and salad; only one choice is allowed. Students are to remain in the cafeteria throughout the lunch period. Food cannot be brought in from outside during lunchtime.

Afternoon Procedures

Middle/high school students leaving in cars or loading buses will be excused at 3:11 p.m. and will exit by the west doors. Students riding buses are not to crowd in front of elementary students loading buses. If a student is not riding the bus, he or she should not be on the front walk during the bus loading. After school students should not be in the building if they are not staying with a teacher.

Visitors

Parents and patrons are encouraged to visit school; however, all visitors must register with the office before they visit in the building. No student-aged visitors are allowed during the school day. Students are not allowed to have guests with them in class during the school day attending classes.

Parent/Teacher Conferences

Scheduled conferences are held at the end of the first quarter. Parents are encouraged to attend. This is a special time set aside to discuss progress, share ideas, answer questions, and plan for continued success. Additional conferences may be arranged by parents, the teacher, or principal whenever necessary. Should a problem arise, we encourage parents to contact the child's teacher first. If the problem continues or cannot be resolved, please feel free to contact the principal.

Emergency Student Update Information

Please complete Emergency/Student Update information and return it to the appropriate office as soon as possible. If at any time during the school year this information changes, please notify the office immediately. This information is very important for keeping student records up to date.

Student Insurance

Student accident insurance is available at a nominal cost and is optional for most classes. Students enrolled in athletic programs, including cheerleaders, must be covered by school insurance or show proof of other insurance. The coverage is provided as a service and is sold soon after school starts in the fall. The school merely acts as a medium in supplying the insurance forms and assumes no liability, either for the injury or the subsequent negotiations with the insurance company. The student insurance is to be mailed directly to the company by the parents of the student and is the responsibility of the parent or guardian. Claims will be handled by the parents directly with the insurance company. Claim forms can be picked up in the superintendent's office.

School Closing

In the event of severe inclement weather or mechanical breakdown, school may be closed. Patrons are advised to monitor television Channel 3 or 10 in Springfield or local radio stations, such as KTTS (94.7) for school closings. In the event high water or inclement weather causes school to be dismissed early, the following stations in addition to Channels 3 and 10 will be notified: KY3 and KOLR10.

In case of high water, TV and Radio stations will be called to announce that Lutie will be having school, but would be using the "High Water Emergency Schedule". Certain buses will have to re-route. Students that can't be picked up will not be penalized and those on the later buses will not be counted tardy. Parents and students affected by this High Water Emergency Schedule will be notified at the beginning of each school year.

Tornado/Fire Drill

As a safety precaution, and in accordance with Missouri school laws, safety drills are held during the school year. The procedures for drill and evacuation are posted throughout the school. Teachers will advise students of the procedures.

Snacks

Students may chew gum at the discretion of the teacher. Open containers, water, juices, etc. are not to be taken into classrooms, halls, or gym areas without permission from the teacher. No beverage containers can be brought into the school; all beverages must be purchased within the building. All drinks and snacks must be consumed in the cafeteria only.

Telephones

The use of the school student telephone by students shall be restricted. No phone calls will be made after the lunch break without permission from the office. Student calls shall not be made during the school day without permission from teachers or principals. Office telephones are restricted to official school business or emergency calls only.

Announcements

Announcements will be made on a regular basis as needed.

Lockers

Students in grade 7-12, and as space permits. Periodic inspections will be made by the principal to see that they are kept neat and orderly. Students are to use only the locker assigned to them. Students are personally responsible for all articles stored in their locker. Lockers are not to be rigged. The individual assigned to a locker that has been rigged will receive a \$10.00 fine.

Lockers are deemed the property of the District. School officials may search any locker assigned to a student and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student may be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, the locker may be searched without prior warning.

School Property

The school district furnishes books to all students. Reasonable wear is expected as a result of daily use. If a textbook or workbook is damaged or lost, the student and parents will be responsible for replacement. Book cost varies and the student will be responsible for replacement cost of lost or overly damaged books. Library books which are lost must be replaced at full replacement cost.

Vandalism is everyone's problem. We ask everyone in our community to help watch our school and report any acts of vandalism, suspicion of planned acts, or information that will help apprehend anyone responsible for vandalizing school property.

Articles from Home, Electronic Devices and Cell phones

The District realizes that in some instances with parents working, they may want to provide a cell phone to their child for emergency purposes. **All cell phones must be turned off during school hours.** The District assumes no liability for lost, stolen, or damages phones.

The following items shall not be brought to school unless students have obtained prior teacher permission: radios, walkman, game boys, trading cards, laser lights. This is only a partial list; any item that could distract from the educational process is prohibited. All items of this nature that are brought to school without prior permission they will be confiscated. Teachers (at their own discretion) may make exceptions to this policy during field trips. These items will be confiscated and **will only be released to a parent.**

Planners

All students are to be in possession of their student planner, which is provided for them at the beginning of each school year. Students who misplace their planners will need to purchase a new planner at a cost of \$5.00 at the appropriate office.

Dress Code and Student Dress

To promote a positive, healthy, and safe environment within the school, a student's dress and grooming must be neat, clean, and of good taste. When a student's dress and grooming disrupts the educational process or constitutes a threat to health or safety, the student will be required to make changes immediately.

Extremes in wearing apparel or personal appearance which interfere with the learning environment, health, safety, or general welfare will NOT be considered as acceptable school dress as determined by the school administration. Dress should be clean, safe and appropriate for learning or an educational setting. The following guidelines should be adhered to:

1. Students may not wear bare midriffs, tube tops, tank tops, see-through blouses/shirts, halter-tops or off the shoulder tops. They may not wear excessively tight or incomplete attire. Sleeveless tops must have at least "four fingers" wide shoulder straps. No visible undergarments or spaghetti-strap tops unless sleeved shirts are worn under or over them. No muscle shirts, basketball jerseys, or shirts with sleeves cut off. Tops or shirts that cannot be tucked in and stay that way when seated will not be allowed. No midriff area will be allowed to show at any time. No shirts with revealing necklines will be allowed.
2. Clothing, including hats and caps, that have offensive lettering or pictures (especially if it promotes disrespect, sex, drugs, alcohol, violence, or tobacco) will not be tolerated.
3. Students may not wear boxer shorts, short shorts, or biker shorts. Shorts should be worn to reflect the season of the year. Shorts need to be fingertip length or longer.
4. Students may not wear sunglasses, house shoes, hat/caps, gloves, bandanas, scarves, headbands, or other outside headwear in the building. Hats and caps may be worn on the bus, during recess, during informal school functions and extracurricular activities.
5. Any apparel that could cause injury to others will not be permitted. Examples: wallet chains; extreme rings/necklaces or spiked bracelets/necklaces, etc.
6. Students may absolutely not be barefoot and all footwear should be appropriate for school. Students are discouraged from wearing high heel shoes or shoes that are too large. Students may wear open-toed sandals and flip-flops; however the safety of the child during daily activities must be kept in mind.
7. Students may not wear shirts, jackets, or other items with profanity, alcoholic beverage logos, drug references, sexual innuendoes, or satanic inferences. Band shirts that promote vulgarity/violence are not allowed at school. Students may not wear anything that would be considered insensitive to any nationality, ethnic group or gender.
8. Body piercings are not to disrupt the educational environment of the classroom as determined by teachers and administration. Piercings will be addressed on an as-needed basis. All MSHSAA and National Organization rules regarding jewelry will be followed.
9. Face painting, writing or drawing on the skin, and unnatural hair coloring are considered distracting and are not allowed at school.
10. Students are to be neat and clean upon entering school. Inattention to cleanliness will not be tolerated and students may be sent home to rectify this situation.
11. Due to odor and hygiene problems, students must shower after physical education classes or have gym clothes for physical education classes. Students will not be allowed into class without changing or cleaning up.
12. Students must wear or bring a pair of tennis shoes to be worn on the days they participate in physical education class.
13. Face paint or eye mascara that extend beyond the eye lashes and the tip of the lids is prohibited. This includes the application of a white face or "death" look in applying facial mascara or blackening the area around the eyes for dead eye sockets. All mascara and

- make up must be natural in appearance to complement the wearer's natural complexion. Face paint may only be worn for school-sponsored events for school spirit.
14. Class activities or extracurricular activities may require, for safety reasons, a student to conform to additional dress and grooming regulations.

Consequences to violation of dress code are:

- 1st offense: Warning. Students will be required to change or be sent home to change with attendance not counted against them.
- 2nd offense: Detention. Students will be required to change or be sent home to change with attendance counted against them.
- 3rd offense: 1 day In-School Suspension. Students will be required to change or be sent home to change with attendance counted against them.
- 4th offense: 1 day Out-of School Suspension. Students will be required to change or be sent home to change with attendance counted against them.

HEALTH

Contagious Diseases and Health Checks

No student shall attend the public school of this district while infected with any contagious or infectious diseases, or while liable to transmit such disease after having been exposed to it. The principal, teachers, superintendent, or Board of Education shall have the power to require any child to be examined by a nurse or doctor. (PLS Mo. Article 167.191).

All pupils shall be subject to inspection by a nurse, dentist, or doctor whenever such inspection is deemed necessary. Pupils will occasionally be given screening tests for defects in vision, hearing, speech, and dental check-ups. Parents will receive written notice of any defects that interfere or tend to interfere with the child's progress in school. Head lice inspections will be held regularly. Students will be inspected prior to re-admission to school.

Medication

When it becomes necessary for a student to take medication during school hours, the medication should be given on written order from a licensed doctor. When a student brings his/her own medication to school, only the bare minimum for each day should be brought in a well-labeled prescription container. All medication should be taken to the nurse and not kept in the classroom. We are not allowed to give medication, even Tylenol, without written permission from parents/guardians. **NO EXCEPTIONS TO THIS POLICY.**

Any self-administered medication (including inhalers) must be cleared through the health office. Appropriate release forms must be signed by the parent/guardian and the physician. Students are not allowed to transport medication of any kind on the bus.

Physicals Required for Activity Participation

No pupil on the High School level shall be permitted to participate in any interschool athletic event, including cheerleading, without the written consent of parents/guardians and a written permit from a physician. Both consent and permit are to be in the hands of the Athletic Director before the pupil may participate in any competitive athletic event. Forms will be available from the coach. School insurance or evidence of family coverage is required prior to participation.

TRANSPORTATION

Bus Information

Bus routes will be similar to the preceding year. It is the policy of the Board of Education to provide safe buses, to maintain liability insurance, to use a competent, licensed driver, and to establish routes considering economy, time required for routes, size, road conditions, and safe bus stop locations. The Lutie R-VI Accelerated School District provides bus transportation for all qualified students to and from school, and to extracurricular functions. Proper behavior is a necessity to insure safe operation of the bus. Students are to remain seated, facing forward and refrain from loud/boisterous talking. All other school guidelines apply equally to those riding the bus. Behavior that is inappropriate may result in a parent or guardian conference, and the possibility of losing bus riding privileges for a period of time. Bus drivers have the option of assigning seats to all or part of their student riders.

Extracurricular Functions

Student participants must ride the bus to extracurricular functions and field trips and are required to return on the bus unless parents/guardians make written requests to the teacher **IN PERSON** that their child will be allowed to return home with their parents/guardians and that the parents/guardians accept full responsibility for their child's safety during that trip. Students may ride home with the parents of another student if the teacher has a written request from the child's parent or guardian.

CLUBS/ORGANIZATIONS/SPORTS

Technology Club 9-12	Student Council 7-12	National Junior Honor Society 7-9
National Honor Society 10-12	FBLA 9-12	FCCLA 7-12
FFA 9-12	DECA 12	Golf 9-12
Baseball 9-12	Basketball, boys and girls 9-12	Basketball, boys and girls 6-8
Basketball, boys and girls, 6-8	Soccer 7-12	Trapshooting 9-12

Other Activities

- Lutie PTO (Parent-Teacher Organization)
- Graduation ceremonies for preschool, kindergarten, 6th grade, and seniors.
- The Music Department normally performs two major productions each year: one in the winter, and one in the spring
- School dances
- Prom
- Parent/Teacher conferences are held at the end of the 1st quarter for parents/guardians.
- Open House is held near the beginning of each school year.
- Awards assemblies
- Homecoming is held in the spring during basketball season and the queen and king are chosen from a nomination of senior girls and boys. Attendants are from each HS grade level.

STUDENT CONDUCT AND DISCIPLINARY GOALS

Goals of the Lutie Educational Program include the development of student mental abilities through a sound educational program, as well as encouraging growth in responsibility and independence, which are characteristics of a mature person in today's society. For such development to take place, an orderly atmosphere is essential.

Student's responsibilities are as follows:

1. To develop a constant respect for themselves and others within the school community whether they are other students, teachers, staff members, visitors, etc.

2. To exhibit appropriate, refined, and courteous behavior that enhances rather than detracts from the school experience.
3. To display behavior that promotes an atmosphere conducive to learning. **Hitting, shoving, name calling, teasing, taking or destroying other's property, and sexual harassment, are examples of inappropriate and unacceptable behavior.**

Whenever any student, or group of students, engages in any activity that disrupts the learning climate, or adversely affects the reputation of the school or any member of the school community, disciplinary action by school authorities will be implemented. Measures will be implemented which are primarily designed to help the student correct undesired behavior.

The authority of the school in such matters includes the school, school grounds, immediate surrounding area approximate to the school premises, and during the period of time necessary for student transportation from the door of his or her home to school and return, and extracurricular activities home and away.

The general policy of student-teacher and/or student-counselor conferences, with participation by the Principal when necessary, will be used to clarify and correct most discipline problems. When necessary, a parent or guardian conference will be required.

In cases of repeated problems or severe first time offenses involving student behaviors and attitudes in which parent conferences did not bring about acceptable changes, external suspension, and possibly expulsion, from school may be necessary.

Expulsion: The Board of Education may originate suspension or expulsion proceedings on its own motion for pupil conduct which is deemed prejudicial to good order and discipline in the school, or which tends to impair the morale or good conduct of the pupils. However, only the Board has the authority to expel a student from school. The Board's Policy Manual outlines the procedures for conducting an expulsion hearing including the rights of an expulsion candidate.

Discipline

The Principal is directly in charge of discipline. With the cooperation of all faculty and staff members, proper order shall be maintained at all times. The overall discipline of our school is the responsibility of each student. Students are responsible for their actions, and the results of their actions, at all times. The teacher/staff member is legally qualified and responsible for any students in his or her area of supervision (such as classroom, hall, school activity, etc.)

Alcohol/Drug Abuse

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Lutie R-VI Accelerated School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on school property, on school-owned vehicles, personal vehicles while parked on school property, or any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance.

All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school nurse or respective principal or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The District, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12. Such programs shall (a) address the legal, social and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drug 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.

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

Weapons in School

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in the school building, on or about school grounds, and at all school activities. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person. No pocket knives are allowed on campus. If knives are found, they will be held in the office until the end of the school year and can then be picked up by a parent. Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school. In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. This suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. The district abides by the Safe Schools Act.

Sexual Harassment

- Apology to the victim
- Parent conference

Detention
Suspension
Referral to the police
Recommendation to the Board of Education for expulsion from school.

STUDENT DISCIPLINE

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 that 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.

BEHAVIORAL REGULATIONS

Alcohol – Possession of or presence under the influence of alcohol

ALCOHOL POSSESSION

1. 11-180 days OSS

ALCOHOL USE

1. 11-180 Days OSS

ALTERING ATTENDANCE RECORD

1. 1 day of ISS

ARSON

1. 11- days OSS- Expulsion and notification of law enforcement

AUTOMOBILE MISUSE

1. Warning
2. Deny driving to school for 1 week and report to law enforcement.
3. Loss of driving for 2 weeks and report to law enforcement.
4. Loss of driving for 9 weeks and report to law enforcement.

BULLYING

1. Warning
2. 1 day ISS

BUS MISCONDUCT

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

GETTING OFF BUS WITHOUT PERMISSION

1. 1 day ISS
2. 1 day OSS

CAFETERIA MISCONDUCT (MINOR) CAFETERIA
MISCONDUCT (MAJOR)

- | | |
|--------------|---------------|
| 1. Detention | 1. 1 day ISS |
| 2. 1 day ISS | 2. 2 days ISS |
| 3. 1 day OSS | 3. 1 day OSS |

CELL PHONE USE WITHOUT PERMISSION OR
CELL PHONE ON DURING SCHOOL

Cell phones are to be turned off during the school day.

1. Teacher removes phone, student written up as a warning and parent may pick up phone.
2. 1 day ISS and parent may pick up phone.
3. 2 days ISS and parent may pick up phone.
4. 3 days ISS and parent may pick up phone.

CLASSROOM DISRUPTION

1. 1 detention
2. 1 day ISS
3. 2 days ISS
4. 1 day OSS

CONFLICT BETWEEN COUPLES

1. Warning
2. 1 day ISS
3. 2 days ISS
4. 1 day OSS

DISRESPECT

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS

DISRESPECT WITH
PROFANE LANGUAGE

1. 3 days OSS
2. 10 days OSS
3. 11-180 days OSS

DRUGS/POSSESSION OR PRESENCE UNDER THE INFLUENCE

1. 11 days OSS, notification to law enforcement officials

DRUGS (SALE OF A CONTROLLED SUBSTANCE)

1. 11 days OSS, expulsion, notification to law enforcement officials

EXPLOSIVES FIREWORKS (POSSESSION)

1. 5 days OSS
2. 10 days OSS

EXPLOSIVES (USE)

1. 10 days OSS
2. 11-180 days OSS

EXPLOSIVES (NON FIREWORKS - POSSESSION)

1. 11-180 days OSS

FAILED ISS

1. 1 day OSS/repeat ISS

FAILURE TO FOLLOW A REASONABLE REQUEST

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS

FIGHTING (PUNCH OTHER THAN FIST FIGHT)

1. 1 day ISS
2. 1 day OSS
- 3.

FIGHTING

1. 3 days OSS
2. 5 days OSS
3. 10 days OSS

ORGANIZING OR PROMOTING A FIGHT

1. 2 days ISS
2. 1 day OSS
3. 3 days OSS

ASSAULT (NO INJURIES)

1. 5 days OSS
2. 10 days OSS

ASSAULT (INJURIES)

1. 10 days OSS
2. 11-180 days

ASSULT OF STAFF MEMBER

1. 11days OSS-Expulsion

FIREARMS AND WEAPONS (POSSESSION)

1. 180 days OSS and notification of law enforcement officials
2. Expulsion and notification of law enforcement

DRESS CODE VIOLATION

1. Correct the problem
2. Correct the problem
3. Correct the problem and 1 day ISS
4. Correct the problem and 2 days ISS

ENTERING THE RESTROOM OF THE OPPOSITE GENDER

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS

EXTORTION - THREAT TO STAFF MEMBERS

1. 5 days OSS
2. 10-180 days OSS

EXTORTION – THREATS/INTIMIDATION TO ANOTHER STUDENT

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS
4. 3 days OSS

EXTRA-CURRICULAR EVENT (MISCONDUCT)

1. Removal from event (no refund)
2. Removal for the remainder of the season

FALSE ALARM

1. 1 day OSS
2. 3 days OSS
3. 5 days OSS
4. 10 days OSS

FORGERY

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS
4. 3 days OSS

GANG RELATED ACTIVITIES

1. Correct the problem
2. Correct the problem and 1 day ISS
3. Correct the problem and 2 days ISS

GENERAL MISCONDUCT

1. 1 detention
2. 2 detentions
3. 2 days ISS
4. 2 days ISS

GESTURES

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS

GESTURES TOWARD STAFF

1. 3 days OSS
2. 10 days OSS

HARASSMENT

1. Parent/Principal/Student conference, ISS or 1-180 days OSS
2. ISS or 1-180 days, OSS or expulsion

HARASSMENT (Sexual)

1. Parent/Principal/Student conference, ISS or 1-180 days OSS
2. ISS or 1-180 days, OSS or expulsion

INDECENT EXPOSURE

1. 10 days OSS

CAUSING INDECENT EXPOSURE TO ANOTHER PERSON

1. 2 days ISS
2. 1 day OSS

LANGUAGE (profane)

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS

LYING

1. 1 day ISS
2. 2 days ISS

**POSSESSION OF
PORNOGRAPHIC MATERIAL**

1. 2 days ISS
2. 1 day OSS
3. 3 days OSS

**DISTRIBUTION OF
PORNOGRAPHIC MATERIAL**

1. 3 days OSS
2. 10 days OSS

PUBLIC DISPLAY OF AFFECTION

1. Warning
2. 1 detention
3. 1 day ISS

RECKLESS ENDANGERMENT

1. 2 days ISS
2. 1 day OSS
3. 3 days OSS

INAPPROPRIATE SEXUAL CONDUCT

1. Parent/Principal/Student conference, ISS or 1-180 days OSS
2. ISS or 1-180 days OSS or expulsion

SLEEPING IN CLASS

1. 1 detention
2. 1 day ISS
3. 2 days ISS and conference with parents

STABBING ANOTHER STUDENT WITH A PENCIL

1. 2 days ISS

TARDINESS TO CLASS

A tardy is missing no more than 15 minutes of class. After 15 minutes the student is counted absent (or truant).

1. Warning
2. 15 minute detention or 1 day lunch cafeteria detentions
3. 30 minute detention or 2 days of lunch cafeteria detentions
4. 1 day ISS
5. Additional tardies/ISS

THEFT UNDER \$25

1. Return item and 1 day ISS
2. Return item and 2 days ISS
3. Return item and 1 day OSS

THEFT OVER \$25

1. Return item, 2 days ISS and notify law enforcement
2. Return item, 1 day OSS and notify law enforcement

POSSESSION OF STOLEN PROPERTY

1. 1 day ISS

TOBACCO/ LIGHTER (POSSESSION)

1. day ISS
2. 2 days ISS

TOBACCO USE

1. 2 days ISS
2. 1 day OSS
3. 3 days OSS

TRUANCY LEAVING CLASS – WITHOUT PERMISSION

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS
4. 3 days OSS

TRUANCY LEAVING SCHOOL MISSING NO CLASS TIME

1. 1 day ISS
2. 2 days ISS
3. 1 day OSS
4. 3 days OSS

TRUANCY LEAVING SCHOOL AND MISSING CLASS TIME

1. 2 days ISS

2. 1 day OSS
3. 3 days OSS

POSSESSION OF LASER POINTER

1. 1 detention

USE OF LASER POINTERS

1. 1 day ISS
2. 1 day OSS

SLAPPED OPPOSITE GENDER FROM BEHIND

1. 1 day of ISS

VANDALISM UNDER \$25

1. Replace cost
2. Replace cost and 1 day ISS

VANDALISM OVER \$25

1. Replace cost & 2 hours community service
2. Replace cost & 10 hours community service

VANDALISM OVER \$250

1. Community service – Expulsion

VIEWING INAPPROPRIATE MATERIAL VIA THE INTERNET

1. 1 day ISS
2. 2 days of ISS and loss of internet for 45 days
3. 2 days of ISS and loss of internet for 180 days

SENDING INAPPROPRIATE MATERIAL VIA THE INTERNET OF E-MAIL

1. 2 days ISS and loss of internet for 45 days
2. 1 day OSS and loss of internet for 180 days

WEAPON (POSSESSION)

1. 1-180 days OSS and notification of law enforcement officials
2. 11-180 days OSS and notification of law enforcement officials

REPEAT OFFENDER (EXCLUDING TARDIES) (SEMESTER)

1. 5 referrals 1 day ISS
2. 6 referrals 2 days ISS
3. 7 referrals 3 days ISS
4. 8 referrals 1 day OSS

5. 9 referrals 3 days OSS
6. 10 referrals 5 days OSS

INTERNET USAGE POLICY

The Lutie R-VI School District has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. We offer INTERNET services through MORENET to both students and staff. We are very pleased to bring this access to the Lutie District and believe the Internet offers vast, diverse and unique resources to students. Our goal in providing this service to students is to promote educational excellence in the Lutie R-VI School District by facilitating resource sharing, innovation, and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication with people all over the world
2. Information and news from NASA, as well as the opportunity to correspond with scientists at NASA, and a vast number of other research institutions
3. The World Wide Web, which links schools, businesses, individuals, and government agencies around the world
4. Public domain and shareware of all types
5. Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics
6. Access to many university library catalogs, the Library of Congress, CARL and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The District has implemented software to limit the scope of access to the Internet by filtering out objectionable material.

Please read and discuss the information below with your child. Your child is responsible for adherence to the following conditions upon enrollment unless the district is notified in writing of any alterations or unacceptance of the conditions outlined below.

CONDITIONS AND RULES FOR INTERNET USE

1. **Acceptable Use:** The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible through a grant provided by MORENET and all users of the Internet must comply with existing rules and Acceptable Use Policies which are incorporated into this document are available from the District. Transmission of any material in violation of the United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. **Privilege:** The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Lutie R-VI Board of Education, under this agreement, is the delegated authority to determine appropriate use and may deny, revoke, suspend, or close any user account at any time based upon a determination of inappropriate use by account holder or user.

- MORENET will serve as a resource as well as final authority in disputed matters regarding appropriate use.
3. **Monitoring:** The district reserves the right to review any material on user accounts and to monitor file server space in order to make determinations on whether specific uses of the network are inappropriate. District staff reserves the right to monitor all student activity on the Internet.
 4. **Network Etiquette:** All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - A. Be polite. Do not get abusive in your messages to others.
 - B. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not engage in activities prohibited by State or Federal law.
 - C. Do not reveal your personal address or phone numbers of students or colleagues.
 - D. Note that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of privileges.
 - E. Do not use the Internet in such a way that you would disrupt the use of the network by other users.
 - F. All communications and information accessible via the Internet should be assumed to be the private property of those who put in on the network.
 5. **No Warranties:** MORENET and the District make no warranties of any kind, whether express or implied, for the service it is providing. MORENET and the District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-delivers, or service interruptions caused by the MORENET or the District's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. MORENET and the District specifically deny any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.
 6. **Security**
 - A. Security on any computer system is a high priority, especially when the system involves many users. A user must never allow others to use his or her password. Users should also protect their passwords to ensure system security and their own privileges and ability to continue use of the system.
 - B. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
 - C. Attempts to log on to the Internet as a system administrator may result in cancellation of user privileges.
 - D. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet by MORENET or the District.
 7. **Vandalism and Harassment**
 - A. Vandalism and harassment will result in cancellation of user privileges.
 - B. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, Internet, or other networks that are connected to the backbone. This includes, but is not limited to, the sending of unwanted mail.
 8. **Procedures for Use**
 - A. Student users must always get permission from their instructors before using the Internet or accessing any specific file or application. **FOLLOW WRITTEN and ORAL CLASSROOM INSTRUCTIONS.**
 - B. Student users must sign-in legibly on the appropriate log or register in the classroom each time they use the network.

- C. Users shall not play games or use the computer resources for other non-academic activities.
- 9. Encounter of Controversial Material: Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on the Internet, it is impossible to control completely the content of data and a user may discover controversial materials. It is the user's responsibility not to initiate access to such material. MORENET or the District shall not be held liable for any division to restrict or regulate access to Internet materials.
- 10. Penalties for Improper Use
 - A. Any user violating these rules, applicable state and federal laws, or posted classroom and district rules, is subject to loss of Internet privileges and any other District disciplinary options.
 - B. In addition, pursuant to State of Missouri law, any unauthorized Internet access, attempted access, or use of any state computer and/or network system is a violation of the Missouri Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

ATTENDANCE POLICY

If students are to receive optimal benefits from the public school educational experiences, the Lutie R-VI Board of Education and staff strongly urge each student to be in attendance every day and to be in class on time.

A GOOD ATTENDANCE RECORD is often used as a measuring stick by future employers and colleges as to the student's maturity and sense of responsibility.

PERFECT ATTENDANCE is defined as not having missed any class time (except school-sanctioned activities). The vast majority of Lutie students and their families appreciate the need for good attendance and the corresponding development of habits of punctuality, self-discipline, and responsibilities.

Clarifications regarding absences:

1. Students are either present or absent. Notes from parents will be taken and put in the student's file for documentation; however, this does not allow for excused absences.
2. Illnesses that require the student to remain away from school for four (4) or more consecutive days under the direction and care of a physician will be considered "homebound" and will not count toward "excessive absences" for that student. Documentation is required.
3. Disciplinary suspensions from school do not count as "excessive absences."
4. Missing classes for school sponsored activities do not count as absences.
5. Students are permitted to make up work missed for all absences except out of school suspensions (OSS) and trancies. Absences due to out-of-school suspensions or truancy shall result in zeros on all missed assignments, tests, etc.

Final Exams

A comprehensive final exam will be given at the end of each semester. The final will account for 10% of the semester grade. Students may be exempt from the final if they miss no more than 2 days (14 class periods.)

Additional Information

Lutie abides by a closed-campus policy to help insure the safety of our students. Students may not check themselves out at any time for any reason. Parents may sign students out of school or call to release their students. It is the student's responsibility to make sure they follow proper check out procedures and sign out in the office.

Attendance Communication

School secretaries will telephone parents/guardians of all students the day they are absent, if possible.

Parents/guardians will be notified by letter after the 2nd, 8th, and 12th absence.

High School Disciplinary Action for Various Offenses

There is zero tolerance for violent language and behavior, defiance, or disrespect to staff members. Corrective disciplinary action may be taken for reasons including but not necessarily limited to the following:

1. Disruptive behavior during regular school hours or other school sponsored activities.
2. Insubordination - Refusal to follow school rules and/or directions of school personnel.
3. Theft or destruction of school, student, or faculty property.
4. Fighting, scuffling, intimidation, arm wrestling.
5. Gambling.
6. Language, gestures or actions that are considered profane, vulgar, or immoral.
7. Public displays of affection between students which extend beyond the hand holding stage.
8. Smoking, using other tobacco products, possessing tobacco products, or making them available to other students.
9. Disruptive or dangerous devices (weapons, fireworks).
10. Possession of, under the influence of, making available to other students any drugs, narcotics, alcohol, or other controlled substances.
11. Excessive absenteeism, truancy.
12. Excessive tardies.
13. Forms of disciplinary actions; conference(with or without parent or guardian), detention, suspension(in or out of school), contact with law enforcement officials, whatever is appropriate for the situation.

Student Parking: All students will park their vehicles behind the gym in the parking area for students. The vehicles will stay parked until the end of the school day.

High School Grading System

The school year consists of 36 weeks divided into two 18-week semesters. Report cards will be distributed every nine weeks and grades averaged on the semester basis. Parents/guardians will be notified of academic deficiency on a timely basis.

Deficiency notices will be mailed to parents/guardians at mid-quarter when the quality of the student's work is at the failing point or considerably below the expected level of performance. Lutie R-VI School uses the following grading system:

Grade Scale

94-100	A
90-93	A-
87-89	B+
84-86	B
80-83	B-

77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
0-59	F

An Incomplete will be designated with an “INC”, and must be removed within the quarter that the incomplete occurs.

Students will be classified based on the number of credits earned. Students will meet with their classes as designated unless given special permission from the high school principal.

Freshmen	0	0	0	0
Sophomore	8	8	8	6
Junior	16	17	14	12
Senior	25	23	20	18
Graduate Requirements	31	29	26	24

Honor Roll/Merit Roll (Grades 7-12)

A student roll will be published each nine weeks to formally recognize and encourage superior scholastic achievement. To be eligible for the Honor Roll a student must be in regular attendance, with an A average; no grade may be lower than a B (80%). To be eligible for the Merit Roll a student must be in regular attendance with at least a B average; no grade may be lower than a C (70%). Students may not have any incomplete grades.

High School Graduation Requirements

The Lutie R-VI Board of Education has adopted the following regulations and procedures to implement the Missouri Department of Elementary and Secondary Education's provisions for high school graduation. The program is planned cooperatively by the student, the student's parents, and the school, and is designed to meet the individual needs of the student.

Eight semesters of full time attendance will be required for graduation. An exception may be made by the Lutie R-VI School Board of Education to release a student from the eighth semester to attend college or trade school full time, to enter military service, or for consideration of individual needs. In addition, students must pass a United States Constitutional and Missouri Constitution test before graduating and this information will be placed on the transcript.

The following requirements are necessary for graduation from the Lutie R-VI High School:

Subject Area	Regular Diploma 2007 & 2008	2008-2009	2008-2009 Honors Diploma	2009-2010	2009-2010 Honors Diploma	2010-2011	2010-2011 Honors Diploma	Regular Diploma 2012	2012 Honors Diploma	College Prep Cert.
Communication Arts	4	4	4	4	4	4	4	4	4	4
Social Studies	3	3	4	3	4	3	4	3	4	3
Science * (including 9th Science and above)	3	3	4*	3	4 *	3	4*	3	4*	4 *
Math Students must take at least 3 different math courses (* includes only Algebra I and above)	4	3	4 *	3	4*	3	4*	3	4*	4 *
Health & Substance Abuse	1	1	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Personal Finance	0	0	0	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Physical Education	2	1	1	1	1	1	1	1	1	1
Practical Arts	3	3	3	2	2	2	2	1	2	1
Fine Arts	3	2	2	1	1	1	1	1	1	1
Foreign Language	1	0	1	0	1	0	1	0	1	3
ACT/ Study Skills	0	0	1	0	1	0	1	0	1	0
Specified Core Electives	0	0	4	0	4	0	4	0	2	3
Other Electives	12	11	5	10	5	7	2	7	1	3
Total Credits Required	36	31	34	29	32	26	29	24	26	25
* Honors Diploma Requirements Also Include: attend 8 semesters of High School with an 84% grade average or better, must take a dual credit, MoVip, or virtual high school courses, maintain a 95% or better rate of attendance. See Diploma planning sheet for a list of specified courses.										

Regular Diploma

Eight semesters of attendance are required unless otherwise approved by the Board of Education. All students must pass the Missouri and US Constitution tests. All required courses must be taken and passed.

Honors Diploma

In addition to the unit requirements, the following criteria must be met:

1. Must attend 8 semesters and maintain an 84% average (3.34 GPA) or above for each of the eight semesters of study.
2. Must take all required courses.

3. Must take a Dual Credit or Virtual High School Course.
4. Good attendance is part of good scholarship. **Absences beyond 3 days in a given class per year will disqualify a student from consideration for the Honors Diploma.** The exception to this requirement would be extenuating circumstances of a medical nature. In such a case, the student may appeal to the committee composed of the Superintendent, Principal, Counselor, and one of the student's teachers. The decision of the committee will be final.

Missouri College Preparatory Certificate

In Science, 2 of the 3 credits must include Biology, Chemistry, or Physics. In Social Studies, 1 credit each of American History and World History must be earned. In addition, a student must score above the national average on the ACT or SAT test. Core classes must have B average.

Valedictorian and Salutatorian

In the interest of encouraging and recognizing outstanding achievement, a Valedictorian and Salutatorian will be selected for each high school graduating class. The Valedictorian and Salutatorian will be selected according to the following procedures:

1. The Valedictorian will be the student with the highest GPA among Honor Diploma students as computed at the end of the third quarter in the second semester of senior year of high school.
2. The Salutatorian will be the student with the second highest percentage average among honor diploma students as computed at the end of the third quarter in the second semester of the senior year of high school.
3. In case of a tie for Valedictorian, Co-Valedictorians will be honored.
4. In case of a tie for Salutatorian, Co-Salutatorians will be honored.

Homework

Homework is assigned regularly, is reasonable and meaningful, and reflects the objectives of the instructional program at Lutie. It builds character, sharpens skills, and involves parents. There are homework assignments that are expected to be completed at home. Any continual neglect of homework assignments will result in parent notification and any further action determined by the building level administrator.

Motivation to do well on State and District Wide Assessments - Policy 6425

In addition to all Missouri and district course and graduation requirements, Lutie R-VI will implement an exit exam for all seniors beginning with the Class of 2005. To be eligible for graduation, each senior must score 70% or higher on the district-generated test. A student may be exempt from the Lutie R-VI exit exam if he or she qualifies for one of the following:

- Scoring on or above Step 2 (Progressing) on all MAP subject areas in grades 9-11.
- No discipline referrals for the cumulative years of high school attendance.
- 95% or better attendance for the cumulative years of high school attendance.

Students that score in Step 1 or Level not Determined (LND) on any MAP subject areas during grades 9-12, will be required to attend summer school immediately following the year the test was taken. The student must attend 112 out of the 120 hours of summer school. Non-compliance will result in having to attend summer school the following year. The student will receive an Attendance Letter at the time of graduation and will only receive a High School Diploma after successfully completing summer school requirements. One-half of credit will be awarded to high school students who score Step 3 or above on the MAP test in the area assessed (Communication

Arts, Math, Science, and Social Studies). Those students who score at Step 4 or above have the option of applying for one-half credit towards the honor program.

Requirements for Promotion for 7th - 8th Grade Students

To be promoted from the eighth grade, 7th /8th grade students must complete the following:

1. Pass all core classes with a minimum of 60% for both years.
2. Must not fail (below 60%) any more than two elective courses over both years.
3. Any failure in a core class can be made up by successful completion of the same course subject during summer school as offerings allow.
4. Students failing a course are encouraged to follow the tutoring schedule and the mandatory extra-curricular policy.
5. Failure to achieve these standards will result in the student being retained in the 7th or 8th grades.
6. Retention is the final decision of the administration. In extreme cases an alternative schedule will be made.

Failing Grades 7th – 12th

A student cannot have any F's and also must have a C average (70% or better) to participate in sports, cheerleading, and music contests. Each participant's grades will be checked for compliance at every 9 week grading period. Students who are ineligible to play are allowed to practice and may sit on the bench with the team for home games for the duration of their ineligibility period at the discretion of the coach.

Interscholastic and Extracurricular Activities Eligibility

To be academically eligible a student must:

1. Meet the "failing grades" policy expectations.
2. Have a physical and verification of accident insurance prior to participation in practices or athletic contests.
3. Be a credible citizen.
4. Be in school at least half the day the activity falls on, unless the absence is prearranged with the principal.

Any unexcused time (including an unexcused tardy) during the day of the activity, declares the student ineligible to participate that day. Coaches and sponsors may have additional rules for a student to be eligible to participate.

Guidance Services

The guidance program provides services to students, teachers, parents/guardians, and community members. The Guidance Department shall be an information center for the entire district. Students and parents/guardians are encouraged to take advantage of the guidance program for their own benefit.

The Guidance and Counseling program is intended to be an integral part of the school's total educational program. It is developmental by design and includes activities organized and implemented by the school counselor with the support of teachers, administrators, students, and parents/guardians.

The Guidance Program includes:

1. Guidance Curriculum - Consists of structured development experiences presented systematically through classroom and group activities. The purpose of the guidance curriculum is to provide students with knowledge of normal growth and development, to promote their positive mental health and to assist them in acquiring and using life skills.

2. **Individual Planning** - Activities which help all students plan, monitor, and manage their own learning as well as their personal and career development. Within this component, students evaluate their educational, occupational, and personal goals and plans. The activities are generally delivered on an individual basis, or by working with individuals in small groups, or advisement groups.
3. **Responsive Services** - Responsive services consist of activities to meet immediate needs and concerns of students, whether these needs or concerns require counseling, consultation, referral, or information. This component is available to all students and is often student initiated.
4. **System Support** - Management activities that establish, maintain, and enhance the total guidance program. This component is implemented and carried out through activities in the following areas: Professional Development, Staff and Community relations, Consultation with teachers, Advisory Councils, Community Outreach, Program Management and Operations, and Research and Development.
5. **Special Services** - The counselor will assist in the coordination of the special service programs with the support of the special education teachers, classroom teachers, and special education director. The program is designed to address the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development.

Schedule Changes

Changes can be made, or a course dropped, through the first week of classes if:

1. The change is possible in terms of the student's existing schedule.
2. The change will not overload a particular class.
3. The change results in a reasonable program of studies in terms of the established curriculum.
4. The change is approved by a parent, each of the teachers involved, the counselor, and the principal.

Equal Educational Opportunity

It is the policy of the Lutie R-VI School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to:

- Mrs. Nancy Wray, Elementary Principal
HC 4 Box 4744
Theodosia, MO 65761

or

- Mr. Marty Witt, Superintendent
HC 4 Box 4744
Theodosia, MO 65761

District Wellness Program

The Child Nutrition and WIC Reauthorization Act of 2004 require each school district that participates in a program under the National School Lunch Act to establish a local wellness policy for each school in the district by the beginning of the 2006-2007 school year. The primary goals of the Lutie R-VI School District's wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits, and increase student achievement. We request parents and/or students to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet healthy nutritional guidelines.

Due Process

Due process means fair treatment under the law and is guaranteed to all citizens by the United States Constitution. When inappropriate behavior is alleged which could result in serious consequences, student rights will be protected by the following steps:

1. Students will be given notice of the charges against them.
2. Students will have an opportunity to present their side of the story.
3. An explanation of the evidence will be given if the student denies the violation.
4. The student may appeal the decision successively to the principal, superintendent, and finally, the board of education.

Public Notice

Public schools in the State of Missouri are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, to all eligible children with disabilities between the ages of 3 and 21. The public school assures that to comply with the full educational opportunity goal, services for students 3 to 21 will be fully implemented. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young children with a developmental delay.

Public schools in the State of Missouri are also required to conduct an annual census of all children with disabilities from birth to age twenty-one(21) that reside in the district. This census must be compiled by December of each year. This information is treated as confidential and must

include: the name of child; parent/legal guardian's name and address; birth date and age of child; the child's disability; and services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending a public school, please contact the Lutie R-VI Director of Special Services at 417/273-4274.

No Child Left Behind

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon request, our district is required to provide to you in a timely manner, the following information:

- Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether a 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 a 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, district 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.

Standard Complaint Resolution Procedure For No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy

Complaints should be submitted to:

Mr. Marty Witt, Superintendent

Lutie R-VI
HC 4 Box 4744
Theodosia, MO 65761

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.