

2011-2012
Lebanon R-3 Elementary Handbook

LEBANON R-3 SCHOOL DISTRICT
"Teaching the way kids learn"

MISSION

To maximize learning for all students

VISION

- **We will be a school where learning is pursued as the constant focus for everyone, adults and students alike.**
- **We will be a school where parents and faculty value each other as partners in helping young people become productive citizens.**
- **We will be a school that values perseverance in learning, integrity in relationships, and excellence in all things.**
- **We will be a school that supports learning with attractive facilities, frequent communication and a curriculum that provides a strong foundation for all students.**
- **We will be a school with an atmosphere of enthusiasm, safety and caring.**
- **We will be a school where all decisions are made based on what's best for kids.**

TABLE OF CONTENTS

A

ARRIVAL TIME AND TARDINESS 20
ASSISTANT PRINCIPALS 6
ASSESSMENT PROGRAM 46-47
ATTENDANCE PROCEDURES 17-19

B

BIRTHDAY PARTY POLICY 43
BOSWELL STAFF 9
BUS DELIVERY PROCEDURES & EXPECTATIONS 36
BUZZ WORDS 5

C

CARE OF SCHOOL PROPERTY 41
CELL PHONES & ELECTRONIC DEVICES 21
CHARACTER TRAIT SCHEDULE 4
CHECK-OUT PROCEDURE 38
CHILD ABUSE 34
CLASSROOM VISITATION 46
COMMUNICABLE DISEASES 14
COMPUTERIZED LUNCH PROGRAM 44-45
CONDITIONS REQUIRING NOTE FROM PARENTS 11

D

DAILY ASSIGNMENTS 19
DISCIPLINE 21-33
DISTRICT ADMINISTRATORS 6
DRESS CODE 34

E

ELEMENTARY PRINCIPALS 6
EMERGENCY SCHOOL DISMISSAL 43
ENROLLMENT AND AGE REQUIREMENTS 12-13
ESTHER STAFF 7

G - GUM AND CANDY 21

H

HEAD LICE 14-15
HEALTH AND WELLNESS POLICY 45
HILLCREST STAFF 10
HUMAN SEXUALITY CURRICULUM 20-21

I

IMMUNIZATION LAW 14
INSURANCE 34

J

JUICE MACHINES 44

L

LOST AND FOUND 42
LUNCH PROGRAM 44

M
MAKE UP WORK 20
MAPLECREST STAFF 8
MEDIA APPEARANCE 42
MEDICATION & GUIDELINES (PRESCRIPTION & NON-PRESCRIPTION) 15-16
MESSAGES 11
MISSION 1

N
NATIONAL ELEMENTARY HONOR SOCIETY 65
NOTICE OF NONDISCRIMINATION 59
NURSE 16

P
PARENT INFORMATION & RESOURCE CENTER 53
PARENT PORTAL 11
PARENTS RIGHT TO KNOW (HIGHLY QUALIFIED TEACHERS) 54
PARTIES 42
PLACEMENT OF STUDENTS 35
PLAYGROUND RULES AND REGULATIONS 37
PROHIBITED ITEMS 21
PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT 60-64
PUBLIC NOTICE (DISABILITIES) 55

R
READING ASSESSMENT/RETENTION 39-41
RELEASE OF STUDENTS 12
REPORTING TO PARENTS 38

S
SAFETY PROCEDURES—PICKUP & DROP OFF 37
SCHOOL PICTURES 42
SOLICITATION 21
SPECIAL MEAL REQUIREMENTS 44
STANDARD COMPLAINT RESOLUTION PROCEDURE 52
STARTING AND DISMISSAL TIMES 20
STUDENT BEHAVIOR TO AND FROM SCHOOL 42
STUDENT FEES, FINES, AND CHARGES 42
STUDENT FILES AND PERMANENT RECORDS 41
SUPPLY LISTS 48-50

T
TARDIES & EARLY WITHDRAWALS 19
TECHNOLOGY USAGE 56-59
TELEPHONE PROCEDURE 43
TEXTBOOKS 42
TORNADO WATCH/WARNING 43
TRANSPORTATION PROCEDURES 36
TRUANCY 21

U
UNPAID CHARGES 34

V
VISION 1
VOLUNTEERS 38

Character Trait Schedule for Lebanon R-III Schools 2011-2012

August Self Worth
Self worth is a person's thoughts or feelings about his or herself

September Responsibility
Responsibility is doing what is expected and holding yourself accountable for your choices.

October. Respect
Respect is valuing, listening to, and treating others and their belongings with honor.

November. Courage
Courage is doing the right thing, regardless of what others might say or do.

December Caring
Caring is to help other people and to be thoughtful of their feelings and needs.

January. Peace
Peace is the result of solving conflict in a positive manner.

February. Honesty
Honesty is being truthful at all times

March. Cooperation
Cooperation is working together toward a common goal while showing respect and consideration for all.

April. Perseverance
Perseverance is the ability to continue to work toward a goal, overcome obstacles, and not give up.

May Integrity
Integrity is doing the right think even when no one else is looking.

Buzz Words

Words That MAP Our Future

The terms below are very important for students to know and understand. The ability to correctly use these terms greatly enhances a student's ability to perform well on standardized tests.

	K-2	3-5	6-12
List	Use words that show order; be brief	Write a group of statements that show order; be brief & to the point	Write a group statements that show order; be brief & to the point.
Analyze	Separate into parts and study.	Separate into parts	Study the parts
Predict	Use your clues to tell what will happen next.	Use your clues to tell what will happen next	Use your clues to tell what will happen next.
Discuss	Give the reasons.	Give reasons for something; write the pros and cons, give details.	Give reason for something, write the pros & cons, give details
Explain	Point out the main ideas & give reasons	Point out the main ideas; describe reasons for the differences of opinions or results & try to state causes	Tell about it, give the reasons for the differences of opinion or results & try to state causes
Summarize	Tell about the main points.	Tell about the main points	Short version about what's important
Compare	How are they alike?	Ways in which two or more things are different.	Tell all the ways things are different
Contrast	How are they different?	Ways in which two or more things are different	Tell all the ways things are different
Infer	Use your clues and info.	Use your clues & what you already know	Use your clues
Evaluate	Give your opinion on how this works.	Decide & give your opinion	Judge how good it is.
Formulate	Make a plan.	Make a plan.	Put ideas together
Describe	Tell a sequence of events.	Tell the sequence of events or tell about an event or item as if you were drawing it	Tell about it using details

WELCOME

Welcome to Lebanon R-3 Elementary Schools

We are pleased that you will be a part of our excellent school. You will find friendly, dedicated, highly trained teachers to guide and help you. Our school district is currently accredited with distinction – the highest level available to Missouri public schools.

We believe our school offers unlimited opportunities in learning for children in the Lebanon District. We sincerely hope your school days here will be enjoyable and we expect you to take advantage of every opportunity to improve yourself and your school.

ELEMENTARY PRINCIPALS

Esther	Sheila Moore	532-3961	Pre-K, K & 1
Maplecrest	Tracy Klein	532-2641	2-3
Boswell	Lael Hyde	532-3091	4-5
Hillcrest	Ed Elsea	532-4681	6

Elementary Assistant Principals

Esther	Shalyn Howe	PreK, K, 1
Maplecrest	Bryan Campbell	2, 3
Boswell	Jennifer Snyder	4, 5

Other District Administrators

Superintendent Dr. Duane Widhalm 532-9141

Assistant Superintendents: 532-9141

**Pat Bauer, Curriculum and Instruction
Dr. Brad Armstrong, Human Resources**

Special Programs Director Tammy Lupardus 532-9141

High School Principal Kevin Lowery 532-9144

Assistant High School Principals: 532-9144

**Craig Reeves
Rick Talbott
Tyler Vestal**

Attendance/A+ Cindy Campbell 532-9144

Vocational Director Keith Davis 532-5494

Assistant Vocational Director Scott Shellhorn

Junior High Principal Tom Merriott 532-9121

Assistant Junior High Principal Roger Moore

Director of Alternative School Katie Mitchell 533-3824

ESTHER ELEMENTARY SCHOOL

TEACHING STAFF

PRE-KINDERGARTEN & ECSE

Bertoldie, Lori	Meyer, Christy	York, Erica
Haley, Sarah	Mitchell, Molinda	
McKimmy, Tammy	Riggs, Jeannette	

KINDERGARTEN

Admire, Dana	Hall, Sonya	Winfrey, Nancy
Boyer, Michelle	Kelm, Angie	York, Amanda
Caley, Kathleen	Marcum, Lindsey	Zeigenbein, Stacy
Cromer, Carrie	Massey, Rachel	Zimdars, Jolee
Dugger, Karen	Simmons, Tammy	
Fowler, Kim	Uder, Jenna	

FIRST GRADE

Adkins, Amanda	Flanders, Lindsey	Mowery, Melanie
McMahon, Stephanie	Fox, Lisa	Sing, Amber
Burns, Debbie	Hamilton, Summer	Slye, Erin
Carter, Sharon	Lockwood, Jesse	Snyder, Brent
Coffman, Kristine	McKimmy, Erica	
Edie, Lisa	Mitchell, Lauren	

Akers, Julie----- Counselor	Marx, Emily -----Music
Arnall, Lynette-----Special Educator	Marshall, Dee ----- SLI
Brenton, Don ----- Music	Massey, Joyce -----School Social Worker
Buchanan, Florence -----Psych Examiner	McNeil, Denise-----Librarian
Butcher, D.J. -----VI & O/M	Miller, Leana-----Art
Clark, Shannon-----Title 1 Reading	Mitchell, Diana---- -----Counselor
Combs, Carolyn-----OT	Mutchler, Lisa-----Art
Crabtree, Kyra -----Title 1 Reading	Rhoades, Amber-----SLI
Crowell, Kara Beth-----SLI	Riley, Margie-----Special Educator
Evans, Carla -----Title 1 Reading	Rowlett, Twila-----TAG
Felten, Marilyn -----Technology Coordinator	Seeman, Anna-----Special Educator
Foreman, Abbey-----Nurse	Simpson, Becky -----Process Coordinator
Jones, Jennifer-----SLI	Sommerer, Brian -----PE
Gilley, Erica-----Special Educator	Sproat, Patricia----- Title 1 Reading
Gormley, Mandy-----Title 1 Reading	Staedtler, Leann-----Diagnostician
Hamilton, Rebecca----- Hygienist	Thebeau, Amy-----Special Educator
Harrill, Maribeth-----Title 1 Reading	Thompson, Vicki-----Title 1 Reading
Johnson, JoLynn-----SLLP	Ulbrich, Jessica -----SLLP
King, Amy-----Certified Medical Assistant	Vetter, Jim -----PT
Light, Kathy-----PE	

Paraprofessionals

Boston, Randa	Hale, Jamie	McClure, Karen	Schwartzman, Aide'
Carr, Lisa	Harrill, Jana	McKinney, Sarah	Shafer, Toni
Collins, Patty	Jefferey, Amanda	Meckem, Veronica	Shoemaker, Danielle
Vasquez, Lisa	Lafferty, Barbara	Nichols, Jani	Thurman, Stacey
Dozier, Tracy	Ledbetter, Angie	O'Conner, Brittanie	True, April
Dudley, Carmen	Massey, Sherry	Rogers, Sandria	Veanes, Peggy
Eden, Kayla	Maubach, Rochelle	Sapp, Sandy	Wurl, Donna

Secretaries

Esther, Regina	Snyder, Laurie	Tabor, Connie
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MAPLECREST ELEMENTARY SCHOOL TEACHING STAFF

SECOND GRADE

Bechtel, Tammie
Cupit, Jan
Dameron, Heather
Grace, Glenda
Grunst, Rachel

Hite, Jennifer
Jackson, Krissy
Layman, Kim
Lowden, Kristi
Ogle, Cindy

Perryman, Tammy
Piper, Melissa
Smith, Phyllis
Thornhill, Emily
York, Jamie

THIRD GRADE

Amsberg, Erin
Barnard, Kayla
Buttrey, Becky
Floyd, Stacy
Lowery, Suzanne

McCoy, Sarah
McWilliams, Barbara
Mitschele, Deborlee
Morgan, Kathy
Moss, Andrea

Prock, Barbara
Wall, Shonna
Wilson, Cheri

Basnett, Elaina -----Music
Buehler, Kay ----- ELL
Campbell, Maryann-----Library
Cook, Sara-----Special Educator
Cromer, Christine-----Nurse
Eichmeyer, Kathy-----Literacy
Franks, Christy-----SLI
Frazier, Amanda-----Special Educator
Gann, Millie-----School Psych Examiner
Gow, Pam-----Technology
Haggard, Carla-----Special Educator
Hamilton, Rebecca-----Hygienist
Hutton, Annette-----Literacy
Kolb, Gayla -Title 1 Reading Recovery Trainer

Massey, Joyce -----School Social Worker
Metts, Cindy-----PE
McIntosh, Denise-----Special Educator
Mitchell, Diana-----Counselor
Myers, Linda -----SLI
Palmer, Trish -----ELL
Ranfeld, Lori-----Counselor
Rowlett, Twila-----TAG
Schneider, Lori-----Special Educator
Stephens, Kim-----Art
Stoll, Mary-----Literacy
Thompson, Vicki-----Literacy
Wapelhorst, Kristine----Process Coordinator

Paraprofessionals

Holton, Becky
Pamperin, Rachel

Jackson, Krystle
Piercy, Deanna

Keller, Jamie
Sicard, David

Nelson, Amanda
Thomas, Malou

Walters, Clarissa

Secretaries

Morrow, Linda

Stipp, Marsha

PARENTS AS TEACHERS

DeMuth, Cecelia

Miller, Gail

Owen, Jane

Sanders, Amber

Sherri Nichols....Coordinator

**BOSWELL ELEMENTARY SCHOOL
TEACHING STAFF**

FOURTH GRADE

Allen, Deanna
Darnell, Lindsay
Doublin, Tricia
Dudenhoeffer, Traci
Evans, Alyssa

Hopkins, Valorie
Hough, Leslie
Hyatt, Danielle
Lewis, Cathi
Mobley, Carla

Phipps, Dee
Pilant, Michelle
Riggs, Stefanie
Slye, Megan

FIFTH GRADE

Ambrose, Jill
Brown, Angela
Emerick, Leah
Glassmaker, Jeremy
Goforth, Jamie

Gregory, Morgan
Johnston, Glenda
Lafferty, James
Mackey, Christina
Moore, Roger

Peace, Lynne
Starnes, Courtney
Warson, Carrie

Allison, Greg-----Counselor
Buehler, Kay ----- ELL
Dabney, Cheryl----- Nurse
DeJong, Jodi-----Art
Epperson, Cathy-----Speech
Hamilton, Rebecca----- Hygienist
Jennings, Rachelle-----Computer Lab
Kolb, Gayla - Title 1 Reading Recovery Trainer
Massey, Joyce-----School Social Worker
McGehee, Nancy-----Special Educator
Milliken, Marta-----Special Educator

Morrison, Marcia-----Special Educator
Pape, Marion-----Special Educator
Peterson, Amy-----Special Educator
Pope, LaRita----- Counselor
Rowlett, Twila-----TAG
Uder, Leslie-----Library
Tapson, Ian----- Music
Wapelhorst, Kristine----Process Coordinator
Wheeler, Robin -----Title 1 Reading
Willard, Amanda-----PE

Paraprofessionals

Blair, Libbi
Burtin, Dana
Coday, Vi
Danek, Annette

Green, Joni
Holzhausen, Christine
Nutter, Rebecca
Parker, Jennifer

Winkel, Althea
York, Tammy

Secretaries

Burris, Patty

Burnell, Sharon

PARENT PORTAL AGREEMENT

The Lebanon R-III School district encourages all families with access to the internet to request a user I.D. and password to access Parent Portal. This online information system enables our students' families to regularly monitor student attendance, grade book summary, report card grades, discipline, and lunch account activity. A Parent Portal request form may be obtained on the Lebanon R-III home page at: www.lebanon.k12.mo.us. Please return completed form into any office where one of your children attends school.

CONDITIONS REQUIRING A NOTE FROM PARENTS

- A. We realize there are some students who have physical care needs that dictate:
1. Their physical activities are restricted for a short period of time, or they need to stay inside for recess.
 2. A doctor's note is required for a student to stay in numerous recesses.
 3. Limited physical education participation requires a note from a doctor.
 4. They have extra restroom privileges.
 5. Sending medication to be administered with specific instructions. (See School Medication Policy) (No medication is allowed on the bus. No medication will be furnished by the school.)
 6. Absence from school – note or phone call
- B. Other reasons requiring a note of explanation from parents are:
1. Change in address, telephone number, place of employment or child's baby sitter.
 2. Have doctor or dental appointment during school hours.
 3. Change in transportation involving a different address or different bus.
 4. To be picked up rather than riding the bus.

MESSAGES

The deadline for having end-of-the-day messages delivered to students is 2:00 p.m.

RELEASE OF STUDENTS

If a change of custody for the student occurs this must be immediately accompanied by legal proof of such change.

Students are not permitted to leave the school grounds by themselves at any time during the school day.

Parents requesting release of a child for dental or doctor appointments or for emergencies must make the request in the principal's office. **THE PARENT MUST COME IN PERSON TO THE OFFICE AND SIGN THE CHILD OUT.**

Parents **shall not** pick up students before dismissal time, **EXCEPT** for doctor or dentist appointments. Only the principals have the authority to release children from school.

The principal may release a child because of illness. This release must be to a parent or to authorized adults, if a parent is not available. Every effort will be made to contact a parent in all cases.

If someone other than a parent is to pick up a student, the building office must be notified. If there is any change from the usual routine a child is to follow after school, a note should be sent to the building office. **IF THE BUILDING OFFICE IS NOT NOTIFIED,** the child will be sent home following his/her usual routine.

ENROLLMENT AND AGE REQUIREMENTS

(SBP: JEC)

The Board of Education shall provide free public education to all students who are residents of the school district and who are between the ages of five(5) and twenty-one(21) years and who otherwise qualify for admission under Missouri law. Any senior qualifying for graduation at the end of the school term and attaining age 21 during the course of the term may complete that particular term tuition free.

The admission of all students shall be under the direction of the superintendent, subject to the approval of the Board of Education. All persons seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health, disciplinary, and other eligibility prerequisites as established by Board policies, rules and procedures, and by state law.

Students who apply for admission to the district schools on the basis of prior accredited schooling outside of the district shall be placed initially on the level they have reached. The principal shall determine subsequently whether the grade placement is appropriate for the individual. Students who apply for admission to the district school on the basis of prior non-accredited schooling shall be admitted in accordance with Board policy.

ENTRANCE AGE FOR KINDERGARTEN

To be admitted to the Lebanon R-3 School District, a child must be five (5) years old for purposes of kindergarten and summer school prior to kindergarten school term, and six (6) years old for the purposes of first grade, before August 1st of the school year in which he or she plans to enroll.

The following are required for students enrolling in kindergarten:

- (1) Birth Certificate
- (2) Immunization records (up-to-date)
- (3) Social Security number

If a student wishes to enroll in kindergarten after being home-schooled or attending a non-accredited institution, the State of Missouri age requirement will be the first criterion for eligibility. If this age

criterion is met, the student will be enrolled.

If the student has been home-schooled, attending a non-accredited institution or out-of-state public school and the State of Missouri age criterion is not met, then enrollment will be based on a review of the following:

A. Appropriate documentation of assessment, enrollment, attendance and progress to date must be provided.

B. The student will be tested to determine if they meet Lebanon R-3 readiness standards.

The student must score at or above the 39 percentile on each of the reading, mathematics and spelling subtests of a current nationally normed group or individual achievement test chosen by the school district.

If the out-of-state student seeking enrollment in kindergarten does not meet standards A and B, enrollment will be denied and an alternative pre-school placement recommended.

ENTRANCE AGE FOR FIRST GRADE

If a student wishes to enroll in first grade after being home schooled, attending a non-accredited institution or out-of-state public school, the State of Missouri age requirement will be the first criterion for eligibility. Successful completion of a kindergarten program will be the second criterion. If the student meets these two criteria, he/she will be enrolled in first grade.

C. Home schooled students must provide documentation of the home schooling experience as required by the Outstanding Schools Act of 1993.

(1) A plan book, diary, daily log or other written record indicating the subjects taught and the activities engaged in with the student.

(2) A portfolio containing samples of the student's academic work.

(3) A record of evaluation of the student's academic progress.

If the student seeking entrance into first grade has documented successful completion of a kindergarten program through home schooling, attending a non-accredited institution or out-of-state public school, but does not meet the age requirement, then enrollment will be based on a review of the following:

Satisfactory documentation of A or C (above) and scoring at the appropriate level on B (above) must occur. If these conditions are met, the student will then be enrolled in first grade.

SECOND - SIXTH GRADES

If a student wishes to enroll in second through sixth grade and has been attending an out-of-state public school, been home schooled, or been attending a non-accredited institution, then enrollment will be based on a review of the following:

A. Out-of-state public schools must provide appropriate documentation of assessment, enrollment attendance and progress to date.

B. The school district has the option of testing a child before placement. The student must score at or above the 39 percentile on each of the reading, mathematics and spelling subtests of a current nationally normed group or individual achievement test chosen by the school district.

C. Home schooled students must provide documentation of the home schooling experience as required by the Outstanding Schools Act of 1993:

(1) A plan book, diary, daily log or other written record indicating the subjects taught and the activities engaged in with the student.

(2) A portfolio containing samples of the student's academic work.

(3) A record of evaluation of the student's academic work.

(4) A student must meet (B) requirement.

If the student seeking entrance to Lebanon Public School has met the requirements then they will be placed in the appropriate grade.

COMMUNICABLE DISEASES

The following attendance guidelines must be followed closely concerning children with communicable diseases.

- Chickenpox: Exclusion for 6 days after the appearance of the rash.
- Conjunctivitis - (Pink Eye): Children should not attend during the acute stage (itching, burning and matting of the eyes). Or for 24 hours after medication has begun.
- Tinea Corpus: (Ring Worm): Infected children under adequate and continuous medical supervision may attend school. If possible, clothing or band-aids should cover lesions.
- Erythema Infectiosum "Fifth Disease": No exclusion necessary unless fever is present.
- Impetigo: Exclude until skin lesions are healed, or until 24 hours after medical treatment started.
- Influenza: Exclude for duration of fever and until child is able to resume routine daily activities.
- Head Lice: Exclusion until insecticiding of scalp, skin and clothing. Children may return to school after being treated with a pediculocide and after all the nits have been removed from the hair. (See District No-Nit policy)
- Scabies: Exclusion until the day after adequate treatment completed.
- Streptococcal sore throat and scarlet fever: Exclusion until at least 24 hours after beginning antibiotic treatment and free of fever for 24 hours. Prescribed treatment should be completed.
- MRSA: Unless directed by a physician, students with MRSA infections will not be excluded from attending school. Exclusion from school will be reserved for those with wound drainage ("pus") that can't be covered and contained with a clean dry bandage. Students with active infections will be excluded from activities where skin-to-skin contact is likely to occur (e.g., sports) until their infections are healed.

We ask that students and parents adhere to these guidelines. Students are not to attend school or any school sponsored activity (school musicals, presentations, field trips, etc...) until the above criteria has been met and student is fever free for 24 hours without medication. Parents/Guardians are encouraged to call the school nurse for questions regarding communicable diseases or to receive instructions regarding school exclusion for other communicable diseases.

Note: Criteria for exclusion from school are based on the recommendations from the Department of Health and Senior Services.

IMMUNIZATION LAW

Missouri State Law (Section 210.003 RSMo) requires children to be adequately immunized before attending school. All student immunizations must be up to date or in progress by the first day of school in order to attend. New students enrolling in school must show proof of immunization status prior to starting classes.

HEAD LICE

The Lebanon R-III School District encourages regular attendance in school and it is our practice to avoid unnecessary exclusion of students from school. Students with active head lice infestation or nits (eggs) will be excluded from school only to the minimum extent necessary for treatments. The district hygienist will perform routine school-wide head lice screenings in all elementary buildings. Students found to have live head lice or nits will be excluded until effective treatment and removal of all nits is completed. The parent/guardian is encouraged to complete treatment and to return the student to school the same day when possible and no later than the next day. Students that have

been sent home for head lice or nits may not ride the school bus until they have been reexamined and cleared by the school hygienist or nurse and returned to class when it is determined that the treatment was effective and all nits have been removed. For students with excessive absenteeism due to head lice, or in cases when treatment is not secured in a timely manner, the school principal will be notified, and the matter may be reported to the Children's Division of the Department of Social Services.

MEDICATION GUIDELINES

We ask that the parent/guardian deliver all medication to the school nurse and that medication not be sent with students. **MEDICATIONS MUST BE PICKED UP BY THE PARENT/GUARDIAN OR BY A RESPONSIBLE ADULT THAT THE PARENT/GUARDIAN HAS DESIGNATED. MEDICATION WILL NOT BE SENT HOME WITH STUDENTS ON THE BUS.** All medications that have not been picked up the end of the school year will be destroyed per school policy.

Medication should be given at home if possible. However, if the physician's orders indicate it must be given during school hours, the medication may be administered at school by complying with the following instructions:

PRESCRIPTION MEDICATIONS

1. When a student is to receive prescription medication during school hours, the parent or guardian must provide the medication in the original prescription bottle, plainly marked with the following:

- Student name
- Physician's name
- Pharmacy
- Prescription number
- Date
- Name of medication, dosage, and time medication is to be given

2. We must have written request from the parent/guardian to give the medication. The request should include:

- students' name
- physician's name
- date, name of medication, dosage, time medication is to be given
- parent/guardian signature

3. If there is a change in the type of medication dosage, or time medication is to be given, a physician's order may be requested.

4. Please do not leave more than 5 tablets of prescription medication at the school unless it is an antibiotic or daily medication.

NON-PRESCRIPTION MEDICATIONS

1. Over-the-counter medications (for colds, cough, headache, etc..) will be given when accompanied by a written request from a parent/guardian. All medication must be in the manufacturer's original bottle or packaging. This request should include:

- student's name, date,
- dosage,
- time the medication is to be given
- parent/guardian signature

2. If it is necessary for a child to take a daily non-prescription medication, such as aspirin for rheumatoid arthritis, a written request from the parent/guardian and a physician order must be provided. The parent/guardian request and physician order should include the following:

- Student's name
- Physician's name
- Date
- Name of medication, dosage, and time medication is to be given
- Parent/Guardian signature or Physician signature

3. If there is a change in the type of medication, dosage, or time medication is to be given, a physician order is required.

NURSE

The school nurse shall promote improvement in the general health of school children and staff and promote a safe and sanitary environment. Nursing activities include, but are not limited to the following:

- Assess, plan, and implement coordinated school health services;
- Establish and maintain comprehensive school health records;
- Assess the health and development status of students;
- Identify students with special health concerns and develop health care plans with students and families;
- Provide care for illness and injury;
- Provide for safe medication administration;
- Monitor communicable disease prevention and control programs, exclusion of students with communicable diseases, and reporting of designated diseases;
- Establish and maintain immunization records and comply with state laws, rules, and regulations regarding immunization requirements;
- Conduct health screenings including: vision, hearing, dental, scoliosis, and growth screenings, and make appropriate referrals when health concerns are identified and provide follow up if needed;
- Conduct education programs for school personnel on surveillance of health problems, communicable disease control, infection control, and treatment and care during a health crisis or emergency in the event that the school nurse is not present.
- Monitor school environment to identify hazards and work to correct any identified concerns or problems;
- Monitor emotional needs of students and staff;
- Assist and participate in the development and implementation of crisis intervention plan;
- Identify students at risk for potential emergencies and work with the students and families to create an emergency action plan;
- Collaborate and work with other school personnel and members of the community to promote a safe and sanitary environment and promote improvement in the general health of school children and staff.

LEBANON R-III SCHOOL ATTENDANCE PROCEDURES

The Lebanon R-3 School District believes that regular attendance in the classroom is conducive to learning and that frequent absences of pupils from regular classes disrupt the continuity of the instructional process. The district believes that through daily attendance:

- Continuity of learning leads to improved student achievement;
- Regular school attendance that includes active and regular classroom participation leads to improved student achievement.
- A level of responsibility will develop and prepare students for adulthood and the workforce for the 21st century.

Class participation is a factor in determining student achievement. Students cannot learn if they are not present. Poor attendance may limit accomplishments and reinforce a habit, which will handicap the individual in future education or employment.

Attendance and punctuality are extremely important. Employers are interested in hiring persons with excellent work habits and attendance records; therefore, we make it our goal in the Lebanon R-3 School District to emphasize the importance of these characteristics to our students.

Therefore, in accordance with the laws of the state of Missouri, the Lebanon R-3 School District requires the regular attendance each day that school is in session of all school age children.

Parents will to the best of their ability:

- Encourage their student to arrive on time and attend school every day.
- Instill the importance of education.
- Inform the school as soon as possible of an address or phone number change.
- Make every effort to schedule appointments for students when school is not in session (it is understood this is not always possible, but should be attempted).
- Notify school with every absence, tardy, or early withdrawal. Written notification should be turned into the student's school office before the bell rings the next present day. (medical notes, etc)
- Absences caused by personal illness or injury, illness within the family which necessitates that a student be absent, and perhaps other extenuating circumstances, need to be communicated to the student's school.
- Illnesses that would justify an absence from school includes, but is not limited to fever, vomiting, diarrhea, or a diagnosed staph infection.
- All vacation time should be taken while school is not in session. The school district provides a calendar each spring prior to the next school year to help families plan vacations around the days school will be in session.

All excuses will be reviewed throughout the student's school year. Legitimate excuses do exist, but should not be abused. Being allowed 12 days of absences should be sufficient to account for normal illness, family situations, etc. Students who exceed this amount of absences could constitute further review by an outside agency such as the school social worker, the Children's Division, Juvenile Office, or the Prosecuting Attorney.



18 ABSENCES:
Absences Under
CLOSE WATCH!

Parents **COULD** be Sanctioned by
the Prosecuting Attorney.

15 Absences: District Attendance Advisor consults supervisor for possible referral to outside agency, such as, Children's Division, Juvenile Office, &/or Prosecuting Attorney.

**IF REFERRED, DISTRICT ATTENDANCE
ADVISOR CONTACTS PARENTS.**



12 Absences: Possible referral to District Attendance Advisor

(This referral is upon principal request. He/She will review the 12 absences to determine if referral is necessary.)



**9 Absences: school will send informational letter of 9 absences to parents.
POSSIBLE MEETING: PRINCIPAL, PARENTS, STUDENT,
School Social Worker, & / or, District Attendance Advisor**

(This meeting is upon principal request. He / She will determine if meeting is necessary.)

Extenuating circumstances are always reviewed!!!!!!!

6 Absences: School will send informational letter of 6 absences to parents.

Parents contact school the day of student's absence by 10:00am.



START HERE!

Extenuating circumstances
are always reviewed!!!!!!!

ATTENDANCE STEPS AND PROCEDURES

1. At **6 absences**, an unexcused notification letter with attendance record attached will be sent to parents.
2. At **9 absences**, unexcused same as above. The principal **may** request a meeting with the parents and student. The principal will present the parents with a copy of the attendance policy and offer additional support to the family if needed. If further services are requested at this time, a referral will be made to the school counselor &/or school social worker.
3. At **12 absences**, an unexcused notification letter with attendance record attached will be sent to parents. Additional absences beyond this step will require a doctor's note or verification of illness by the school nurse. **IF** the principal deems necessary, attendance will be referred to the District Attendance Officer for review.
4. At **15 absences**, the district attendance advisor will contact parents and review procedures and guidelines. Support to family such as alarm clock, lice supplies, hygiene products may be offered. A personalized letter, individualized to the student's case, attendance records along with a copy of the handbook's attendance procedure, and school contact information will be sent to the student's parents.
5. At **18 absences**, parents may be sanctioned by the prosecuting attorney. Each case will be considered on an individual basis.

TARDIES & EARLY WITHDRAWALS

- Five tardies/early withdrawals: information letter sent to parents/families.
- Seven tardies/early withdrawals: information letter sent to parents/families.
- Nine tardies/early withdrawals: information letter sent/possible meeting with principal.
- Eleven tardies/early withdrawals; information letter sent/possible recess detention.
- Thirteen tardies/early withdrawals: possible referral to District Attendance Advisor.

DAILY ASSIGNMENTS

The rules listed below apply to grades two, three, four, five and six. Students are expected to hand in their daily work and homework on time. Late work, unless prearranged with the teacher, will be accepted but will receive a reduced grade.

MAKE UP WORK

Procedure for receiving daily assignments for students who are ill at home and unable to come to school is as follows:

1. Make-up work will be given only after two days of absences in a row has occurred.
2. Request, by telephone or note, should be made to the principal's office.
3. The homework may be picked up in the principal's office after 3:00 p.m.
4. Homework should be turned in no later than the number of days equal to the absence for full credit upon return.
5. Students under suspension will be allowed to make up school work and credit will be given.

STUDENT ARRIVAL TIME AND TARDINESS

Students should not arrive at school before 7:30 a.m.

ANY STUDENTS ARRIVING LATE MUST REPORT TO THE PRINCIPAL'S OFFICE. If arriving late, for your child's safety please escort them into the building and sign in.

STARTING AND DISMISSAL TIMES

	<u>Start</u>	<u>End</u>	<u>Early Dismissal</u>
Esther Elementary	8:05	3:10	1:00
Maplecrest Elementary	8:05	3:00	12:50
Boswell Elementary	8:05	3:05	12:55
Hillcrest School	8:05	3:10	1:00

HUMAN SEXUALITY CURRICULUM

Puberty programs are presented to 4th grade girls and 5th grade boys and girls. These programs are presented in April or May by the school nurse, teacher or guest speaker.

The puberty programs are designed to inform students of physical and emotional changes they will experience during puberty. It also encourages the student to communicate with their parents or other adults for a reliable source of information.

SIXTH GRADE BOYS PUBERTY TRAINING

The video's format follows a young boy entering puberty and the situations he faces. The boy experiences new feelings and emotions at school and is not sure how to go about sorting them out. His questions are answered in a clear manner by his family members. This video also touches on hygiene and its importance.

SIXTH GRADE GIRLS PUBERTY TRAINING

- Provide comprehensive coverage on the subject of puberty and menstruation.
- Encourage dialogue about puberty and menstruation in an environment where students can ask questions openly and honestly.
- Dispel misconceptions and provide accurate information about puberty and menstruation.
- Encourage respect for individual privacy and simultaneously impart the knowledge that puberty and menstruation are normal and natural.

RESPONSIBLE SOCIAL VALUES PROGRAM (RSVP)

The Responsible Social Values Program (RSVP) is a character-based abstinence curriculum. RSVP endeavors to equip and to influence the young people it encounters with positive character and abstinence education. Information about human sexuality, substance abuse and risk-taking is combined with goal-oriented activities meant to emphasize all of the positives previously mentioned and to generate great student interest every day of the program.

Parents are invited to attend the showing of these films with their children and also have the right to remove their child from any aspect of this program.

TRUANCY

Any unauthorized absence from school is considered truancy. Although this is commonly thought of as an absence of which the parent is unaware, CERTAIN ABSENCES OF WHICH THE PARENT IS AWARE WILL BE TREATED IN THE SAME MANNER AS TRUANCIES, based on the procedure of each building.

PROHIBITED ITEMS

Students are not to possess such items as radios, rubber bands, water guns, firecrackers, trading cards, action figures, cigarettes, tobacco products, cigarette lighters, matches, knives, skates, skateboards, or any other "gadgets" at school.

CELL PHONES & ELECTRONIC DEVICES

Cell phones and electronic devices at school must remain off and put away during the school day. When they are in view or ring/ding, they disrupt the school day. The school day is 7:30 – 3:15. THESE ITEMS WILL BE CONFISCATED BY TEACHERS OR PRINCIPAL, discipline may be assessed.

SOLICITATION

There is not to be solicitation of any kind by students representing out-of-school organizations and clubs. Exceptions to this rule must have administrative authorization. Buying, selling or trading of individual goods is not allowed on school campus.

GUM AND CANDY

There will be NO chewing gum or candy allowed on school property unless a teacher has given it to the student.

ELEMENTARY DISCIPLINE POLICY

(School Board JG-R)

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. Any violation of the District Discipline Code may be documented on the student's discipline record. Any violation of local, state, or federal law may be reported to the proper legal authorities.

It is the intent of disciplinary measures at the lower elementary to apply consequences for inappropriate behavior; but more importantly, to assist the student in developing problem solving and mediation skills and to foresee the possible consequences of his/her actions.

Cubbies, desks, lockers or storage places provided for student use are, and remain at all times property of the Lebanon R-III School District. These areas and the contents therefore are subject to a random search at any time, pursuant to board policy. Student backpacks, trappers and other personal property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. The privacy and dignity of students will be respected and an adult witness will be present during the search.

Student Discipline/Administrative Guidelines

* **An asterisk within the scope and sequence of a discipline consequence indicates that the potential exists for an extended summary suspension, or a suspension of greater than 10 days, and/or expulsion. In accordance with state statutes 160.261, 167.161, and 167.171 RSMo. and Lebanon R3 School District Policy JGD, Section VI, student suspensions of greater than 10 days require a Review Meeting before the Superintendent or designee. Extended summary suspensions can be up to 180 school days.**

I. Purpose of Administrative Guidelines

The purpose of these Administrative Guidelines is to establish and define the student discipline policies of the School District.

II. Student Discipline Guidelines

The School District's student discipline guidelines and the Primary and Intermediate School scope and sequence of the school district's student discipline guidelines are as follows:

- Schools may utilize detention instead of in-school suspension days.
- Whenever a student receives a ten (10) day out of school suspension from the Principal, the Principal may also recommend to the Superintendent that the student's summary suspension be extended up to one hundred eighty (180) days or that the student be expelled from the School District.
- Out-of-school suspensions of more than ten (10) school days may be appealed. In-school suspensions and out-of-school suspensions of ten (10) school days or less are not appealable.
- Deviations from the student discipline guidelines are allowed only when justified and supported by written documentation.
- If more than one infraction occurs during the same incident, each infraction will be addressed as a separate infraction under the scope and sequence guidelines. The discipline for each infraction will be cumulative. If, as a result of the cumulative discipline, the total number of days of out-of-school suspension will exceed ten, then the Principal must recommend to the Superintendent that the student's suspension be extended. If the out-of-school suspension is extended beyond ten days, then the suspension may be appealed.
- Board of Education policies AC and JFH, "Grievance Procedure for resolution of discrimination complaints" may be used if the student believes the disciplinary action is based on a student's race, national origin, color, ancestry, religion, age, gender, or disabling condition.

III. Scope of Guidelines

The student discipline guidelines set forth in this Administrative Guidelines are applicable to conduct which occurs:

- on or in school district property, including school buses or other vehicles provided by the district which are used to transport students to and from school, activities or programs;
- while the student is traveling to or from school, a school sponsored or school-directed activity;
- while the student is present at or engaged in a school-sponsored or school-directed activity; or
- in the immediate vicinity of school district property immediately before or after, or during the school day.

IV. Non-Discrimination in Application of Policies

The Lebanon R3 School District prohibits discrimination on the basis of race, national origin, color, ancestry, religion, age, gender, disabling condition or military status in its programs and activities as required by: Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1975, the Age Discrimination Act, the Americans with Disabilities Act, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Uniformed Services Employment and Reemployment Rights Act and Missouri law.

Inquiries regarding compliance with applicable civil rights statutes related to discrimination based on race, national origin, color, ancestry, religion, age, gender, disabling condition or military status may be directed to the School District's Compliance Officer, who is the Assistant Superintendent, 1310 East Route 66, Lebanon, Missouri, telephone numbers 417-532-9141 and 417-532-9492. All inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, and the Americans with Disabilities Act may be directed to the Compliance Officer. Interested persons, including those with impaired vision or hearing, can also obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the Compliance Officer.

V. Application to Students with Disabilities

Administration of student discipline standards for students with disabilities shall be consistent with federal and state statutes.

VI. Use of Disciplinary Reports

Reports prepared by the school district's School Police Office, administrators and employees of the School District concerning violations of the student discipline standards, including but not limited to personally identifiable information about the student committing the violation, witness statements and other information relevant to the violation, may be provided to the appropriate law enforcement agencies pursuant to the requirements of the Safe Schools Act or Missouri Statutes.

Safe Schools Act

Missouri Law requires the Juvenile Office in each county to notify the Superintendent when a student has been charged with, or found to have violated, certain specified juvenile or criminal offenses. The law also requires district personnel to notify law enforcement when acts of school violence or other specified criminal acts occur on school property.

Safe Schools Act Reportable Offenses

Please refer to Board Policy JGF that follows for more specific information

1. First degree murder under section 565.020, RSMo;
2. Second degree murder under section 565.021, RSMo;
3. Kidnapping under section 565.110, RSMo;
4. First degree assault under section 565.050, RSMo;
5. Forcible rape under section 566.030, RSMo;
6. Forcible sodomy under section 566.060, RSMo;
7. Burglary in the first degree under section 569.160, RSMo;
8. Burglary in the second degree under section 569.170, RSMo;
9. Robbery in the first degree under section 569.020, RSMo;
10. Distribution of drugs under section 195.211 RSMo;
11. Distribution of drugs to a minor under section 195.212, RSMo;
12. Arson in the first degree under section 569.040, RSMo;
13. Voluntary manslaughter under section 565.023, RSMo;
14. Involuntary manslaughter under section 565.024, RSMo;
15. Second degree assault under section 565.060, RSMo;
16. Sexual assault under section 566.040, RSMo;
17. Felonious restraint under section 565.120, RSMo;
18. Property damage in the first degree under section 569.100, RSMo;
19. The possession of a weapon under chapter 571, RSMo;
20. Third degree assault under Section 565.050, RSMo;
21. Possession of Controlled Substance;
22. First degree Child Molestation under section 566.067, RSMo;
23. Deviate Sexual Assault under section 566.070, RSMo;
24. Sexual Misconduct with a child under section 566.083 RSMo;
25. Sexual Abuse under section 566.100, RSMo;
26. Statutory Rape section 566.032 RSMo;
27. Statutory Sodomy Section 566.062 RSMo

Discipline Infractions and Scope and Sequence

Academic Dishonesty/Cheating: Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

- 1st Conference, replacement assignment with grade reduction
- 2nd Loss of Privilege—1 days ISS & replacement assignment w/ grade reduction

Alcohol/Drugs: (See Board of Education Policy JFCH).
(School Police Report Required)

- A. Possession or Use
 - a. Illegal/prescription
K-3 1 day OSS*
4-6 3-10 days OSS*
 - b. Over the counter
K-6 Loss of privileges (LOP) – 1 day OSS*
- B. Sale or Distribution
 - a. Illegal/prescription
K-3 1 day OSS*
4-6 3-10 days OSS*
 - b. Over the counter
K-6 1-10 days OSS*

This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.

Arson: The intentional and knowing use of fire on School District property which may or may not cause damage to School District property or property of others; or, the attempt to commit arson. Arson violations are divided into two categories: (School Police Report Required)

A. Class I Arson Offense – Characterized by arson which causes no appreciable property damage, injury to persons or interruption to the educational or extra-curricular process; or, an attempt to commit arson.

1 st	1-3 days OSS
2 nd	5-10 days OSS*

B. Class II Arson Offense – Characterized by arson, which causes property damage, injury to persons, or interruption to the educational or extra-curricular process. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.

1 st	3-10 days OSS*
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Assaultive Behavior: Intentionally or recklessly causing physical injury to another. Assaultive Behavior is divided into eight categories listed below letters A-I.

A. Class I Assaultive Behavior – Assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct AND does not meet the definition of Class II Assaultive Behavior. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (Hit/Kick/Push/Shove, etc.)

1 st	K-3	LOP and Warning- 3 days ISS
2 nd	K-3	LOP to 5 days ISS
3 rd	K-3	1 days of ISS to 3 day OSS

1 st	4-6	1 day ISS – 3 days OSS
2 nd	4-6	1-5 days OSS
3 rd	4-6	3-10 days OSS

B. Class II Assaultive Behavior – Assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct which causes significant physical injury (i.e. stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person). This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Required)

1 st	K-3	1 - 3 days ISS*
2 nd	K-3	1-3 days OSS*

1 st	4-6	3 days OSS*
2 nd	4-6	5-10 days OSS*

C. Class I Fighting – Physical conflict involving two or more participants which does not cause significant physical injury (i.e. stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person) to any person engaged in the physical conflict. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Not Required)

1 st	K-3	LOP- 3 days ISS*
2 nd	K-3	1-3 days ISS*
3 rd	K-3	2-5 days ISS or 1-3 days OSS

1 st	4-6	3 days of OSS*
2 nd	4-6	5 days of OSS*
3 rd	4-6	10 days OSS*

D. Class II Fighting – Physical conflict involving two or more participants, which causes significant physical injury, as defined above, to any person engaged in the physical conflict. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Required)

1 st	1-10 days OSS*
2 nd	10 days OSS*

E. Threatening to Fight – Expression of the intent to engage in assaultive behavior toward another. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Not Required)

1 st	K-3	Conference – 1 day ISS
2 nd	K-3	LOP -1 day ISS
3 rd	K-3	1-3 days ISS

1 st	4-6	Conference – 1 day ISS
2 nd	4-6	1-3 days ISS
3 rd	4-6	3 days ISS – 3 days OSS

F. Assaultive Behavior Toward School Personnel – Assaultive behavior toward a school district employee whether the conduct occurs on or off School District property; or threatening to engage in assaultive behavior toward a school district employee whether the conduct occurs on or off School District property; or verbally or physically intimidating conduct toward a school district employee whether the conduct occurs on or off School District property. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (SRO Notified)

1 st	3 days ISS- 3 days OSS*
2 nd	1-10 days OSS
3 rd	10 days OSS

G. Assaultive Behavior Toward Non-Students – Assaultive behavior toward non-students, including but not limited to student teachers, visitors, voters, volunteers, law enforcement personnel; or threatening to engage in assaultive behavior toward non-students; or verbally or physically intimidating conduct toward non-students on school district property or at school sponsored event. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Required)

1 st	3 days ISS-3 days OSS*
2 nd	1-10 days OSS
3 rd	10 days OSS

H. Threats of Violence Toward a Person – The verbal, written or physical communication of a threat: (School Police Report Required)

- 1) to inflict serious physical injury or death upon any person; or,
- 2) to bring a Class III Weapon (as defined in Board of Education Policy JFCJ) or a Class II Explosive Device onto School District

property or the immediate vicinity thereof; or,

- 3) to possess a Class III Weapon or Class II Explosive Device while traveling to or from school; or,
- 4) to bring a Class III Weapon or a Class II Explosive Device onto a vehicle operated by or for the School District for the transportation of student; or,
- 5) to bring a Class III Weapon or a Class II Explosive Device, to a school-sponsored or school-directed activity; or,
- 6) to use a Class III Weapon or a Class II Explosive Device upon any person.

1 st	1day ISS- 1 day OSS
2 nd	3 days ISS- 3 days OSS
3 rd	1-10 days OSS

I. Threats of Violence Involving Property – The verbal, written or physical communication of a threat to inflict serious property damage upon School District property or property which is located on School District property by use of a Class III Weapon; or, a Class II Explosive device; or by use of fire. (School Police Report Required)

1 st	1 day ISS- 1 day OSS
2 nd	3 days ISS- 3 days OSS
3 rd	1-10 days OSS

Bus Misconduct: Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked. (see Board policy JFCC).

1 st	Principal/student confer Parent notified
2 nd	1-3 day suspension from bus
3 rd	2-5 day suspension from bus
	Subsequent 3-10 day suspension to 3-5 days OSS

Computers/Electronic Devices, Unauthorized Use: Unauthorized use of computers is divided into the following categories:

A. Unauthorized Use of a Computer – (School Police Report Not Required)

Is defined as:

- (1) the use of a computer, hand held device or any computer system to access, without authorization, a database, computer network or computer system owned by the School District or an employee of the School District; or
- (2) use of a School District computer, hand held device or any computer system to access,

- without authorization, a database, computer network or computer system owned by the School District or any other person or entity; or
- (3) use of a computer, hand held device or any computer system at school to download or review data or other materials from a database, computer network or computer system, with or without authorization, when access or downloading such data is prohibited, is pornographic or advocates violence or civil disobedience or
 - (4) use a School District computer, computer, hand held device or any computer system to do, or attempt to do, any of the following:
 - bypass a District web filter (CIPA filter)
 - install any executable file on a District server or computer
 - run unauthorized files from District servers
 - access a proxy server (anonymizer)
 - obtain and/or store images that, in the opinion of the District, are pornographic (whether or not they are blocked by web filters)
 - download and/or store music and/or movie files on District servers
 - engage in other activity that is prohibited by the District or the Administration of the school.

Unauthorized use of a computer

- | | |
|-----------------|--|
| 1 st | Conference- 3 days ISS |
| 2 nd | 1 wk loss of comp priv. & 3-5 days ISS |
| 3 rd | 1 month Loss of Computer Privileges and 5 days ISS – 10 days OSS |

B. Tampering with Computer Equipment or Data –
(School Police Report Required)

Is defined as:

- (1) the modification or destruction of data or programs that reside or exist internal to a District computer, computer system or computer network; or,
- (2) the modification or destruction of programs or supporting documentation residing or existing external to a District computer, computer system or network; or,
- (3) disclose or take data, programs or supporting documentation that resides or exists internal or external to a District computer, computer system or computer network; or,
- (4) entry into a District computer, computer system or computer network to intentionally examine information about another person or entity, in the opinion of the District, including, but not limited to:
 - gaining access tools (e.g. Nwperak, Legion)
 - privilege escalation and back door tools (e.g. Getadmin, John the Ripper, Netcat)

- enumeration tools (e.g. Smurf, Teardrop, Syndrop)
- countermeasure tools (e.g. BlackICE, Realsure)
- scanning tools (e.g. fping, udpscan)
- any other tools that could be used to bypass District computer or other security systems

Tampering with computer equipment

- | | |
|-----------------|----------------|
| 1 st | 1-5 days OSS* |
| 2 nd | 5-10 days OSS* |

C. Class I Inappropriate Use of Electronic Devices --
(School Police Report Not Required)

The act of using electronic devices to record or display confidential or private events involving faculty, staff or other students is a violation. This would include the filming, recording, or display of situations including but not limited to: acts of violence; disruptions to school environment; images of staff without permission; or other acts prohibited by the school disciplinary code, including printing violations.

- | | |
|-----------------|--|
| 1 st | 1 week loss of computer privileges and Conference to 3 days OSS* |
| 2 nd | 1 month loss of computer privileges and 3 days ISS to 10 days OSS* |

D. Class II Inappropriate Use of Electronic Devices -
(School Police Report Not Required)

The act of creation, distribution or display of video, digital images, sound, pictures and/or other recordings of confidential or private events involving faculty, staff or other students. This would include the filming, recording or display of situations including but not limited to: acts of violence; disruptions to school environment; images of staff without permission or other acts prohibited by the school disciplinary code.

- | | |
|-----------------|---------------------------|
| 1 st | 3 days ISS to 3 days OSS |
| 2 nd | 3 days ISS to 10 days OSS |

E. Cell Phone Use -- (School Police Report Not Required)

- | | |
|-----------------|--|
| 1 st | Conference/Warning/Parent contact |
| 2 nd | Confiscation/Parent contact & pick up |
| Subsequent | Confiscation/Parent pick up and parent contact and 1 day ISS |

Defiance of Authority or Disrespect for Authority:

This offense is divided into two categories:

A. Defiance of Authority/Insubordination – Refusal to comply with a reasonable request or direction of school personnel or others in authority where there is no expressed disrespect for authority. (School Police Report Not Required)

- 1st Conference to 3 days ISS
- 2nd Loss of Privileges or 1-5 days of ISS
- 3rd 3 days ISS to 3 days OSS
- Subsequent 3 days ISS to 1-10 days OSS*

B. Disrespect for Authority – Overt conduct which exhibits a lack of proper respect for school personnel or others in authority, including incivility, irreverence, impudence, discourteousness or profanity directed toward any person in authority; or such conduct toward any School District employee during or in conjunction with any school-sponsored or school-directed activity either on or off School or District property. (School Police Report Not Required)

- 1st Loss of Privileges - 3 days OSS
- 2nd 1 days ISS- 5 days OSS
- 3rd 3 days ISS to 1-10 OSS

Destruction of Property/Vandalism: Is defined as conduct which destroys, mutilates, vandalizes or defaces objects, buildings, materials or property belonging to the school district or school personnel wherever the property is located; or toward property of others which is located on School District property. (Board Policy ECA) Destruction of Property/Vandalism is divided into two categories:

A. Class I Destruction of Property/Vandalism Offense – Conduct which involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of less than one hundred dollars (\$100.00) in the opinion of the building administration. (School Police Report Not Required)

- 1st Restitution/LOP – 3 days ISS
- Subsequent Restitution/1 day ISS-3 days OSS

B. Class II Destruction of Property/Vandalism Offense – Conduct which involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of one hundred dollars (\$100.00) or more in the opinion of the building administration. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report required if value exceeds \$750.00)

- 1st Restitution/1-3 days OSS*
- 2nd Restitution, 3-10 days OSS*

Discipline Referrals (Excessive): Students who accumulate five discipline referrals, a student/parent/administrator conference will be held with the possibility of OSS days being assigned to include possible referral to superintendent for long-term suspension.

Disorderly Conduct: Disorderly conduct is divided into three categories:

A. Disorderly Conduct – Conduct outside of the classroom which is riotous, rowdy, disruptive or unruly, including but not limited to the use of non-directed profanity; or offensive/inappropriate language, or possession or use of inappropriate material. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Not Required)

- 1st Conference to 1 day ISS
- 2nd 1-3 days ISS
- 3rd 1-5 days ISS

B. Disorderly Conduct in the Classroom – Riotous, rowdy, disruptive or unruly conduct which breaks up the order or progress of the educational process in the classroom; or the general use of non-directed profanity in the classroom. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Not Required)

- 1st Conference to 1 day ISS
- 2nd 1-3 days ISS
- 3rd 1-5 days ISS
- Subsequent 1 day OSS

C. Group Disorderly Conduct – Conduct in or outside the classroom, including school sponsored or directed activities, which is riotous, rowdy, disruptive or unruly conduct, where two or more persons are involved and/or act in concert including gang related behavior or attire (see Board of Education Policy JFCE). This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (SRO report may be required)

- Group Disorderly Conduct
 1st 1-3 days ISS
 2nd 1-3 days OSS*

Drugs/Alcohol: See Alcohol/Drugs - Board of Education Policy JFCH and JHCD. (School Police Report Required).

Explosive Devices, Use or Possession of: Possession or use of Explosive Devices is divided into two categories: (School Police Report Required)

A. Class I Explosive Devices – The possession or use of fireworks which are otherwise legal to possess.

1. Possession
 1st Conference to 3-days OSS
 2nd 3-10 days OSS*
 2. Use or Attempted Use
 1st 5-10 days OSS*
 2nd 10 days OSS*

B. Class II Explosive Devices – The possession or use of explosives, incendiary devices, bombs or similar devices; or possession of materials to manufacture such devices in whole or in part; or possession of instructions or directions for the manufacture of such devices or other explosive devices.

This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.

- 1st 10 days OSS*

Extortion: Extortion is defined as gaining or attempting to gain something of value from another by compulsion, by actual force, or by threats which place the person in fear. (School Police Report Required).

- 1st Conference- 1 day ISS
 2nd 1 day ISS- 1 day OSS

Failure to Meet Conditions of Suspension: (Board Policy JG-R) Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by

district policy as a serious violation of the district's discipline policy.

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.

- 1st Warning-3 days ISS
 2nd 3- 5days ISS
 3rd 1-3 days OSS

Failure To Serve Detention:

- A. 30 minute detention
 1st 60 minute detention
 B. 60 minute detention
 1st 1 day ISS

Falsification of Information: Falsification of Information or Records is divided into two categories:

A. Giving False Information/Falsifying School Records – Falsely altering any record maintained by the School District; or filing, processing or (Lies) using false information with the School District with the intent to deceive School District personnel. (School Police Report Not Required)

- 1st Conference to 2 days ISS
 2nd 1-3 days ISS
 3rd 1-3 days OSS
 4th 3-10 days OSS*

B. Forgery – Conduct which consists of making and/or using a signed document which is purported to have been signed by another. (School Police Report Required)

- 1st Conference to 2 days ISS
 2nd 1-3 days ISS
 3rd 1-3 days OSS
 4th 3-10 days OSS*

Filing a False Emergency Report: Filing a False Emergency Report is defined as knowingly giving false information to any law enforcement officer, security officer, fire department officer, school district employee or other person who deals with emergencies that an emergency is occurring or has occurred. Filing a False Emergency Report is divided into two categories:

A. Class I Filing a False Emergency Report Offense

– Is defined as Filing a False Emergency Report that does not disrupt any educational, extra-curricular activity or the school environment such as a false 911 call. (School Police Report Required).

Class I Filing a False Emergency Report

- 1st Conference- 3 days OSS
- 2nd 10 days OSS

B. Class II Filing a False Emergency Report Offense

– Is defined as Filing a False Emergency Report that disrupts an educational or extra-curricular activity or the school environment such as pulling a fire alarm or making a bomb threat. (School Police Report Required).

- 1st 3 days ISS- 3 days OSS
- 2nd 10 days OSS

Gambling: Conduct which stakes or risks something of value upon the outcome of a contest of chance or a future contingent event (such as sporting events) not under the student’s control or influence, upon an agreement or understanding that the student will receive something of value in the event of a certain outcome. (School Police Report Required).

- 1st Conference to 3 days ISS
- 2nd 3 days ISS to 10 days OSS

Gang/Secret Organizations Related Behavior/Attire:

(School Police Report Officer Discretion)(See Board of Education Policy JFCE).

- 1st Conference – 3 days OSS
- 2nd 3 - 10 days OSS*
- 3rd 10 days OSS*

Harassment: Conduct which violates Board of Education Policy GBH, Staff and Student Harassment; Board of Education Policy AC, Sexual Harassment (Students), or Board of Education Policy JFCH and is divided into the following four categories: (School Police Report Not Required)

A. Inappropriate Non-Physical Harassment –

Harassment which is inappropriate verbal, written or nonverbal, non-physical conduct such as demeaning comments or jokes concerning a person’s race, color, religion, sex, national origin or disability or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.

- 1st Conference - 3 days OSS
- 2nd 1 day ISS - 3 days OSS
- Subsequent 3 days ISS- 5 days OSS

B. Inappropriate Physical Harassment –

Harassment which is physical in nature including hazing or physical tormenting of a person because of the person’s race, color, religion, sex, national origin or disability or, conduct such as departing, or physical sexual advances or other physical conduct of a sexual nature which does not constitute sexual misconduct. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.

- 1st K-3 Conference – 3 days ISS
- 4-6 1 day ISS to 3 days OSS
- 2nd 3 days ISS -5 days OSS*
- 3rd 1-10 days OSS*

C. Bullying –

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm. (Board Policy JFCF).

- 1st K-3 LOP – 3 days ISS
- 2nd K-3 LOP - 5 days ISS
- Subsequent K-3 1 days ISS- 3 days OSS
- 1st 4-6 1-3 days ISS
- 2nd 4-6 3 days ISS- 3 days OSS
- Subsequent 4-6 3-10 days OSS

D. Hazing –

Any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also

include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization. (Board Policy JFCF).

Discipline:

Hazing	
1 st	Conference to 3 days OSS
2 nd	4-10 days OSS*
3 rd	10 days OSS*

Inappropriate Apparel: All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX.

1 st	Conference/Change of attire
2 nd	Change of clothes/ LOP

Inappropriate Language: Obscenities and/or name calling do not show respect for the rights of others. Students showing this type of behavior will be subject to the following:

1 st	Conference - 1 day ISS
2 nd	1 - 3 days ISS
3 rd	1-5 days ISS

Out-of-Assigned Area: When a student is not in the proper place/ location at the proper time during the school day according to his/her schedule or teacher permission.

1 st	LOP - 1 day ISS
2 nd	LOP - 3 day ISS
Subsequent	Additional days of ISS

Public Display of Affection: Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

1 st	Conference-1 day ISS
2 nd	1-3 days ISS

Sexual Misconduct: (School Police Report Required)

Sexual Misconduct is divided into three categories:

A. Class I Sexual Misconduct – The exhibitionist, video, digital, or print display of a person’s genitals, buttocks or the female breasts. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need- to-know basis.

1 st	1 to 3 days OSS
2 nd	3 to 5 days OSS
3 rd	6-10 days OSS*

B. Class II Sexual Misconduct – Conduct which is of a sexual nature by or between students which involves the intentional physical contact with a person’s clothed or unclothed genitals, buttocks, or the breasts of a female. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

1 st	1-5 days OSS
2 nd	6-10 days OSS*

C. Class III Sexual Misconduct – Conduct which is of a sexual nature by or between students such as sexual intercourse, oral sex and masturbation. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis.

1 st	10 days OSS
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Tardy: Students arriving to school/class after the tardy bell has rang. Student must sign in and get a pass to class.

1 st	5 tardies-Letter to parent, student conference , loss of recess
2 nd	7 tardies-Letter to parent, student-parent conference, loss of recess
3 rd	9 tardies-Letter to parent, student discipline of LOP to 1 day Saturday School after
4 th	Letter sent to parent, student-parent conference and student discipline LOP – 1 day ISS after 11 tardies and again after each odd numbered tardy.

Theft: Taking property of the School District or others.
Theft is divided into two categories:

A. Class I Theft Offense – Conduct which involves a theft of property which has a market value or replacement cost of *less* than one hundred dollars (\$100.00) in the opinion of the building administration. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Not Required).

Restitution and/or replacement of stolen items. Failure to provide restitution may result in additional consequences.

- 1st LOP to 3 days ISS
- 2nd 1 day ISS to 3 days of OSS
- 3rd 1- 10 days OSS

B. Class II Theft Offense – Conduct which involves a theft of property which has a market value or replacement cost of one hundred dollars (\$100.00) or *more* in the opinion of the building administration. This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. (School Police Report Required).

Restitution and/or replacement of stolen items. Failure to provide restitution may result in additional consequences.

- 1st 1-3 days OSS
- 2nd 5 days ISS to 3 days OSS*

C. Receiving Stolen Property – Conduct which involves receiving, retaining or disposing of property of another person, for the purpose of, or having the effect of depriving the person of the property and with the knowledge or belief that the property was stolen. (School Police Report Required).

Restitution and/or replacement of stolen items. Failure to provide restitution may result in additional consequences.

- 1st Conference - 3 days ISS
- 2nd 1 days ISS- 3 days OSS
- 3rd 1-10 days OSS*

Tobacco: Possession of any tobacco products on school grounds, school transportation, or at any school activity.

- 1st Conference - 1 days ISS
- 2nd 1-3 days ISS
- 3rd 3-5 days ISS
- Subsequent 1-10 days OSS

Truancy: Intentionally failing or refusing to attend or follow attendance procedures or removing oneself from attending class or other scheduled school activities where attendance is mandatory including, but not limited to leaving campus without permission. (Juvenile Report required for excessive/chronic absences.) (see Board Policy JED and procedures JED-AP1 and JED-AP2)

- 1st Conference - 1 day ISS
- 2nd 1-3 days ISS
- Subsequent 3-5 days ISS

Weapons: (School Police Report Required) This offense may qualify as a Safe Schools Violation and require administration to notify staff members on a-need-to-know basis. Weapons are divided into two categories-

A. Class I Weapons Offense – The possession or use of any weapon as defined in Board Policy JFCJ #3, #4 and #5

Discipline: (See Board of Education Policy JFCJ)

- 1st 1day ISS – 10 days OSS*
- 2nd 3 days ISS – 10 days OSS
- 3rd 1-10 days OSS*

B. Class II Weapons Offense -- The possession or use of any weapon as defined in Board Policy JFCJ #1 and #2.

- 1st One calendar year suspension and/or expulsion; modified by Board upon recommendation by superintendent
- 2nd Expulsion

Under appropriate circumstances School Police Services may complete a written report for any disciplinary event.

STUDENT REFERRAL PROCEDURES & ADMINISTRATIVE GUIDELINES

I. Purpose of the Procedures

The purpose of this Administrative Guideline is to establish and define the referral procedures for student discipline offenses to be used in the School District.

II. Scope of the Student Referral Procedures

The referral procedures set forth in this Administrative Guideline are applicable to conduct which is defined in the Board of Education Student Discipline policies and the Administrative Guidelines on Student Discipline.

III. Non-Discrimination In Application of Referral Procedures

The School District is committed to maintaining and administering its Student Discipline policies without regard to the race, color, national origin, ancestry, religion, age, gender or disability of any student, parent or other person affected by the policies. Any person having inquiries concerning the School District's compliance with Title VI, Title VII, Title IX, the Americans with Disabilities Act or Section 504, the Age Discrimination Act or their implementing regulations, should contact the School District's Compliance Officer, who is the Assistant Superintendent, 1310 East Route 66, Lebanon, Missouri, telephone numbers 417-532-9141 and 417-532-9492. This office has been designated by the School District to coordinate the District's efforts to comply with the above-referenced laws.

IV. Referral of Students with Disabilities

Students with disabilities shall be treated in a manner consistent with their individual educational program and federal and state law.

V. Procedure Prior to Referral to the Building Administration

Teachers, teaching teams and/or staff members should work with a student who has committed minor misconduct, which is misconduct that does not rise to the level of conduct covered by these Administrative Guidelines, prior to officially referring the student to the building administration. A student who commits minor misconduct should be given the opportunity to self-correct. The teacher and/or staff member shall conference with the student and shall have made contact with the student's parent or guardian concerning minor conduct by conference, telephone or letter. Any misconduct which rises to the level of a disciplinary infraction under these Administrative Guidelines must be referred to the appropriate administrator.

VI. Student Referral Procedures

The School District's student referral procedures are as follows:

- A. Students may be referred for discipline for any violation of the School District's Student Discipline policies, as defined in the Administrative Guidelines on Student Discipline.
- B. Bus riders must be referred to the appropriate building administrator for suspension of bus privileges. The bus driver will prepare the referral form.
- C. Staff members who refer a student to the office should prepare the approved student discipline referral form. Referral forms may be completed by the appropriate administrator for review and signature of the referring staff member in emergency situations. Student referrals will not be accepted, except in emergencies, if they are not on the approved form.
- E. Sufficient and accurate details will be supplied by the referring staff member on the form in order that the administrator who handles the discipline will be able to quickly determine the nature and extent of the alleged infraction. If minor misconduct has been handled by a teacher and/or staff member prior to the referral of the student to the building administration, then the teacher and/or staff member will provide specific information about the minor misconduct on the referral form.
- F. No student will be referred for discipline for conduct which does not violate, or appear to violate the student discipline policies of the School District.
- G. No student will be referred for discipline because of the student's race, color, religion, ancestry, national origin, gender, age or disability.

Due Process

All students are entitled to due process. This means that there are certain procedures that school officials will follow prior to taking appropriate disciplinary actions. This includes notice of the charges and the opportunity for the student to respond.

In-School Suspension

An alternative to suspension which allows students to remain in an alternative setting at school rather than being sent home. In-School Suspension carries with it closure from activities/programs similar to out-of-school suspension. Suspension will end at the end of the school day of the last day of suspension.

Out-of-School Suspension

The school principal has the right to suspend for a period up to 10 school days. In these cases, an informal hearing between the school administrators, student, and other appropriate persons will be conducted. During this hearing, the student would be given notice of the charges against him/her and given an opportunity to present his/her version of the incident. If the student denies the charges, he/she will be given an explanation of the facts which form the basis of the proposed suspension. If, after the hearing is completed, the administrator decides that a suspension is necessary, it will become effective immediately. The parents or guardian will be notified in each case of a suspension. The Superintendent has the right to revoke a suspension. The school principal has the right to recommend to the Superintendent of Schools a suspension of up to 180 school days. Should this occur, both the student and the student's parents will be notified of the recommendation. Part of this notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it is conducted by the Board of Education through the Superintendent of Schools. Students, while under suspension, are prohibited from participation in, or attendance at, any school-sponsored activities or programs. Suspension will end at the end of the school day of the last day of suspension.

Expulsion

The principal and/or Superintendent have the right to recommend to the Board of Education that a student be expelled from school. Should this occur, the student and the student's parents will be notified of the recommendation. Part of this notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it will be conducted by the Board of Education.

CHILD ABUSE

The Lebanon R-3 School will allow Family Services access to any student when that organization is investigating a suspected child abuse case. The school district will NOT notify parent of such contact.

Teachers, principals, and superintendents are under direct mandate by state law to report any suspected child abuse or neglect cases. There is no discretionary judgment provided.

INSURANCE

THE SCHOOL DOES NOT CARRY ACCIDENT INSURANCE ON STUDENTS

Accident insurance is available for those parents who wish to have their children insured while traveling to and from school and during school hours.

Insurance forms will be sent home the first week of school, explaining coverage, cost, etc. All claims will be handled by direct mail.

UNPAID CHARGES

All lunch charges, library charges, lost book fines, damaged property charges, etc., must be paid before the end of a quarter, or the student's grade cards will not be issued.

There will be a charge of \$.05 per day (including weekends) for each day a library book is late.

DRESS CODE

These regulations concerning dress code are requested as it is believed that grooming and dress will contribute to good attitudes and conditions that will enable students to do their best work and avoid distractions to the educational process.

1. Tops with revealing necklines, tops that show bare midriff and visible showing of underwear should not be worn.
2. Shorts and/or cutoffs, skirts and dresses should be of moderate length. Clothing must completely cover undergarments and private areas.
3. Garments designed for undergarments should be worn as such.
4. Students go outside for recess and noon play periods, so they should wear warm clothing during winter months.
5. All undergarments are to be covered at all times. If it is a problem, other clothing will be provided to be worn for the day and returned at the end of the day.
6. Apparel with alcohol, tobacco, illegal drug, obscene, suggestive names or slogans, and that is symbolic of gang association shall not be worn.
7. Footwear must be worn at all times.
8. No head gear (hats, caps, scarves, etc) shall be worn inside the building.
9. No sagging
10. Muscle man shirts are not to be worn.
11. No jewelry that could be used as a weapon can be worn. (ex: heavy chains, studded bracelets, wallet chains etc.....)

Students are not to draw on themselves or each other at any time. Students will be asked to wash off any drawings that do occur.

PLACEMENT OF STUDENTS

Classroom placement is made by a computer process. Biological siblings will not be placed in the same classroom. Students related to a specific teacher will not be placed in their classroom.

STUDENT PLACEMENT GUIDELINES

Each spring the elementary schools begin the process of placing children in classes for the next school year. This is a matter that we do not take lightly. The goal is to form well-balanced classes in which all children will have an opportunity to learn and to grow in their academic and social skills.

When classes are structured, we will follow a clear set of guidelines. Classes are formed into deliberate heterogeneous groups with the following in mind:

- . An even boy-girl balance
- . A full range of aptitudes within each class
- . An even proportion of abilities and learning styles across the classes at each grade level
- . An equal number of pupils in each class on a reading level
- . An even number of students with special needs
- . Observations by current teacher
- . Parent input

Once these factors have been considered, we begin to build a class of children which show promise of working well together. We want to do the best possible job of placement; therefore, we welcome your input about your child's individual learning needs as this information is very valuable. We trust that you understand that your comments constitute one of the many factors that we consider in forming classes. Specific parental requests will be considered as one of the many factors in student placement. The final decision on class placement must reside with the school.

The final students' placement list will be posted on the first Monday in July. This later date allows us to take into consideration placements decided by students attending summer school.

STUDENT PLACEMENT CHARACTERISTICS

In an attempt to assist parents in identifying important characteristics which will assist the school in classroom placement we have provided a list of possible areas to be considered. It is not necessary to address all these areas, instead our recommendation is that you identify and provide us with information about only those areas you feel most important.

Student

Personality
Areas of interest
Academic strengths
Academic weaknesses
Need for separation (other children)
Receiving special education services
Work habits
Activity level
Attention span
Significant family situation

Teacher

Personality
Interactions with parents
Instructional strategies
Patience/flexibility
Creativity
Classroom structure
Classroom behavior management
Uses parent volunteers
Areas of instructional interest

PRE-SCHOOL & KINDERGARTEN TRANSPORTATION

All bus drivers are instructed to never leave a child alone at a bus stop where he/she is met daily by an adult. If the adult is not there to meet the child, the child will be kept on the bus and brought back to school.

STUDENT CONDUCT ON SCHOOL BUSES

Safe bus transportation is of primary importance for patrons and personnel of the Lebanon R-3 School District. In order to offer safe and effective transportation, it is necessary to establish behavioral expectations for students riding school buses. These expectations serve the best interest of all students. Failure to meet these expectations shall result in disciplinary action being taken.

STUDENT EXPECTATIONS:

1. Follow driver directions the first time given.
2. Keep all parts of body inside the bus.
- 3, No objects of any kind are to be thrown.
4. Stay in your seat with your feet on the floor while the bus is in motion.
5. No cursing, swearing, loud talking, or disrespectful speech.
6. No eating or drinking on the bus.
7. District Discipline Codes and consequences will apply to students while riding on the bus.

Bus drivers are responsible for the safe and efficient operation of buses, while maintaining order and discipline of students. Drivers may assign seating. Drivers will notify parents orally or in writing for the first student discipline report and submit subsequent discipline reports to building principals for disciplinary action.

CONSEQUENCES FOR CHOOSING TO NOT FOLLOW EXPECTATIONS ARE LISTED IN THE DISCIPLINE SECTION OF THE HANDBOOK.

BUS DELIVERY PROCEDURES

Student safety is a major priority. The following procedures have been adopted for students being delivered to a location other than their regular bus drop off.

1. All changes for delivery must run through the school's office. The secretary will write the change on a 2-part bus pass and retain one of the copies. If the change comes from a note, the note will be stapled to the office copy. If the change comes from a phone call, this will be noted on the office copy. The other copy will be delivered to the student for presentation to the bus driver.
2. Changes will be made for emergencies only after 2:00 p.m. for all elementary schools in order to allow time to deliver the notes to the students.
3. Students will give their copy of the bus pass to the driver.
4. The bus driver will verify the address when releasing the student. The driver will initial the bus pass with the time of release. These passes will be returned to the transportation office when the bus returns to the transportation headquarters.
5. The bus transfer area will be closed to any non-school personnel.
6. Esther students will have the bus passes put in clear plastic pockets that hang from brightly colored lanyards. The driver will get the pass when the student boards and then have an easy visual means of noting them. When the child is delivered, the driver will collect the lanyard for return to the school.

PLAYGROUND RULES AND REGULATIONS

Students are expected to obey all safety rules and regulations.

1. Students should sit while on the swings or slides.
2. Students are to stay on the playground and away from parked cars.
3. Students should leave rocks, gravel, sticks, snow/ice, etc. on the ground and not in their hands.
4. All animals (pets of any kind, insects, etc.) should remain at home. Prior arrangements with the teacher must be made for any animals to come to school.
5. Students should remain on the playground at all times during recess. Should a ball or other playground equipment leave the playground boundaries, students should let the teacher on duty know and follow their instructions.
6. Any fighting or aggressive physical contact will be referred to the office and severely dealt with by the Principal.

SAFETY PROCEDURES

Fire, storm, and safety drills are held regularly with appropriate instruction given in each class.

Students walking to school must walk on the side of the street facing traffic.

Bicycles ride with the traffic. Bicycles must be walked while on the school grounds and then placed in stalls provided.

For the students' safety, skates and/or skateboards are not allowed at school.

PARENTS PICKING UP STUDENTS AT THE END OF THE DAY SHOULD DO SO ONLY AT DESIGNATED PARENT PICK UP AREAS

ESTHER-----	Pre K – Front of building Kindergarten – Bus transfer side First Grade – Playground side
MAPLECREST-----	Second Grade – Parking lot behind the school Third Grade - Upper parking lot by Soccer Fields
BOSWELL-----	Fourth Grade - West end parking lot Fifth Grade - Lower driveway by Soccer Field
HILLCREST-----	Front of building, pull in sideways like a circle drive, one lane

CHECK-OUT PROCEDURE

1. Parents need to notify the building office in writing at least one day before the child is to leave.
2. Return all school books and supplies to teacher.
3. Student should secure a note from his/her teacher stating that all books (including library books) and supplies have been returned. This should be presented to the principal's office.
4. The student is responsible for cleaning out the desk and picking up equipment.
5. Withdrawal grades will be issued to students when they have been in attendance long enough to justify proper and fair evaluation. Report cards will not be issued if a student leaves before the end of a quarter.
6. Pay for damages, fines, fees, etc.

REPORTING TO PARENTS

At the end of each nine weeks, a report of pupil progress is sent to parents of each elementary child on a regular report form. *This report includes the pupil's attendance and his/her progress in academic subjects, in personal and social characteristics, and in work and study habits.

Besides the report form, numerous other means of reporting to and involving parents in planning for the child's growth are utilized. Personal conferences are arranged as needed. Lebanon Elementary Schools' reporting system uses the following code for the curricula areas:

- A - Excellent progress
- B - Superior progress
- C - Average progress
- D - Improvement needed
- F - Failing to make adequate progress

The reporting system also includes evaluation of the student's work habits, social traits and attendance, as we feel these factors make a major contribution to maximum development of each individual.

Students must be enrolled for 1/2 quarter before grades can be issued.

VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)

VIPS are welcome at each elementary school and provide an important role in supporting the efforts of education our students. To become a volunteer, please stop by your respective school's office and fill out the necessary forms, which include a background check as required by the state of Missouri.

Each elementary has a Watch D.O.G.S. program for fathers and father figures. Please contact your child's building office to get registered, which includes a background check as required by the state of Missouri.

READING ASSESSMENT/RETENTION

(FILE: IL-AP)

Reading Assessment

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

Definitions

Reading Assessment: By the end of the first quarter, all students K-8 will be screened to determine their reading level. A variety of methods may be used to determine reading level including, but not limited to: STAR tests, MAP results, Common Assessments, Teacher Observations, Informal Reading Inventories and comprehensive reading tests. Parents/guardians will be notified if their student is reading more than one grade level below their current placement. Appropriate intervention strategies will be implemented to improve skills which may include after-school tutoring and parent led home-based activities.

A student in danger of being retained may have their reading level assessed again at the end of the first semester and at the end of the third quarter. If the student's reading level has not improved, a parent conference will be held. Mandatory summer school and/or retention may be required. If summer school is required, attendance and progress must be adequate to justify promotion. This justification may include further reading assessment.

All retentions will be based on the judgment of the professional staff. The final decision to retain a student is the authority of the building principal and may be appealed to the superintendent of schools.

Each building will house individual files for students reading below grade level.

1. Screening and testing data
2. Notification to parents
3. Documentation of parent conferences
4. Reading remediation/intervention plan
5. 1st semester assessment
6. End of 3rd quarter assessment
7. Recommendations
8. Retention notification (if necessary)

Reading Improvement Plan: A minimum of 30 hours of additional reading instruction or practice outside of the regular school day.

Summer School: A minimum of 40 hours of reading instruction and practice.

Exempted Students

The following students are exempted for the state-mandated reading assessment program:

- Students receiving special education services under an individualized Education Program (IEP) pursuant to 162.670, RSMo
- Students receiving services pursuant to Section 504 of the Rehabilitation Act of 1973 whose service plan includes an element addressing reading.
- Students who have limited English proficiency.
- Students who have been determined prior to the beginning of the school year to have a cognitive ability insufficient to meet the required reading levels set out in this section. The district must still provide reading improvement plans to these students.
- Students determined to be reading at or above grade level.

Reading Assessments

1. All third grade students who have not demonstrated a reading ability at or above level will be administered a reading assessment or set of assessments within 45 days of the end of the third-grade school year. If the student is reading below the second-grade level, the district will design and implement a reading improvement plan for the student's fourth-grade year. The district may require the student to attend summer school as a condition of promotion to fourth grade.
2. Each fourth-grade student the district have previously assessed in third grade and for whom a reading improvement plan has been designed or who have transferred into the district, shall be administered a reading assessment within 45 days of the end of the fourth-grade year. If the student is reading below the third-grade level the student shall be required to attend summer school to receive reading instruction.
3. At the end of summer school, each student will be administered another reading assessment. If the student is reading below third-grade level, the student shall not be promoted to fifth grade and the parents or guardians of the student shall be notified. The district will design and implement a reading improvement plan for the student's repeated fourth-grade year.
4. Each fourth-grade student for whom the district has designed a reading improvement plan and retained for failing to meet the required reading standards shall be administered a reading assessment within 45 days of the end of the repeated fourth-grade year. If the student is reading below the third-grade level, the student shall be required to attend summer school to receive reading instruction.
5. At the end of summer school, each student will be administered another reading assessment. If the student is still reading below a third-grade level, the district will design and implement a reading improvement plan for the student's fifth-grade year. The district cannot retain the student again solely because of his or her inability to meet the reading assessment standards. The district may retain the student for other reasons when it is in the best interests of the student.
6. Each fifth-grade student for whom the district has designed a reading improvement plan or who has transferred into the district shall be administered a reading assessment within 45 days of the end of the fifth-grade year. If the student is reading below the fourth-grade level, the student shall be required to attend summer school to receive reading instruction.

7. At the end of summer school, each student shall be administered a reading assessment. If the student is reading below the fourth-grade level, the district will design and implement a reading improvement plan for the student's sixth-grade year.

8. Each sixth-grade student for whom the district has designed a reading improvement plan or who has transferred into the district shall be administered a reading assessment within 45 days of the end of the sixth-grade year. If the student is reading below fifth-grade level, the district shall place a notation on the student's permanent record advising that the student has not met the minimal reading standards. The notation shall remain on the record until the district determines that the student has met minimal reading standards. The district must make summer school available to all students who have a reading improvement plan.

STUDENT FILES AND PERMANENT RECORDS

(CONFIDENTIALITY)

Permanent records are kept on each child in the elementary principal's office and are available for review by parents upon request.

This record includes family records, pupil's attendance, grades in school subjects, standardized test scores and a record of social and personal habits.

Parents should report any change in the required enrollment information.

Directory information is information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. **Directory information may be prepared for mass release (school yearbook, school directory, etc.) unless parents indicate they do not wish the information to be disclosed.**

The following items are designated as Directory Information:

- Student name
- Grade Level
- Dates of Attendance
- Honors and Awards received
- Photographs (including photographs of regular school activities and video that does not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.
- Participation in officially recognized activities, including audiovisual or photographic records openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.)

CARE OF SCHOOL PROPERTY

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond wear and tear. Payment shall be assessed by the principal of the school concerned, or a designated person, in accordance with the price of the book or other article lost or damaged.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action.

According to state law, parents or guardians of juveniles under the age are responsible for vandalism, loss or damage caused by their children, up to an amount of \$2000. In default of payment, the case shall be reported to the proper legal authorities or files in small claims court.

STUDENT FEES, FINES, AND CHARGES

Pupils shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Such payment shall be assessed by the principal, or a person of the school concerned whom the principal delegates, in accordance with the price of the book or other article lost or damaged.

LOST BOOKS

Students who lose their books will be required to pay the full replacement cost.

DAMAGED BOOKS

Normal wear and tear-----	No charge
Moderate damage-----	\$ 7.00
Excessive damage-----	Replacement cost

STUDENT BEHAVIOR TO AND FROM SCHOOL

Students should be reminded that they are under school control on the way to and from school. They are expected to behave the same as when they are on the school campus.

SCHOOL PICTURES

Pictures are taken in color each fall. A picture of each child is needed to use in the office for identification and permanent records. All children should have pictures taken, but there is no requirement to purchase pictures. At times, pictures will be taken in the spring. There is also no requirement to purchase spring pictures.

MEDIA APPEARANCE

Students' names or pictures could appear in the newspaper, radio, TV or school video tapes. If you wish for your child not to appear in any media, **please contact the school office.**

LOST AND FOUND

Anything lost or found should be reported to the principal's office immediately.

To help eliminate confusion, children's coats, sweaters, etc., should be name-marked for identification. Such markings will increase chances of children finding lost items. The school cannot be responsible for any lost belongings.

At the end of each school year there are a large number of articles that have not been claimed. Parents are encouraged to check the lost and found at anytime. (At the end of most school years, large boxes of clothes are given to charity.)

TEXTBOOKS

Students are expected to take good care of textbooks. Textbooks are furnished by the school and students must assume full responsibility for the care of books loaned to them. Books are issued by the teacher and must be returned to the same teacher upon completion of the school year or withdrawal from school. Responsibility for textbooks rests with the student to whom the textbooks are issued.

Loss of books due to theft or other circumstances will not be accepted as an excuse for not doing class assignments. Failure on the part of any student to pay for lost or damaged books shall deprive the student of further use of free textbooks.

TORNADO WATCH/WARNING

If a stormy situation exists at dismissal time we will follow this procedure:

If we are under a TORNADO WATCH we will go ahead and dismiss students;

If a TORNADO WARNING is in effect, students will be held until the ALL CLEAR is sounded.

TELEPHONE PROCEDURE

We will deliver only EMERGENCY telephone calls and messages to students and teachers.

We will not call students to the telephone during class time.

EMERGENCY SCHOOL DISMISSAL

Parents should listen to radio stations KLWT -AM 1230 / KCLQ-FM 107.9, KJEL- AM 750/KIRK-FM 103.7, and KTTK-FM 89.9 for any irregular dismissals of school, made necessary by bad weather or for other reasons.

Anytime KLWT/KCLQ, KJEL/KIRK, or KTTK does not announce that school will be closed, school will be in session. **Please do not call the school, school administrators or the radio stations**, as it "ties up" telephone lines and makes it difficult to make necessary notification. KLWT and KJEL are always notified immediately after a decision on school dismissal is made. Parents need only listen to the radio for repeated announcements concerning the closing of school.

PARTIES

School parties will be limited to three:

1. Fall Party
2. Christmas Party
3. Valentine's Day Party

We ask that all deliveries be before 12 noon. Please avoid sending balloons or glass items to students riding the bus due to concern for student safety. Parties will typically be scheduled for the last hour of the day. **Only commercially prepared food items may be provided by the parents.**

We ask that children refrain from giving surprise parties for teachers during the school day, i.e. soliciting money from classmates to buy a group gift. Giving of a gift from an individual student to his/her teacher is a personal matter and should be handled individually.

NO BIRTHDAY PARTY POLICY

The potential loss of instructional time due to observing student birthdays is significant. Therefore, we will not have parties, treats, etc. for individual student birthdays. Please help us by not sending treats for your child's birthday.

NO BIRTHDAY OR OTHER INVITATIONS WILL BE PASSED OUT IN ANY CLASSROOM.
STUDENT BIRTHDAY CELEBRATIONS WILL NOT BE CONDUCTED IN THE CLASSROOMS.

JUICE MACHINES

Students using the juice machine should have the correct change. The school does not make change.

SPECIAL MEAL REQUIREMENTS

A legible, physician signed, Medical Statement for a special diet due to allergy or digestive problems must be received from the student's physician within two weeks time from the start of school or two weeks from when the problem is identified and the need for the special diet is required for the physical well being of the students. The form that needs to be completed by the physician may be obtained from the school nurse.

Diets requesting special consideration for like and dislikes will not be honored as these are personal preference and not a medical necessity.

These physician signature sheets will remain in effect and transfer with the student from building to building until the student graduates or until the physician notifies us in writing that the accommodation is no longer needed.

LUNCH PROGRAM

All students are required to eat in the lunch room. (This includes students who bring lunches from home.) All students are expected to observe good manners and obey lunch room regulations.

Parents are requested to check with principals for lunch and milk prices at the beginning of school.

A purchased school lunch is a balanced meal with milk included.

If a student wishes to bring their lunch, he/she may purchase milk in the lunch room. Students are not to bring carbonated drinks to school in their lunch.

A student may charge no more than two lunches if he/she forgets lunch money. The two charges must be paid immediately.

There will be free and reduced price lunches for those who qualify.

Lunch prices will be reviewed by the Board of Education and determined before the onset of the new school year. The school lunch program is a non-profit program which is reflected modest breakfast and lunch prices.

COMPUTERIZED LUNCH PROGRAM

In an attempt to make our lunch program collection system more efficient and convenient, the Elementary buildings use a computerized system to keep track of meals eaten and money collected. Parents can deposit enough money into the account for a week, a month or even a semester of meals. At the end of the school year, any remaining money will be carried over to the next year or will be refunded upon request.

Each time your child eats lunch or breakfast, his/her account will be accessed by the computer. This will identify the student eating and charge the meal to his or her account. When the

student has run out of money the computer will print a reminder and it will be sent home through the student's classroom procedure.

The student will then take this reminder home in a lunch envelope and parents can then prepay for another week, month, etc.

An envelope has been designed to help parents in depositing money in their child's account. The envelope lists the price of meals and breakfast for children who pay the full amount and for children whose families qualify for reduced prices. Parents should locate the price their child pays for meals on the envelope, and then choose the amount they wish to deposit in their child's account. The child should then return the envelope to their teacher the following day.

Parents can pay on line by using the parent portal on the Lebanon R-III District website. Payments are made using Pay Pal and there is a slight convenience fee. You must be enrolled in the parent portal. You can sign up by filling out the form in your school's office.

Payments for lunches may be made by check or cash. **Checks should be made payable to the Lebanon R-3 School District.** Parents are still allowed to pay for daily lunches with cash if they wish to do so.

We only prepare the amount of food for the count that has been taken early in the morning. Please inform the office early in the morning if you intend to eat lunch with your child.

Lunch balances remaining at the end of the school year will be transferred into the student's next year's account. Parents wishing to have this money returned to them should make this request prior to the last week of school.

HEALTH AND WELLNESS PROGRAM

The primary goals of the Lebanon R-III School district health and wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and to increase student achievement. Nutrition guidelines have been established for school-served meals, nutrition education, physical education and physical activities.

As a part of the health and wellness program, foods or beverages will be discouraged for use as rewards or withheld as punishment in the classroom. Any food rewards offered will be "healthy" choices, from the district suggested snack list. Snacks sent from home to be consumed by a student during the school day should also be a healthy choice.

Occasional school wide parties and celebrations may contain traditional, less healthy treats; however these all school occasions are limited in frequency and will be scheduled after the lunch period.

CLASSROOM VISITATION POLICY

Students are not to bring visitors to school.

In order to protect the privacy of our students, classroom visits must be approved by the office.

No individual will be allowed to disrupt the class instruction to visit with a teacher. We encourage visiting with teachers, but please make an appointment.

ASSESSMENT PROGRAM

(SBP: IL)

The Board supports the establishment of a district wide educational assessment program as one indication of the success and quality of the total education program in the school district. In the case of individual students, standardized tests, in combination with other criteria, can provide an indication of student achievement.

The purpose of the district wide assessment program is to facilitate and provide information for the following:

1. Student Achievement – To produce information about relative student achievement so that parent/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
2. Student Counseling – To serve as a tool in the counseling and guidance of students for further direction and for specific academic placement.
3. Instructional Change – To provide data which will assist in the preparation of recommendations for instructional program changes to:
 - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation
 - b. Help the professional staff formulate and recommend instructional policy; and
 - c. Help the Board of Education adopt instructional policies.
4. School and District Evaluation – To provide indicators of the progress of the district toward established goals.

In the continual effort to improve the effectiveness and efficiency of instruction, the assessment program will address the types of tests administered, include a description of how assessment results will be used and disseminated as well as identify areas for instructional improvement. The district will implement the components of the Missouri Assessment Program in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. The district's assessment program shall test for student competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics.

The program should be developed primarily for furnishing needed information to decision makers, including the Board, administrators, teachers, parents/guardians and students. The Board, in cooperation with the administrative and instructional staff, will annually review student performance data and use this information to evaluate the effectiveness of the district's existing curricular and instructional programs, making adjustments as necessary.

The need of these various groups shall be clearly identified, and the assessment program shall be limited to obtaining that information which is needed and useful.

ASSESSMENT PROGRAM

(SBP: IL)

(Continued)

There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities to coordinating the program. In planning, every effort will be made to see that testing contributes to the learning process rather than detracts from it. Efforts shall also be made to incorporate necessary culture free and culture-fair tests to assure that measurements are reasonably accurate.

In keeping with recommendations and regulations from the Department of Elementary and Secondary Education concerning assessment programs, the district will focus on the administration of criterion-referenced tests in assessing basic competencies. The district will also incorporate traditional and performance-based test-taking strategies in the instructional process.

Confidentiality will be maintained with regard to the individual test scores and other information derived from the district's assessment program. Individual student scores will be discussed with parent/guardian upon request. Tabulated results of standardized tests will be made available to authorized school personnel as interpreted by a trained professional staff. These tabulated results may only be released as required by law.

Districts will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Act (IDEA).

Student Participation in Statewide Assessments

The district must evaluate student progress after the initial assessment and report the progress in the aggregate at the building level as part of the annual report issued to patrons of the district. The district is required to report only the scores of students meeting the district's attendance policy, and no report shall disclose student achievement data in such a manner that would personally identify any student. The district may establish a system of rewards and punishments designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment established by law.

This policy shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student less than 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

According to Board Policy IL the Lebanon R-III district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

Lebanon RIII Elementary

SUGGESTED LIST OF BASIC SUPPLIES

ESTHER ELEMENTARY: PRE-K

1 back pack

ESTHER ELEMENTARY: KINDERGARTEN

***Check with teacher for specific preference for items marked with *.**

2 boxes 24 Crayola crayons (True colors)	1 large backpack – no wheels
1 box fat Crayola markers (Classic colors)	12 glue sticks
1 box yellow #2 pencils	1 Crayola watercolor set
2 large pink erasers	2 large boxes Kleenex
1 pair Fiskars scissors	*2 bottles of Elmer's or Crayola brand school glue
*1 sm. school box (6"x9")	1 single subject 70 page wide rule spiral notebook
1 pkg. dry erase markers	

Optional items:

Extra dry erase markers
Clorox wipes
*1 box Ziploc bags (quart or gallon)
6.75 oz. bottles of Germ-X

ESTHER ELEMENTARY: FIRST GRADE

12 glue sticks (white only)	1 pair scissors (Fiskar recommended)
4 boxes crayons 24 count (Crayola rec.)	2 pkg. pencil top erasers
1 small school box	2 pocket folders (pockets at bottom no prongs)
1 Black Expo Dry Erase Marker	1 large backpack or tote bag – no wheels
3 boxes Kleenex tissues	48 #2 pencils (yellow only-Ticonderoga or Paper-Mate recommended)

Optional items:

**2 Containers of Clorox Antibacterial Wipes
**1 Bottle Germ-X (12 oz. Pump Style recommended)
** Ziploc bags (quart or gallon)

MAPLECREST ELEMENTARY: SECOND GRADE

2 boxes Crayons (24 count)	1 pkg. wide ruled notebook paper
1 plastic school box (small)	3 glue sticks
1 small bottle of liquid glue	1 large eraser
48 pencils	2 lg. boxes facial tissue
1 clipboard	2 spiral notebooks (wide ruled)
1 composition notebook	1 pair scissors
1 tote bag (no wheels)	1 pkg. Expo dry erase markers

Optional items:

Colored markers
Anti-bacterial wipes
1 pkg. index cards
Ziploc bags (all sizes)
1 bottle of hand sanitizer (with pump)
1 pkg. Post-It notes (any size)

*Some supplies will be used within the classroom community.

Please do not bring: trapper keepers, rulers, mechanical pencils, pencil sharpeners

MAPLECREST ELEMENTARY: THIRD GRADE

24 #2 pencils	1 highlighter
1 tote bag (no wheels)	1 big eraser
2 lg. boxes facial tissue	1 pkg. wide-ruled notebook paper
2 dry erase markers	1 bottle glue or glue sticks
2-2-pocket folders w/brads	2 wide-ruled spiral notebook
1 box 24 count Crayons	

Optional Items:

Anti-bacterial wipes
Markers

*Some items will be used within the classroom community.

BOSWELL ELEMENTARY: FOURTH GRADE

- | | |
|--|---|
| 5 folders (3 pronged, preferred) | 1 box crayons or colored pencils (no markers) |
| 1 pr. scissors | 1 highlighters |
| 1 spiral Notebook | 2 pkgs. Wide-rule loose leaf notebook paper |
| 2 lg. boxes of Kleenex | 2 red grading pens |
| 2 pkgs. Post-it notes | 4 glue sticks |
| 2 pkg. (4/box) EXPO chisel black dry erase markers | 24 pencils, #2 lead |
| 1 composition notebooks | 1 zippered pencil pouch |
| 1 Angel Soprano Recorder A101 (can be purchased at Morgan Music or Two Guys Music) | |

PLEASE - NO RULERS

Optional items:

Markers

BOSWELL ELEMENTARY: FIFTH GRADE

- | | |
|--|----------------------------------|
| 48 #2 pencils | 1 box Crayons or Colored Pencils |
| 2 Spiral notebooks | 1 pr. scissors |
| 1 pkg. red grading pens | 2 lg. boxes of Kleenex |
| Glue sticks | 1 art box |
| 5 plastic or vinyl folders | 1 pkg. Post-it notes |
| 1 5-subject notebook (wide-ruled) | 2 composition notebooks |
| Wide-rule loose leaf notebook paper | Lg.container Clorox Wipes |
| 3 dry erase markers (red, blue, green or black) | |
| 1 Angel Soprano Recorder A101 (can be purchased at Morgan Music or Two Guys Music) | |

PLEASE - NO MARKERS

HILLCREST SCHOOL: SIXTH GRADE

- | | |
|----------------------------------|--|
| 1 box broad-tip washable markers | 3 plastic folders with pockets and brads (2-CA, 1-Sc) |
| 6 - 3-ring Folders | 3 - 1" 3-Ring Binders |
| 1 - 1 1/2" 3-Ring Binders | 2 Glue Sticks |
| 1 pr. pointed scissors | 1 ruler (with inches and centimeters) |
| 1 pencil eraser | 1 - 6", 180 degree protractor (2 nd Semester) |
| 2 lg. boxes of Kleenex | 1 box 12 colored pencils |
| 1 pkg. red grading pens | 2 pkg. wide-ruled, loose leaf notebook paper |
| 1 yellow highlighter | 1 pkg. 3X5 ruled index cards |
| 2 composition notebooks for CA | 1 pkg. Graph Paper (4x4 Quad Ruled) |
| 24 #2 Pencils | 2 pkgs. Square (2x2 or 3x3) Post-it notes |
| 1 book bag (recommended) | 3-ring zipper pouch |

Optional Items to lend a helping hand:

- | | |
|--------------------------|-----------------------------------|
| Germ X or hand sanitizer | Classroom rewards: Sugar free gum |
| Clorox wipes | Sugar free wrapped candy |
| 4 packet of AA Batteries | Light microwave popcorn |
| Expo Markers | 100 Calorie Packs |
| Electronic Wipes | |

Appendix

Standard Complaint Resolution Procedure for No Child Left Behind Act Programs

This complaint resolution procedure applies to all programs administered by the 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, misapplied, 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 Public Complaints KL-AP:

PUBLIC COMPLAINTS

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to Board policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

* * * * *

FILE: KL-AP

Implemented: 12/14/2004
Lebanon R-III School District, Lebanon, Missouri

Parental Information and Resource Center (PIRC)

The Parental Information and Resource Center (PIRC) is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local districts and schools receiving Title 1.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30% of the funds they receive for early childhood parent programs.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data accountability systems available to parents and the significance of data for such things as supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, and others through conferences and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient children enrolled in schools.

Missouri has two PIRCs—one in St. Louis and one in Springfield. For service and contact information, visit their websites <http://www.nationalpirc.org/directory/MO-32/html> or <http://www.commpartnership.org/mopirc/index.html>

**PARENTS RIGHT TO KNOW
HIGHLY QUALIFIED TEACHER INFORMATION**

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

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

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

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

Lebanon R-III Schools
PUBLIC NOTICE

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

The Lebanon R-3 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Lebanon R-3 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Lebanon R-3 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurance that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Central Office for the Lebanon R-3 School District at 1310 E. Rt. 66, Lebanon, MO 65536. Office hours are from 8:00 a.m. to 4:30 p.m. Monday thru Friday.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of child; parent/legal guardian's name/address; birth date and age of child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Director of Special Programs for the Lebanon R-3 School District at (417) 532-9141. This notice will be provided in native languages as appropriate.

TECHNOLOGY USAGE POLICY
(*Technology Safety*)

FILE: EHB-R
Critical

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner inspires the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of students' personal responsibility is itself an expected benefit of the district technology program.

User Identification and Network Security

The district technology resources may be used by authorized students, employees, school Board members and other persons such as consultants, legal counsel and independent contractors. Use of the district's technology resources is a privilege, not a right. No student, employee or other potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee. Users must adhere to district policies, regulations, procedures and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

User Agreement and Privacy

Unless authorized by the superintendent or designee, all users must have an appropriately signed User Agreement on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures. In addition, all users must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the district's technology. A user ID with email access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents in his or her User Agreement to interception of or access to all communications accessed, sent, received or stored using district technology. A User Agreement may consist of acceptance of the contents of the official student handbook.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district. The content of each school's server will be supervised by the district technology coordinator and

building principal. Student projects posted on school district servers must be approved by the district technology coordinator or building principal.

Student Users

No student will be given access to the district's technology resources until the district receives a User Agreement signed by the student and the student's parent(s), guardian(s) or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use district technology by the superintendent or designee. A User Agreement may consist of acceptance of the contents of the official student handbook.

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. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designee at any time.

Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policies, regulations and procedures. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

General Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited. Using another person's user ID and/or password is prohibited. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password

assigned to the user.

2. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent are prohibited.
3. Mass consumption of technology resources that inhibits use by others is prohibited.
4. Unless authorized by the district, noneducational Internet usage is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
9. Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
10. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under application laws is prohibited.
11. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
12. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
13. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved and relocated without permission from an administrator. All users will be held accountable for any damage they cause for district technology resources.

Technology Security and Unauthorized Access

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of computer "viruses", "hacking" tools or other disruptive/destructive programs

into a school or district computer, network or any external network is prohibited.

Online Safety – Disclosure, Use and Dissemination of Personal Information

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feels uncomfortable.
5. Users shall receive or transmit communications using only district-approved and district - managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
6. No curricular or noncurricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

Electronic Mail

A user is responsible for all e-mail originating from the user's ID or password.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending unsolicited electronic mail or more than 5 addresses per message, per day, unless the communication is a necessary, employment-related function or an authorized publication. Users should not send or perpetuate pyramid-generating messages, like chain letters and other "Send this important message to everyone you know!!!" gimmicks.
4. All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations and procedures.

Waiver

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Lebanon R-3 School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the Lebanon R-3 School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the office of the Superintendent, 321 South Jefferson, Lebanon, Missouri, 65536, 417-532-9141.

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

FILE: AC
CRITICAL

General Rule

The Lebanon R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Lebanon R-III School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Consequences

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Definitions

Discrimination – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

Grievance – A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Superintendent
1310 East Route 66
Lebanon, MO 65536
417-532-9141 / 417-532-9492

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the Lebanon R-III School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.

4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the superintendent.

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Assistant Superintendent
1310 East Route 66
Lebanon, MO 65536
417-532-9141 / 417-532-9492

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Lebanon R-III School District does not discriminate in its programs, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal

disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the

grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer’s decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent’s decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board’s decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

Confidentiality and Record

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district’s attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

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Adopted: 12/14/2004
Last Revised: 08/14/2007

National Elementary Honor Society (NEHS)

A National Elementary Honor Society chapter is chartered at Boswell and Hillcrest and are affiliated chapters of the prestigious national organization. Membership is open to those students who meet the required standards in two areas of initial evaluation: scholarship (academic achievement) and responsibility. General standards for selection are established by the national office of NEHS and have been revised to meet the needs of our school and fall within our strategic goals.

Students are selected to be members of NEHS by an anonymous staff committee, appointed by the principal. This committee is separate from the Faculty Council who will work with the students after induction. This group awards the honor of membership to qualified students on behalf of the faculty of the school during each school year. The NEHS chapter will conduct its selection procedures during April and May of each school year.

Students in the fourth, fifth and sixth grades are eligible for membership. For the Scholarship criterion, a student must have a cumulative grade point average of 3/5 or better on a 4.0 scale and have 95% or above attendance. Those students who meet this criterion are invited to complete a Candidate's Form that provides the Faculty Council with evidence of the candidate's responsibility at home, at school and in the community.

In addition, to evaluate a candidate's level of responsibility, the Faculty Council uses two types of information: school administrative records and faculty input regarding their professional reflections on a candidate's personal responsibility qualities. These forms and the candidate's forms are carefully reviewed by the Faculty Council and the information compiled. Students who meet the criteria at this point are given to the selection committee along with all data to determine membership. A majority vote of the council is necessary for selection. A total number of students equal to 10% of the grade level enrollment shall be the number chosen for membership. All candidates meeting the given deadlines are notified within 3 weeks regarding selection or nonselection.

Following notification, a formal induction ceremony is held at Boswell to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all of the criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participation in other chapter service projects and activities. Membership is through sixth grade. Criteria for NJHS begins in seventh grade.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisors or the Principals.

These procedures are aligned with those used by the NHS chapter at Lebanon High School.

Classroom Teacher Name _____

Lebanon R-III Elementary Schools

Student and Parent/Guardian Signature Page

By signing this page, I agree that I have read and understand the information and policies contained within the 2011-2012 Lebanon R-III Schools Elementary Handbook.

ELEMENTARY BUILDING _____

STUDENT NAME _____ GRADE _____

PARENT/GUARDIAN SIGNATURE _____

Please sign and return this page to your child's teacher by
Friday, August 26th.