

**Lonedell R-14  
Student Handbook**



**2009-2010**

**Home of Bobcat Pride**

**THE LONEDELL R-XIV SCHOOL DISTRICT  
LONEDELL R-14 SCHOOL DISTRICT  
7466 HWY. FF  
LONEDELL, MO 63060  
School Office: 636-629-0401  
Fax: 636-629-5561**

**PHILOSOPHY OF TEACHING**

Our students are the reason for our existence. The entire staff is here to provide the highest quality of education for each student enrolled at Lonedell R-XIV School. All decisions must be based upon what is thought to be the best choice for each child. The staff must continually strive to improve all aspects of the process of education.

Respect for each student and enthusiasm in carrying out our responsibilities will become a source of motivation for each child to reach his/her potential. With respect to each child's ability, we must analyze, diagnose and prescribe for each child the level of accomplishment that will keep the student challenged and learning. Our expectation of success will prove our faith and trust in that child's ability to grow, learn, and to succeed.

The pride that each of us can have cannot be measured in dollars, but in the knowledge that we have done our best so that each child has been able to do their best.

**BELIEF, VISION AND MISSION OF OUR SCHOOL**

**BELIEF:** It is the belief of the Board of Education, the administration, and the faculty and staff of the Lonedell R-XIV School District that (1)all children will learn; (2)every child has the right to a quality education; and (3)every child has a responsibility to actively participate in their education.

**VISION:** It is the vision of the Board of Education, the administration, and the faculty and staff of the Lonedell R-XIV School District that students will become academically competitive with each other and with other schools in the state, becoming productive members of society.

**MISSION:** It is the mission of the Lonedell R-XIV School District, in partnership with the community, to teach all children, providing them with an excellent education, making them productive members of society.

**LONEDELL SCHOOL PLEDGE**

I pledge to do my very best,  
Wherever I may be;  
I'll work hard and show respect  
To those who work with me.  
I'll do my part and you will see,  
When we work together,  
We're the best that we can be.

## 2009-2010 APPROVED LONEDELL R-14 SCHOOL CALENDAR

August 5	New Teachers to the District with PDC
August 17	PD#1 Open House 4-7 p.m.
August 18	PD#2
August 19	First Day of School
September 7	No School—Labor Day
October 15	End of 1 <sup>st</sup> Quarter
October 16	No School—PD#3 (Full Day)
October 27 & 29	Parent/Teacher Conferences 4-7 p.m.
October 30	No School
November 25	Early Release (Holiday)
November 26-27	No School—Thanksgiving Break
December 18	End of 2 <sup>nd</sup> Quarter
December 21-22	Christmas Break—Snow Make-up Days
December 23-	
January 1	Christmas Break—No School
January 4	PD#4
January 5	Classes Resume
January 18	MLK, Jr. Day—No School
February 11	Spring Parent/Teacher Conferences 3-7
February 12	No School—PD#5
February 15	President's Day—No School
March 11	End of 3 <sup>rd</sup> Quarter
March 31-	
April 1	Spring Break—Snow Make-up Days
April 2-5	Spring Break
May 20	Last Student Day
May 21	PD#6—Snow Make-up Day
May 24-28	Snow Make-up Days

August	9 days	January	18 days
September	21 days	February	18 days
October	20 days	March	22 days
November	19 days	April	19 days
December	14 days	May	14 days

Full PD Days	6 days	Early Release (holiday)	1 day
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**174 Student Days**

### ADMINISTRATION

**Fred VanBibber, Superintendent**  
**Jenny Ulrich, Principal**  
**Joy Schnorbus, Special Education Director/Assistant Principal**  
**Beverly Taylor, Middle School Counselor**  
**Ellen Bennett, Elementary School Counselor**

## STAFF

Andrews, Pat	Speech	Koenig, Terri	Elem Office & Subs
Bennett, Ellen	K-4 Counselor	LaCrone, Tonya	2nd Grade
Bielefeld, Karin	Nurse's Office	Mathers, Susan	1st Grade
Brissette, Danielle	7-8 Math	McDermott, Carol	Lunch Room
Britton, Sarah	7-8 Lang Arts	Medows, Crystal	2nd Grade
Brown, Megan	Kindergarten	Necessary, Don	Tech Director
Campbell, Pam	Teacher Assistant & ISS	O'Neal, Fran	Nurse's Office
Cliffe, Rebecca	7-8 Science	Odle, Patty	Lunch Room
Connell, Sharon	Title I Reading	Pruitt, Mollie	4th Grade
Conyers, Ann	Art	Reed, Barb	PAT
Cox, Kerri	Kindergarten	Reed, James	Custodian
Crumbaugh, Sue	PAT	Rinks, Dodie	Librarian
Elliott, Sarah	Music & Band	Samel, Mona	Teacher Aide K-4
Dooley, Tonya	3 <sup>rd</sup> Grade	Schirmer, Kevin	Mntc./Cust Spvr.
Duggins, Carlene	Lunch Room	Schnorbus, Joy	Sp Prg/Asst Prin.
Dunn, Heather	6 <sup>th</sup> Grade	Schott, Nancy	Lunch Room
Emmons, Sue	Special Ed K-5	Seay, Deb	5th Grade
Ferguson, Karen	Lunch Rm. Spvr.	Selter, Sue	Preschool Assistant
Flora, Jacob	6 <sup>th</sup> Grade	Short, Jackie	Preschool Coordinator
VanBibber, Fred	Superintendent	Signor, William	5-8 Special Ed
Friel, Melanie	3 <sup>rd</sup> Grade	Smith, Sally	K-5 Physical Ed.
Garber, Janet	Business Manager	Standridge, Debbie	Teacher Assistant
Gerullis, Tonya	Title 1 Math	Taylor, Beverly	5-8 Counselor
Green, Jane	Teacher Assistant	Thompson, Amy	5th Grade
Grenn, Rosey	1st Grade	Vollmer, Kathy	7-8 Soc Studies
Harris, Jody	6-8 Physical Ed	Wagoner, Teresa	Computers
Heideman, Shannon	Teacher Assistant	Weber, Lynn	PAT
Hill, Angela	Software Tech.	Wilken, Alma	Lunch Room
Hinkle, NeNe	Teacher Aide	Ulrich, Jenny	Principal
Hirth, Rick	Custodian	York, Stephanie	Central Office
Huff, Janis	Central Office		
Jenks, Jason	Custodian		
Kneezle, Katie	Special Ed 5-8		

## **STUDENT ENROLLMENT**

The following guidelines are provided to assist parents and students. These guidelines are based on District Policies. Policies are available in the office for your review.

All students attending Lonedell Elementary School must reside within the Lonedell School District. Students enrolling in a given grade must have successfully completed the preceding grade, and transfer students must have left their previous school in good standing.

Any change in address, phone number or legal guardianship must be reported to the office.

## **STUDENT WITHDRAWAL**

The following guidelines are provided to assist parents and students. These guidelines are based on District Policies. Policies are available in the office for your review.

Parents are to notify school by 9:00 a.m. if a student is going to be absent. In normal situations, a district representative will contact the student's home by 10:00 am if a parent has not contacted the office.

After accumulating (5) absences in a semester, the parent may receive written notice from the office. After accumulating (10) absences in a semester, a home visit may be made by appropriate district personnel. Students who are absent for (10) consecutive days without a parent contact will be dropped from the district's rolls and appropriate authorities will be contacted.

Any student who misses three (3) unexcused days per month or six (6) unexcused days per semester may be referred to Franklin County Juvenile Department for violation of the Truancy Law.

Should a student be withdrawn from the district, the parent should notify the elementary office. The office will wait (10) business days to receive record requests from the forwarding school district. If records are not requested within (10) business days, a referral may be made to appropriate authorities.

## **IMMUNIZATIONS**

As mandated by the Missouri Department of Health, all students are to be immunized against the diseases of diphtheria, pertussis, tetanus, polio, measles, mumps and rubella. Students shall not be permitted to attend school unless they have been immunized as required under the rules and regulations of the Missouri Department of Health.

## **DISMISSING STUDENTS FROM SCHOOL**

- 1. The school has a buzz in system for all visitors. Just inside the front doors, visitors will be identified and buzzed into the elementary office by a staff member. Individuals who are not known by the staff will be required to produce identification. All visitors must sign in and wear a visitor tag while in the school building.***
2. Every minute students spend in class is important to their education. Therefore, students who are being picked up early will not be called from class until the parent arrives in the office.

3. If you need to pick your child up during the school day, you must sign them out in the elementary office. If someone other than a parent is picking up a student, the parent must send a note allowing the school to release the student to the individual.
4. Children leaving school before dismissal or getting off the bus at a different location than they usually do are required to bring a note from the parents, or in an emergency, parents may telephone the office prior to 2:00. If you call in a bus change for your student you will be required to provide us with a pickup code. This pickup code will be selected by the parent(s)/guardian and **should be kept confidential for the safety of your student**. Bus drivers have been instructed to let students off the bus only at the student's regular stop unless they have a note from the parents or have been notified from the elementary school office.
5. Students must have arrangements made in advance. They must have notes from parents giving their permission for the arrangements. Students will not be allowed to use the phone to make arrangements. If the arrangement causes students to ride a different bus or get off at a different place on his/her regular bus, the bus driver must be given a note concerning the arrangements.
6. Students who walk home will not be allowed to leave the building until bus dismissal.

#### **BEFORE AND AFTER SCHOOL**

1. Students are not to be let off at the school before 7:40 a.m.
2. All students should report to their homeroom at 7:40 a.m. If they would like to eat breakfast they can do so after reporting to homeroom.
3. School begins at 7:50 a.m.
4. No students should be in the building after regular school hours unless he/she is involved in a supervised school activity. (Only students involved will be allowed to stay.)

#### **WORDS TO PARENTS**

We believe it is the mission of the parents to cooperate with the faculty and administration. Research shows that parent's cooperation directly affects their child's academic placement, attitude, behavior, the degree of cooperation, and effectiveness of discipline. This process is intended to be instructional and corrective, not punitive. Therefore we ask parents to see to it:

1. Your child attends school every day.
2. Your son or daughter spends the proper amount of time in home study and preparation for his/her classes.
3. Your son's or daughter's report card is carefully studied by you.
4. Your school is spoken of in a favorable manner before your children.
5. You take interest in school activities and organizations.
6. You meet your son's or daughter's teachers and inquire about his/her progress in school work.
7. You contact the principal concerning problems you believe are having an adverse affect upon your child.
8. Your child has received the proper amount of sleep and a good meal.
9. Your child has the proper school supplies.

## BELL SCHEDULE

7:40-7:50	Homeroom
7:50-8:51	1 <sup>st</sup> Period*
8:54-9:45	2 <sup>nd</sup> Period
9:48-10:39	3 <sup>rd</sup> Period
10:42-11:33	4 <sup>th</sup> Period
12:06-12:57	5 <sup>th</sup> Period
1:00-1:51	6 <sup>th</sup> Period
1:54-2:45	7 <sup>th</sup> Period
*Activity Classes Begin at 8:00 am	

	LUNCH	RECESS
K-2	10:45-11:10	11:10-11:30
3-4	11:10-11:30	11:30-11:50
5-6	12:05-12:25	12:25-12:45
7-8	11:33-12:03	11:50-12:03

## LUNCH SCHEDULE

### STUDENT ATTENDANCE POLICY

Parents are to notify school by 9:00 a.m. if a student is going to be absent. Prompt and regular attendance is essential if students are to do their best work in school. In normal situations, a district representative will contact the student's home by 10:00 am if a parent has not contacted the office. When a student is absent, the student is denied the opportunity to learn from the school experience. Therefore, a student is expected to be in attendance when school is in session. All absences shall be unexcused absences unless parent/legal guardian notifies the school in writing or by telephone that their child is absent for an excusable reason.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences).
2. Days of religious observance
3. Death in the family (Each District shall define degree of relatedness required to excuse absence).
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Each District shall define degree of emergency required to excuse absence).

Absences which are not clearly excusable will be investigated by the principal and /or staff and appropriate action taken:

After accumulating (10) absences in a semester, the student may come up for retention review. (Excusable absences are medical, illness, or family emergency)

Any student who missed three (3) unexcused days per month or six (6) unexcused days per semester may be referred to Franklin County Juvenile Department for violation of the Truancy Law. Six tardies will equal one-day absence.

Any student who is absent from school without the expressed consent and/or knowledge of his/her parents(s) or guardian will be considered truant.

Students who miss 20 or more days may be required to attend summer school to be promoted to the next grade level.

### **STUDENT MAKE-UP WORK POLICY**

Students who miss school because of illness or other justifiable reasons have the responsibility of making up the missed work. One day for each day missed will be considered reasonable. Students in grades K-3 are encouraged to collect missing work upon their return to school. **It is the student's responsibility to get their missed work. Students will be expected to take tests and do homework that was announced before the absence on the day that they return to school.**

Should it be necessary to request homework from the office, it must be requested by 9:00 am. Homework will be available in the office upon request. Extended absences require a teacher/parent meeting to arrange for assignments. ***Students will be expected to take tests and do homework that was announced before the absence on the day that they return to school.***

If a student does not turn in assignments within the teacher's stated time limit, all missing grades will become zeros. ***Students, who are absent from school, may not attend school activities or be on school property the same day or night without permission from the administration.***

### **POLICY REGARDING MAKE UP WORK FOR STUDENTS WHO ARE SUSPENDED OUT OF SCHOOL**

Pupils who are truant or serving out a suspension are still required to complete all assignments. Work will need to be collected to be taken home. Students returning to school without make up work completed will go to ISS until all absent work is finished.

### **PHYSICAL EDUCATION PARTICIPATION**

It is the policy of the physical education department not to accept written excuses from the parents without a physician's note. Therefore, we encourage all students to do their best in participation each day, with the exception of obvious injuries such as broken arms, legs, sprained ankles, etc. Students should wear appropriate gym shoes during physical education class. Improper shoes or dress will be considered a failure to participate.

## **TEXTBOOKS AND SUPPLIES**

It is expected that students shall return textbooks to the school in good condition except for ordinary wear. Students shall be assessed fines for lost, damaged or defaced books (including those checked out from the library), materials or equipment. The fines will be for the amount of the loss. In computing a fine, 20 percent of the original cost of a book will be deducted for each year it has been used.

First year – 100% of the cost of the book  
Second year – 80% of the cost of the book  
Third year – 60% of the cost of the book  
Fourth year – 40% of the cost of the book  
Fifth year – 20% of the cost of the book

If the district has made a reasonable effort to obtain payment for the lost or damaged textbooks to no avail, the district may then withhold the diploma, transcript or grades of any student who fails to return or replace such textbooks at the end of the semester or school year. If a student is graduating, the district may deny the privilege of participation in the graduation ceremony if the student has failed to return or replace a textbook by the date of the ceremony. Alternative payment methods, such as installment plans or school service, shall apply to students who are unable to pay. Indigent student, as determined in accordance with district guidelines, shall not be required to pay a textbook rental fee or damage deposit. A student shall not be refused use of textbooks based on failure to pay the required fees.

All textbooks, reading workbooks, etc., which are required by the school are furnished free of charge. Pupils should remember that they are using the books for one year and that someone else will have to use them next year.

All textbooks and workbooks are property of the Lonedell R-XIV School District. Pupils should take good care of the books and return them in good condition at the end of the school year or when they transfer from the school. Students will be charged for damage to textbooks and lost textbooks. The replacement cost, amount of damage, and the age of the book will determine the charge for lost or damaged books.

The following suggestions will help the child to care for his/her book:

1. Never touch a book unless your hands are clean and dry.
2. Never turn down a corner of a page.
3. Never turn an open book on its face.
4. Never leave a book in the sunlight or on a dusty shelf or desk.
5. Do not mark in books.
6. Keep books away from heat or dampness.
7. Do not sit on textbooks or leave them on the floor under your desk.

School supplies (paper, pencils, pens, and erasers) are sold at the school at a reasonable cost.

Band instruments: If a band instrument is not obtained within three weeks, the child will be dropped from band.

## **DRESS CODE**

THE DRESS CODE MUST BE FOLLOWED DURING SCHOOL AND AT ALL SCHOOL ACTIVITIES. It is generally accepted that cleanliness, good grooming, and appropriate dress are necessary to reduce distraction, promote health, and provide a productive learning atmosphere. Students are expected to dress in school appropriate clothing. Extreme dress and personal appearance that tend to cause distraction or pose health problems will not be tolerated at school. Common sense and reasonable attitude should eliminate the need to correct students in the area of dress and personal appearance. However, in those cases of abuse, the school administration will make the final judgments. Students who fail to dress appropriately will be loaned appropriate clothing if their parents are unable to bring appropriate clothing to school. Failure to comply with the dress code will result in one day of ISS. The following guidelines must be followed at all times:

- No piercing on the face, other than ears.
- No unnatural human hair coloring.
- No hats, including bandanas.
- No sagging or bagging pants.
- No pajamas (Should the school have a special pajama dress day, it will be announced in advance, only appropriate pajamas will be tolerated.)
- No revealing clothing. Revealing clothing is clothing that shows areas of the breast, stomach, back, or buttocks.
- No spaghetti strap tops, after grade 3.
- No shoes with wheels.
- Shorts, skirts, and shirts must be of an appropriate length.
- Belts are required with clothing so designed.

## **ELECTRONICS**

**No electronic devices will be allowed at school.** Electronic devices include any and all music and game devices. Examples include but are not limited to IPODs, CD Players, Gameboys, DS Systems, MP3 Players.

## **CELL PHONES**

The district recognizes there may be a need for a student to possess a cell phone. However, cell phones can be a distraction to the learning environment. Therefore, any cell phones in a student's possession must be turned off and left out of sight both at school and on the bus. Should a student need to use the phone, he or she must request permission and come to the office prior to use. Should a student possess a cell phone outside of these guidelines, the phone will be confiscated and will be released to a parent/guardian only.

## **STUDENT POSSESSIONS**

1. No electronic devices will be allowed at school. Electronic devices include any and all music and game devices. Examples include but are not limited to IPODs, CD Players, Gameboys, DS Systems, MP3 Players.
2. Students are not to bring large amounts of money, games, balls, bats, gloves, cameras, toys, cards, etc. to school without the expressed consent of the teachers.
3. Students are responsible for their own glasses, watches, and/or other jewelry.
4. Do not bring play things, water guns, rubber bands, etc. These do not make any contribution to academic achievement and therefore are prohibited in the building.
5. No items are to be bought or sold without the consent and approval of the principal's office. Items will be confiscated and parents will be notified.

### **K-7 PROMOTION POLICY**

Promotion policy is based on meeting the performance and attendance expected of the student. If a student receives 5 or more quarterly F's throughout the year, a committee consisting of teachers, counselor, principal, and parent will review his/her possible retention. Successful completion of summer school will be required

We feel that reading is a very important subject. If a student is reading well below grade level, he/she may not be promoted. A committee consisting of teachers, counselor, principal, and parent will determine if the student should be retained.

Any student that does not meet the standards to be promoted but is placed in the next grade level due to age and other educational factors will receive a certificate of attendance not a certificate of promotion of academic acknowledgement for the year.

### **8TH GRADE GRADUATION REQUIREMENTS**

Once an eighth grade student accumulates 7 quarterly F's, they will lose the privilege to participate in graduation and all activities but will be placed in the 9<sup>th</sup> grade. If a student receives 8 or more quarterly F's, a meeting will take place with the middle school teachers, principal, and counselor to make a decision concerning retention. Any student enrolling after the start of the 4<sup>th</sup> quarter will not be allowed to participate in graduation.

### **HOMEWORK POLICY**

Homework is a necessary function of school. Please check your child's backpack every night for homework assignments, notes, etc. Homework must be completed and is due on the date designated by the teacher. Students should read 15-20 minutes per night in addition to homework. Teachers may provide parents and students specific objectives/syllabus related to their class expectations, including homework. These objectives should be followed.

### **LIBRARY MEDIA CENTER**

The library center houses books, magazines, newspapers, reference materials, filmstrips, video tapes, audio visual equipment, including projectors of various types and video recorders, TV monitors, video cameras, computers, and other materials and equipment.

The library media center is open daily from 7:40 a.m. until 3:00 p.m. Students may use the resources before and after school, with their classes, and may also come at other times for group or individual study and research.

Student may check out 2 library items at a time (books, magazines, etc.). They may be kept for one week, after which they may be checked out with a note from a teacher or a parent. Students will be expected to return overdue items before checking out others.

The computers in the library may be used by students for assignment purposes and for card catalog information. The Internet will be available to those students who submit an acceptable form that has been signed by parent or guardian.

Extended library hours will be available to students. Parents are also encouraged to visit during Parent Lending Library hours.

## **INTERNET/E-MAIL GUIDELINES AND COMPUTER ETHICS**

This code of practice governs the publishing of information in electronic format by students of Lonedell R-14 School, and in particular, the use of school computer facilities.

Lonedell School District is committed to ensuring a learning environment in which all persons treat others with humanity and respect. Every student is expected to conduct himself/herself in a manner which will not discredit or harm the school or its members. Failure to maintain this standard shall constitute a breach of school policy.

It is important that information systems are not misused by the sending or displaying of material, or publicizing access to such material, which is offensive or illegal.

**PORNOGRAPHY-** the displaying or accessing of pornographic or sexually explicit material is not allowed.

**LIBEL-** facts concerning individuals or organizations must be accurate and verifiable, and views or opinions must not portray their subjects in a way which could damage their reputation.

Students are required to agree with the following computer ethics:

1. Never knowingly post or forward information that is not true.
2. Have good manners.
3. Be creative, not destructive.
4. Always obey copyright laws.
5. Think before you send.
6. Not use someone else's account or password or share yours with anyone.
7. Obtain permission before uploading, downloading, and printing.
8. Avoid accessing, viewing, creating, and distributing materials inappropriate for the school environment.
9. Conserve ink and paper resources by printing only what is needed for school projects/assignments.
10. Use school computers during school hours for school required research or projects and refrain from using the Internet for personal interest or using personal e-mail accounts.

Parents who do not want their children using the Internet or e-mail need to send a letter to the office stating that request. Otherwise signing and returning the student handbook form implies students are allowed to use the Internet/e-mail.

## **GRADE/REPORT CARDS**

1. Report cards are issued to parents and pupils at the end of each quarter.
2. Report cards are to be signed and returned in one week.
3. Parents (divorced or separated) may request a copy of their child's report card.

## **HONOR ROLL**

To recognize outstanding academic achievement, an Honor Roll has been established at the Lonedell R-14 School. The "A-B Honor Roll" will recognize grades 4<sup>th</sup>-8<sup>th</sup> students who have earned an overall average of B's or better. "A Honor Roll" will recognize grades 4<sup>th</sup>-8<sup>th</sup> who have earned an overall average of A's.

## **GRADING SYSTEM GRADE K-3<sup>rd</sup> Grade**

Mastered – 75% or above

Partially Mastered – 25-74% or above

Not Mastered – 0-24%

### **4<sup>th</sup> – 8<sup>th</sup> Grade**

100-99 = A+    93-98 = A    90-92 = A-    87-89 = B+    83-86 = B    80-82 = B-

77-79 = C+    73-76 = C    70-72 = C-    67-69 = D+    63-66 = D    60-62 = D-

59 & below=Failing

## **GUIDANCE DEPARTMENT**

Some major areas of service provided by the counselors are:

1. Orientation of new students.
2. Counseling program – personal problems, career plans, high school plans, academic achievement, etc.
3. Parent/student/teacher conferences.
4. Individual and group testing

## **PRINCIPAL'S PARTY**

Principal's party is a reward for K-4th students with ideal behavior, adequate academic performance, and no unexcused absences.

## **BOBCAT PRIDE**

Each quarter, students in 5th-8th grade will have the opportunity to become a member of BOBCAT PRIDE. To take part, students must have all of their assignments turned in, no more than one absence, no more than one unexcused lateness, and no behavioral referrals for the quarter. For each PRIDE celebration, qualifying students will participate in special activities. Each quarter, students will be given a fresh start to become a member of BOBCAT PRIDE.

## **ATTENDANCE PARTY**

Students in grades K-4<sup>th</sup> who achieve a 95% or higher attendance rate throughout the school year will be eligible for an end of the year attendance celebration. Details will be provided for students who qualify.

## **FIELD TRIPS**

Field trips are considered a privilege for those students that have met the requirements of behavior and academics.

## **TRANSPORTATION**

The Lonedell R-14 District will provide free bus service transportation for students who live more than one mile from the school.

Good behavior is expected from students while they are riding the bus to and from school.

Students will load and unload at the front of the building's entrance. This should be done quickly as possible with SAFETY in mind at all times.

Students needing to ride a bus other than their assigned bus must have a note or a telephone call from their parents and must see an administrator for approval. Acceptable reasons for needing to ride a different bus must be of critical nature, such as death or illness in the family, parents out of town, etc.

### **BUS DISCIPLINE POLICY**

School wide policies and rules are in effect on school busses the same as at school. Bus drivers are responsible for the behavior of students on busses and will report behavior problems to the BK Bus Line Supervisor, who may deny students transportation for a specified period of time. BK Supervisors will report the incident to the school principal who may suspend bussing privileges indefinitely.

### **SCHOOL LUNCH/BREAKFAST PROGRAM**

The Lonedell R-XIV Elementary School provides a well-balanced breakfast and lunch each day.

To prevent problems and/or misunderstandings, we recommend that parents/guardians pay for meals in advance. It works best if students pay for in advance, weekly or monthly. If paying for more than one student's meal with one check, write the name of the students on the check. This also helps with only one student per check

<b>Breakfast:</b>	Full Price.....\$1.10	Reduced Price	.....\$.30
<b>Lunch:</b>	Full Price.....\$1.65	Reduced Price	.....\$.40
<b>Extra Milk:</b>	\$.30	<b>Lost or Destroyed Lunch Card:</b>	..\$1.00

For students to receive a regular school lunch, a positive balance must be maintained in their lunch account. Students will be served a peanut butter sandwich when the account reaches a negative balance. If parents/guardians fail to provide lunch for students, the Department of Family Services will be notified of failure to provide their child with lunch, resulting in Educational Neglect.

Students in grades 2-8 will have a choice between two entrees and two vegetables daily. If a student prefers, a peanut butter sandwich may replace the entrée.

At lunchtime, each class eats together as a group. While at the table, pupils are expected to conduct themselves quietly and to eat in an acceptable manner. Talking should be limited. Students that are not able to comply with the lunch room rules will not be allowed to eat in the cafeteria.

### **STUDENT INSURANCE PROGRAM**

The school offers accident insurance to all students. Application forms for this insurance will be made available during the first week of school.

## **HEALTH AND PERSONAL CLEANLINESS**

School progress depends largely upon the good physical condition and good social habits of the child. Children who come to school clean and properly groomed are better prepared to be successful in their achievement.

## **ADMINISTERING MEDICINES TO STUDENTS**

Prescription Medication:

1. The student's authorized prescriber shall provide a written request that the student will be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.
2. In lieu of the prescriber's written request, the District will accept a prescription label properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.
3. A parent/guardian must request in writing that the School District comply with the authorized prescriber's request to give medication. (The district will not administer the initial dose of any new prescription except in an emergency.)

## **OVER-THE-COUNTER MEDICATION**

1. The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instruction.
2. A parent/guardian will provide a written request that the School District comply with the authorized prescriber's request to give medication

## **EMERGENCY MEDICATION**

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

## **STORAGE AND ADMINISTRATION OF MEDICATION**

1. A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The School District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.
2. The administration of medication, over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. The registered professional school nurse must perform it. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do

so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication.

### **SELF-ADMINISTRATION OF MEDICATION**

Students with asthma or any potentially life-threatening respiratory illness may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. Permission form for self-administration is part of this regulation.

### **PARENT/GUARDIAN ADMINISTRATION**

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

### **EXCEPTION FOR POTENTIAL HARMFUL ADMINISTRATION**

It shall be the policy of this School District that the District will not knowingly administer any medication to a student if the School District's registered professional school nurse believes, in his/her professional judgment, that such administration should cause harm to the student, other students, or the School District itself. Such cases may include, but are not necessarily limited to, situations in which the School District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

### **ASBESTOS NOTICE**

Some areas of the Lonedell R-14 School District buildings contain asbestos materials. An inspection of asbestos containing materials and assumed asbestos containing materials conducted every three years by Mead Environmental Associates Inc. Anyone wanting more information or wishing to view the Lonedell R-14 Asbestos Management Plan can do so in the Superintendent's Office.

### **STUDENTS WITH COMMUNICABLE DISEASES**

The following administrative guidelines have been developed to assist in implementing policy 2860:

1. The District's policy and regulations on communicable diseases, including detailed information about procedures to be implemented if a student with a chronic infectious disease is enrolled, will be disseminated annually to parents of all students attending Lonedell R-XIV School District.
2. All employees will follow the most recent guidelines issued by the Centers for Disease Control (A copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse). This includes applicable universal precautions in cleaning up body fluid spills, regardless of whether an individual is infected with a body fluid or blood-borne pathogen is known to be present in the school environment or related activities. Willful or negligent disregard for these precautions by any staff member will be cause for disciplinary action,

### **ACUTE INFECTIOUS DISEASE**

1. A staff member who has reason to believe that a student has been exposed to a contagious infectious disease, or who observes symptoms of such a disease, shall inform the principal. The principal will consult with the school nurse about the child.
2. If the school nurse determines that the student has an acute contagious or infectious disease, the principal will exclude the student from school for the number of days specified in the latest revision of the Missouri Department of Health Publication (Prevention and Control of Communicable Diseases – A Guide for School Administrators, Nurses, Teachers and Day Care Operators), PACH – 16, or until a physician certifies that the student no longer is liable to transmit the disease.
3. If a student has been excluded from school by the principal because the student has or is suspected of having an acute contagious infectious disease, the student and his/her parent/guardian may appeal such decision in writing to the Superintendent. The Superintendent may require the student to be examined by a physician designated by the District, the child's own physician, or both – at the option of the Superintendent. The student shall not attend classes or participate in school activities during the appeal period.

### **CHRONIC INFECTIOUS DISEASE**

1. If the principal, after consulting with the school nurse, determines that a student may have a chronic infectious disease, the student may be excluded from school and provided an education in an alternative setting until the following procedures have been concluded. Prior to excluding the student, the student's parents/guardians shall receive written notification of the intent to exclude and their procedural safeguards as set forth in the District's compliance plan for Section 504 of the Rehabilitation Act of 1973.
2. The principal shall immediately report any student who has or is suspected of having a chronic infectious disease to the Superintendent or his/her designee. The Superintendent or his/her designee shall, within three (3) working days, appoint a review committee to assess the student's medical condition. The committee should include the following:
  - a. The student's parents/guardians.
  - b. The student's physician.
  - c. A physician specialist in public health or infectious diseases.
  - d. The Supervisor of Health Services, who shall serve as Chairperson of the review committee, or his/her designee.
  - e. The principal.
  - f. The Superintendent or his/her designee.
  - g. Others mutually agreed upon by the District and the parents/guardians.
  - h. The District's legal counsel may serve on the committee in an advisory capacity.
3. If the student has been identified as a student with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA), the student may be excluded from school and provided with and education in an alternative setting as long as such exclusion does not constitute a change in placement pursuant to the IDEA. The student's medical condition and educational placement will be evaluated in accordance with the procedures set forth above, with the additional provisions as specified in policy 2860.

## **GENERAL CONDUCT**

1. Students will follow board policies, rules, regulations, staff directive, and classroom procedures.
2. Classes begin at 8:00 a.m. Students arriving after 8:00 a.m. are considered tardy.
3. Each student is expected to show courtesy and respect to others.
4. Each student is expected to follow the directions of those in charge. All teachers are responsible for you while you are in this building. Any teacher or staff member may correct your behavior at any time.
5. All staff members are to be addressed as Miss, Mrs., Ms., or Mr., or appropriate title, such as Coach.
6. Substitute teachers should be treated as guests in our school. Students should act especially courteous and well behaved toward them. Failure to cooperate will result in disciplinary action.
7. Running, loitering, and loud talking in the halls and classrooms is not permitted.
8. Students are not to damage school property. Students will be held responsible for the replacement of the damaged property.
9. The office telephone is for business purposes only with reference to the school. It should be used only when transacting business pertaining to the school. The phone is not to be used to call home for forgotten work, but for true emergencies.
10. Any item brought to school that is against policies may be confiscated by staff. Items may be returned to parent.
11. Students are to use the restroom according to their grade level, or another one upon specific permission of their teachers (K-2, 2-4, 5,6, or 7-8).
12. Any unserved consequences can be carried over to the new quarter or school year.

## **SEARCH & SEIZURE**

Desks and lockers are public property and school authorities may make responsible regulations regarding their use. School officials may inspect them if there is reasonable cause. Lockers will be checked for neatness weekly.

## **DISCIPLINE**

In order for any organization to function properly, there must be certain expectations for performance. Lonedell R-14 has expectations of behavior that will provide for an orderly school atmosphere. Our goal is to develop students that are self-disciplined and are able to make good judgments about acceptable behavior. Our philosophy is that no student should be allowed to disrupt the learning of other students.

The Lonedell R-14 School utilizes a discipline policy, which is explained by each individual teacher to each class at the beginning of the school year. Rules and regulations are posted in the classrooms.

Each teacher is responsible for maintaining control of his or her class in order to create an atmosphere conducive to learning. Normally, the teacher will be able to deal with students attempting to disrupt or distract from the educational objectives of the day. If the disruption or distraction continues, the teacher may elect to send the student to the principal.

When a student is sent to the principal for disciplinary action, he/she will consult the teacher, student, and possibly the parent. After consultation, the principal will decide the most appropriate action.

Options available to the principal include, but are not limited to verbal reprimand, extra assignments, paddling, removal from class, and/or suspension. (Principal requires a signed permission note from parents prior to any student being paddled)

### **DISCIPLINE PROCEDURES FOR HANDICAPPED STUDENTS**

If a handicapped student is charged with engaging in serious misconduct for which suspension may result, the principal or designee will follow these recommended procedures:

1. When suspension is considered, the Supervisor of Special Education will be notified. Notice should include action pending and reasons for such action.
2. Within five workdays of receipt of notice, the Supervisor of Special Education will reconvene the student's Individual Education Program (IEP) Committee. The committee will be considered a "Panel of Experts" charged with the responsibility of determining: (1) Whether the behavior(s) for which action is recommended is related to the student's handicapped condition, (2) Whether the student's action imperils the education of others within the setting, and (3) Whether the student is, in fact, in the appropriate least restrictive environment.
3. The composition of the "Panel of Experts" will consist of the following people:
  - a. School Principal
  - b. Supervisor of Special Education
  - c. Student's regular and/or special education teacher.
  - d. Parent/Guardian
  - e. Member of the appraisal team assigned to the school (psychologist)
  - f. The Student, when appropriate.
4. If the committee determines that the behavior under review is unrelated to the handicapping condition or that the student's behavior does imperil the education of others, the normal disciplinary procedures can proceed immediately. However, if the committee is unable to reach a decision based on the information presented, they may recommend further assessment.
5. In this event, the student will remain in the present placement until assessment is implemented and reviewed by the committee. In special cases where present placement cannot be maintained while undergoing a multi-disciplinary evaluation or would be a danger either to himself or to others within the educational setting, then the student may receive homebound instruction until the time that the evaluation has been completed. Concurrent agreement of the building Principal and Supervisor of Education can only authorize this procedure. The school will have ten working days to complete this process.
6. The decision rendered by the committee shall be communicated, in writing, to the parent/guardian, the principal and the supervisor of education following the conference. Once all issues are satisfied, the normal disciplinary procedures may proceed immediately. If, in the future, the expulsion becomes a viable alternative for a handicapped student, information gathered by the above process will be available to the Board of Education to assist them in making that decision.

### **CHANGE OF PLACEMENT FOR LESS THAN TEN SCHOOL DAYS**

1. Disabled students who violate the School District's discipline policy may be disciplined in the same manner as other students, provided that any resulting suspension (in school (ISS) or out-of-school (OSS)) or other change in placement does not exceed ten school days.
2. Depending upon the student's misconduct and upon the specific provisions of the District's discipline policy, the disciplinary alternatives are:
  - a. Suspension for ten days or less.
  - b. Assignment to an interim alternative education setting (resource room, ISS, time out).
  - c. Assignment to another setting (homebound).
3. If the student is suspended, ISS or OSS, for ten days or less, the IEP team will:
  - a. Conduct a manifestation determination no later than ten days after the decision to impose disciplinary action to assess if the student's misconduct is related to the student's disability.
  - b. If the District has not conducted a behavioral assessment prior to the imposition of discipline, the District will convene the IEP team to conduct an informal/formal behavioral assessment to address the behavior either before, but not later than 10 days after imposing the discipline.
  - c. Review any existing behavior intervention plan and modify the existing plan, if necessary, to address the behavior which resulted in suspension, or develop a behavior plan to address the behavior.

#### **LONG-TERM CHANGES IN PLACEMENT (DRUGS AND WEAPONS)**

1. Manifestation Determination:
  - a. A manifestation determination will be made to decide if the student's misconduct is related to the student's disability for ISS or OSS or other changes in placement of one or more days.
  - b. If the student's disability is related to the misconduct, the behavior will be resolved through modifications to the student's IEP and the student may be suspended for no more than ten consecutive days.
  - c. If the behavior is not related to the student's disability, the student will be treated in a similar manner to the other students engaged in this behavior. However, educational services will not be terminated during the period of suspension and the District must continue to provide a free appropriate education.
2. Appeal:
  - a. Parent/guardian may appeal suspension in excess of ten days to the Board of Education pursuant to Board policy.
  - b. If the District decides to impose a suspension or change of placement for more than ten days, the District shall notify the parent/guardian of the disabled student of the decision and of all procedural safeguards.
  - c. If the student's parent/guardian contests the manifestation determination, the parent/guardian may seek a due process hearing pursuant to RSMo. 162.961, and the State will provide for an expedited hearing.
  - d. During any hearing challenging a manifestation determination, the student shall remain in the alternative educational setting pending the expedite hearing or until the expiration of

the disciplinary period or alternative educational assignment whichever occurs first, unless the parent/guardian and District agree otherwise.

### **LONG-TERM CHANGES PLACEMENT (LIKELY-TO-INJURE CASES)/MANIFESTATION DETERMINATION**

1. The District administrators may request a state appointed hearing officer to determine whether a disabled student is substantially likely to cause injury to others.
2. In determining whether the disabled student is substantially likely to injure others, the hearing officer will consider the following:
  - a. The likelihood of injury to the student or to others if the student remains in his current educational placement.
  - b. The appropriateness of the student's current placement.
  - c. Whether the District has made reasonable efforts to minimize the risk of harm in the current educational placement, including the use of supplemental aids and services.
3. If the hearing officer determines that the disabled student is substantially likely to injure themselves or others, the hearing officer may assign the student to an interim education placement for up to 45 days.

### **SCHOOL WIDE DISCIPLINE RULES**

In order for the best learning situation to exist, the students must give their undivided attention. The following rules are to be followed in all classes:

1. Have necessary books and materials ready.
2. All talking should stop at the door.
3. A tardy to class is just as serious as being tardy to school.
4. Do not whisper or talk when the teacher is talking, when a student is reciting, or when the group is in study.
5. Help maintain a clean school.
6. Follow directions the first time they are given.
7. Stay in assigned areas.
8. Keep hands, feet, objects to yourself.
9. Use appropriate language at appropriate level/volume.
10. Use equipment appropriately.
11. Be honest.
12. Walk. No pushing, shoving, gymnastics, horseplay, etc.
13. STUDENTS ARE NOT TO USE OR POSSESS TOBACCO PRODUCTS, DRUG/ALCOHOL, OR CONTROLLED SUBSTANCE/DRUG PARAPHERNALIA. Possession is considered on their person, in their locker, book, purse, etc.

### **PLAYGROUND RULES**

1. Footballs are not to be brought to school.
2. No balls on blacktop area other than four-square and/or basketballs.
3. Students should line up in orderly fashion at the end of recess.
4. No running to or from the playground.

### **CAFETERIA RULES**

1. Glass containers are prohibited.
2. No sharing of food.
3. No food is to be taken outside of cafeteria.

### **BATHROOM RULES**

1. Keep bathroom clean. They are there for your use.
2. For student safety, use only your grade level restrooms.

### **STUDENT MISCONDUCT AND DISCIPLINARY PROCEDURES**

This section describes the broad range of acts of misconduct, which are unacceptable in school. It is meant as a guideline and not as an exhaustive list of all prohibited acts. The student who commits an act of misconduct not listed in the disciplinary code of conduct shall be subject to the discretionary authority of the classroom teacher or building principal.

The school has the right to issue discipline to students, including suspension. If the student's action adversely impacts on the school environment (assault, drugs, sexual assault, violent behavior, etc.), student will be given normal due process rights. Not necessarily limited to examples listed.

NOTE: any of the penalties listed on the following pages can be increased or decreased at the discrepancy of the administration due to circumstances and the severity of the offense.

### **DISCIPLINE SEQUENCE PER QUARTER**

#### **Grades 4 -8**

Students who are sent to the office for minor discipline incidents (such as five negatives) will generally receive an after school detention as discipline. Offensives of a more serious nature will result in ISS or OSS. After-school detention is held on Tuesday and Thursday and begins at bus dismissal. If a student arrives late without an approved excuse, he/she will not be permitted to complete the detention assigned. Thus he/she will be referred to the principal for failing to serve the detention assigned. Detention is released at 4:00. Students must be picked up at promptly at 4:00.

1. Students may receive four after school detentions per quarter. The fifth detention will result in 3 days ISS.
2. The first offense of a failure to serve a scheduled after-school without prior notification will result in a 3 days ISS.
3. Any days absent from after school detention due to an excused absence must be made up at the next regularly scheduled detention.

### **AFTER SCHOOL DETENTION**

Lonedell R-14 School district has after school detention for grades 4-8. Listed below are the procedures and regulations:

1. After school detention starts at the bus dismissal. If a student arrives late without an approved excuse, he/she will not be permitted to complete the detention assigned. Thus he/she will be referred to the principal for cutting the detention assigned.
2. If a student fails to show at detention, he/she will be considered deliberate defiance of school authority. The first offense of a failure to serve a scheduled after-school without prior notification will result in a 3 days ISS.

3. Students may attend practice for an extracurricular activity after serving the detention.
4. Any days absent from after school detention due to illness must be made up at the next regular scheduled detention.
5. After school detention will end precisely at 4:15 p.m. If a parent cannot pick up the student, an administrator must be advised of who will be picking up the student. If the students are not picked up, the school will follow procedures approved by the Lonedell R-14 School Board concerning this issue.
6. When a student must miss an after school they must bring a note from parents to the elementary office by 2:00 p.m. (only for an emergency situation). Students will not be allowed to reschedule an after school detention without parent contact. If arrangements are not made for the student to serve the detention on an alternate day, he/she will be considered in deliberate defiance of school authority and be required to serve 3 days ISS. If a student misses a rescheduled detention, the student will be subject to school suspension. The missed detentions must be served within five school days.
7. Certified staff members may detain students after normal school hours for a reasonable time provided the following conditions are observed:
  - Students must have an opportunity to make arrangements for transportation home. Therefore, the detention may take place on any days after the day of notification to detain.
  - The detention may be disciplinary or academic reasons as outlined by the classroom rules and approved by the principal.
  - The names of all students detained must be reported to the principal.
  - A certified staff member must supervise all students detained.

#### **IN-SCHOOL DETENTION/LOSS OF RECESS:**

Students who are serving ISS are expected to adhere to all of the teacher's rules. All work assigned during ISS must be satisfactorily completed before the student will be allowed to return to class.

1. The student will be expected:
  - To be working at all times.
  - Turn in work as completed.
  - Stay awake (if a student falls asleep during ISS, another ISS will be assigned).
  - If a student is in ISS they may not attend or participate in extracurricular activities, to include those away from the school.
2. Refusal to follow rules will result in another day of ISS.
3. If all work assigned by teachers is completed, a student may read approved materials or do other work assigned by the ISS instructor. Students will not be permitted to sleep, play, etc. while in ISS.

#### **IN-SCHOOL SUSPENSION**

1. The student will be expected:
  - To be working at all times.
  - Turn in work as completed.
  - Stay awake (if a student falls asleep during ISS another ISS will be assigned).
  - Students in ISS may not attend or participate in extracurricular activities, to include those away from the school. Students serving OSS will not be allowed to attend extra curricular activities.
2. Refusal to follow rules will result in another day of ISS.

3. If all work assigned by teachers is completed, a student may read approved materials or do other work assigned by the ISS instructor. Students will not be permitted to sleep, play, etc. while in ISS.

### **SUSPENSION**

1. The principal may suspend a student for a period not to exceed 10 school days.
2. When a student is suspended, the principal or designee shall attempt to reach the student's parent/guardian to inform them of the school's action and to request that they come to school for their child. If a parent/guardian is unable to come for the student, the principal or designee may ask the parent/guardian for permission to send the student home. If the parent/guardian cannot be reached or if the above request is refused, the student must remain on school property until the close of the school day.
3. If the principal decides that a suspension in excess of 10 school days is warranted, the principal may petition the superintendent for such suspension.
4. The superintendent of school may suspend a student for a period not to exceed 180 school days.
5. Students shall be suspended by a principal or by the superintendent unless:
  - The student shall be informed, orally or in writing, of the charge against him/her.
  - If the student denies the charge, he/she shall be given an oral or written explanation of the facts which for the basis of the proposed suspension.
  - The student shall be given an opportunity to present his/her version of the incident to the principal or superintendent.
6. Any suspension shall be reported immediately, in writing, to the student and the student's parent/guardian or others having custodian care of the student. A copy will be forwarded to the superintendent.

### **CORPORAL PUNISHMENT**

1. Corporal punishment as a measure of correction is permitted. It shall be used only when all other reasonable means have failed and then only in reasonable form and on the recommendation of the principal (principal requires a signed permission note from parents prior to any student being paddled). If found necessary, it should be administered by the principal/designee in a private area of the school. It should never be inflicted in the presence of other pupils or without a witness.
2. Corporal punishment shall be administered only by swatting the buttocks (maximum of three) with a wooden paddle. A staff member may, however, use a reasonable physical force against a pupil without advance notice to the principal if it is essential for self-defense, the preservation of order, or for the protection of others persons or property of the school district.

### **BEHAVIOR EXPECTATIONS**

The discipline code set out in regulation 2610 is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct that is not specifically listed in this handbook may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administrator or the Board of Education due to mitigating or aggravating circumstances.

Copies of regulation 2610 as well as the District's corporal punishment policy number will be provided to each student at the beginning of each school year. Copies of these

documents will also be available for public inspection during normal business hours in the Superintendent's office.

### **OFFENSE/DISCIPLINARY ACTION**

1. Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance.
  - 1<sup>st</sup> offense: 90-day OSS, notification of Law Enforcement officials. This may be reduced to 30 days if drug abuse treatment is started in first ten days of suspension.
  - Subsequent offenses: Expulsion, notification of Law Enforcement officials.
2. Sale of a controlled substance or substance represented to be a controlled substance.
  - Expulsion, notification of Law Enforcement officials.
3. Assault of Student – Use of physical force with the intent to do bodily harm.
  - 1<sup>st</sup> offense: 10 days OSS to expulsion, possible notification of Law Enforcement officials.
  - Subsequent offenses: 20 days expulsion, possible notification of Law Enforcement officials.
4. Assault of Staff Member – Use of physical force with intent to do bodily harm.
  - 1<sup>st</sup> offense: 30 days OSS, notification of Law Enforcement officials.
  - Subsequent offenses: Expulsion, notification of Law Enforcement officials.
5. Possession of a Weapon, defined in policy 2620.
  - 1<sup>st</sup> offense: 174 days OSS, notification of Law Enforcement officials.
  - Subsequent offenses: Expulsion, notification of Law Enforcement officials.
6. Verbal threat/possession of a weapon.
  - 1<sup>st</sup> offense: 10 days OSS to expulsion. Possible notification of law enforcement.
  - Subsequent 30 days OSS to expulsion. Possible notification to Law Enforcement Officials.
7. Possession or presence under the influence of alcohol.
  - 1<sup>st</sup> offense: 90 days OSS, possible notification of Law Enforcement officials. May be reduced to 30 days OSS with treatment in first ten days of suspension.
  - Subsequent offenses: Expulsion.
8. Possession of tobacco products:
  - 1<sup>st</sup> offense: 2 days ISS.
  - Subsequent offenses: 2 days OSS.
9. Arson – Intentionally causing or attempting to cause a fire or explosion.
  - 1<sup>st</sup> offense: 30 days OSS to expulsion, notification of Law Enforcement officials.
  - Subsequent offenses: 174 days OSS, notification of Law Enforcement officials.
10. Sexual Harassment – To annoy torment another person in a sexual manner.
  - A. Sexual Harassment - (As outlined in policy 2130) Physically touching of another student in the area of the breasts, buttocks, or genitals
    - First Offense: 1 to 10 days OSS

- Subsequent Offense: 5 days OSS to Expulsion
- B. Sexual Harassment - Use of sexually intimidating language, objects, or pictures.
- First Offense: 1 to 10 days OSS
  - Subsequent Offense: 5 days OSS to Expulsion
11. Bullying/Harassment –To repeatedly and or persistently annoy or torment another person.
    - First Offense: 1 day ISS to 10 days OSS
    - Subsequent Offense: 5 days OSS to Expulsion
  12. Threatening language – Use of verbal threats to do bodily harm.
    - 1<sup>st</sup> offense: Grades 4-5: 1days ISS.
    - Subsequent offenses: Grades 4-5: 2 days ISS.
  13. Extortion – Verbal threats or physical conduct designed to obtain money or other valuables.
    - 1<sup>st</sup> offense: Grades 5-8: 3 days OSS and restitution.
    - Subsequent offenses: Grades 5-8, 5 days OSS and restitution.
  14. Aggressive Physical Contact – Pushing and shoving, not to the extent of fighting.
    - First Offense: 1-3 day ISS
    - Subsequent Offense: 3-10 days ISS
  15. Fighting – Physically striking another student in a mutual contact as differentiated from an assault.
    - 1<sup>st</sup> offense: Grades 4-5: 2 days ISS
    - Subsequent offenses: Grades 4-5: 2 days OSS
  16. Disruptive Behavior – Conduct which has the intentional effect of disturbing education or the safe transportation of a student.
    - 1<sup>st</sup> offense, principal conference to 3 days ISS.
    - Subsequent offenses: 5 days ISS to OSS.
  17. Theft – Non-consensual taking or attempt to take the property of another.
    - 1<sup>st</sup> offense: Restitution, ISS to OSS, possible notification of Law Enforcement officials.
    - Subsequent offenses: Restitution, ISS to OSS, possible notification of Law Enforcement officials.
  18. Destruction of School property.
    - Restitution & ISS to expulsion, possible notification of Law Enforcement officials.
  19. Truancy – Absent or tardy from class or classes without authorization.
    - 1<sup>st</sup> offense: After School Detention or ISS
    - Subsequent offenses: 2-10 days ISS, or contact of appropriate authority DFS or Juvenile.
  20. Defiance of Authority – Refusal to obey directions or defiance to staff authority, including lying, forgery, and cheating.

- 1<sup>st</sup> offense: Grades 4-8: 2 days ISS to 10 days OSS.
  - Subsequent offenses: Grades 4-8: 10 days OSS to referral for additional consequences.
21. Improper Displays of Affection – Consensual kissing, fondling, or embracing.
- 1<sup>st</sup> offense: After school detention
  - Subsequent offenses: ISS.
22. Indecent exposure – Includes display in public location of buttocks and genitals, & female breasts.
- 1<sup>st</sup> offense: After school detention, ISS, or OSS.
  - Subsequent offenses: OSS
23. Use of Obscene or Vulgar Language – Language (verbal or written) which depicts venous sexual acts, human waste, and blasphemous language.
- 1<sup>st</sup> offenses: ISS to OSS.
  - Subsequent offenses: OSS.
24. Disruptive Speech or Conduct – Use of hate language to demean others person due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation or school functions.
- 1<sup>st</sup> offense: principal conference to OSS, possible notification of Law Enforcement officials.
  - Subsequent offenses: Detention to expulsion, possible notification of Law Enforcement officials.
25. Academic Dishonesty – Taking answers from or providing answers to another student on an assignment or lying about an assignment to a staff member.
- First Offense: Zero on the assignment and an After School Detention
  - Subsequent Offense: Zero on the assignment and ISS days.

#### **STUDENT PARTICIPATION IN SECRET ORGANIZATIONS AND GANGS:**

The principal will establish procedures and regulations to ensure that any student wearing, or carrying, or displaying gang paraphernalia, exhibiting behavior or gestures which symbolize gang membership; causing and/or participating in activities which intimidate or affect the attendance of another student, shall be subject to disciplinary action.

#### **STUDENT DUE PROCESS RIGHTS**

The constitutional rights of individuals assure the protection of due process of law; thereof, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Lonedell R-XIV School District.

1. The hallmark of the exercise of disciplinary authority will be fairness.
2. Every effort shall be made by administration and faculty members to resolve problems cooperatively with the student and parent or guardian.
3. Students must be given an opportunity for a hearing if they or their parents/guardians indicate the desire for one. A hearing shall be held to allow the student and parent/guardian

to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and parent/guardian allege prejudice or unfairness on the part of the school district officials responsible for the discipline.

4. The hearing authority may request the student and parent/guardian to attempt reconciliation first, but if the student and parent/guardian decline this request, a hearing will be scheduled as soon as possible.
5. The following procedural guidelines will govern the hearing:
  - a. Written notice of charges against a student shall be supplied to the parent/guardian.
  - b. Parent/guardian shall be present at the meeting.
  - c. The student and parent/guardian can be represent by legal counsel.
  - d. The student shall be given an opportunity to give his version of the facts and their implications. He should be allowed to offer the testimony of other witnesses and other evidence.
  - e. The student shall be allowed to observe all evidence offered against him/her. In addition he shall be allowed to question any witness.
  - f. A record shall be kept of the hearing.
  - g. The hearing authority shall state within a reasonable time after the hearing, his findings as to whether or not the student charged is guilty of the conduct charged and his decision, if any, as to disciplinary action.
  - h. The findings of the hearing authority shall be reduced to writing and sent to the student and parent/guardian.
  - i. The student and parent/guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.

### **STUDENT DISCIPLINE HEARINGS**

Procedure in hearings before the Board of Education on suspension and expulsion matters:

1. Students or their parents/guardians may request a hearing before the Board of Education to contest any suspension in excess of 10 school days. The request will be addressed to the Superintendent who will review all matters concerning the suspension and make a recommendation whether to refer the request to the Board of Education for a hearing.
2. No student may be expelled until this matter is reviewed in a hearing before the Board of Education.
3. The parent/guardian may represent their student or may retain an attorney to act as a representative in the defense of the student. The representative will have the right to present witnesses, question any and all witnesses as herein provided, and make a statement and offer exhibits on the nature of the evidence and disposition of the case. If the parent/guardian elects to have the student represented by an attorney at the hearing, the parent/guardian shall notify the Superintendent of such representation at least 24 hours prior to the scheduled time of the hearing.
4. Prior to the hearing, the parties, or their attorneys, may examine the School District Office the discipline report and all related records.
5. Upon the request of any party, the Superintendent shall submit for review at the hearing the student's behavioral and academic record. If necessary, the information contained in such

record may be explained and interpreted by a person trained in its use and interpretation. All parties shall be instructed to respect the confidentiality of all such records and information.

6. At the hearing, the Board of Education may consider a student's record of past disciplinary actions, criminal court records, juvenile court records, and any actions of the student, which would be criminal offenses.
7. The parties may present their version as to the charges and make such showing by way of affidavits, exhibits, and witnesses as they may desire, before testifying, witnesses shall be sworn.
8. The President of the Board of Education, or the Chairman of the designated committee of the Board shall have full charge of the hearing and shall have the authority to direct its proceedings and to control the conduct of all persons present in according herewith. Such authority shall include the limitation of questioning that is unproductive, lengthy, or irrelevant. The Board of Education may invoke reasonable limitations on the number of witnesses.
9. The hearings shall not be open to the public unless requested by the student's parent/guardian or those having his/her custodial care. However, if the hearing is open to the public, the Board of Education may set reasonable limitations on the number people present upon available space and need for orderly proceedings.
10. The Board of Education shall also have the right to exclude the public or any person or persons if it shall determine that any person or group of persons is disrupting the hearings. Unless public, as herein above provided, hearings may be attended only by members of the Board of Education, the Superintendent of Schools, the School Board attorney, the Principal, the student, the parent/guardian and their representatives. Witnesses may be present only when giving information at the hearing. With parent/guardian permission, the student may be excluded at times when the student's psychological or emotional problems are being discussed.
11. A record shall be made of any information presented at the hearing. The District shall keep statements and other written matter presented on file.
12. As soon as practicable after the hearing, the Board of Education shall make its decision and transmit the same in writing to the parties and the Superintendent.
13. The Board of Education or its committee shall decide by majority vote whether the student has engaged in the misconduct charged by District Administrators. The decision must be based solely on the evidence presented at the hearing and must include findings of fact on which the decision rests.

### **STUDENT ASSIGNMENTS**

The administration and staff will make all student assignments. These assignments are based on the child's educational and social needs. If the parent/guardian has a specific educational need for their child to be assigned to a certain teacher, it must be received in writing at the school by June 1<sup>st</sup>. No changes will be made after this date. An example of an educational need would be if a child has speech impairment and a specific teacher has a background in speech. We will not make any changes based on social need.

**PUBLIC NOTICE**  
**ADA ACCESSIBILITY**

Procedures by which the public can find out information concerning location of and steps to follow in accessing the Lonedell R-14 School District Facilities and Services.

1. The Lonedell R-14 School District facilities are ADA accessible.
2. The gym is accessible through a ramp from the side parking area.
3. The lower level is accessible by entering the breezeway or using the elevator. Should you need assistance with the elevator, please ask in the Elementary Office.
4. *Please note that all visitors must check in at the elementary office prior to entering the building through any entrance other than the front doors.*
5. ADA Restrooms are located in the following areas:
  - a. 2<sup>nd</sup> Grade Hall
  - b. 4<sup>th</sup>/5<sup>th</sup> Grade Hall
  - c. 6<sup>th</sup> Grade Hall
  - d. Gym Hall
6. There are three handicapped parking spaces on the grounds. Two are located at the front of the building on the track side. These spaces are noted by a blue bumper stop and emblem. The third is located on the side of the building and is noted by an emblem.
7. Anyone with ADA needs who wishes to obtain additional information or needs special arrangements made to assist them in accessing any of the Lonedell R-14 facilities or services my contact the following at 636-629-0401:
  - a. Rolla Fraley, Superintendent
  - b. Stephen Wunderlich, Principal,
  - c. Joy Schnorbus, Special Education Coordinator/Assistant Principal

**PUBLIC NOTICE**  
**STANDARD COMPLAINT RESOLUTION PROCEDURES FOR**  
**NO CHILD LEFT BEHIND PROGRAMS**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act.

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department my 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.

- The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the

superintendent. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.

- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the board of education. Unless required by law, a hearing will be at the discretion of the board. The decision of the board shall be final.

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

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

Anyone wishing more information about this procedure or how complaints are resolved may contact the superintendent's office or Department of Education personnel.

## **PUBLIC NOTICE**

### **SURROGATE PARENT ANNOUNCEMENT/COMPLIANCE PLAN REVIEW**

All public schools are required to provide a free and appropriate public education to all identified students, including those attending private/parochial schools, beginning on the child's third birthday through age 20, regardless of the child's disability. Disabilities include: Learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, traumatic brain injury, and early childhood special education.

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

Public Schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age 20 who reside in the District whose parent/legal guardian resides in the District. This census is completed as of May 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: Name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted.

Pursuant to the requirements of state law 162.997-999 RSMo. The State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment's, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to a grandparent, step parent, or a foster parent with whom the child lives. The

term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who reside in the District is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. The Missouri Department of Elementary and Secondary Education and the District will provide training for such persons serving as surrogate parents

Annually, the public school districts develop a local Compliance Plan for implementation of Special Education.

This plan is available for public review and comment during regular school hours on day's school is in session in the Principal's office.

If you have or know a child with a disability who is not attending the public school, if you are interested in learning more about volunteering to serve as a surrogate parent for a child with a disability or, if you would like to review or comment on the compliance plan, please contact your local school district's Director of Special Education, Joy Schnorbus, (636) 629-0401.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the district receives a request for access.
  - a. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access to notify the parent or eligible student of the time and place where the records may be inspected.
2. The rights to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.
  - a. Parents or eligible students may ask Lonedell R-XIV School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - b. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

- a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes the following:
  1. A person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical and law enforcement personnel).
  2. A person serving on the school board
  3. A person or company with whom the District has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist.
  4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
- b. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- c. (Optional) Upon request, the District discloses educational records without consent of officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school request unless it states in its annual notification that it intends to forward records on request.
  5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

(Developed by the Family Policy Compliance Office of the U.S. Department of Education.)

***Please sign and return the forms below to your student's teacher.***

My child and I have read and understand the Internet/E-mail guidelines and computer ethics section listed on page 10 in this handbook. I have indicated my wishes for my child concerning Internet usage.

My child *may* use the Internet.

My child *may not* use the Internet.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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I, \_\_\_\_\_, give permission for the Lonedell R-14 School District to utilize a photo/likeness of my student \_\_\_\_\_ on the district website (no names will be used), press releases, flyers, etc.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

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I have read and understand the Lonedell R-14 School District Student Handbook. I have discussed the rules and regulations with my student and he/she understands that he/she is responsible for following them.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date