

Lathrop High School 2016-2017 Student Handbook

**102 N School Drive
Lathrop, MO 64465**

**Office Phone: 816-528-7400 KC Line: 816-740-3451 Fax: 816-528-7456
District Website: <http://lathrop.schoodesk.net/>**

Mission Statement

Educating every student, every day, using high expectations, rigor, relevance and relationships, to achieve excellence.

Vision Statement

Lathrop R-II students will score in the top ten of all schools in the state in all areas of performance.

Revised August 2016

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All Board of Education policies are subject to review and revision by the Board of Education. The student handbook is not intended to supersede Board of Education policies. In the event of a conflict between the handbook and board policy, the board policy will control. Copies of the complete Board policies are available for review in the superintendent's office at 816-528-7500 and the school web page, <http://lathrop.schooldesk.net/>

2016-2017 SCHOOL YEAR CALENDAR

<p>July '16</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>2-10 All Sport Dead Week?? 25-29 Fall Sports Dead Wk??</p>	S	M	T	W	Th	F	S								3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>August '16</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p>8,9 New Teachers 10 HS, MS and EL Retreats 11,12 All Teachers 16 First Day of School 29 Teacher Inservice</p>	S	M	T	W	Th	F	S								31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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Inclement weather make-up days: Dec 12, Jan 23, Feb 20, March 20, April 24, May 1, 8, 15 or another Monday after notification

TIMES

HS 7:50 - 3:38

MS 8:00 - 3:42

ELEM 8:05 - 3:47

- No School - Holiday
- No School - Parent/Teacher Conference
- Begin, End, or Resume School
- Teacher Inservice
- No School
- Early Dismiss

Note: School days are official, PD and other noted days are subject to change.

GENERAL STUDENT INFORMATION

This handbook provides our Mule families information regarding Lathrop High School's procedures and services. Students and their families are encouraged to consult with the Administrative Team if they have any questions about this handbook. Students and their families are expected to be familiar with the information contained in the handbook.

MESSAGE FROM THE ADMINISTRATIVE TEAM

Welcome to Lathrop High School's 6th Edition of the Mules Family Handbook and the 2016-17 school year. This handbook is designed to communicate key information and expectations with our students and their families. It is also designed to assist with organizational needs as students maximize learning opportunities.

We look forward to this journey together and if you need assistance, don't hesitate to contact someone from the Administrative Team.

Sincerely,

Robert Bowers
Lathrop High School
Principal

LATHROP HIGH SCHOOL GOALS FOR 2016-17

- Increase Student Achievement
- Increase Subgroup Achievement
- Increase Career and College Readiness
- Increase Attendance Rates
- Increase Graduation Rates

Administrative Team Grades 9-12

High School Administration Phone Number: 816-528-7400

High School Office Fax Number: 816-528-7456

Athletic Department Phone Number: 816-528-7405

All Board of Education policies and administrative regulations for the Lathrop School District are available in the principal's office and posted on the district's website, <http://lathrop.schooldesk.net/>

Mr. Robert BowersPrincipal
Mr. Brian Banker.....Assistant Principal/Activities Director
Mrs. Mindy McFarland.....Administrative Assistant
Mrs. Alex UtheAdministrative Assistant

Guidance Counselor

Mrs. Nicole Messick.....Counselor

Mrs. Messick will serve as a resource to:

- Facilitate the exploration of college, career or military options after high school
- Provide guidance for scholarship and financial aid information
- Manage class schedules
- Assist with personal and emotional issues
- Assist with conflict mediation
- Provide referrals to community resources
- Achievement/aptitude testing

The counselor does not do individual grade checks. For grade updates parents should access SIS (Student Information System) via internet.

The counselor can provide, at parent request, names for services to meet various student needs. The organizations/individuals on the resource list are added as they are made known to the counseling office. The organizations/individuals are not screened by the counseling office, and their inclusion on the resource list is not an endorsement from this office.

The counselor updates the school website with information regarding scholarships, ACT testing, FAFSA, etc. as this information becomes available.

Health Room

Mrs. Breckenridge.....Phone Number: 816-528-7438

Mrs. Breckenridge splits her time between Lathrop High School and Lathrop Middle School.

2016-17 Student Council Officers

President – Destiny Walters

Vice-President – Alexandria VanVelzer

2016-17 Class Presidents

Senior – Andrew Martin

Junior – Reese Zollman

Sophomore – Madelyn Vonderfecht

Freshmen – Audrey Smith

Mule Alerts

Sign up for Mule Alerts and get important information about the Lathrop R-II School District sent as text messages and emails directly to your mobile phone, wireless PDA or pager. You will receive the following:

- EMERGENCY INFORMATION
- SCHOOL CLOSINGS
- EARLY DISMISSALS
- SCHOOL EVENT REMINDERS

- **SCHOOL ATHLETIC EVENTS**

Signing up is easy and free, just go to the Lathrop R-II School District and click on the Mule Alert link at the top of the home page. You will be able to select the school(s) you wish to receive information from.

Contact a Teacher

Call 816-528-7400 and ask for the teacher by name or subject area. Teachers will not be called out of class, but we will forward your call to their voice mail and you may leave a message. If you are not sure whom you should contact, feel free to call the school and the secretary will put you in touch with the appropriate person.

Building Hours

Supervised high school hours are 7:25 a.m. - 4:00 p.m. each school day. Classes begin at the high school at 7:50 a.m. and are dismissed at 3:38 p.m. Students are expected to leave the campus immediately after school unless involved in an extracurricular or academic activity. Students should enter the building using the front commons doors. Students will gather in the commons and are not allowed to go to their lockers until 7:45 a.m. without permission from a staff member.

Bell Schedule

Bell Schedule

Period 1	7:50 – 8:47 a.m.
Period 2	8:51 – 9:48 a.m.
Period 3	9:52 – 10:49 a.m.

Excelsior Springs Career Center students return 10:30 – 10:35 a.m.

Period 4	10:53 – 11:50 a.m.
Period 5	11:54 – 1:09 p.m.

First lunch	11:50 – 12:16 p.m.	Tardy bell at 12:18 for 1st shift lunch students.
Second lunch	12:18 – 12:43 p.m.	Tardy bell at 12:45 for 2nd shift lunch students.
Third lunch	12:45 – 1:11 p.m.	

Period 6	1:13 – 2:10 p.m.
Period 7	2:14 – 3:11 p.m.
Mule Hour	3:15 – 3:38 p.m. Bus Riders 3:42 p.m. Car riders

Students on Premises after School

All students should vacate the premises at the end of the school day unless participating in an approved extracurricular activity, receiving after school tutoring, or participating in other activities properly scheduled

in advance. **Skateboarding or use of any type of skate is not allowed on school property at any time.** School discipline may apply to violators.

Student Identification

An ID card is provided to each student at no cost at the beginning of the school year. Students should have their student ID card in their possession during school hours and at all school functions, including athletic events and school dances. **(Non LHS student attendees to school dances must have some form of valid photo identification for admittance.)** A fee may be charged to replace lost ID cards.

Visitors

Parents are welcome to request a visit to Lathrop High School at any time. **Parents/guardians/siblings** are allowed to eat lunch with their student. Please notify the secretary one day in advance of the anticipated classroom visit so it may be approved by an administrator and appropriate arrangements made (lunch, visitor's badge, etc.). Visitors should sign in with the office secretary upon arrival at the school in order to receive a visitor's pass while in the building. Students are not allowed to bring guests to school. For accuracy and safety, visitors may be required to show proof of identification.

SEVERE WEATHER-SCHOOL CLOSING

A decision to close school is normally not made the night before, nor is it based on advanced weather reports. When it is humanly possible, the school administration will attempt to keep school open.

The decision to close school because of road conditions (ice, snow, etc...) is usually reached no later than 6:30am after a survey of the conditions has been made. If inclement conditions should develop during the school day, a decision may be made to close school early during the day. Parents should make arrangements with their children so that they will know what to do when it is necessary for them to return home early.

If it is the judgment of the school administration (and transportation contractor's assistant when applicable) that school should be closed, notice of school closings will be given to the following radio TV stations:

KFEQ-AM 680	St. Joseph
KQTV	St. Joseph
KKJO-FM 105.5	St. Joseph
KCMO-AM 810	Kansas City
KMRM-AM1360	Cameron
KUDL-FM 98.1	Kansas City
WHB-AM 710	Kansas City
KLJC-FM 88.5	Kansas City
WDAF-AM 610	Kansas City
KFKF-FM 94.1	Kansas City
TV 4, 5, 9, 41	Kansas City
KQRC-FM 98.9	Kansas City
KBEQ-FM 104	Kansas City
KMBZ-AM 980	Kansas City

KMXV-FM 93.3
KYY5-FM 102

Kansa City
Kansas City

Students going to the Excelsior Springs Area Career Center should note that when Lathrop does not have school because of weather, the bus to Excelsior Springs would not operate; therefore, they will not attend classes that day. These students should also note that there will be times when Excelsior Springs will not go because of weather, but Lathrop will. These students should expect to attend classes as normal in Lathrop on these days.

Deliveries to School

LHS discourages any deliveries to students at school. Students will not be called out of class to accept deliveries during the school day.

Hall Passes

If a student is in the hall at any time for any purpose, he/she should possess a properly completed hall pass issued by the teacher whose class he/she is leaving or an administrative escort. Students must have permission from the teacher prior to being absent from class to see a counselor, nurse, etc. Failure to do so may result in the student be considered truant from class.

Personal Property

LHS is not responsible for any personal property brought to school by students. Valuable personal property should be left at home. Personal property should not be left unattended. LHS is not responsible for recovery, reimbursement or replacement of lost, stolen, or damaged personal property. Student personal property includes, but is not limited to: purses, wallets, watches, jewelry, book bags, credit cards, cash, checks, electronic devices, notebooks, books and musical instruments.

Electronic Device/Cell Phone Policy

The use of unauthorized electronic devices during instructional time is considered a distraction to the educational process at LHS. Electronic devices may be used, with administrative permission, for emergencies during instructional time. Unauthorized use of these items during school hours may result in disciplinary action, and the items may be confiscated and held in the office. **Items not claimed by the last day of school will be donated to charity.** The use of personal music devices in the classroom is at the discretion of the teacher. **Students may use their cell phones during passing time and at lunch. All cell phones must have the ringers off or set on vibrate during school hours. The principal reserves the right to change the cell phone policy if needed.**

Lost and Found

Found items should be brought to the office. Lost items should be reported to the office. **Any items left at the end of each quarter may be donated to charity.**

Telephone Messages/Use

Because of the large number of calls received each day, limited secretarial time, and interruptions in the learning process, we ask that phone messages to students be limited to emergency situations only. To leave an emergency message, contact the high school office at 528-7400. A student may use the designated office phone for outgoing, local calls with permission from the principal or the secretary.

School Dances

Lathrop High School students who plan to bring a non-Lathrop High School student to a school dance must register their guest in advance with school administration or designee by completing the "Visitor Permission Form for School Event". This form must be completed and submitted to the LHS office prior to the day of the dance. Middle School students are not allowed to attend LHS dances. Students should also show photo I.D. to be admitted if requested. **All students must be in attendance the Friday before Prom in order to attend Prom unless the student has prior administrative approval.**

Use of Security Cameras

There are security cameras in use in a number of locations throughout the Lathrop High School campus. The cameras are intended to be used for security purposes. However, information obtained via a security camera may also be used in the course of disciplinary procedures or for other purposes.

Dress Code

The general atmosphere of the school must be conducive to learning. If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the educational process, the student will be asked to make the necessary changes. The Lathrop R-II Schools Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within Lathrop High School.

Good judgment when selecting clothing for school is expected. Remember that weekend attire might not be appropriate for classes. Clothing or lack of clothing should not disrupt the educational process of the school.

Student dress and grooming are the responsibility of parents and students within the following guidelines:

- Shoes must be worn in the building at all times.
- **NO BLANKETS WRAPPED AROUND YOUR BODY WILL BE ALLOWED.** If you are cold, wear a jacket.
- Hats, visors, bandanas, non-prescription sunglasses and other headgear are to be left in the student's locker or vehicle for the duration of the school day. **IF YOU ARE SEEN IN THE HALLWAYS WITH A HAT IN YOUR HAND YOU WILL BE ASKED TO PUT IT IN YOUR LOCKER. THE NEXT TIME, IT WILL BE CONFISCATED AND KEPT IN THE OFFICE.**
- Clothing must be worn according to the original design of the garment. Example: **No cut off sleeves permitted with the exception of P.E. classes if given approval of the P.E. classroom teacher.**
- Clothing and accessories that refer to products dealing with sexual or racist connotations, obscenities, alcohol, tobacco or drugs will not be permitted.
- Clothing with printed slogans/trademarks that are disruptive or detrimental to the education process or working environment is not permitted.
- Heavy or lengthy chains are not to be worn at any time.
- **Halter-tops, strapless shirts, spaghetti-strap tops/dresses, crop tops, or any clothing that exposes excessive bare midriff or back, or is otherwise revealing, are prohibited.**
- Undergarments should be completely covered.

- Shorts, skirts, and holes in shorts/jeans, must come down below the tips of the student's fingers when the students' arms are placed to their sides.
- Absolutely no "trench coat" type of outerwear will be permitted at LHS.

School administration has the right to over ride the previous guidelines and require students to make modifications. Failure to comply may result in disciplinary action.

Emergency Situations

General Responsibilities

Students should familiarize themselves with the following emergency procedures and exits throughout the campus. Students should be prepared to assess situations quickly and use common sense in determining a course of actions. All students should be able to execute Facility Evacuation, Severe Weather Shelter, and Emergency Lockdown safety procedures.

Facility Evacuation

Facility Evacuations are executed when a fire or some other emergency situation exists in a building and an orderly exit from the building is the safest course of action.

Teachers are familiar with the exit route and assembly areas for their classrooms. Upon learning of the need to evacuate the building, specific information may be communicated by intercom. Students are to execute the following procedures:

- Listen and follow teacher instructions
- Remain calm
- Walk quickly without pushing or running
- Proceed to the designated gather area for your class/group
- If you are outdoors, stay outdoors. You will be informed of the designated gathering area
- Re-enter building only after the all clear has been given
- If building should not be re-entered, you will be instructed to report to a designated evacuation area

Severe Weather Shelter

Severe Weather Shelter procedures are executed when a severe weather warning is issued for the area. Upon the issuance of the warning, an announcement will be made informing everyone to move to a shelter location.

Teachers are familiar with Severe Weather Shelter procedures and the special steps that may be required. Students are to execute the following procedures:

- Listen and follow teacher instructions
- Depending on the emergency situation and your location, you may be instructed to move to a shelter location
- If relocation is required, walk quickly without pushing or running to the designated gathering area for your class/group
- Move away from windows or other lines of sight
- Remain calm
- If you are outdoors, immediately re-enter the facility and request assistance in locating a shelter location

Emergency Lockdown

Emergency Lockdown safety procedures are executed when there is a danger outside, on or near campus grounds or if there is a danger in the school hallways. An intercom announcement will inform everyone of the need to execute an Emergency Lockdown and specific information will be communicated by intercom as it becomes available.

Some Emergency Lockdowns will require the closing and locking of doors and having persons clear out of open areas that cannot be secured such as cafeterias/commons or lobby areas. Emergency situations that are due to an exterior threat may still allow for free movement within school buildings.

Teachers are familiar with Emergency Lockdown procedures and the special steps that may be required. Students are to execute the following procedures:

- Listen and follow teacher instructions
- Depending on the emergency situation and your location, you may be instructed to move to another area
- If relocation is required, walk quickly without pushing or running to the designated gathering area for your class/group
- Move away from windows or other lines of sight
- Remain calm
- If you are outdoors, do not re-enter the facility unless specifically instructed to do so by a teacher or staff person
- If you are in a hallway, seek safety in the nearest classroom/restroom/office area

Activity Cards

Activity cards, good for admission to all home athletic events, excluding tournaments, throughout the school year are available in the principal's or superintendent's office at the following prices: \$40.00 per adult single, \$30.00 per student single, and \$110.00 for a family pass. **Prices are subject to change.** Senior citizen's cards must be picked up at central office.

Athletic/Activity Letters

Any student athlete who receives a varsity letter will be awarded a large "L" plus an insignia of the sport in which the letter was earned. A bar will also be awarded for that year and for every year thereafter that the student letters. Selection of the students lettering will be made by the coaches of the sport in which the letter is given. Coaches will select their own lettering policy in cooperation and approval of the athletic director and building principal.

Class and Club Meetings

All class and club meetings will take place during Mule Hour or before/after school hours, unless approved by the building principal. All meetings need to be approved by the building principal and/or Athletic director.

Class Dues and Class Membership Responsibilities

All LHS students as members of their respective classes will follow the same guidelines for grades 9-12 in accordance with the following guidelines. **NO CLASS FUNDRAISERS ARE PERMITTED WITHOUT ADMINISTRATIVE APPROVAL.**

1. Student dues will be \$20.00 per year for 9th and 10th graders. \$25.00 per year for 11th graders. There are no class dues for 12th graders.

2. Transfer students will have their fair share of class responsibilities pro-rated for that school year.
3. Class dues, and/or fines must be paid to the sponsor, class treasurer, or front office personnel. A receipt will be given to each student paying money.
4. **To be able to participate in prom and senior trip, all class obligations and requirements must be met at the determined deadline, set by the sponsor.**
5. Typically class dues pay for homecoming activities, memorial contributions, and prom (if a student takes a non-Lathrop student or a Lathrop student who is not a junior or senior a fee will be charged for their attendance).
6. Class dues can be paid at registration, but are due by April 1st.
7. The junior class sponsors have implemented a point system that determines the cost of prom for each junior. For more information see a junior class sponsor.

Student Gold Card Program

Criteria and incentives for Gold Card:

1. At least 95% ADA from the 2015-16 school year.
2. Scored Advanced or Proficient on at least one EOC or MAP test.
3. Free admittance to school athletic activities.
4. **Gold Cards must be in the student's possession in order to attend.**

Incentive Friday Program

The Incentive Friday program will take place during Mule Hour on a Friday following a progress report or report card. Qualifications will be based on the following:

- No tardies during that time frame.
- No absences during that time frame.
- No discipline referrals during that time frame.
- No D's or F's for their current grades on that report.

Students will be given the opportunity to be released from Mule Hour during this time and play games in the gym, also food will usually be provided. If students have any suggestions on what activities or food they would like provided during this time please see Mr. Bowers. There will also be a field trip or extra Incentive at the end of the school year for all the students that met the qualifications for Incentive Friday every time and the students that only missed meeting the qualifications for one Incentive Friday.

EOC/Attendance Incentive Field Trip

All 10-12 grade students that scored advanced on at least one EOC from the 2015-16 school year and had 95% attendance or higher will qualify for an incentive field trip.

MULE HOUR

Mule Hour is a 23 minute time period at the end of the day where students could receive direct intervention instruction, can work on enrichment assignments, meet with faculty for assistance or can enjoy some time off because they are achieving at a high level and taking care of business.

Students will now have interventions time embedded into the regular school day for tutoring, make-up assignments, EOC/ACT testing practices, basic math skill practice, writing skills, homework help, Advanced Placement support and test preparation as well as interactions through club and activity sponsorships.

The Goal of Mule Hour is to empower both staff members and students, raise student achievement and foster relationships for a positive school climate. We are committed to providing all of our students with every opportunity to achieve and realize their fullest potential. We look to this as an opportunity to support school improvement, diversity, academic achievement, self-advocacy and student responsibility.

ACADEMIC SERVICES

Evening Guidance Office Hours

The counselor may provide 1 evening office hours in the fall. These hours will be posted on the school website, in the announcements sent via Mule Alert, and sent via email to our parent list. Topics to be included in the fall may be a college questions night for seniors and their parents and an application night for seniors to complete college applications.

102 Celebrity Club

102 Celebrity Club is a new recognition reward system for displaying any sort of positive behavior around school or in the classroom. (Examples: helping out a classmate with homework, picking up a piece of trash, being respectful, etc.) There are no rules or limits on the reason for recognition. The teacher will fill out the card and give it to the student. Each teacher will give out one a week! It is the student's responsibility to hang on to it until Mrs. Messick calls for call club winners for the week to the office on Tuesday mornings! They can then come down and pick out a "prize".

Counseling Check-in Form

A new "counseling Check in" form has been implemented if a student wants to see the counselor. Of course they can come by Mrs. Messick office anytime but if you ask to see her during the middle of class, your teacher may ask you to fill that out and she will call you down when she is free. Also, if she is out of the building, this will send her a message that you would like to talk to her when she gets back to her office. Parents and students are welcome to use this form. It can be found on the high school homepage.

https://docs.google.com/forms/d/1QOI_AT8xZTkJD2nODM5635iPEtc8XYDEkCRQbAMDSNo/viewform

Student Information System (SIS)

Parents may access their student's grades and attendance by logging onto SIS. This increases parent knowledge and enables them to help encourage their student and to contact teachers in a timely manner. However, if a student owes an obligation, access will be denied until it is paid in full in the high school office.

Schedule Changes

All class change requests must be done before Thursday, Aug 18 at 4:00pm. If you want to change a class, please get a form (outside her office door) from Mrs. Messick and get the required signatures before turning

it in. She will then look it over and either approve or deny it. Class changes will not be allowed after Thursday. Remember you may not simply switch hours of classes.

Grade Cards/Progress Reports

Mid-quarter grades (Progress Reports) will be emailed to parents or mailed if we do not have an email address on file; they will not be handed out to students. Grade cards will be issued approximately one week after the end of the quarter. **First quarter grade cards may be picked up by parent/guardian at parent-teacher conferences.** Second, third, and fourth quarter grade cards will be emailed, unless Lathrop High School doesn't have an email address for the parents of the students, then it will be mailed to the parents. A grade mark indicates the performance and achievement level of the student. Questions and comments related to grades should be directed to the teacher(s) and counselor of the student. Following are the symbols which will be used and a brief statement of their meaning:

- A – Signifies that the student is doing excellent work, is making outstanding progress, and frequently performs tasks beyond those regularly assigned;
- B – Signifies that the student is doing very good work, is making commendable progress, and occasionally performs tasks beyond those regularly assigned;
- C – Signifies that the student is doing average work and is making moderate progress;
- D – Signifies that the student is doing inferior work, but is making some growth;
- F – Signifies that the student is making little or no progress.

Grading Scale

LHS has a building-wide grading scale. In addition, LHS uses the 4.0 point scale

Grade	Point Scale		
A	95.00 - 100	A=	4.0
A-	90.00 - 94.99	A-	3.667
B+	87.00 - 89.99	B+	3.333
B	83.00 - 86.99	B	3.0
B-	80.00 - 82.99	B-	2.667
C+	77.00 - 79.99	C+	2.333
C	73.00 - 76.99	C	2.0
C-	70.00 - 72.99	C-	1.667
D+	67.00 - 69.99	D+	1.333
D	63.00 - 66.99	D	1.000
D-	60.00 - 62.99	D-	0.667
F	0.00 - 59.99	F	0.0

Only students who have been excusably absent, as determined by the administration, and require additional time to complete missed work are allowed to finish coursework after the quarter or semester ends. It is the responsibility of the student to contact the teacher for make-up work and complete and turn in the work within the required time period as determined by the teacher or building policy. The student's

recorded grade will reflect the score earned at the end of the course. Once he or she has completed make up work according to the teacher or building requirements the teacher can submit a change of grade that will be recorded in SIS and reflected on the student's transcript. Students may be allowed this opportunity for grade change if:

1. They submit a medical statement from a physician; OR
2. They make arrangements for an extension with the administration.

End of Course Exams

According to Lathrop R-II Board Policy IL, End-of-Course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

The Missouri Department of Elementary and Secondary Education has created a revised state assessment plan and was approved in the Spring of 2014. The required assessment plan includes the following EOC test: Biology, Algebra I, English II, and American Government. This plan also includes all juniors taking the ACT plus writing.

Students who do not maintain a passing grade of 60% or above in these courses by the middle of March of the current school year will be unable to take the End of Course exam. Students who end the course with a failing grade may enroll in the same course next year during the regular school year and take the test at the end of that coursework. Students who raise their grade to passing by the end of the semester will need to take the End of Course exam during the next testing period. The End of Course assessment is included in the student's course grade.

Students who are to graduate in 2017 must take any mandated End of Course tests for any of the above named courses if they are currently enrolled in the course before they can be awarded credit for the class. It is important to note that the state is requiring that students take the tests, but the district has determined the actual test score will become a part of the semester grade in which the test was taken. **At this time the test will be averaged into their final grade at a weight of 10%.**

Semester Examinations

Final exams are scheduled in classes at the end of each semester. A testing schedule is set by the administration. **These assessments will count no more than 20% of the semester grade.** The exam will be a comprehensive assessment, covering all material that has been studied during the semester. The final could be a test, project, demonstration, or problem solving activity to be determined by each individual teacher.

Semester Exam/Finals Exemptions

Lathrop High School will be offering a final exemption policy that will be based solely on attendance. The LHS staff has been working on ideas to improve attendance at LHS and the staff thought this policy could encourage our students to attend school more regularly.

Below are the requirements for final exam exemptions:

- 98% - 100% ADA - Exempt 3 finals
- 95% - 97.99% ADA - Exempt 2 finals
- 90% - 94.99% ADA - Exempt 1 final

Final Exemption exceptions and details:

- Students taking Dual Credit or AP courses will not be able to exempt finals, unless the teacher allows this for his/her class.
- Students will be given a sheet from the office and the student will have to enter the hour, class they will be exempting the final for, and get the teachers signature.
- Students not taking the final will be released to the commons. We will provide a movie or activity for the students not taking finals.
- If students decide to take a final, it will be up to the teacher on whether it will count as part of their grade.
- If the student is failing a class, they can NOT exempt the final in that class.
- Students can NOT use an exemption for an EOC.

Late Homework Policy

The late homework policy only applies to homework assigned to be done outside of the classroom. Lathrop High School teachers are required to accept late homework the day after an assignment is due for a maximum deduction of 50%. Exceptions:

1. **Teachers also reserve the right to have their own late homework policy but it can not exceed the previous enforced school policy.** For example, a teacher could put the following in their syllabus: Students can turn in all late homework until the next progress report is due, for a 20% deduction.
2. Classroom teachers for any AP or Dual credit course reserve the right to enforce a more strict late homework policy with approval of high school principal.

Homework/Make-Up Work

1. Students and/or parents can make homework inquiries to the school office secretarial staff by calling 528-7400 no later than 9:00 a.m. on the day the work will be picked up. Missed school work can only be made up if the student's absence is excused.
2. Upon return to school, students are responsible for contacting their teachers in order to make up missed school work assigned or completed while the students were absent. If a student misses a test but has covered the test material before he/she was absent, he/she is expected to take the test upon returning to class.
3. For other work, upon returning from a short-term absence (5 or fewer school days), the student will have 1 school day for every day of absence to turn in missed assignments. For a long-term absence (more than 5 school days), the student will have 1 week to submit missed assignments. **If a student is having trouble getting his work caught up, he/she needs to communicate with his/her teacher and make arrangements.**

4. Absences due to the student representing Lathrop R-II, as approved by the principal for a school-sponsored activity will be excused. **However, students must have all assigned work completed upon return from the activity or field trip.**

Grade Classification

All students will advance to the next grade level classification with their cohort group from 9th grade to 12th grade regardless of number of credits the student has earned.

Any senior that is not on target to fulfill all graduation requirements by the end of 2nd quarter of their senior year (21.5 credits) will not participate in senior activities, such as senior trip, senior awards reception, etc...

Any junior that is not on target to fulfill all graduation requirements by the end of 2nd quarter of their junior year (14.5 credits earned) will not be allowed to participate in prom, unless approved by the high school principal as a guest of a fellow junior or senior.

Exceptions:

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's Individualized Education Program (IEP).
2. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended.
3. Students who transfer from another state or country or an unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents/guardians to develop a program of studies that will result in graduation if successfully completed.
4. Eligible students who successfully complete the Missouri Option Program will be awarded a high school diploma and allowed to participate in senior activities.

Academic Misconduct

Academic Misconduct is fundamental to the activities and principles of Lathrop High School. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Collaborative projects assume serious contributions by all members. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences that could lead to failure of the class. When in doubt about plagiarism, paraphrasing, quoting or collaboration, consult the course instructor. Any plagiarism or cheating will be documented and the instructor will contact parent/guardian.

Academic Letter

Each year Lathrop High School has a ceremony and reception to honor those students that have attained excellence in academic achievement. To be eligible, a student must have attained a 3.63 (weighted) cumulative grade point average after at least three semesters of high school. Those students receiving the honor for the first time will receive a chenille letter and a gold bar. Succeeding years of eligibility, students receive a gold bar to place on the chenille letter. An awards presentation will be held in April for all eligible students. **Standards and requirements are subject to revisions, updates and changes after publication time.**

Lathrop High School Credit Recovery Lab Classroom (NOT available for the 2016-17 school year)

The Lathrop R-II School District has provided resources to offer a credit recovery lab for part of the school day. Students that are behind academically could be assigned to the credit recovery lab classroom. Every effort will be made to work with the students and parents, but ultimately the school district will decide if a student will need to attend the credit recovery lab classroom. Students in the credit recovery lab classroom may participate in extra-curricular activities as long as they meet the eligibility for extra-curricular activities requirements.

Area Career Center School Students

Career Center students are required to ride the bus to and from the Excelsior Springs Area Career Center School. The bus leaves LHS at 7:00 am and returns at approximately 10:45 am. No student is allowed to drive to Excelsior Springs without special permission from the high school principal and career center director. Students that drive will face disciplinary action if done without permission. If permission is granted (extreme cases only) he/she is NOT to allow any other student to ride with him/her without permission from the high school principal and career center director.

The career center is an extension of Lathrop R-II High School. If a student is assigned disciplinary consequences at the career center, he/she can expect the consequences to carry over to the Lathrop R-II High School.

Class Rank (BOE Policy IKC)

In the interest of encouraging and recognizing outstanding academic 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 procedure:

1. The valedictorian will be the student with the highest weighted grade point average who has taken the courses required for the honors diploma. This weighted grade point average will be computed at the end of eight semesters of high school work to two (2) decimal places based on a four (4) point scale.
2. The salutatorian will be the student with the second highest weighted grade point average who has taken the courses required for the honors diploma. This weighted grade point average will be computed at the end of eight semesters to two (2) decimal places based on a four (4) point scale.
3. In case of a tie for valedictorian, co-valedictorians will be honored.
4. A salutatorian or salutatorians will also be selected in such a case.
5. In case of a tie for salutatorian, co-salutatorians will be honored.
6. To be eligible for valedictorian or salutatorian honors, a student must be enrolled within the school district prior to and continuously following the 10th school day of the student's senior year.

Commencement Expectations

1. Graduation exercises have been upheld in recent court decisions as an extra-curricular activity. Therefore, graduation exercises are a privilege and not a right.
2. All seniors who will be participating in graduation exercises are required to be at practice, unless special permission has been granted by the building principal.
3. Graduating seniors are expected to follow the specific dress expectations outlined at graduation practice to participate in graduation exercises.
4. Questions related to graduation credits, transcripts and permanent records can be answered through the high school counselor's office.

Community Service

Each student will be required to complete the equivalent of five (5) hours per semester of unpaid community service. Students will be required to verify community service through the proper documentation forms that will be located in the counselor and/or front office. Community service verification will be turned-in every semester. If a student fails to turn in verification of community service by the end of the first week of the subsequent semester, they could be considered academically ineligible until documentation is received.

Earning Credit

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. Other than courses completed through Missouri Virtual Instruction Program (MoVIP), the Lathrop R-11 School District may accept units of credit obtained through accredited schools and school districts, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or online courses. For the purposes of this policy, an "accredited school" is Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school or school district is located in another state or country, that school or school district must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies.
3. Students may earn advanced-standing credit by successfully completing high-school level courses prior to entering the ninth grade. The advanced-standing credit will be counted toward meeting all graduation requirements, including state minimum requirements.
4. The district may waive one unit of academic credit in communication arts, math, science or social studies, whichever is most appropriate, for students who successfully complete an eligible three-unit career/technical program. Students must request this credit waiver prior to enrolling in the career/technical program for which the waiver is sought.
5. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE.

6. The district will award credit to students who can demonstrate mastery of competencies for a particular course by successfully completing a district-approved mastery assessment tool.
7. Students may earn credit by other means as approved by the board and in accordance with law.

GRADUATION REQUIREMENTS

Two diplomas will be awarded by the Lathrop R-II High School. To earn either diploma, students are required to have passing grades on the Missouri and United States Constitution tests.

Requirements of a General Diploma are as follows:

English Language Arts	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Physical Education	1 credit
Fine Arts	1 credit
Practical Arts	1 credit
Personal Finance	1/2 credit
Health	1/2 credit
Electives	8 credits
Total	25 credits

The requirements for the College Prep Honors Diploma are as follows:

English Language Arts (3 courses above ELA I)	4 credits
Mathematics (3 courses above Algebra I)	4 credits
Science (2 courses above Biology)	4 credits
Social Studies	4 credits
Physical Education	1 credit
Personal Finance	1/2 credit
Health	1/2 credit
Fine Arts	1 credit
Practical Arts	1 credit
Foreign Language (Must be from the same language)	2 credits
Other Electives:	4 credits
Total	26 credits

To earn the College Prep Honors Diploma, in addition to the credit and subject requirements stated above, students must earn a "B" (3.0) Cumulative Grade Point Average after 8 semesters. ***Starting with the graduating class of 2018, students must earn a "B+" (3.33) Cumulative Grade Point Average after 8 semesters. Additionally, the student must take 1 AP or Dual credit course in each of the four core areas, which include social studies, science, mathematics, and English Language Arts, during their high school career with at least one of the ELA courses being AP Literature and Composition or College English happening during the senior year.**

For students transferring to LHS from another school, units of credit completed in the previous school will be accepted or rejected in accordance with the Board of Education policy JECC.

Homebound Instruction

Lathrop R-1 School District may provide homebound instruction to any student requiring extended absences due to illness or injury. Parent/guardian must make the request in writing, and a medical form must be completed by the student's physician for recommendation for instruction. A physician's recommendation does not ensure homebound instruction. Administration makes the final determination regarding eligibility for homebound instruction. A guidance counselor, nurse or administrator will coordinate the program.

Extracurricular Eligibility

Lathrop High School has a seven period per day semester. Eligibility to participate in co-curricular and extra-curricular activities is a privilege that is attained by meeting the following academic standards. To participate in extracurricular activities, students must pass 6 of their 7 semester classes to be eligible for activities in the next semester. **ACTIVITY PARTICIPATION IS BASED ONLY ON THE PRIOR SEMESTER'S GRADES.** If a student does not pass 6 classes at the end of the semester, he or she may not participate in activities of the current semester. Participants are subject to follow the specific activity handbook/expectations.

Grades 9-12 Requirements: A student in Grades 9-12 must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

1. Semester Prior to Participation: Students enrolled in seven classes (3.5 units of credit) must pass six classes (3.0 units of credit) to be eligible for the next semester.
2. Semester Prior to Participation: Students enrolled in six classes (3.0 units of credit) must pass all classes (3.0 units of credit) to be eligible for the next semester.
3. Semester of Participation: The Students must be enrolled in at least six classes (3.0 units of credit) in order to be eligible to participate in extracurricular activities.
4. Students entering ninth grade from eighth grade by promotion will be eligible for their first semester of high school as long as they had no more than one 2nd semester F.
5. MSHSAA academic ineligibility begins with the first event of the fall semester and on the fifth day of the spring semester.
6. The administration may accept up to one credit from summer school to establish eligibility in the fall.
7. Students are expected to be in school all day to be eligible for practice, contests, or activities. They are expected to be on time (not tardy) both the day of and the day after activities. **Exceptions to these expectations granted with Athletic Department/Administrative approval only.**

Honor Roll

To qualify for the honor roll, a student must be in at least 6 periods of the 8-period schedule in the Lathrop High School building.

Two levels of achievement will be recognized:

- Superintendent's Honor Roll – 4.0 and higher
- Principal's Honor Roll – 3.333 – 3.999

Academic Wall of Fame Requirements

To be represented on the Academic Wall of Fame a student must meet one of these three requirements:

1. A cumulative non-weighted 4.0 Grade Point Average after the completion of 8 semesters of high school. (All A's for semester grades.)
2. ACT composite score of 31 or higher
3. National Merit Scholarship award nominee.

The Academic Wall of Fame award will be presented to all eligible students their senior year at the Senior Awards Reception.

ACT Testing Program

The Lathrop R-II School District is pleased to provide ACT testing information for students. Students may choose to take the ACT at the 9th, 10th, 11th, or 12th grade level. This test is usually taken for college entrance purposes. Students can sign up at www.actstudent.org or with mail-in packets available in the guidance office.

The Lathrop High School ACT Code is 261865.

ACT Testing Dates

September 10, 2016
October 22, 2016
December 10, 2016
February 11, 2017
April 8, 2017
June 10, 2017

August 5, 2016 Registration Deadline
September 16, 2016 Registration Deadline
November 4, 2016 Registration Deadline
January 13, 2017 Registration Deadline
March 3, 2017 Registration Deadline
May 5, 2017 Registration Deadline

Missouri Options Program

Lathrop High School offers the Missouri Option Program for students as outlined by the Missouri Department of Elementary and Secondary Education. The Missouri Option Program permits full-time, public school enrolled students who are at least 17 years of age and who are at risk of dropping out or not graduating with their cohort group the opportunity to earn a standard high school diploma. Graduation through the Missouri Option Program is not dependent on Carnegie credit attainment. It is a **competency-based** program approved by the State School Board that utilizes a high school equivalency exam as an end-of-course event testing content mastery for graduation purposes. The exam, sanctioned by the state for the Missouri Option program, is the HiSET test, developed and distributed by the Educational Testing Service (ETS). Additional information regarding the new Missouri High School Equivalency Test may be found at <http://hiset.ets.org/>. Missouri Option students successfully passing the exam and completing all other program requirements are eligible to receive a high school diploma. The Missouri Option Program has been adopted by approximately half of Missouri's School Districts as an

effective means to positively impact MSIP plans through the retention of students, the lowering of drop-out rates and increased College and Career and Graduate factors. For specific details, contact the principal or counselor of Lathrop High School.

Release of Directory Information

Student directory information will be provided to colleges, universities, trade schools, businesses and the military upon their request. If students/parents do not wish this information released, they should inform the office.

Obligations

Obligations (fines/fees) may be paid in the high school office at any time. **Students may not be allowed to participate in Commencement exercises unless all school obligations are satisfied.**

District – Sponsored Instruction Options

The Lathrop R-II School District strives to provide a diverse range of courses to meet student needs and interests. In addition to traditional course options, the district encourages staff to seek nontraditional methods of instruction to assist students toward graduation and vocational preparation. The staff is particularly encouraged to seek nontraditional alternatives to provide a wider range of courses for students. In addition, the district may utilize diverse instruction options for homebound students, students under long-term suspension or other students the district determines to be in need of alternative programming.

Nontraditional instruction may include off-campus instruction, virtual instruction or other instructional experiences outside the regular classroom setting. Before arranging for course credit for nontraditional instruction, staff must verify that such instruction is eligible for state aid and is consistent with the instructional goals of the district.

Unless otherwise required by law, participation in nontraditional instruction programs is a privilege. Students who do not succeed in alternative instructional environments may be transferred to other programs, including the district's standard program. Students are subject to district discipline while participating in nontraditional courses. Unless otherwise required by law or approved by the superintendent or designee, students who fail to complete a course, drop out without district permission or are expelled from a course will not be allowed to take another nontraditional course at district expense.

Virtual Instruction

The district may offer virtual courses to enrolled students through district staff or by contracting through a vendor. In addition, the district may pay for a student to enroll in courses provided through the Missouri School Boards' Association (MSBA) Online Learning Consortium, Mizzou K-12 Online, the Missouri Virtual Instruction Program (MoVIP) or other providers approved by the Board.

In order for the district to enroll a student in virtual instruction under this policy, the student must currently be enrolled in the district and remain enrolled in the district throughout the course until credit is earned. A district counselor must approve the course as academically appropriate for the student and must determine that the course will not hinder the student's progress toward timely graduation. All grades and credits earned through district-sponsored virtual instruction will be

accepted as if earned within the district. The district will collect state funding to the extent possible for resident students enrolled in virtual instruction.

Dual Enrollment

In addition to offering dual credit courses, the district **may** enter into an agreement with a Missouri public community college or university to offer students postsecondary courses on the postsecondary school's campus at the district's expense. Students will receive both high school and college credit.

Other Off-Campus Programs

The district may offer the following off-campus learning experiences to juniors and seniors:

1. Academic Programs – The district may offer academic courses that include an off-campus, applied knowledge component. Students will receive elective credit for the course, and no more than two units of credit may be awarded in any school year. Students may not receive payment for their off-campus experience and must be supervised by an appropriately certificated staff member.
2. Career Exploration Programs – The district may offer programs to assist students in career exploration by exposing them to a variety of occupations practiced at the job site. The program will have a related instructional component at the high school and will be supervised by an appropriately certificated staff member. Students will receive elective credit, and no more than two units of credit may be awarded each school year. Students may not be paid for the work performed in association with the program.
3. Cooperative Career Education Programs – The district may design programs to provide structured, off-campus work experiences in a controlled environment along with related vocational and academic instruction. The program will have a related instructional component at the high school and will be supervised by an appropriately certificated staff member. Students will receive elective credit, and no more than two units of credit may be awarded during any school year. The student must be considered an employee for the work performed and receive payment for services provided.
4. Work Experience for Students with Disabilities – The district may organize or participate in work experience programs for students who have individualized education programs (IEPs) that indicate the need for work experience. These work experiences may occur through a Cooperative Work Experience Program or a Sheltered Workshop Program. Students may be paid for their off-campus work and will receive no more than two elective credits per year.

Part Time Attendance

Although the district believes that all students will benefit from attending the Lathrop R-II School District full-time, state law allows students to attend public school part-time, as long as their total educational experience meets the requirements of the state compulsory education law and the student is not

already enrolled full-time in another public school. Parent permission must be given in order to obtain part time status.

Information, guidelines and expectations for part-time attendance students

- Students must be in attendance all eight periods in the Lathrop High School building to participate in and attend extra-curricular activities.
- Students who are officers in an organization must be in attendance all eight periods in the Lathrop High School to remain in that office.
- Students are not to be on school grounds at any time during those periods they are being released, unless prior approval is given by the building principal.
- Students who are granted part-time attendance are responsible to make necessary arrangements to stay informed of events that might directly affect them.

Early Graduation

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the **principal**. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Lathrop R-II School District's graduation requirements.

Early graduates will be permitted to participate in graduation exercises in May provided they follow all guidelines, expectations and attend scheduled practices but will be considered alumni for all other activities. Students who are granted early graduation are responsible for making all necessary arrangements to stay informed on events that might affect them.

School to Work Program

LHS offers School to Work programs through the vocational, agriculture, business, and special education departments at LHS. Students who choose to participate in these programs must abide by the following expectations:

1. Must be at least 16 years of age and secure a social security number.
2. Provide transportation to and from work.
3. Attend school and work regularly. Students can not attend work without going to school, nor attend school without going to work, unless previously discussed with the teacher/coordinator. Failure to adhere to this part of the agreement may result in the student-learner's receiving appropriate academic and/or disciplinary action.
4. If the student will be absent from school or work, the teacher/coordinator and employer should be notified as soon as possible.
5. Discuss unpleasant job situations with the coordinator and with the job supervisor – not with other students, coworkers, etc.

6. Represent the school and employer by showing honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
7. If dismissed from employment due to negligence or misconduct, proved by school investigation, the student may be dropped from the program and will not receive school credit.
8. Work a minimum of 40 hours in a four-week period for one credit; work a minimum of 80 hours in a four-week period for two credits.
9. Provide two weeks' notice when terminating a job, unless the employer gives special permission to do otherwise.
10. If dismissed from a job, the student is required to find another job within two weeks of the dismissal. Also, the student is required to attend school until the coordinator is notified of a new employment position.
11. Make job changes only with the approval of the coordinator; the coordinator reserves the right to change the student's job if necessary.
12. To be evaluated by the coordinator and the employer at different intervals throughout the year.
13. To be aware that SBE students are not eligible to receive unemployment benefits upon termination of employment.
14. To submit to the coordinator a bi-weekly or weekly work record showing total hours worked, salary earned, and jobs performed.
15. To complete promptly all necessary reports and turn reports in to the teacher/coordinator on time.

STUDENT SERVICES

Health Services

When a student is ill or injured, the health room staff will call the parents to consult with them about the student's need to leave school due to illness/injury, if possible. If a student is feeling ill, except in emergency situations, he/she should secure a pass from the teacher. The student should then report directly to the health room. If the health staff is not in, the student should go to the principal's office.

All students leaving school for health reasons must be excused by the school health staff and properly checked out through the principal's office.

It is imperative that emergency telephone numbers in addition to parental phone numbers be recorded during enrollment or the first week of school so emergency contact can be made if necessary. All accidents are to be reported to the health room or to an administrator immediately. An accident report will be completed when appropriate. In case of serious illness when medical attention is required quickly, students will be sent to the hospital via emergency vehicle. The school district is not responsible for subsequent treatment or medical expenses incurred after the administration of first aid.

Parents are requested to report to the school health staff when their students have diagnosed contagious illness such as chicken pox, flu, staph infection, strep infection or mononucleosis. The health staff keeps a record of the illnesses and reports them to the Clay County Health Department.

When students need to be excused from physical education participation for more than three days, parents and student should consult with the P.E. teacher. A modified physical education program may be arranged for students, who because of a physical handicap, cannot participate in a regular physical education class.

Student Health Concerns

Any condition or health problem a student has should be made known at the beginning of the school year to the school health staff and building principal. All coaches should be made aware of any health concerns a student has that could inhibit physical activity.

Food Allergy Guidelines

NO Foods or products containing peanuts/tree nuts or are processed in a factory that uses peanuts/tree nuts will be accepted in the classroom setting.

Immunizations

Each student must have on file a record of the proper immunizations required by the Missouri Department of Health. Any student who does not present evidence of required immunization shall be excluded from school. If a parent/guardian has any questions regarding immunizations, he/she may contact the school health staff. Immunizations are available through the Clinton County Health Department in Plattsburg at (816) 539-2144.

Illness and Medication Guidelines

Parents are responsible to have someone available to pick up their child if he/she becomes ill, hurt or is suspected of having a contagious condition such as temperature of 99.6 degrees or above, ringworm, pinkeye, head lice, etc. Strict health regulations require immediate removal of a student who may be ill or have a contagious condition. Make sure the office has student updated phone numbers and emergency numbers.

Students with a temperature of 99.6 degrees Fahrenheit or higher, or who have had vomiting or diarrhea, must be fever, vomit and diarrhea free for a 24-hour period without the use of medications before returning to school. *It is unlawful for any child to attend a public school of this state while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed. We reserve the right by law to require your child see a physician, and be excluded from school so long as there is any liability of such disease being transmitted to other students.* If a student has an illness that requires antibiotics, he/she must have a full day's dosage before returning to school. For example, if penicillin is prescribed 3 times a day, the student must have 3 doses of the medicine before returning to school.

Parents of children taking prescription medication need to remember that all medication must be in a bottle with the pharmacist's label designating patient's name, instructions, and name of drug and physician. The medication must be accompanied by an authorization for medication form signed by the parent or guardian. If the prescription is to be kept longer than 30 days, the physician's signature must also be on this form.

Lathrop School District requires that ALL medication (prescription and non-prescription) be delivered to the school by the parent/guardian, NOT the student. All medications will be kept in and dispensed from the school health room. Non-prescription medicine will be administered only with a

completed authorization for medication form signed by the parent or guardian stating instructions. All non-prescription medications to be given at school must be in the original container/box, labeled with student's name and instructions. Absolutely **NO** medication will be given that is in anything other than the original container (such as a plastic bag). At this time, the students may bring cough drops and throat lozenges to school and keep on their person. Students may carry their inhalers as long as they have the appropriate paper work on file. Insulin pumps also require appropriate paper work. Medication kept in the health office will be under lock and key.

Insurance Coverage

A parent/guardian may enroll his/her child in the low cost group accident insurance program offered in cooperation with Lathrop R-II School District. It is important that the parent/guardian read and understand the exclusions stated in the program. Students participating in interscholastic athletics will be required to have proof of insurance before they will be allowed to participate. Insurance applications may be picked up in the athletic and administrative offices. **The district does not provide insurance for theft or student possessions or damage to vehicles.**

Guidance and Counseling

Individual counseling refers to assisting a student in understanding self, environment, and the structure or limits in both society and school so that clear alternatives can be seen, wise choices made, and personal problems addressed. The student is allowed to make his/her own choices. Counselor-student discussions are kept confidential unless the counselor is aware of potential

1. Harm to self;
2. Harm intended/threatened for another person;
3. Abuse.

Special Services

Student with disabilities are entitled to a Free Appropriate Public Education. These rights are ensured under state law, federal law, and District Policy. Parents or teachers may refer to the principal those students who demonstrate learning and other problems. The principal and a school support team will make recommendations to the regular classroom teacher for alternative intervention strategies prior to referral for a special education evaluation. Placement in special education programs is based on evaluation results, the development of an Individualized Education Program (IEP) and parental consent. The student's parent/guardian has access to the results of the evaluation and may participate in the development of the IEP. Parents/Guardians maintain the right to inspect all information which is subject to collection and to appeal the accuracy of such information. Services are provided to students who meet eligibility criteria in the following categories: autism, deaf/blindness, emotional disturbance, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and developmental delay. Parents and students are advised of their rights, including the right to an impartial due process hearing if disagreements between the parent and the school cannot otherwise be resolved. Questions concerning services for students with disabilities may be directed to the Principal, Counselors, or the District Special Services Office.

New Student Orientation

A counselor will enroll students new to Lathrop High School after completing the admissions process with the office secretary. A schedule will be planned and assigned on the basis of information from the previous school. Detailed information regarding the operation of Lathrop High School will be given to each new student.

Vocational and Educational Information

Information on post high school opportunities is available in the Counseling Office. This includes information about various types of jobs, colleges, trades, business schools, and armed services. The counselor is available to assist students with planning for future schooling and/or jobs.

Credit Recovery

Students may earn additional credit on-line or through independent study at parent expense. The high school counselor has information about this option, and parents should make sure selected courses can count for high school credit before enrolling a student. Students are recommended to check with high school counselor or building principal before purchasing a credit recovery course, due to school board policy restrictions on graduation requirements.

Parent Conferences

LHS Parent/Teacher Conferences will be held Monday, October 24, 2016, from 1:00-8:00 p.m. and Monday, February 6, 2016, from 3:00 – 7:00 p.m. The counselor is available during this time to confer with parents regarding cumulative student progress. Parents may also schedule a conference with a teacher any time during the school year by calling or emailing the teacher at the high school to arrange a time.

Placement and Educational Planning

Students are encouraged to take classes according to their ability as shown by tests, by past performance as indicated by grades, and by teacher recommendations. Schedules are made out in the spring for the following year. Each student is assisted in developing his/her schedule by his/her counselor in accordance with the student's tentative plans for the future. The final choice of schedule is left to the student and his/her parents provided he/she meets course prerequisites.

Reporting Concerns for Staff/Student Safety

Students, parents, and staff members are highly encouraged to report all dangerous or potentially dangerous situations/events directly to an administrator. Any circumstance or situation where a student may be harmed include, but are not limited to threats, harassment, and acts of violence, drug activity, or weapons. Such acts should be reported (1) directly to an administrator, (2) directly to a teacher or staff personnel.

Fines for Lost or Damaged Textbooks

Students are responsible for district provided textbooks or other instructional materials. Fines will be assessed for textbooks/materials that are either lost or damaged. The school is not responsible for textbooks or articles lost or stolen from a student's locker.

Free/Reduced Lunch Applications

Free/Reduced lunch applications are given out to all students at the beginning of the school year and/or are available in the Lathrop High School office. A new form should be completed and turned into the office each school year.

Free and reduced lunch includes (1) hot lunch/salad bar and (1) milk, any other items will be charged at full price. If you wish to purchase a la carte items please make sure you have money in your lunch account

Commons/Kitchen Area

The purpose of the commons/kitchen is to provide a pleasant, sanitary dining area for serving and consuming food and a place for social conversation and relaxation. Breakfast will be served from 7:30-7:45 a.m. daily and during fifth hour for lunch. Students should enter the cafeteria through the appropriate doors and not through the exit lines. All students sitting at a table are responsible for cleaning up the area when the breakfast/lunch shift is over. Lathrop School District has a computer accounting system, meaning that students are issued a lunch account number and should deposit money into their account in order to use it. Lunch money will be taken in the office daily. Students will not be allowed to charge a la carte items; this includes nachos, ice cream, extra milk, or extra entrée. Students must have money in their lunch account in order to eat. Students will not be able to charge a lunch on another student's lunch account.

Lunch Room Expectations

All students are responsible for observing the following regulations during lunch:

- All students on any given lunch shift are required to go directly to the commons.
- Students who leave the building for lunch or do not report to the commons during their lunch shift will be considered truant.
- Students may purchase lunch, bring their own lunch, or use a combination of both plans.
- Students are to keep the dining area clean and pleasant and dispose of food wastes, eating utensils, and trays at the disposal tray or window. Students who do not comply may be assigned clean-up duties or other disciplinary consequences.

Hall and P.E. Lockers/Locker Checks

Each student is assigned a hall locker. Students should keep their lockers locked at all times and should never leave money or valuables unattended in lockers.

Students should store all book bags, duffel bags, gym bags and/or coats in their lockers and are not allowed to carry them to classes. This is a safety concern. The only bags you are allowed to transport from class to class are the school issued computer bags.

Students in P.E. classes and/or involved in extracurricular sports are also assigned locks and lockers. Each student is responsible for keeping his/her locker clean during the school year and cleaning out the assigned locker at the end of the school year.

The following guidelines will help students effectively use their hall lockers:

1. Upon registering, each student is assigned a locker to be used specifically by that individual.

2. Students are responsible for the condition of the locker assigned to them. Students are not to mark, write or paste anything in or on a locker. Adhesive stickers including contact paper are not to be placed in or on lockers. Any damage or vandalism to or writing on a locker may result in a monetary maintenance charge and/or disciplinary consequence assigned.
3. Gum should not be stuck to any part of the locker. Inappropriate posters, signs, pictures and photos are not permitted in or on the locker. Always keep the locker door shut.
4. Students are responsible for the condition and all contents of their locker at all times. As lockers are the school district's property, they are subject to inspection by school personnel at any time. Anything found in lockers that may be detrimental to the well being of the student body (i.e. firearms, drugs, alcohol, etc.) or that is otherwise in violation of Board Policy, may result in disciplinary action.
5. Students should not keep money or any valuable items in lockers at any time.
6. Lathrop High School is not responsible for textbooks/articles lost or stolen from a student's locker.
7. If a student wishes to change locker location, he/she should make the request in the office before doing so or risk disciplinary consequences.
8. Report to the office or custodians immediately any locker that is not working properly.

Library Media Center

The mission of the library media program is to ensure that students and staff are effective users of ideas and information, providing physical and virtual access to information, information literacy instruction, and a variety of resource formats that contribute to lifelong learning. We strive to provide materials that support the curriculum and academic goals of Lathrop High School, while promoting a love of reading for pleasure and personal growth.

The library media center is open each school day from 7:25 a.m. until 4:00 p.m. unless otherwise announced or posted. A pass is not needed to visit the media center to use a computer before or after school.

1. During the school day students are required to have a pass signed by a classroom teacher to enter the library media center except when the student's entire class is brought by a teacher. Upon arrival in the media center, each student (unless arriving with a class) is to completely and legibly fill in the sign-in sheet on the clipboard at the counter. The sign-in sheets allow the LMC staff to account for students in emergencies.
2. All students must have a pass from his/her classroom teacher in order to use a computer within the library during Mule Hour.
3. When leaving the media center, students must sign out on the clipboard at the circulation desk and the librarian will sign your time out on your pass.
4. Students must check out any item before it is removed from the media center by taking the item to the circulation desk. Books from the regular collection are checked out for a period of two weeks. Encyclopedias and Reference books can be checked out overnight with permission from the librarian. Each student is responsible for any media center materials he/she has in his/her possession. Do not depend on others to return materials for you.
5. Only the librarian or librarian/teacher aide may check books out, check them in, and return them to the shelves.

6. Overdue notices will be delivered to students during the school day to notify them that library materials were not returned.
7. The library media center does not charge fines for overdue materials. When a library material is overdue for more than 10 days, a replacement fee for the overdue items will be charged to the student, assuming the items are lost. Students may return the items to the library and the replacement fee will be removed from his/her record. Disciplinary action by the administration could result from overdue materials. If an item is paid for and then later returned, a refund will be issued to the student. **Student can not check out other items from the library until all over due books are returned or the replacement fee has been paid.**
8. Students using the library media center are expected to conduct themselves in a respectful and responsible manner. Students must use care when using library media center equipment and technology. Please notify the library media teacher if you see damage.
9. Students must follow the district's Computer Lab and Library Media Center Technology Use Agreement at all times. Failure to follow the rules will result in a loss of computer use privileges, as determined by administration.
10. Food and drink are not permitted in the library media center or computer labs. You may leave them at the circulation desk to pick up on your way out.

Random Drug Testing

All student athletes and their parents/guardians must sign a District Drug Testing Consent Form before participation in activities that are sanctioned by the Missouri State High School Athletic Association. A copy of the Drug Testing Policy can be obtained in the high school office. This form must be signed within ten days of enrollment or prior to participation (practice or games) in an extra- curricular activity.

School – Sponsored Activity Trips Away From Home

Students are under the direct supervision of their sponsor. Students ARE NOT to leave the premises (gym, motel, hotel, etc...) without a sponsor while attending a school – sponsored activity/trip. Only a parent or guardian appearing in person can sign a student off the bus (car) for the return trip home or to take a student off the premises. **All coaches reserve the right to require all athletes to ride the bus back to school at the completion of an away event.**

For anyone except a parent or guardian to give a student a ride home from an away event, the parent/guardian must have a signed permission at the school prior to the departure of the activity. For convenience purposes, parents can fax a letter to the school, have the student deliver a permission note to the office, or parent can deliver permission note to the office. **The building principal or athletic director must approve the student's permission note prior to departure of the activity from LHS.**

Absences, due to the student representing Lathrop High School, as approved by the principal for a school-sponsored activity, will be excused. Students must have all assigned work completed upon return from the activity or field trip.

Bags will be subject of search prior to leaving before any overnight activity.

Signs and Posters displayed at Lathrop High School

All signs, posters, etc; must be approved by the principal in advance. These items can only be displayed on one of the bulletin boards located around the school. These must be taken down 24 hours after the event.

T.A. – Teacher’s Aides

For those seniors interested in assisting a high school teacher, arrangements should be made through the high school counselor only, who in turn will contact the teacher involved to work out the schedule. A student will be removed from a Teacher’s aide position if the student improperly discloses confidential information or records. Improper disclosure of confidential information or records may also be subject to disciplinary action. A teacher’s aid must have at least a 3.0 GPA and a cumulative average attendance rate of 90% or above. **If the students GPA or attendance rate drops below the requirements after 1st semester, they could be dismissed as a teacher’s aide.**

Transportation Services

Peoples Transportation Company provides bus service. Service is provided for students who live one mile or more from school. It is important that children ride the bus consistently because state financial aid is based on actual days transported. Students who do not observe the rules and do not obey the driver will not be permitted to ride the bus.

SCHOOL BUS SAFETY REGULATIONS

Previous to Loading:

1. Students must be on time.
2. Students should conduct themselves in a safe manner while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the school bus - Do not run along side of the bus.

While on Bus:

1. The driver is in charge of all passengers while they are riding, loading, or unloading from the bus.
2. The bus driver may assign a seat to each passenger.
3. There is no smoking, drinking, or eating on the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Students must not at any time extend arms or hands out of bus windows.
6. Students shall remain seated until the bus has fully stopped at its destination.
7. Classroom conduct is to be observed while on the bus.
8. Students are NEVER to throw anything out of the bus windows.
9. Animals or pets, glass objects, etc... are not permitted on the bus.
10. All objects are to be kept out of the aisle.
11. Bus riders are NOT to tamper with the controls or the equipment on the bus.
12. The student responsible for any damage to a bus is also financially responsible for the damage.
13. Students may not open or close any doors, except in cases of emergency.
14. Fighting, obscene language, and insubordination are not permitted on the bus.
15. No weapons of any type or any object that may harm another student shall be carried on the bus.
16. No smoking, chewing of tobacco, lighting of matches, liquor or alcohol or illegal drugs shall be carried on or consumed on the bus.

After Leaving the Bus:

1. Cross the road, when necessary, after getting off the bus in front of the bus at least ten feet from the bus. Pupils should be sure no traffic is approaching. Students should wait for a signal from the driver before crossing.
2. Do not run along side of the bus or hang on to it in anyway, CLEAR the bus path as soon as possible.

SCHOOL BUS DISCIPLINARY ACTION

Any offense committed by a student on a district owned or contracted 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 in accordance to this policy. Refer to Student Discipline Guide for assigned consequences. In the event the misconduct is severe, the consequences may be accelerated.

The LHS Principal will handle bus discipline issues in cooperation with the district Transportation Director and Board of Education policies.

No student serving an out-of-school suspension shall be allowed to ride the bus during the suspension.

Student Vehicles/Parking

PARKING IS A PRIVILEGE, NOT A RIGHT! Any student may lose this privilege if he/she abuses school rules. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

Although the Lathrop R-II School District will seek to maintain the safety of the vehicle and its contents, authorized students are responsible for their vehicles and /or vehicle contents while parked on district grounds. No three or four-wheeled off-the-road or ATV type vehicles are permitted on school grounds.

Students are expected to drive responsibly and to follow parking rules, a student who parks in an unauthorized space may lose his/her driving-parking privileges for a period of time, be assigned other disciplinary consequences and/or have his/her vehicle towed away at his/her expense.

The individual student driver is responsible for:

- Knowing and observing the school's parking policies.
- Driving safely. Driving over curbs, on grass or other unsafe types of driving can result in the loss of parking privileges or other disciplinary consequences.
- Observing the 15 mph speed limit, all parking lot patterns, and school rules.
- Locking his/her vehicle.
- Not using tobacco products on the parking lot, in the vehicle, or on any part of school grounds.
- Having administrative permission to go to a vehicle during school hours.
- Not parking in the faculty lot from 6:30 a.m.-5:00 p.m.
- Parking in the designated marked spots. Parking illegally in a yellow-marked area, fire zone, visitor, teacher or reserved spot may result in school consequences including parking privileges suspended or revoked, and/or towing of the vehicle.

- Understanding that parking in a handicapped zone could result in a ticket issued by the Lathrop Police as well as school disciplinary consequences.
- Abiding by the vehicle regulations when riding a motorcycle on campus.

A vehicle is in violation of school policy if it is:

- Using more than one parking spot.
- Parked outside designated parking spaces.
- Driven carelessly.
- Driven by a student whose driving privilege is suspended.
- Parked in handicapped areas, fire lanes, faculty/staff/visitors parking areas, loading zones, or along curbs,
- An administrator may withdraw a student's privilege to use the school parking facilities and/or may have a student's vehicle towed at the owner's expense for parking violations. The school may also have a motor vehicle removed at owner's expense if it is necessary to ensure school safety.

Attention Drivers: A student's parking privileges may be revoked for failure to drive safely, improper parking, truancy, excessive absences from school, and excessive tardiness to school and/or any other disciplinary infraction. We appreciate everyone's cooperation as we work to provide a safe environment for students.

**STUDENT ATTENDANCE POLICY
Grades 9-12**

Lathrop High School is committed to the philosophy that every student should attend every class, every period, every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Studies show there is a direct connection between good attendance and good grades. Learning lost due to an absence can never be adequately replaced. Making up work is, at best, less than an adequate substitute for a true teaching-learning experience, which can only take place when the student is present in the classroom.

The importance of the parents' role in minimizing absences, and thereby greatly increasing the likelihood of their child's success in school, cannot be overstated. Except in limited circumstances, school attendance is compulsory for children between the ages of 7-16 years of age. State law requires parents or guardians to cause such children to attend school on a regular basis. A parent's failure to comply with the compulsory attendance laws is considered educational neglect, which is subject to criminal penalties. The school district will refer any case of suspected educational neglect to the appropriate authorities for investigation and prosecution.

We know that sometimes it is necessary for a student to be absent, but we also know that absences should be kept to an absolute minimum, and it is important that parents and the professional staff of Lathrop High School work together as partners.

A student will be allowed to make up assignments missed if the absence is verified by a parent or guardian. A student will be given a minimum of 1 day for every day he/she is absent to make up assignments.

Attendance Communication

Parents are required to call the Lathrop High School office to account for a student's absence. This should be done by 9:00 a.m. on the day of the absence. The Lathrop High School phone number is 816-528-7400.

The following information is helpful when reporting an absence:

- Caller's name and relationship to the student
- Student's name and spelling of last name
- Grade of student
- Reason for absence
- Date of absence

Another option is to send a signed written note, stating the student's full name, grade, date of absence, and specific reason for the absence. Students bringing written notes to account for an absence should report to the Lathrop High School office immediately upon arrival at school. **(Note – If a student brings a note to excuse an absence, the attendance office secretary will call the parent or guardian to verify the note.)**

Doctor's note(s) should be given to the attendance secretary upon the student's return to school.

If the parent does not account for a student's absence, the Lathrop High School attendance secretary will attempt to call the student's parent to verify the absence. This may necessitate a call to the parent's place of employment or cell phone. **Parents should provide the school with accurate home, cell and work phone numbers as well as current email addresses.** If no telephone or written explanation is provided within 48 hours of the absence, the student may be considered truant and receive disciplinary consequences.

Because of the obvious safety and liability risks, any student forging a parent's name to an excuse note or using a fake phone call to gain an unauthorized absence faces disciplinary action.

Homework and Student Absences

Students are responsible for contacting their teachers in order to make up missed school work assigned or completed while the student was absent. Work can only be made up if a student's absence is excused **(See Attendance code section below for further explanation)**. If a student misses a test but has covered the test material before he/she was absent, he/she is expected to take the test upon returning to class. **All students will receive a minimum of 1 day for everyday they are absent to make up missed assignments.**

If a student would like the office secretarial staff to compile missed homework while absent, please call the Lathrop High School Office by 9:00 a.m. to put in a request for homework. Parents may then pick up the assignments in the office between 3:30 p.m. and 4:30 p.m. T – F.

Leaving School Early

Parents must notify the office should their child need to leave for an appointment. Parents should call as early as possible on that day. Every attempt will be made by office staff to send the student a pass prior to the time the student is approved to leave. Parents or guardians may also come directly to the front office and sign the student out of school. If a student returns before the end of the school day, he/she must sign in before returning to class.

Illness during School Day

Illness during the school day requires the student to report to the nurse's office. If the nurse permits the student to be dismissed due to illness, a parent or guardian will be notified. The student must sign out in the attendance office. **If the nurse permits the student to leave due to illness, the absence will be considered a medically excused "M" absence, regardless of the number of days missed.**

Leaving School Grounds or Not Reporting To Class

Upon arrival to school grounds, students must remain on campus. Students must remain in the building during passing time. Any student who leaves school grounds without first signing out is considered truant. Students who need to leave school grounds must sign out through the high school attendance office. Students, who leave the school building or grounds without authorization, fail to report to a class, or leave a class, may receive disciplinary consequences by an administrator (see discipline policy section).

Due Process

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board of Education policies and regulations on student suspension and student expulsion.

8:15 a.m. Rule

Students who arrive to school after 7:50 a.m. up to 8:15 a.m. are considered tardy to school. Students who arrive to school after 8:15 a.m. are considered absent and the absence must be approved by a parent/guardian.

Arriving to School Late

Students who arrive to school after 8:15 a.m. are considered absent 1st hour. Students may be considered truant and could receive disciplinary consequences if a parent or guardian does not notify the office. Students entering school late must sign in at the front office before reporting to class.

Excused and Unexcused Absences

The school administrators will reserve the authority to determine if an absence is excused. Below are types of absences that will be excused with parent verification:

- Medically related appointments verified with written documentation.
- Driver's license test (written documentation required and parent phone call).
- Funerals (parent call required).
- Family vacations (Must be approved by a principal in advance, **see section over prearranged absences**).
- Family emergencies (These absences must be discussed with the principal to determine if they will be considered excused).
- College Visits (**See section over college visits**).

- School related activities in which the student is a participant.
- Mandatory court dates (written documentation required and parent phone call).
- History of chronic health problems provided that appropriate written documentation is filed with the attendance office.

A parent or guardian can verify an absence up to 10 times per school year without documentation to verify an appointment, etc... Any additional absences are considered unexcused unless they fall under one of the following reasons:

- Documented dental and doctor's appointments.
- Funeral of family member.
- Death in the family.
- Serious illness in the immediate family.
- Illness of student documented by physician that child should not be in school.

After 10 days any absence that is not verified with medical documentation will be considered unexcused and discipline consequences for truancy will be assigned.

Attendance guidelines for students and extra-curricular activities

Students participating in extra-curricular activities (I.E. sporting events including practices, plays, concerts, rehearsals, drill team practices, dances, etc...) are expected to be in school all day to be eligible for practice, contests, or activities (See 8:15 a.m. rule). They are expected to be on time (not tardy) both the day of and the day after activities. **Any student seeking an excused absence from school on the day of an activity must obtain prior approval from a building principal in order to participate in or attend that activity.** The student must be in attendance at least 3 periods of the day in order to attend/participate in an activity. The student must have medical documentation stating it is okay to attend/participate. Students who arrive to school after 8:15 a.m. and do not have administrative approval will not be eligible to participate in practices and/or activities. This includes participants and spectators to all school-related activities and does include the need to be in school on days prior any break (including weekends) to participate or attend an event after the school day or during the break period.

PRE-APPROVAL FOR SCHOOL ACTIVITIES ON THE DAY OF AN ABSENCE

Students will **NOT** be allowed to participate in extra-curricular activities, **PRACTICE OR COMPETITIONS** (this includes attendance at or participation in athletics, music, Science Olympiad, drama, academic team, dances, etc.) on the date that the student is absent from school except through pre-approval of the building principal. Students must be in attendance all day on the day of the activity. Students absent any portion of the day on FRIDAY OR THE LAST SCHOOL DAY BEFORE A SCHEDULED EVENT will not be allowed to participate in WEEKEND ACTIVITIES OR ACTIVITIES HELD ON A DAY SCHOOL IS NOT IN SESSION without pre-approval from the building principal. **Pre-approval means getting approval before school starts on the day in question.** "Calling in sick" or "running late" in the morning does not constitute pre-approval. Doctor/dentist visits, driving examinations, and college visits are examples of absences eligible for pre-approval. Documentation must be provided upon return to school if pre-approval for activities has been arranged.

ATTENDANCE CRITERIA TO PARTICIPATE IN OR ATTEND EXTRA-CURRICULAR ACTIVITIES

Attendance at the high school secondary level is always a challenge for some students. At Lathrop High School a student's average daily attendance (ADA) is tied to the student's privilege of being allowed to participate in or attend extra-curricular activities.

Attendance criteria to participate or attend extra-curricular activities:

- Students are only allowed to miss 5 days that are not verified with medical documentation or pre-approved by the building principal.
- After a student misses more than 5 days they must maintain a 90% ADA in order to remain eligible to participate in or attend extra-curricular activities.
- Medically excused absences will not count against the student when calculating their ADA.
- The student will remain ineligible until their ADA improves to 90%.
- Students will be allowed to practice during the suspension but they will not be able to participate in or attend the activities. This includes field trips that are not tied to the curriculum.
- The building principal can approve extreme situations, For example: a student is in a car accident and hospitalized for days or weeks, pre-approved vacation.

College Visits

All college visits must be arranged through the counselor's office and approved by a building principal. NOTE – Students with excessive absences may be denied a college visit. A college visit is considered a verified absence. Juniors are allowed 1 college visit per semester and seniors are allowed 2 college visits per semester.

Prearranged Absences

If parents are aware in advance of situations requiring student absences, (ex: Doctor's appointment, family vacation, etc.) they should notify the office as far in advance of the absence as possible. If reasonable time permits, arrangements will be made to get assignments from teachers. In cases of prearranged absences, schoolwork, as indicated by the instructors, should be completed prior to the absence of the student. There are special forms in the office for this purpose.

Tardiness

Students are expected to arrive at school on time. All students should be in their classrooms before scheduled class time. Only in rare instances is tardiness excusable. Students arriving late to school must report to the attendance office before going to class. **Excessive tardiness to school or to classes during the school day may result in Monday School Detention, After School Detention, ISS or additional disciplinary action, such as loss of privileges (Ex: Parking privilege revoked for an amount of time determined by an administrator, attending LHS sporting events, dances, plays, concerts, etc.).**

Tardy to School

If a student arrives after 7:50 a.m., he/she should report to the office, sign-in, and pick up an admit slip. The first 4 tardies per quarter may result in consequences determined by the classroom teacher. On the 5th tardy and thereafter per quarter, disciplinary consequences will be assigned by an administrator. (See discipline policy section). Any student who arrives to school after 8:15 a.m. will be considered absent.

Tardy to Class

Definition – reporting up to 5 minutes late to class without a pass after the tardy bell has rung. If a student is more than 5 minutes tardy to class, he/she may be considered truant (see truancy section in discipline policy). On the 4th tardy per quarter, the student will be given a verbal warning. On the 5th tardy and thereafter per quarter, disciplinary consequences will be assigned by an administrator. (See discipline policy section).

Attendance Codes-Explanations

=PRESENT | In class -- Assigned by default -- Office will assume student is in class.

A = UNEXCUSED ABSENCE | Not in classroom -- Teacher assigns. This code may be changed by the Office – NOT excused to make up homework. **If no contact is made with a parent or guardian within 48 hours of the absence, the “A” will be changed to a “K”, which stands for truant. The student may receive disciplinary consequences/LOP if considered truant.**

T = TARDY | Late to Classroom -- Teacher assigns -- This code may be changed by the office.

E = EARLY DISMISSAL | Office assigns.

I = IN SCHOOL SUSPENSION | Office assigns -- Excused to make-up homework which is sent to ISS.

V = VERIFIED ABSENCE | Office assigns -- Absence is verified by a parent or guardian.

B = BUS DELAY | Office assigns – Excused.

L = LATE TO SCHOOL | Office assigns.

N = NURSE'S OFFICE | Office or nurse assigns -- Absence from class is Excused.

F = FIELD TRIP | Office will assign -- A list of students that are attending the field trip will be given to the office in advance. Upon departure for the field trip the teachers sponsoring the field trip must provide a final roster of students who are in attendance. The student is excused to make up homework.

O = OUT OF SCHOOL SUSPENSION | Office assigns – The student is eligible to make up all projects and examinations for full credit after school the day he/she returns to school under administrative or designee supervision. The classroom teacher will also provide quizzes, worksheets, and daily work, which can be picked up in the office. All assignments are due upon return from the OSS for full credit.

S = IN SCHOOL ACTIVITY | Office assigns -- Student is in school and involved in an activity outside of class. Examples: Testing, counselor's office, principal's office. The absence from class is excused.

C=CUT ON CAMPUS | Office assigns – Student was not in his/her appropriate class. Absence is NOT excused. Students may NOT make up missed assignments.

K=TRUANT OFF CAMPUS | Office assigns -- Student was Truant. Absence is NOT excused. Students may NOT make up missed assignments.

H=HOMEBOUND | Office assigns -- Homework is excused and will be requested by the Homebound Teacher and/or counselor.

J=JUVENILE DETENTION | Office assigns. Counts as Present for ADA -- District is paying for enrollment in facility.

P = PLANNED ABSENCE | Office assigns. Student provided documentation for a scheduled absence that was approved by parent and administrator.

M = MEDICAL EXCUSE ON FILE | Office assigns. Student provided medical documentation for the absence.

**LATHROP R-II SCHOOL
STUDENT DISCIPLINE POLICY
Grades 9-12**

The Lathrop R-II School District's primary goal is to educate, not to discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school. The school district will not tolerate any student stopping a teacher from teaching or another student from learning. To maintain an atmosphere where teaching and learning is possible, the establishment of standards of acceptable behavior is imperative. That discipline is fair, impartial, and consistently applied is important in educating young people as to those behaviors that are acceptable.

The standards of behavior promote the objectives of the school in ways appropriate to individuals' respective roles while at all times, recognizing and defending the rights of others. This code can be a part of the dual commitment of educational excellence that has come to characterize our concern for students.

The "level" of the offense (e.g. first, second or third) will generally be based upon the total number of discipline referrals accumulated by a student for a particular type of conduct during the current school year. **Offenses involving offenses including but not limited to drugs, pranks, weapons, vandalism, or acts of physical violence will accumulate throughout secondary school (grades 9-12).**

This is in keeping with the Lathrop R-II School District's aims: 1) Education is both a right and privilege; 2) This opportunity to education is guaranteed unless a student infringes on the rights or privileges of others; 3) An integral part of the educational process is recognition that one's liberties must be correlated with the rights of others. The discipline policy is designed for the orderly operations of the Lathrop Schools. It is the purpose of this code to list offenses, which, if committed by a student, will result in the imposition of the maximum penalties listed. It should be noted that it is impossible to list every disciplinary situation that may arise. Therefore, the administration reserves the right to accelerate and/or modify the discipline guide listings and consequences based on the intent of the student. The Lathrop R-II School District complies with all aspects of **The Safe Schools Act of 1996** (section 8.1).

An administrator may request an evaluation and communication from a mental health professional prior to student's return to school.

CONDUCT CONSIDERED UNACCEPTABLE BY THE LATHROP R-II SCHOOL DISTRICT

The Lathrop R-II School District considers unacceptable any conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of students. As a result of unacceptable conduct, students may be subjected to disciplinary actions, including suspension or expulsion from school and/or school activities. Except as specifically set forth herein, this policy applies to conduct in all school buildings, on or about school grounds, at all school activities or activities involving Lathrop schools or any vehicle when that vehicle is used to transport students for the district.

Unacceptable conduct includes, but is not limited to, the following:

- Sexual Harassment/Sexual Misconduct/Sexual Violence;
- Racial/Ethnic Harassment;
- Possessing, using distributing, selling, purchasing, transmitting, transferring, obtaining, or being under the influence of any form of alcohol, including alcoholic malt beverages;
- Possessing, using, distributing, selling, purchasing, transmitting, transferring, obtaining, or being under the influence of narcotics, drugs, chemicals or controlled substances, including inhalants, or drug paraphernalia;
- Distributing, selling, purchasing, transmitting, transferring or obtaining prescription or over-the-counter medication;
- Extortion;
- Possessing, using, distributing, selling, purchasing, transmitting, transferring, or obtaining a weapon;
- Possessing, using, distributing, selling, purchasing, transmitting, transferring, obtaining, any ammunition, including but not limited to shells, bullets, or shots; possessing, using distributing, selling, purchasing, transmitting, transferring or obtaining tobacco, including any tobacco related products;
- Possessing, using distributing, selling, purchasing, transmitting, transferring or obtaining any dangerous explosive, incendiary device, or projectile weapon (bow, crossbow, pellet gun, paintball gun, slingshot or any other weapons that is not a firearm);
- Failure to obey school rules;
- Failure to obey instructions of a school official;
- Tardiness and/or Truancy;
- Excessive absences;
- Fighting, assault and battery;
- Obscenity;
- Offensive Contact;
- Open defiance;
- Profanity;
- Acts of Violence;
- Threats by word or deed;
- Unruly conduct that disrupts school;
- Theft and vandalism;
- Lying to a school official;
- Cheating;
- Gambling;

- Persistent refusal to comply with school rules;
- Violation of “Lathrop R-II School District Technology User Agreement”;
- Any conduct which would subject a student to criminal prosecution.

This policy extends to conduct that aids, abets, counsels, procures or causes any act which, if done by the student would be punishable under this policy. This policy also extends to conduct which assists an offender in preventing the student’s punishment under this policy, the act of conspiring with any person to perform acts punishable under this policy, or soliciting the performance of acts punishable under this policy.

Pursuant to Missouri law, a student may also be suspended upon a finding that the student has been charged, convicted or pled guilty in a court of general jurisdiction for the commission of a felony criminal violation of state or federal law. Students who engage in other misconduct not expressly covered by the foregoing standards but which is disruptive to school operations and detrimental to positive order and discipline may be subject to disciplinary actions up to and including suspension and/or expulsion.

Student Consequences

According to Lathrop R-II School District policies, the administration has the prerogative to choose discipline procedures of counseling students, parental conferences, contracts, time-out, assigned school duties other than class tasks, verbal correction, loss of privileges, before/after school detentions, Monday school detentions, referral to outside agencies, confiscation of items that disrupt the educational process, in-school suspension, out of school suspension, or recommendation to the Board of Education for long term suspension or expulsion.

Students who engage in other misconduct not expressly covered by the foregoing standards but which is disruptive to school operations and detrimental to positive order and discipline may be subject to disciplinary action up to and including suspension and/or expulsion.

Whenever a student’s conduct is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of students, the student may be suspended or expelled from school, and/or school activities, in accordance with the following:

Teacher Assigned Detention – Specified time period assigned by teacher to be served by student under supervision of professional staff. This could be up to a 50 minute study time period assigned by a teacher to be served by student before or after regular school time under supervision of professional staff.

Administrator Assigned 2 Hour Detention – After school detention assigned by administrator to be served by student under supervision of professional staff. This detention will be from 3:45 p.m. to 5:45 p.m.

Monday School Detention – **Monday** detention assigned by administrator to be served by student under supervision of professional staff. This detention will be from 8:00 a.m. to 12:00 p.m. on an assigned Monday.

Loss of Privileges (LOP) – An administrative assigned consequence. The student may lose the privilege of participating/attending activities including but not limited to athletic events, concerts, theatrical performances, programs, special school events, ceremonies, dances, assemblies, intramurals, computer/Internet access, driving/parking vehicle on school grounds, participating in Commencement exercises, etc. The time period for LOP will be determined at the discretion of the administrator.

In-School Suspension (ISS) -- A student is removed from the student's daily class schedule by an administrator for disciplinary purposes but detained within a school setting during school hours. ISS assignment goes into effect as soon as the administrator has made a disciplinary decision based upon the policy. The student will not attend regular classes. Instead, student will spend the school day in the designated ISS room supervised by professional staff to complete assignments, quizzes, and tests. All work completed and turned in will receive full credit. During a student's time in ISS, he/she may not be permitted to attend activity clubs and meetings, assemblies, **participate in athletic activities, field trips, or any other school activity during the school day.**

If a student is referred to the office for violation of ISS rules, he/she may be suspended from school for a minimum of the remainder of that day and the next school day. **The student is not eligible to make up any major projects and/or examination missed during the OSS assignment, unless the student makes arrangements to complete the assignments after school the day he/she returns under administrative supervision.** Furthermore, any student who refuses to serve an ISS assignment will receive an OSS assignment and receive zero credit on homework, tests, quizzes, projects, etc., unless the student makes arrangements with an administrator to make up the missed work after school on the day he/she returns.

If a student leaves school during the ISS assignment, he/she will be expected to make up the time missed with permission the next day upon return. ISS is determined by hours in attendance. A student may serve a cumulative of 10 days of ISS during a school year. Any infractions after that may result in OSS assignment(s).

Short-Term Suspension (OSS) -- An administrative assigned disciplinary consequence. The suspension will go into effect as soon as the administrator has made a disciplinary decision based upon the policy. A student serving OSS will not be allowed on school property or to attend school activities. A student suspended on Friday may not take part in weekend school activities. Make up work during OSS is allowed, but is the responsibility of the student to secure. When a student is suspended OSS, the student is responsible for contacting an Office Secretary by telephone or email to request assignments and determine who will pick up the assignments and when. Once an Office Secretary has been contacted, she will notify the student's teachers. Assignments are due IMMEDIATELY upon the students return to school. Students should also be prepared to take any missed or assigned tests immediately upon returning to school **after school the day he/she returns under administrative or designee supervision.** Students who have major assignments due on the day of an OSS, he/she should make arrangements for those assignments to be turned in on that day.

Long-Term Suspension (OSS) -- A period of time a student is removed from school by the superintendent or his/her designee exceeding ten (10) school days, but not to exceed one hundred and eighty (180) school days. After a hearing before the Board of Education, or the committee of the board, the student may be removed from school by the board for a period of time exceeding one hundred and eighty (180) school days or dropped from the LHS rolls.

Conditions of Suspension or Expulsion -- The principal or his/her designee, the superintendent or his/her designee and/or the Board of Education may impose reasonable conditions upon the student while suspended or expelled from the district. A student who fails to abide by a condition of his/her suspension or expulsion may be subject to further disciplinary actions, as determined in the discretion of the school official. The suspension will go into effect as soon as the administrator has made a disciplinary decision based upon the policy. The student is eligible to make up major projects and examinations for full credit. **The student is expected to complete the exams/projects after school the day he/she returns to school under administrative or designee supervision.** The classroom teacher may provide quizzes, worksheets, and daily work at the student's/parent's request, or the student can make arrangements with his/her teachers to make up the missed work before or after school upon his/her return from the suspension. A student serving an out of school suspension will not be allowed on school property or to attend school activities. A student suspended on Friday may not take part in weekend school activities.

Conditions of Readmission/Enrollment following Suspension or Expulsion --

The principal or his/her designee may impose reasonable conditions upon a student's readmission/enrollment following a suspension or expulsion. A student who fails to abide by a condition of readmission/enrollment may be subject to further disciplinary actions, as determined in the discretion of the school official.

Due Process -- All students will be afforded due process. The process will be in accordance with state law and with the provisions outlined in the Board of Education policies and regulations on student suspension and student expulsion.

For In-School and short-term Out of School suspensions, should school be cancelled for any reason, any unserved suspension days will automatically be re-assigned to the first day school is in session.

STUDENT DISCIPLINE GUIDE

Arson – Intentionally damaging or attempting to damage any school or personal property by fire or incendiary device. Fireworks, firecrackers, and trash can fires would be included in this category if they serve as a contributing factor to a damaging fire.

1st Offense 10 day out of school suspension, contact legal authorities. Recommendation to Superintendent for long term suspension

Assault/Battery – Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury; act of injuring another person.

1st Offense 10 day out of school suspension, parent conference, report to authorities, LOP, Recommendation to Superintendent for long term suspension/expulsion

2nd Offense 10 day out of school suspension with recommendation to Superintendent for long term suspension/expulsion, report to authorities

Automobile/Vehicle Misuse – Using more than one parking spot; parking in a space that was not assigned to the vehicle; parked outside designated parking spaces; driving carelessly; parked in handicapped areas, fire lanes, faculty/staff/visitors parking areas, loading zones, along curbs, in aisles or at the end of a row outside a designated space. An administrator may withdraw a student’s privilege to use the school parking facilities and/or may have a student’s vehicle towed at the owner’s expense for repeated parking violations/safety purposes.

PARKING/DRIVING ON SCHOOL GROUNDS IS A PRIVILEGE, NOT A RIGHT.

1st Offense Written warning
2nd Offense Written reprimand; administrative conference
3rd Offense Written reprimand; loss of parking privilege up to 5 school days
4th Offense Written reprimand; loss of parking privilege for 10 school days; contact parent
5th Offense Written reprimand; vehicle towed; loss of parking privilege for 45 school days
Subsequent Offenses: Written reprimand; vehicle towed; parking privilege revoked for 90 school days

Bullying/Hazing/Student and/or Staff Intimidation/Cyber bullying – "Bullying" means intimidation or harassment that 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, but is not limited to, physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts.

"Cyberbullying" means bullying as defined in this subsection 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.

1st Offense Up to 4 Monday School Detentions or ISS and/or LOP for 1 game/event at the highest level of competition
2nd Offense 3-5 day out of school suspension, LOP for 3 game/events at the highest level of competition
3rd Offense 5-10 day out of school suspension, LOP of all extracurricular participation and attendance at extracurricular events for 365 days

Bus/School Transportation Misconduct – Refusing to follow school transportation rules; endangering the safety of him/her and/or others. (Building administrator may treat said violation as a 2nd, 3rd or 4th level offense based on intent and severity.)

1st Offense Misconduct slip to be signed by parent, returned to driver before student allowed to ride bus. School consequences as determined by administrator
2nd Offense Up to 5 day suspension from riding bus and/or other disciplinary consequences, LOP

- 3rd Offense** Up to 10 day suspension from riding bus and/or other disciplinary consequences, LOP
- 4th Offense** Suspension from riding the bus for the remainder of the school year and/or other disciplinary consequences, LOP

Cafeteria/Commons Violations – Left trays, littering, disruptions, etc. (escalation based on intent).

- 1st Offense** Up to 1 Monday School Detention or ISS and/or LOP
- 2nd Offense** 2 Monday School Detentions or ISS and clean the cafeteria/commons, LOP
- 3rd Offense** 2 Monday School Detentions or ISS and 2 weeks of Lunch Detentions and clean the cafeteria/commons
- 4th Offense** Up to 3 day out of school suspension and student removed from cafeteria/commons for remainder of school year, LOP
- **Throwing Food** Up to 10 day out of school suspension, removed from Commons at lunch up to remainder of school year, LOP

Cafeteria/Lunch Room Theft

- 1st Offense** Up to 2 day out of school suspension, restitution

Cheating/Plagiarism/Academic Dishonesty –

- 1st Offense** Zero for all involved and instructor contacts parent/guardian

Communication/Media Device Misuse – Students shall follow the school policy during the school day for all communication/media devices, including cell phones, cameras (permission from office for special occasions), phone cameras at all times, CD players, iPods, MP-3 players, head sets, etc. Consequences may be escalated depending on intent.

- 1st Offense** Confiscation of item for remainder of day.
- 2nd – 4th Offense** Confiscation of device and parent pick up
- 5th & Thereafter** Device confiscated, parent pick up, LOP/up to 1 Monday School Detention.

Dishonesty—Lying/Forgery – Any act of lying, verbal or written, including forgery.

- 1st Offense** Up to 3 Monday school detentions or ISS, LOP

Disrespect to Peer – Abusive, profane or vulgar language spoken, written or gestured directed to or about peer.

- 1st Offense** Up to 1 Monday School Detention or ISS and/or LOP
- 2nd Offense** Up to 3 Monday School Detentions or ISS, LOP
- 3rd Offense** 3 day out of school suspension, LOP

Disrespect to Staff – Abusive, profane or vulgar language spoken, written or gestured and/or threatening behavior directed to or about staff.

- 1st Offense** Up to 3-5 day out of school suspension, LOP
- 2nd Offense** 5-10 day out of school suspension, LOP
- 3rd Offense** 10 day out of school suspension, LOP

4th Offense 10 day out of school suspension, recommendation to Superintendent for long term suspension

Excessive Classroom/Hall Disruptions – Behavior that distracts or keeps others from learning. Examples are excessive talking, throwing objects, argumentative, sleeping, etc.

1st Offense Up to 1 Monday School Detention or ISS, LOP
2nd Offense Up to 3 Monday School Detentions or ISS, LOP
3rd Offense 1 day out of school suspension, LOP

Extortion – Threatening/ intimidating a person to obtain money or anything of value.

1st Offense Up to 5 day out of school suspension, LOP
2nd Offense Up to 10 day out of school suspension, recommendation to Superintendent for long term suspension/expulsion

False Report/Alarm/Terroristic Act—Written/Verbal – Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.**Note: A bomb threat is a Class D Felony and will be prosecuted. An administrator may request an evaluation and communication from a mental health professional prior to student's return to school.

1st Offense 10 day suspension (May accelerate to 2nd Offense), LOP, contact authorities. Restitution.
2nd Offense 10 day out of school suspension, recommendation to Superintendent for long term suspension/expulsion, contact authorities. Restitution.

Fighting/Physical and/or Verbal Altercation– Mutual combat in that both parties have contributed to the conflict either verbally and/or by physical action.

1st Offense Up to 5 day out of school of suspension, LOP, parent conference, recommendation to Superintendent for further review, may contact authorities.
2nd Offense 10 day out of school suspension, LOP, parent conference, recommendation to Superintendent for long term suspension/expulsion, may contact authorities.
3rd Offense 10 day out of school suspension, recommendation to Superintendent for long term suspension, may contact authorities.

Fireworks, Smoke Bombs, Bottle Rockets, Water Related Pranks, Incendiary Devices, Streaking or Other Means of Disturbance – Grades 9-12 discipline based on intent and device.

1st Offense Up to 5 Monday School Detentions or ISS, suspension from extracurricular activities for up to 45 school days
2nd Offense Up to 10 day out of school suspension, suspension from extracurricular activities for up to 1 semester
3rd Offense 10 day out of school suspension, recommendation to Superintendent for long term suspension/expulsion, suspension from extracurricular activities for up to entire school year

Harassment – Any effort to discriminate against an individual or group of individuals on the basis of race, color, religion, sexual orientation or perceived sexual orientation, national origin, ancestry, disability or age creating an intimidating, threatening, hostile, or abusive educational environment.

- 1st Offense** Up to 3 day out of school suspension with intervention by Guidance Counselor and/or LOP, recommendation to Superintendent for further review
- 2nd Offense** Up to 5 day out of school suspension with intervention by Guidance Counselor, LOP recommendation to Superintendent for long term suspension/expulsion
- 3rd Offense** 10 day out of school suspension, LOP, recommendation to Superintendent for long term suspension/expulsion

Inappropriate Behavior - Failure to comply with classroom/school building personnel expectations; disrupting the educational environment.

- 1st Offense** Up to 1 Monday School Detention or ISS/LOP
- 2nd Offense** Up to 3 Monday School Detentions or ISS/LOP
- 3rd Offense** Up to 2 day out of school suspension
- 4th Offense** Up to 3 day out of school suspension

Inciting to Agitate – Yelling or encouraging a conflict.

- 1st Offense** Up to 3 Monday School Detentions or ISS and/or LOP
- 2nd Offense** 3 day out of school suspension, LOP

Insubordination – Willful act of refusal to comply with school or district guidelines or directions given by a school staff member. Constantly coming to class without necessary supplies and preparation. (In event that the insubordination takes place during a fight/assault/battery, the consequences for those violations will be imposed.)

- 1st Offense** Up to 1 Monday School Detention or ISS, LOP
- 2nd Offense** Up to 3 Monday School Detentions or ISS, LOP, parent conference
- 3rd Offense** Up to 3 day out of school suspension, LOP
- 4th Offense** Up to 5 day out of school suspension, LOP

Leaving Classroom without Permission

- 1st Offense** Up to 1 Monday School Detention or ISS and/or LOP
- 2nd Offense** Up to 1 day out of school suspension, LOP

Physical Contact (Inappropriate)/Threat of Violence to a Staff Member – Unwelcome physical contact with staff member (includes but not limited to sexual misconduct or physical contact with staff who is attempting to break up a fight or assault/battery.)

- 1st Offense** Up to 10 day out of school suspension, recommendation to superintendent for long term suspension/expulsion, contact authorities

Profanity/Vulgarity/Abusive Language – Written, spoken or gestured in the school building, on the school grounds or while on a school sponsored activity away from school.

- 1st Offense** Up to 3 Monday School Detentions or ISS, and/or LOP—Consequences accelerated as determined by the administrator
- 2nd Offense** Consequences accelerated as determined by administrator

Public Display of Affection – Display of overt affection on school grounds, transportation, or activity.

- 1st Offense** Counsel
- 2nd Offense** Send to office and up to 1 Monday School Detention or ISS, LOP

Removal from an Extracurricular Event – For inappropriate behavior.

- 1st Offense** May result in exclusion from attendance at future school events and/or suspension from school

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury.

- 1st Offense** Confiscation, Administrative/Student Conference, and/or up to 3 Day Out of School Suspension
- 2nd Offense** Confiscation, Up to 5 Day Out of School Suspension
- 3rd Offense** Confiscation, 10 Day Out of School Suspension

Sexual Harassment – Physical, verbal, or other conduct based on gender or sex that constitutes inappropriate behavior in a school setting or creates an unwelcome school environment for another person. Sexual harassment may include unwanted sexual conduct, such as sexually provocative or explicit speech; publicly expressed sexual fantasies; jokes of a sexual or crude nature; demeaning comments; any unwarranted touching; drawing sexually explicit cartoons, drawings or graffiti; kissing; spreading sexual rumors; students “making out” on school premises; and/or pulling at clothes. Any person who believes he/she has been the victim of sexual harassment should report the acts immediately to a building administrator. (Refer to the district policy on Non-Discrimination and Anti-Harassment Compliance and notify building administrator immediately.)

- 1st Offense** Up to 3 day out of school suspension with intervention by Guidance Counselor, LOP, recommendation to Superintendent for further review
- 2nd Offense** Up to 5 day out of school suspension with intervention by Guidance Counselor, LOP recommendation to Superintendent for long term suspension/expulsion
- 3rd Offense** 10 day out of school suspension, recommendation to Superintendent for long term suspension/expulsion

Skipping Assigned Before/After School Detention – Students skip a Teacher Assigned Detention.

- 1st Offense** Office referral by teacher that assigned detention. Administrator will reschedule teacher assigned detention as a 2 Hour Administrator Assigned Detention
- 2nd Offense** 2 Hour Administrator Assigned Detention or Monday School Detention
- 3rd Offense & on** 1 Monday School Detention or ISS Assigned

Skipping Administrator Assigned After School Detention or Monday School Detention – Student skips an Administrator Assigned After School Detention or a Monday School Detention. If assigned OSS, any make up work from the OSS assignment will need to be made up after school on the first day the

student returns to school or they will receive a zero for all missed assignments due to the fact the work will be considered late.

1st Offense	Consequences assigned by Administrator
2nd Offense	Up to 1 day out of school suspension, LOP
3rd Offense	Up to 1 day out of school suspension AND reschedule the assigned Monday School Detention
4th Offense & Thereafter	Up to 3 days out of school suspension

Substance Abuse/Use/Possession (Drugs/Alcohol) – Students will not possess, use or be under the influence of any alcoholic beverage, unauthorized drug, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, and imitation controlled substances on school premises, in the immediate vicinity, at school or club activities, or during transportation to and from activities. According to Missouri law, any individual caught in possession of or participating in the sale of illegal drugs within a 2,000 foot radius of the property of any school building is subject to increased felony charges and resulting penalties. The use or possession of drug-related paraphernalia is also prohibited. Materials/substances may be confiscated by administration and turned over to law enforcement officials.

1st Offense	Up to 10 day out of school suspension, contact legal authorities OR 5 day out of school suspension and 5 day in-school suspension, contact legal authorities and documented completing of a drug/alcohol evaluation conducted by a school approved agency, LOP
2nd Offense	10 day out of school suspension with recommendation to Superintendent for long term suspension, contact legal authorities
3rd Offense	10 day out of school suspension with recommendation to Superintendent for long term suspension/expulsion, contact legal authorities

Substance Sale/Transfer/Distribution (Drugs/Alcohol) – Students will not sell, transfer or distribute any alcoholic beverage, unauthorized drug, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, and imitation controlled substances on school premises, in the immediate vicinity, at school or club activities, or during transportation to and from activities. According to Missouri law, any individual caught in possession of or participating in the sale of illegal drugs within a 2,000 foot radius of the property of any school building is subject to increased felony charges and resulting penalties. The sale, transfer or distribution of drug-related paraphernalia is also prohibited. Materials/substances may be confiscated by administration and turned over to law enforcement officials.

1st Offense	Up to 10 day out of school suspension with recommendation to Superintendent for long term suspension/expulsion, contact legal authorities
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Tardy to Class -- Reporting up to 5 minutes late to class without a pass after the tardy bell has rung (if a student is more than 5 minutes tardy to class, student may be considered truant.) Resets each quarter.

1st – 4th Offense/Quarter	Consequences determined by classroom teacher
5th Offense/Quarter	Refer to Office Administration. Assigned 1 Monday School Detention or ISS.
10th offense/Quarter	Up to 3 Monday School Detentions or ISS and/or LOP
15th offense/Quarter	Up to 4 Monday School Detentions or ISS and/or LOP

Tardy to School – Arriving at school after the tardy bell has rung regardless of reason.

- 1st-4th Offense/Quarter** May result in consequences determined by classroom teacher
- 5th Offense/Quarter** Consequences assigned by Administrator. Assigned 1 Monday School Detention or ISS.
- 10th Offense/Quarter** Up to 3 Monday School Detentions or ISS. Loss of parking privileges for up to 45 school days and/or Loss of extracurricular activities/privileges.

Technology Misconduct – Use or attempted use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district’s mission, squanders resources, and shall not be tolerated. Users must adhere to district policies, regulations, procedures, and guidelines found in board policy file: EHB. This includes but is not limited to attempt to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer “viruses,” “hacking” tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. Student must have a signed user agreement on file before accessing the internet. Student may be removed from class (es) with computer-based curriculum.

- 1st Offense** Up to 10 day out of school suspension, loss of computer privileges for length of time. May be referred to Superintendent for possible further disciplinary action. Law enforcement authorities may be notified.

Technology Proxy Site Offense Minimum of 3 day out of school suspension assigned, 45-school day suspension from Internet access

Threat—Written/Verbal Assault – Verbal, written, pictorial or symbolic language/gesture creating reasonable fear of intent to cause physical injury/ property damage to individual or group. **An administrator may request an evaluation and communication from a mental health professional prior to student’s return to school**

- 1st Offense** Up to 3 day out of school suspension, LOP, guidance counselor intervention, may report to authorities, recommendation to Superintendent for long term suspension/expulsion
- 2nd Offense** Up to 5 day out of school suspension, LOP, guidance counselor intervention, report to authorities, recommendation to Superintendent for long term suspension/expulsion
- 3rd Offense** 10 day out of school suspension, refer to superintendent for long term suspension, report to authorities, recommendation to Superintendent for long term suspension/expulsion

Tobacco – Use or possession – It is illegal for any person under the age of 18 to possess or use tobacco. In all cases, the administrator will confiscate tobacco from any student, regardless of age, and assign appropriate disciplinary consequences.

- 1st Offense** Possession -- 3 Monday School Detentions or ISS, LOP
Use – 3 day out of school suspension, LOP
- 2nd Offense** 3 day out of school suspension, LOP
- 3rd Offense** 5 day out of school suspension, LOP

4th Offense 10 day out of school suspension (counseling may lessen consequence)

Truancy – Absent from school or class without consent of parent/guardian, administrator or classroom teacher. **Includes leaving building without permission—results in maximum penalty.**

- 1st Offense** 1 Monday School Detention or ISS, no credit for class periods missed and/or LOP
- 2nd Offense** Up to 3 Monday School Detentions or ISS, no credit for class periods missed, LOP
- 3rd Offense** Up to 5 Monday School Detentions or ISS, no credit for class periods missed, LOP

Unauthorized Entry -- Entering facility, office, locker or other area that is locked or restricted from general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility.

- 1st Offense** Up to 5 day out of school suspension, LOP, may contact police
- 2nd Offense** 5-10 day out of school suspension, LOP, may contact police
- 3rd Offense** 10 day out of school suspension, LOP, may contact police, and refer to superintendent with recommendation for long term suspension

Vandalism/Theft – Willful or malicious abuse, destruction, defacing and/or theft of school or personal property. Consequences may be escalated for incidents involving damages/theft of \$500 or more. (Under Missouri law, chapter 570, Section 570.030 “Stealing and Related Offenses” – Any offense in which the value of property or services is an element is a Class C Felony if the value of the property or services is \$500 or more but less than \$25,000)

- 1st Offense** Up to 5 day out of school suspension, LOP, contact police, restitution
- 2nd Offense** Up to 10 day out of school suspension, contact police, restitution, Recommendation to superintendent for long term suspension/expulsion for all offenses

Weapons – Unauthorized possession and/or use of all weapons or instruments that have the appearance of a weapon prohibited within all environments and the school zone. These items include a blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, switchblade knife, machine gun, rifle, shotgun, spring gun, air gun, projectile weapon (including and not limited to bows, arrows, pellet guns, sling shots, paint ball guns, cap guns). Other items considered weapons include poisons, combustibles, numchucks, throwing stars, throwing darts, chains, knuckles, mace, pepper spray, firecrackers, smoke bombs, acidic chemicals, lighters, nuisance items and toys, unauthorized tools or any other devices that could be used as a weapon to threaten others including but not limited to chairs, stick or safety pins, scissors, toothpicks, saw blades, jagged bottle glass, potato gun. Items will be confiscated and police notified.

- 1st Offense** 10 day out of school suspension, contact authorities, refer to Superintendent for review per **Safe Schools Act**, including recommendation for long term suspension/expulsion
- 2nd Offense** 10 day out of school suspension, contact authorities, recommendation to Superintendent for long term suspension/expulsion

STATEMENT OF NONDISCRIMINATION

The Lathrop R-II School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Lathrop R-II School District will provide an environment free of sexual harassment. All such policies include grievance procedures. Should a student, parent, staff

member, or community person have reason to believe they have been discriminated against or sexually harassed, they should refer to the grievance procedure outlined in the Board of Education policy. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mrs. Bethany Clark
Director Special Services
700 Center Street
Lathrop, MO 64465
816-528-7725

For further information on notice of non-discrimination, you may contact:

The Office For Civil Rights Region VII
8930 Ward Parkway Suite 2037
Kansas City, MO 64114-3302
816-268-0592

Hazing, Bullying and Cyber Bullying

In order to promote a safe learning environment for all students, the Lathrop R-II School District prohibits all forms of hazing, bullying and student intimidation. Bullying by students is prohibited on school property, at any school function, or on a school bus. Lathrop High School's antibullying policy is founded on the assumption that all students need a safe learning environment. These policies shall treat all students equally and shall not contain specific lists of protected classes of students who are to receive special treatment. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official. In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy.

District employees are required to report any instance of bullying of which the employee has firsthand knowledge, has reasonable cause to suspect that a student has been subject to bullying, or has received a report of bullying from a student. District employees who witnesses an incident of bullying or has received reliable information that an incident of bullying has occurred is required to report the incident to the district's designated individual at the school within two days of the employee witnessing or receiving the reliable information regarding the incident. The school administrator is required to maintain records of all incidents of bullying and their resolution. The principal or assistant principal are the designated persons to receive reports of incidents of bullying.

There is an established procedure for prompt investigation of reports of violations and complaints, that includes the following requirements:

- Within one school day of a report of an incident of bullying being received, the school principal, or his or her designee, shall initiate an investigation of the incident;
- The school principal may appoint other school staff to assist with the investigation;
- The investigation shall be completed within ten school days from the date of the written report;
- The range of ways in which a school will respond once an incident of bullying is confirmed with disciplinary action ranging from a minimum of counseling for the student to a maximum of expulsion of the student based on the establishment of reasonable criteria related to the severity of the actions;
- Reprisal or retaliation against any person who reports an act of bullying is prohibited. There will be assigned consequences and appropriate remedial action for a person who engages in reprisal or retaliation.

THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, requires Lathrop R-II School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

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 relations;
6. Legally recognized privileged relations, 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.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review the student’s education records within 45 days of the day the 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 record(s) 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.
- The rights to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 advise them of their right to a hearing regarding the request for

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

- The right to consent to disclosures of personally identifiable information contained in 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); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

Special Note: The Lathrop R-II School District requires parent permission/verification for all student absences, field trip participation, etc. including students who are 18 years of age and living at home and considered a dependent for income tax purposes.

NOTICE OF DIRECTORY INFORMATION

School Board Policy File: JO-R

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Lathrop R-II School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Lathrop R-II School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Lathrop R-II School District to include this type of information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. the annual yearbook;
3. honor roll or other recognition lists;
4. graduation programs;
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the

Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Lathrop R-II School District to disclose directory information from your child's education records without your prior written consent, you must notify your child's school in writing. The Lathrop R-II School District has designated the following information as directory information:

1. Student's name and address
2. Participation in officially recognized activities and sports
3. Telephone listing
4. Weight and height of members of athletic teams
5. Electronic mail address
6. Photograph
7. Degrees, honors, and awards received
8. Date and place of birth
9. Major field of study
10. Dates of attendance
11. Grade level
12. The most recent educational agency or institution attended.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty one (21), regardless of the child's disability. Disabilities include: Learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or the rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The district has developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Public schools in the state of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty one (21) who reside in the district or

whose parent/legal guardian resides in the district. This census is compiled as of December 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education.

Information to be collected includes: Name of each child, parent/legal guardian's name and address, birth date and disability.

Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you should have a child with a disability or know of a child with a disability who is not attending public school, please contact your school district.

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: (insert your individual district's policy here such as submitting to the superintendent, board president, etc.)

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.

Lathrop R-II School District Student Acceptable Use policy (AUP)

FOR THE USE OF COMPUTERS, I-PADS, INTERNET, AND LAPTOP 1:1 INITIATIVE.

Lathrop R-II School District is incredibly excited about the curriculum and technology opportunities provided to students within the district. We know that your child's work with these digital tool will be useful for them throughout his or her academics and future. Lathrop R-II School District is pleased to offer students access to a computer network and the Internet. In order to gain access to the district computers, network, and

Internet, all students must obtain parental permission verified by the signatures on the form below. Students who do not have a *Student Acceptance Use Policy* on file with the district may be granted permission to use district technology by the superintendent or designee.

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school Internet resources for constructive educational goals, students may find ways to access other materials. We believe the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But, ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access. **All Internet usage logged and filtered in an attempt to prevent students from accessing harmful and inappropriate materials.** In addition, it is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. This may be done in a variety of ways, such as once a year short training sessions, one-on-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

I understand that from time-to-time the school may wish to enroll my child into educational websites that need parental permission. A list of these websites can be found on the district website under the information tab in the technology folder. Certain educational websites enhance education and provide real world experiences for the students at Lathrop R-II School District. By signing the Student Acceptable User Policy, I authorize Lathrop R-II school district to grant permission to use educational sites (list provided on the district website) that require an age and/or parental permission to access. I understand that personal information will remain protected per educational websites user agreements and at any time I can decide that disenrollment is the best option my child from the educational websites. All websites will be researched by the Instructional Technology Director and can only be approved by the Superintendent and/or district school board. It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. This may be done in a variety of ways, such as once a year short training sessions, one-on-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

I.) Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources. All district technology resources are considered district property. Network storage areas may be treated like school lockers. The district may examine all information stored on district technology resources at any time. The district may monitor student technology usage. Technology transactions may be intercepted, accessed or searched by district administrators or designees at any time.

II.) Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right and may be revoked if abused. Students are responsible for appropriate behavior on any district technology resource just as they are in a classroom. General school rules for behavior communication apply. It is expected that users will comply with district standards and comply to Acceptance User policy, Laptop Handbook, Student Responsibilities, and Laptop Agreement. Any violation of or attempt to violate district policy, regulations, or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges along with consequences implemented from district administration. Students are expected to follow all school rules and regulations while on any district provided technology device.

Succinct Advice

List of some of the guidelines, not all are listed, to prevent the loss of network privileges at school. All district policies, procedures, and regulations apply to technology resources.

- Do not use a computer to harm other people or their work nor to transmit any materials in violation of federal or state regulations.
- Do not bring any item into the district that will attach to or be used in a district computer or on the district network. (Do not bring personal laptops, personal tablets, personal apple devices, USB drives, zip drives, or CD's into the school, or place them in a computer or on the network.) For special circumstances, allowances can be made by obtaining permission from the Superintendent or Technology Coordinator.
- Do not damage district technology devices or network in anyway.
- Do not interfere with the operations of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person. (If you think another person has or is attempting to get your password, please notify your teacher or Principal as soon as possible. This can be done in person or through the district e-mail system.)
- Do not trespass in another person's folders, work, work, or files.
- Do notify an adult immediately, if by accident, you encounter materials, which violate the miles of appropriate use.
- Use of Personal e-mail will not be allowed on school premises. Unless specific allowances have been granted from administration or technology coordinator. Students 5th grade to twelfth grade have a district e-mail address.
- Chat rooms and their usage are forbidden in the district. High School students are authorized to use discussion board on Blackboard. Elementary and Middle School students are authorized to post academic replies to teacher postings in Edmodo.

- Students are not allowed nor expected to share personal information about themselves or others via the internet.
- Be prepared to be held accountable for your actions and for the loss of privileges if the rules of Appropriate Use are violated.
- Do not apply for user ID under false pretenses. It is prohibited.
- Do not use another person's ID and/or password for any reason.

III.) Damages

The user can be charged from any damages occurring to district's technology as a result of misuse, to include loss of property and staff time. Damages can result in administration filing a police report. Specifications are outlined in the Lathrop R-II Student Laptop Handbook.

IV.) Exception of Terms and Conditions

All terms listed in Acceptance User policy, Laptop Handbook, Student Responsibilities, and Laptop Agreement are applicable to Lathrop R-II School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written technology agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the state of Missouri, and The United States of America.

LATHROP HIGH SCHOOL CODE OF CONDUCT

Standards of student conduct are established by the Board of Education to create an environment in which each student's right to learn is protected. Except as specifically provided in Board Policy, these standards apply in all school buildings, on or about school grounds, at all school activities, or activities involving the Lathrop schools, or in any vehicle when the vehicle is used to transport students for the school district. Students are provided with a Handbook at the beginning of each school year or upon their admission to the Lathrop School District. The Handbook is also posted on the Lathrop School District website. The stipulations detailed in the **Student Handbook**, as well as those set forth in the Board of Education Policies concerning proper conduct of students, apply to students.

The following paragraphs set forth some of the rules by which students must abide, as well as the potential consequences that may result if a student violates the rules. The following paragraphs do not include all prohibited student conduct or potential consequences. Board Policies concerning student conduct are available for review in the high school office and on-line at <http://lathrop.schooldesk.net>.

This document requires the signature of the student, indicating that the student has read and understands its contents. The signed **Code of Conduct** will be kept on file in the high school office for the current school year.

- 1) The Lathrop School District prohibits the use and/or possession of a weapon. A weapon is defined as any instrument, device, or projectile customarily used for attack or defense against an opponent, adversary, or victim or any instrument or device used to threaten, intimidate or inflict physical injury or harm to another person. Violators of this policy may be referred to the appropriate legal authorities. Any student who violates this policy will be subject to suspension or expulsion from school. Except as specifically provided in Board Policy, if a student is determined to have brought a firearm to school, the student will be suspended for a period of not less than one year.
- 2) The Lathrop School District prohibits the use, possession, sale or transfer of alcohol or drugs. Students in violation of this policy will be subject to disciplinary action, including suspension and/or expulsion.
- 3) The Lathrop School District prohibits the use/possession of tobacco products. Students in violation of this policy will be subject to disciplinary action.
- 4) It is the policy of the Lathrop School District to maintain learning and working environments that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment or sexual violence. Reports of such incidents should be made to building administrators. Disciplinary action may result from these acts.
- 5) The Lathrop School District maintains learning and working environments that is free from any means of adverse disturbances on school grounds and at extracurricular activities. Disciplinary actions may result from these acts.
- 6) Assaults, fighting and threats, by words or deed, are not acceptable student behaviors and will result in disciplinary action that includes suspension.
- 7) The Lathrop School Districts expects its students to be clean and tidy in attire. Dress and grooming will not disrupt the teaching/learning process. When, in the judgment of the administration, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications or a disciplinary action may result.
- 8) Driving to school is a privilege. Careless or reckless driving on school property or other violations of the parking policy may result in disciplinary action, including the revocation of parking privileges.
- 9) Students are expected to refrain from participating in any student hazing/harassing activities as a participant or as an observer. It should be understood that violation of the district's hazing policy may result in suspension from school and suspension from participation in all activities.
- 10) The Lathrop School District prohibits the destruction, defacing or theft of school or another's property. Violators will be subject to disciplinary action.

These are only a partial listing and description of the disciplinary rules and regulations governing conduct of students in the Lathrop R-II School District. Students are expected to familiarize themselves with all rules and regulations.