

Lebanon R-III Schools

2016 – 2017

Pre K – 5 Handbook



“Inspire learning in all.”

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Welcome to the Lebanon R-III School District

Dear Parents,

Welcome to Lebanon R-3 Schools, where we have a passion for building successful futures for every student!

We are excited to partner with you throughout the 2016-17 school year as your student embarks on their individual learning journey. Our focus is to inspire learning by helping students find their individual passions and interests. We will work with you to engage your student in meaningful learning experiences that drive creativity and curiosity for learning.

You can count on a safe and caring school environment that is student focused, connected to the community at large, and driven toward continuous improvement for all.

I look forward to our partnership and welcome your feedback or input anytime.

Sincerely,



Dr. David Schmitz
Superintendent

District Information

Central Office

*1310 E. Rt 66
Lebanon, MO 65536*

Superintendent

Dr. David Schmitz

Assistant Superintendents

*Dr. Brad Armstrong, Human Resources
Michele Hedges, Curriculum and Instruction*

Special Programs Director

Nick Cotta

Chief Financial Officer

Adam Dameron

Technology Director

Scott Shellhorn

JOE D. ESTHER ELEMENTARY

Dr. Sheila Moore, Principal

Shalyn Howe, Assistant Principal and Preschool Director

Office Staff

Arnall, Lynette (<i>Process Coordinator</i>)	Hicks, Tricia (<i>K-12 School Psychologist</i>)
Cromer, Chasity (<i>Building Secretary</i>)	Jackson, Elizabeth (<i>Counselor</i>)
Eidson, Marianne (<i>Principal's Secretary</i>)	King, Amy (<i>Nurse</i>)
Foreman, Abbey (<i>Nurse</i>)	Nelson, Tracy (<i>Building Secretary</i>)
Hudson, Christie (<i>ECSE Administrative Assistant</i>)	Stokes, Jamie (<i>Counselor</i>)
Hicks, Dr. Jason (<i>ECSE School Psychologist</i>)	

Pre-Kindergarten & ECSE

Brown, Christy	O'Connor, Brittanie	Rhoades, Amber	York, Erica
McKimmey, Tammy	Riggs, Jeannette	Shoemaker, Danielle	

Kindergarten

Admire, Dana	Dugger, Karen	Massey, Rachel	Winfrey, Nancy
Boyer, Michelle	Fowler, Kim	Meckem, Shelby	York, Tammy
Caley, Kathleen	Gilby, Kasey	Reed, Leann	
Coffman, Jessica	Groce, Emily	Rhoads, Samantha	
Cromer, Carrie	Kelm, Angie	Simmons, Tammy	

First Grade

Adkins, Amanda	Flanders, Lindsey	McKimmey, Erica	Sing, Amber
Burns, Debbie	Fox, Lisa	McMahon, Stephanie	Sheriff, Christina
Carter, Sharon	Howard, Julie	Mitchell, Lauren	Slye, Erin
Edie, Lisa	Inman, Summer	Mowery, Melanie	Starnes, Courtney

Building Staff

Brenton, Don (<i>Music</i>)	Jones, Bethany (<i>Art</i>)	Shockley, Teresa (<i>Reading Specialist</i>)
Crabtree, Kyra (<i>Literacy Coach</i>)	Laird, Rebecca (<i>HI Specialist</i>)	Sommerer, Brian (<i>Physical Education</i>)
Crowell, Kara Beth (<i>SLI</i>)	Light, Kathy (<i>Physical Education</i>)	Sproat, Patricia (<i>Reading Specialist</i>)
DeVries, Kylie (<i>SLI</i>)	Lockwood, Jessi (<i>Special Education</i>)	Staedtler, Leann (<i>ECSE Diagnostician</i>)
Ellis, Jennifer (<i>SLI</i>)	Lowery, Misti (<i>Special Educator</i>)	Thompson, Vicki (<i>Reading Specialist</i>)
Evans, Carla (<i>Reading Specialist</i>)	McSorley, Kim (<i>Special Educator</i>)	Uder, Jenna (<i>Librarian</i>)
Harrill, Maribeth (<i>Reading Specialist</i>)	Mudge, Laura (<i>Music</i>)	Vetter, Jim (<i>PT</i>)
Hodges, Sarah (<i>SLP</i>)	Mutchler, Lisa (<i>Art</i>)	Zimdars, Jo Lee (<i>Technology Coordinator</i>)
Jennings, Janessa (<i>Special Educator</i>)	Reeves, Donna (<i>SLP- Diagnostician</i>)	
Jernigan, Kyleigh (<i>VI & O/M Specialist</i>)	Rowlett, Twila (<i>TAG</i>)	
Johnson-Budolfson, Errin (<i>Special Educator</i>)	Seeman, Anna (<i>Diagnostician</i>)	

Paraprofessionals

Allen, Tabitha	Dozier, Tracy	Lee, Emily	Sagstetter, Katie	Vasquez, Lisa
Baum, Jacqueline	Eden, Kayla	Massey, Sherry	Schnitzer, Sara	Veanes, Peggy
Carr, Lisa	Foreman, Hannah	McClure, Karen	Schwartzman, Aide	Weisenborn, Jan
Cotta, Kacie	Freeman, MollyAnn	Meckem, Veronica	Snyder, Erin	Woodcock, Tiffany
Danek, Annette	Harrill, Jana	Nail, Trisha	Starnes, McKenzie	
Davis, Kayla	Jay, Erin	Nichols, Jani	Stewart, Jodi	
Day, Madison	Jones, Carmen	Rogers, Sandria	Thurman, Stacey	
Doughty, Shelley	Lee, Cassidy	Russell, Lorin	Twenter, Angela	

MAPLECREST ELEMENTARY

Bryan Campbell, Principal

Tabitha Thompson, Assistant Principal

Office Staff

Cromer, Christine (<i>Nurse</i>)	Ranfald, Lori (<i>Counselor</i>)
Hicks, Tricia (<i>K-12 School Psychologist</i>)	Silberberg, Tante (<i>Building Secretary</i>)
Jackson, Elizabeth (<i>Counselor</i>)	Staver, Tammy (<i>Principal's Secretary</i>)
Schmitz, Amy (<i>Nurse</i>)	Wapelhorst, Kristine (<i>Process Coordinator</i>)

Second Grade

Baker, Tonia	Coryell, Leslie	Harris, Cassie	Pamperin, Rachel
Beard, Rainey	Dameron, Heather	Hite, Jennifer	Smith, Phyllis
Bechtel, Tammie	Gibbs, Stacey	McDermott, Karen	Thornhill, Emily
Coffman, Kristine	Hall, Sonya	Ogle, Cindy	

Third Grade

Amsberg, Erin	Knapp, Tyler	Mitschele, Deborlee	Warson, Carrie
Bonnette, Brandy	Lowery, Suzanne	Richards, Sarah	Wilson, Cheri
Floyd, Stacy	Lowden, Kristi	Thornhill, Jeremy	
Kepler, Dani	McWilliams, Barbara	Wall, Shonna	

Building Staff

Admire, Sandra (<i>Reading Specialist</i>)	Frazier, Amanda (<i>Special Educator</i>)	Magee, Nikki (<i>SLI</i>)
Basnett, Elaina (<i>Music</i>)	Gow, Pam (<i>Instructional Coach</i>)	Myers, Linda (<i>SLI</i>)
Brown, Staci (<i>Special Educator</i>)	Haggard, Carla (<i>Special Educator</i>)	Palmer, Trisha (<i>ELL</i>)
Blair, Libbi (<i>ELL</i>)	Luthy, Barbara (<i>Technology</i>)	Rowlett, Twila (<i>TAG</i>)
Laird, Rebecca (<i>HI Specialist</i>)	Metts, Cindy (<i>Physical Education</i>)	Schneider, Lori (<i>Special Educator</i>)
Layman, Kim (<i>Librarian</i>)	Jackson, Krissy (<i>Reading Specialist</i>)	Stephens, Kim (<i>Art</i>)
Cook, Sara (<i>Special Educator</i>)	Jernigan, Kyleigh (<i>VI & O/M Specialist</i>)	York, Jamie (<i>Reading Specialist</i>)
Dogar, Tina (<i>Special Educator</i>)		

Paraprofessionals

Bateman, Meagan	Carmack, Robyn	Jackson, Krystle	Rogers, Amanda
Bateman, Stevan	Chastain, Abbie	Morris, Sandra	Saunders, Christine
Blair, Libbi	Gideon, Donnie	Murr, Debbie	Staver, Sadie
Boston, Randa	Hammer, Darcey	Piercy, Deanna	Winfrey, Sharon

BOSWELL ELEMENTARY

Rachelle Jennings, Principal

Jamie Goforth, Assistant Principal

Office Staff

Burris, Patty (*Principal's Secretary*)

Lemons, Wendy (*Building Secretary*)

Dabney, Cheryl (*Nurse*)

Wapelhorst, Kristine (*Process Coordinator*)

Hicks, Tricia (*K-12 School Psychologist*)

Widhalm, Landon (*Counselor*)

Hill, Jesse (*Nurse*)

Fourth Grade

Allen, Deanna

Fletcher, Trish

Johnson, Alyssa

Starnes, Karen

Auberry, Kristi

Fulton, Sandy

Johnston, Glenda

Thornton, Ceci

Brown, Angie

Gregory, Morgan

Morris, Daniel

Dudenhoeffer, Traci

Hyatt, Danielle

Pilant, Michelle

Fifth Grade

Bettes, Ashley

Hopkins, Valorie

Mathis, Wendy

Peace, Lynne

Calton, Gail

Kinde, Jalana

McKimmey, Karl

Staats, Tyler

Dunne, Liz

Knapp, Jordan

Millsap, Tiffany

Gormley, Mandy

Knight, Savanna

Nelson, Carsyn

Building Staff

Blair, Libbi (*ELL*)

Francka, Meagan (*SLP-A*)

Peterson, Amy (*Special Educator*)

Brown, Tabitha (*Music*)

Mackey, Christina (*STEM Lab*)

Rowlett, Twila (*TAG*)

Coday, Emily (*Special Educator*)

Milliken, Marta (*Special Educator*)

Uder, Leslie (*Library*)

Copling, Trent (*Physical Education*)

Mobley, Carla (*Instructional Coach*)

Wheeler, Robin (*Reading Specialist*)

Cramer, Kacie (*Special Educator*)

Morrison, Marcia (*Special Educator*)

DeJong, Jodi (*Art*)

Pape, Marion (*Special Educator*)

Paraprofessionals

Burtin, Dana	Isbell, Jennifer	Pilant, Mikayla	Soum, Tonya
Curtis, Regina	Jackson, Lauren	Price, Allison	Wears, Elada
Emmons, Santana	Keen, Luke	Prock, Logan	Woolsey, Jacob
Green, Joni	McClanahan, Candace	Paul, Shelley	York, Phyllis
Howlett, Hannah	Nelson, Kyle	Savittiere, Debbie	Young, Kim

ESTHER ELEMENTARY

LEBANON R-III SCHOOLS

2016-2017 SUGGESTED LIST OF BASIC SUPPLIES

PRE-KINDERGARTEN

Elmer's Glue Sticks	Kleenex	1 Backpack
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KINDERGARTEN

1 box fat Crayola brand crayons (8 basic colors)	2 large pink erasers	1 large backpack - no wheels
3 boxes 24 Crayola brand crayons (True colors)	24 yellow #2 Pencils	1 single subject 70 page wide rule notebook
1 box fat Crayola markers (Classic colors)	1 pair Fiskar scissors	1 - 1" black 3 ring binder
1 Crayola watercolor set	12 Elmer's glue sticks	2 large boxes Kleenex
4 black Expo dry erase markers	1 small (6X9) school box	1 container of Clorox wipes

Optional Items:

Extra dry erase markers (black)	Fat Crayola markers (Classic colors)	Ziploc bags (quart or gallon)	Clorox wipes
Glue Sticks	24 Crayola brand crayons (True colors)	6.75 oz. bottles of Germ-X	Clear Sheet Protector

FIRST GRADE

12 glue sticks	2 pkg. Pencil top erasers	1 large backpack or tote bag - no wheels
1 pair scissors (Fiskars recommended)	1 small school box	Ear buds that plug into a computer
4 boxes crayons 24 count (Crayola rec.)	3 boxes Kleenex tissues	1 Black Expo dry erase marker
2 pocket folders (pockets at bottom, no prongs)	1 White 1-inch binder	
48 #2 Pencils (yellow only - Ticonderoga or Paper-Mate recommended)		

Optional Items:

1 bottle Germ-X (12 oz. Pump style recommended)	2 containers of Antibacterial Wipes (any brand)	Ziploc bags (any size - snack size, quart, sandwich, or gallon)
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MAPLECREST ELEMENTARY

LEBANON R-III SCHOOLS

2016-2017 SUGGESTED LIST OF BASIC SUPPLIES

Please DO NOT bring: *trapper keepers, rulers, mechanical pencils, large pencil boxes, pencil sharpeners, colored pencils, or any other items not listed.*

SECOND GRADE

2 boxes crayons	1 clipboard (basic)	48 # 2 Ticonderoga pencils
1 plastic school box (small)	2 composition notebooks	3 lg boxes facial tissue
2 decorative sturdy folders	1 backpack (no wheels)	3 spiral notebooks (wide ruled)
12 glue sticks	2 pair pointed scissors	4 black Expo dry erase markers
3 large pink erasers	2 highlighters	1 container anti-bacterial wipes

Optional Items:

Colored markers	Germ X	1 pkg pencil top erasers	Ziplock Bags
Ream of white paper			

THIRD GRADE

2 pkg. Wide-ruled notebook paper	1 highlighters	3 lg boxes facial tissues
4 black dry erase markers	1 backpack (no wheels)	1 box 24 count crayons
1 bottle glue or glue sticks	1 pkg erasers	1 clear view binder (1" size)
2 - 2 pocket folders (no brads)	1 pair scissors	1 3-ring binder zippered pencil pouch
2 composition notebooks	1 pkg. Post-It notes	Headphones/Earbuds
48 # 2 Ticonderoga/Paper-Mate pencils	1 clipboard	

Optional Items:

Anti-bacterial Wipes

BOSWELL ELEMENTARY
LEBANON R-III SCHOOLS
2016-2017 SUGGESTED LIST OF BASIC SUPPLIES

FOURTH GRADE

4 Folders (3 pronged, preferred)	1-Box Crayons	2 Lg. Boxes of Kleenex
2 Pkg. Wide-rule loose leaf notebook paper	1 Pair Scissors	4 glue sticks AND 1 small bottle of glue
1 Pkg. Post-it notes	1 Highlighter	48 pencils, #2 lead
1 Pkg. Notecards	1 Spiral Notebook	1 Composition Notebook
2 Pkg. (4/box) EXPO chisel black dry erase markers	2 Red grading Pens	1 Zippered Pencil Pouch or box
Ear Buds that plug into a computer		
Angel Soprano Recorder A101 (Can be purchased at Morgan Music or Two Guys Music)		

Optional Items:

Anti-bacterial Wipes	1 Bottle Pump Hand Sanitizer
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FIFTH GRADE

48 #2 Pencils	4 Dry Erase Markers	2 Boxes Kleenex
5 Folders (3 hole punched)	1 Highlighter	1 3-ring Zipper Pencil Pouch
1 Pkg Crayons or Colored Pencils	2 glue Sticks	1 Angel Soprano recorder
2 Pkg Wide-ruled Loose Leaf Paper	Ear Buds	1- 1 ½ in 3 Ring Binder
4 Spiral Notebooks	1 Pkg Red Pens	
1 Pkg Post-It Notes	1 Pair scissors	

Optional Items:

Anti-Bacterial Wipes

Lebanon R-III School District Policies and Procedures

ENROLLMENT AND WITHDRAWAL

ENROLLMENT AND AGE REQUIREMENTS

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 FOR KINDERGARTEN & FIRST GRADE

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, on or before July 31st of the school year in which he or she plans to enroll.

The following are required for students enrolling in kindergarten:

- birth certificate,
- immunization records (up-to-date),
- proof of residence within the district boundaries.

HOMESCHOOLED STUDENTS

If student has been home-schooled or attending a non-accredited institution, enrollment will be based on:

- Appropriate documentation of assessment, enrollment, attendance, and progress to date,
- Results from a placement test given by the district,
- Age eligibility.

STUDENT PLACEMENT GUIDELINES

Each spring the K-5 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:

- Students related to a specific teacher will not be placed in their classroom
- Relatives, including siblings, are not placed in the same classroom
- 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 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. Class lists will be posted on July 1st for all elementary buildings.

WITHDRAW FROM SCHOOL PROCEDURES

1. Parents need to notify the building office as soon as possible when a child will be leaving the district.
2. Return all school books and supplies to the teacher.
3. Pay for damages, fines, fees, etc.

STUDENT RECORDS

SBP: JO

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records, and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student records, as applicable for each employee classification.

CHILDREN'S DIVISION ACCESS

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

DIRECTORY INFORMATION

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

- Student name
- Parent's name
- Date of birth
- Grade level
- Bus assignment
- Enrollment status (e.g. full time or part-time)
- Dates of attendance
- Honors and awards received
- Artwork or coursework displayed by the district
- Most recent previous school attended
- Photographs, videotapes, digital images, and recorded sound unless such photographs, videos, digital images, and recorded sound would be considered harmful or invasion of privacy.

LAW ENFORCEMENT ACCESS

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. §1232g (b)(1)(E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information any many obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

PARENT AND ELIGIBLE STUDENT ACCESS

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian, or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

The district will annually notify parents and eligible students of their rights in accordance with law.

HEALTH AND MEDICAL INFORMATION

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing, or electronically and regardless of the type of record or method of storage.

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 bandages 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 pediculicide 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. 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.

CONDITIONS REQUIRING A NOTE FROM A DOCTOR

- A doctor’s note is required for a student to stay in numerous recesses.
- Limited physical education participation requires a note from a doctor

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 will perform routine school-wide head lice treatments. The district will perform routine school-wide head lice screenings in all PreK-5 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 removal of all nits is completed.

The parent/guardian is encouraged to complete treatment and to return 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 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.

IMMUNIZATION LAW

Missouri State Law (Section 210.003 RSMo) required 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.

SB 341: Preschool Enrollment and Immunizations

In accordance with state law, a parent or guardian may request notification from the district if there is a child currently enrolled in a building that houses a preschool program who has received an exemption from immunizations. **This new law impacts only students located in buildings that house a preschool program.** Please keep in mind confidentiality laws prohibit us from revealing the name of the student, the classroom the child is enrolled in, and the type of exemption the child has on file. Parents/Guardians of students at Esther Elementary may request a form for notification from the school office.

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.

MEDICATION GUIDELINES

All medication must be delivered, **by the parent/guardian**, to the nurse's office. **All medications must be picked up by the parent/guardian or by a responsible adult that the parent/guardian has designated.** Medication **may not** be delivered or taken home by students. All medications that have not been picked up by the end of the school year will be destroyed per school policy.

MEDICATION MAY NOT BE SENT WITH STUDENTS ON THE BUS FOR ANY REASON.

Medication should be given at home whenever 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 MEDICATION:

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:
 - a. Student name
 - b. Physician's name
 - c. Pharmacy
 - d. Prescription number
 - e. Date
 - f. Name of medication, dosage, and time medication is to be given
2. We must have a written request from the parent/guardian to give the medication. The request should include:
 - a. Student's name
 - b. Physician's name
 - c. Date, name of medication, dosage, time medication is to be given
 - d. Parent/guardian
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. The request should include:
 - a. Student's name, date
 - b. Dosage
 - c. Time the medication is to be given
 - d. Parent/guardian signature
2. If it is necessary for a child to take 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:
 - a. Student's name
 - b. Physician's name
 - c. Date
 - d. Name of medication, dosage, and time medication is to be given
 - e. Parent/guardian signature or physician signature
2. 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.

ATTENDANCE

The Lebanon R-III School District believes that regular classroom attendance is important to the instructional process, and that frequent absences disrupt the learning process. The state mandates that students maintain 90% or higher attendance each year in school and that continued and valuable learning cannot take place without regular attendance. Poor attendance may limit accomplishments and reinforce a habit, which will handicap the individual in future education or employment. Therefore, in accordance with the laws of the state of Missouri, the Lebanon R-III School District requires regular attendance of all school age children each day that school is in session.

The district believes that:

- continuity of learning leads to improved student achievement;
- regular school attendance that include active and regular classroom participation leads to improved student achievement;
- through regular attendance, a level of responsibility will develop and prepare students for adulthood and the workforce for the 21st century.

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

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 that this is not always possible, but should be attempted).
- Notify school with every absence, tardy, or early withdrawal. Written notification should be turned in to 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.
- 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 when school will not be in session.

ATTENDANCE STEPS AND PROCEDURES

- **6 absences** – Notification letter with attendance record attached will be sent to the parents.
- **9 absences** – Same as above and principal may request a meeting with the parents and students.
- **12 absences** – Same as above, additional absences beyond this step will require a doctor's note or verification of illness by the school nurse.
- **15 absences** – Principal will contact parents and review procedures and guidelines.
- **18 absences** – Principal will request a meeting with parents and student to review absence policy. The district will contact the Children's Division of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that the parents/guardians are in

violation of the compulsory attendance law. No such actions will be taken unless other strategies and interventions have been implemented and proven ineffective.

MAKEUP WORK PROCEDURE

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

- Makeup work will be given only after two consecutive days of absences.
- Request, by telephone or note, should be made to the principal's office as quickly as possible on the 2nd day. Requesting work late in the day could delay the time in which homework is received in the office.
- The homework may be picked up in the principal's office after 3:00 p.m. on the 2nd day of absence. If homework is requested late this time may vary.
- Homework should be turned in no later than the number of days equal to the number of days absent.

START AND DISMISSAL TIMES

	DROP OFF	START	END
Esther Elementary (K-1)	8:00	8:20	3:20
Esther Elementary (PreK)	8:00	8:00 (AM) / 11:30 (PM)	11:00 (AM) / 2:30 (PM)
Maplecrest Elementary	7:20	8:00	2:55
Boswell Elementary	7:20	8:00	3:00

STUDENT ARRIVAL TIME AND TARDINESS

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

TARDIES

- 5 Tardies – letter to parent, student conference, loss of privilege
- 7 Tardies – letter to parent, student-parent conference, loss of privilege
- 9 Tardies – letter to parent, student discipline of loss of privilege to 1 day ISS
- 11 Tardies – letter to parent, student-parent conference and student discipline loss of privilege to 1 day ISS and continuing after each odd numbered tardy

TRANSPORTATION POLICIES AND 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 AND the transportation office.
2. Changes will not be made after 1 hour prior to dismissal times for ANY PreK-5 building.
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.

CANDY, GUM, FOOD, AND/OR DRINKS

Students will not be permitted to have candy, gum, food, and/or drinks on the bus. Having such items creates a safety hazard, and creates possible situations in which a child could behave in a way that violates transportation guidelines. Students having these items will be asked to dispose of the item before boarding the bus.

CODE WORD

Lebanon R-III School District has enabled the use of code words within our district as a means of providing extra safety measures. A Code Word is a word you select that is used to make transportation changes or access information about your student over the phone. Individuals who do not know the code word WILL NOT be allowed to make changes or access your child's information without physically being present and providing photo identification in the school office. Code word forms must be filled out in the office and may not leave the building.

Parents should make every effort to share code words between parents, as only one code word will be allowed per family. Unless parents have a court order that states otherwise, both parents should have access to the code word selected. The school district cannot legally prevent a parent from access to their student or their child's records unless a court has mandated otherwise. Situations in which the welfare of students is jeopardized will result in the administrators contacting the Lebanon Police Department.

Transportation changes will be made in all buildings up to 1 hour prior to dismissal time.

Please make sure you have selected a code word that is easy to remember. DO NOT share your code word with anyone who is not able to pick your child up from school or make transportation changes. For safety purposes, DO NOT share your code word with your child.

PRESCHOOL AND 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.

RELEASE OF STUDENTS

1. Parents requesting release of a child must come in person to the school office and show photo ID to sign the child out.
2. Students being released due to illness or injury will be released only to a parent or authorized adult with permission of a parent/guardian. Every effort will be made to contact the parent in all cases.

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

SAFETY PROCEDURES

- 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 student's safety, skates, hover boards, 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 the building in circle drive
	Kindergarten – Bus Transfer side of building
	First Grade – Playground side of building
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

STUDENT EXPECTATIONS

Safe bus transportation is of primary importance for patrons and personnel of the Lebanon R-III 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 the expectations shall result in disciplinary action being taken.

1. Keep hands, feet, and objects to self.
2. Remain seated until completely stopped.
3. Use a quiet voice.
4. Use kind words.
5. Follow the bus driver's directions.
6. Know and follow the bus rules.

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 submit discipline reports to transportation for building principals to take appropriate disciplinary action.

CONSEQUENCES FOR NOT FOLLOWING EXPECTATIONS ARE LISTED IN THE DISCIPLINE SECTION OF THE HANDBOOK.

FOOD SERVICES PROGRAM

COMPUTERIZED LUNCH PROGRAM

In an attempt to make our lunch program collection system more efficient and convenient, the PREK-6 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 online by using the parent portal on the Lebanon R-III District website. Payments are made using Paypal 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. 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.

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.

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.

LUNCH PROGRAM

2016-2017 LUNCH PROGRAM PRICES	
ELEMENTARY BREAKFAST	\$1.15
ELEMENTARY LUNCH	\$2.05
EXTRA MILK	\$0.35

- 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 lunchroom for 30 cents.
- Students are asked not to bring carbonated drinks to school in their lunch.
- 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.

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.

BUILDING PROCEDURES

ASSESSMENT PROGRAM

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

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

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the district wide assessment plan are to facilitate and provide information for the following:

1. **Student Achievement** – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. **Student Guidance** – To serve as a tool for implementing the district's student guidance program.
3. **Instructional Change** – To provide data that 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.
 - c. Help the Board of Education adopt instructional policies.
4. **School and District Evaluation** – To provide indicators of the progress of the district and individual schools toward established goals.
5. **Accreditation** – To ensure the district maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of district students with limited English proficiency.

National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

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.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the standards adopted by the Missouri State Board of Education.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 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.

CLASSROOM PARTY PROCEDURE

- 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 or on school grounds. Please **do not** send birthday invitations with your child.
- School Parties will be limited to three:
 - Fall Party
 - Christmas Party
 - Valentine's Day Party
 - We ask that ALL Valentine's deliveries be to the school office before noon.
 - Items with balloons or glass will not be delivered to any student riding a bus.
 - Parties will be scheduled for the last hour of the day.
 - Only commercially prepared food items may be provided by parents.
- We ask that students and parents 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.

ALL room parents **MUST** have a completed background check on file through the school office. Please see the Volunteers In Public Schools section to see complete details on how to become an approved school volunteer.

CLASSROOM VISITATION & TELEPHONE PROCEDURES

In order to keep classroom interruptions at a minimum:

- parents wishing to visit with their child's teacher will need to make an appointment with the teacher,
- students will not be called to the office for personal visits or telephone calls during class times.

CUSTODY

Custody disputes must be handled by the courts. By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the children UNLESS one of them has a signed court order that indicates otherwise. The school has no legal right to refuse biological parents access to their children and/or school records.

If a parent has a signed, current court order limiting the other parent or any other person, the school **MUST HAVE A COPY** of the court order on file. If a copy is not on file, the school is required by law to release children to their parents with proper identification. Situations that put the welfare of students in question will be handled at the discretion of the Principal/designee. In situations that become a disruption to the school, the Lebanon Police Department will be contacted and an officer will be requested to intervene.

Parents are asked to make every attempt not to involve schools in custody matters, and to have current information on file for your children.

FIELD TRIPS

- Field trips may be taken throughout the year by your child's class. Each child must have a signed permission slip on file before each field trip to participate.
- Parents planning to attend their child's field trip **MUST** have a completed background check on file with the school office. Please see the Volunteers In Public Schools section to see complete details on how to become an approved school volunteer.
 - Parents not having a completed background check on file, **will not** be allowed to join the class on field trips.

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. Please return completed form into any office where one of your children attends school.

SCHOOL PICTURES

Pictures will be taken in color each fall. 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.

VISITORS

ALL VISITORS MUST CHECK IN WITH THE BUILDING OFFICE.

The building principals have the right to waive this policy for special events and circumstances.

The Lebanon R-III School District believes that district events are a vital part of the total educational program and should be used as a means for developing positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations.

To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics, and integrity at all district events and at all times while on district grounds. The Board will work with parents/guardians, alumni associations, and local service organizations to keep appropriate behavior a top priority. The superintendent will establish procedures for crowd control at district events consistent with this policy.

DISRUPTIVE CONDUCT

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or a designee of either may require the visitor to leave. The superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times. The superintendent may make an exception for visitors to attend a meeting of the Board or its committees but is not obligated to do so. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

DISTRICT PROPERTY

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the building. The district discourages parents/guardians or others from using district property or events as places for visiting students and may refuse the use of district property for that purpose.

The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to the district property may not possess weapons, including concealed weapons, on district property, on district transportation, or at any district function or activity sponsored or sanctioned by the district unless the visitor is authorized law enforcement official or is otherwise authorized by Boards policy.

ENFORCEMENT

If a visitor prohibited from district property or events under this policy is on district property, district staff will contact law enforcement and/or escort the person from district grounds and inform the person of the district policy prohibiting his or her presence.

The superintendent, principal, or designee of either may file a report or sign a complaint with law enforcement on behalf of the district. The Board grants the superintendent or designee the authority to consult an attorney for guidance or to seek a court order banning the visitor from district property. A visitor denied access to district property may communicate with the Board in writing but will not be allowed back onto district property unless allowed by the Board.

REGISTERED SEX OFFENDERS AND PERSONS PROHIBITED ON/NEAR DISTRICT PROPERTY

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled *nolo contendere* or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or transportation or at district activities, regardless of whether those activities are held on or off district property, unless access is required by law.

In accordance with law, the district also prohibits all persons who have pled guilty or *nolo contendere* to or have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, district property, district activity, or any vehicle used to transport students:

- Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
- Incest, § 568.020, RSMo.
- Endangering the welfare of a child in the first degree, § 568.045, RSMo.
- Use of a child in a sexual performance, § 568.080, RSMo.
- Promoting a sexual performance by a child, § 568.090, RSMo.
- Sexual exploitation of a minor, § 573.023, RSMo.
- Promoting child pornography in the first degree, § 573.025 RSMo.
- Furnishing pornographic material to minors, § 573.040, RSMo.
- Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

Despite the prohibitions in this section, the superintendent may grant permission for a parent, guardian, or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or in other situations where the student may benefit. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian, or custodian will be supervised at all times or will not be alone with a child. If the superintendent does not grant permission, the parent, guardian, or custodian may seek permission from the Board. The superintendent will inform the principal and other relevant district staff of the scope of the permission granted.

This section may not apply to a student entitled by law to be on district property for educational services if the student's presence is necessary to obtain those services and the student is not otherwise prohibited by law from being on district property. The exceptions cited in this section do not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

VOLUNTEERS IN PUBLIC SCHOOLS

VIPS are welcome at each PreK-5 school and provide an important role in supporting the efforts of educating our students. To become a volunteer, please visit the school webpage to fill out the necessary forms, which include a background check as required by the state of Missouri. Once completed, return necessary forms to your child's school office.

SAFETY

CHILD ABUSE

The Lebanon R-III School District will allow Family Services access to any student when that organization is investigating a suspected child abuse case. The school district will NOT notify parents 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 judgement provided.

INCLEMENT WEATHER

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

- If we are under a TORNADO WATCH we will release students at normal times
- If a TORNADO WARNING is in effect, students will be held until the ALL CLEAR is sounded.

In the event of inclement weather, parents/guardians will be notified as quickly as possible. Parents/guardians are encouraged to let their child's teacher know of an inclement weather plan for transportation as early in the year as possible, however we understand that special circumstances arise and those plans may change.

Parents/guardians needing to make changes for inclement weather early release days will need to contact the school office as quickly as possible. Please understand that phone traffic on these days is very high, and the office staff will do their best to answer calls in a timely manner.

Lebanon R-III School District utilizes the following methods to notify parents/guardians of early dismissal due to inclement weather, or other circumstances.

School Messenger Alerts

Radio KLWT-AM 1230 / KCLQ-FM 107.9

KJEL-AM 750 / KIRK-FM 103.7

KTTK-FM 89.9

Television KOLR 10

KY3

KSPR 33

PLAYGROUND RULES AND REGULATIONS

Students are expected to obey all playground 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.
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. Any fighting or aggressive physical contact will be referred to the office.

SAFETY PROCEDURES

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

Drill procedures are practiced as follows, and should a situation arise, student will follow these guidelines:

- Fire: Students will evacuate the building to a safe location near, or off of, the school campus.
- Tornado: Students will evacuate classrooms to the nearest tornado shelter within the building.
- Earthquake: Students will seek shelter in the closest safe place in the building, following regular earthquake drill procedures.
- Intruder: Students and teachers will take shelter and follow lockdown and evacuation procedures.

STUDENT INFORMATION

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, or a designated person.

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.

DRESS CODE (SBP: JFCA)

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests. 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. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

It is generally accepted that cleanliness, good grooming, and appropriate dress are necessary to reduce distraction, promote health, and provide a productive learning atmosphere. *Extremes* in dress, personal hygiene, and overall personal appearance will not be tolerated. Clothing and personal appearance shall not be disruptive to the overall educational climate of the school. Any article of clothing or personal belonging that presents a health or safety risk will not be allowed. Common sense, a reasonable attitude, and parent support should eliminate the need to correct students in the areas of dress and personal appearance.

Final decisions regarding the appropriateness of apparel and/or personal appearance will be at the sole discretion of the school's administration.

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 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 headgear (hats, caps, scarves, etc) shall be worn inside the building.
9. No sagging of pants or shorts.
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.

MEDIA APPEARANCE

Student's names or pictures could appear in the newspaper, radio, TV, social media, or school videos. If you do not wish for your child to appear in any media, please contact the school office in writing.

PROHIBITED ITEMS

Students are not to possess such items as radios, rubber bands, water guns, firecrackers, toys, cigarettes, tobacco products (including vapor), cigarette lighters, matches, knives, skates, skateboards, hoverboards, or any other "gadgets" at school.

TECHNOLOGY USAGE POLICY

(EHB and EHBA)

TECHNOLOGY USAGE POLICY

The Lebanon R-III School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

- **Technology Resources** – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multimedia resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.
- **User** – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.
- **User Identification (ID)** – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.
- **Password** – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No 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.

User 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 including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Safety

To protect district technology, employees must have approval from the district's technology director before personal cell phones or computers can be synchronized with the district's network.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the

district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using email, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's web page will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs 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. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies 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. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including 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.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non deliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES FOR INSTRUCTIONAL PURPOSES

The Lebanon R-III School District recognizes that students increasingly have access to and are using personal electronic devices for many purposes, including educational purposes. The Board authorizes the superintendent and building principals to designate classes, grade levels and/or buildings where teachers are encouraged to utilize and incorporate personal electronic devices into their instruction and lesson plans in accordance with this policy. Teachers who incorporate such technology into their classrooms shall, with the assistance of the principal or designee, make accommodations for those students who do not have access to personal electronic devices. No student shall be penalized in any fashion for failure to own or have access to personal electronic devices.

Definitions

- *District Networks* – Include both wired and wireless networks maintained by the district.
- *Personal Electronic Devices* – Include, but are not limited to, electronic communication equipment such as laptops, portable media players, mobile phones, smart phones, tablet computers and video game devices owned by a student or a student's parent/guardian.

Acceptable Use

Possession or use of any personal electronic device on district property is a privilege, and students who fail to abide by this policy may forfeit this privilege.

When approved by the building principal, students will be allowed to bring personal electronic devices to school for use during the school day in the designated classrooms. Each building administrator, under the direction of the superintendent or designee, shall determine the appropriate areas of the school where students may use personal electronic devices and the extent to which such devices will be incorporated into the classroom curriculum.

Students may use personal electronic devices during the school day only if the student and parents/guardians sign and agree to the terms of the district's personal electronic devices agreement and the district's technology usage agreements unless excused by the superintendent or designee. The district will utilize a technology protection measure, such as a filter, on all district networks. Students shall not bypass or attempt to bypass the district's networks through any means.

Possession or use of personal electronic devices must not in any way disrupt the educational process in the school district, endanger the health or safety of the student or any other person in the district, invade the rights of others at school or involve illegal or prohibited conduct.

All use of personal electronic devices during the school day shall be for appropriate educational purposes only and shall be consistent with the educational objectives of the district. Students using personal electronic devices must follow the same rules that apply to the use of district-provided technology. The district may examine the student's device to the extent allowed by law. The district administration may involve law enforcement if the district has reasonable suspicion that the device has been used for an illegal purpose or for a purpose that causes harm to others.

Failure to abide by this policy shall subject the student to disciplinary action as outlined elsewhere in Board policy.

District's Wireless Network

The district does not guarantee that the district's wireless network is completely secure or that the district can protect the privacy of those using the district's wireless network. The district does not guarantee that all areas of the district shall have wireless coverage or that the wireless service level will be consistent from day to day. The district is not responsible for any loss of information that may arise from the use of the district's wireless network or for any loss, injury or damages resulting from the use of the wireless connection.

District Responsibility

The district will not be responsible for technological support of students' personal electronic devices, and students are required to ensure that all devices are free from viruses before bringing them to school.

Students who bring personal electronic devices to school do so at their own risk. The district assumes no responsibility for lost, stolen, damaged or misplaced devices, including those that have been confiscated by district personnel.

DISCIPLINE POLICY AND PROCEDURES

DISCIPLINE POLICIES AND PROCEDURES

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

APPLICATION

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

CONFIDENTIALITY

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

DISCIPLINE OF STUDENTS WITH DISABILITIES

It is the goal of the Lebanon R-III School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

The superintendent or designee will provide all district employees training on violence prevention, the district's discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to the

superintendent or designee the authority to contact the district's legal counsel for legal advice or training on the district's responsibilities.

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.

ENFORCEMENT

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

RE-ADMISSION CONFERENCE

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence" as defined in § 160.261.2, RSMo., and Board policy JGF, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

SCHOOL POLICE SERVICES

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

STUDENT DISCIPLINE HEARINGS

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions,

unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

SUSPENSION AND EXPULSION

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school district. This observance of school policies, rules and procedures is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period.

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

In-School Suspension

In-School Suspension is an alternative to suspension which allows students to remain in an alternative setting at school rather than being sent home. Students in in-School Suspension are excluded from activities/programs similar to out-of-school suspension, however are able to complete classroom work.

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

Suspensions

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
 - c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
 - d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.

- e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
- f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions For More Than 180 School Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent must:
 - a. tell the student, either orally or in writing, what misconduct he or she is accused of;
 - b. if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion;
 - c. give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)
 - a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.
 - b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in 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, any aggravated circumstance of any offense, or any 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. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this regulation, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Documentation in Student's Discipline Record

The principal, designee, or other administrators or district staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Nondiscrimination in Application of Policies

The Lebanon R-III School District prohibits discrimination on the basis of race, color, national origin, sex, age, disability 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, 42 U.S.C. Section 6101, the Americans with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Uniformed Services Employment and Reemployment Rights Act and Missouri Law.

Reporting to Law Enforcement

It is the policy of the Lebanon R-III School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not

be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Extended Summary Suspensions

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

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

DISCIPLINE REPORTING AND RECORDS

In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

Definitions

The following definitions and terms apply to this policy:

- ***Act of School Violence/Violent Behavior*** – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.
- ***Serious Physical Injury*** – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
- ***Serious Violation of District's Discipline Policy*** – One or more of the following acts if committed by a student enrolled in the district.
 - Any act of school violence/violent behavior.
 - Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
 - Any offense that results in an out-of-school suspension for more than ten school days.

- ***Need to Know*** = Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.
- ***School or District Property*** – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

Liability

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's policies, including the Board's discipline policies, or when reporting to the appropriate supervisor or other person acts of school violence or threatened acts of school violence, pursuant to law and district policy.

Reporting to School Staff

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's individualized education program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement authority in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

Reporting to Law Enforcement Officials

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement agency. The following acts are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First-, second- or third-degree assault under §§ 565.050, .060, .070, RSMo.*
 - a. Immediate reporting of third-degree assault under § 565.070, RSMo., may not be required if an agreement with law enforcement exists.
5. Rape in the first or second degree under §§ 566.030, .031, RSMo.
6. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs and distribution of drugs to a minor under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.

16. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third-degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement agency and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

Reporting Third-Degree Assault

The superintendent and the appropriate local law enforcement agency may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third-degree assault. If such an agreement exists in the district, the principal shall report third-degree assaults to the appropriate local law enforcement agency in accordance with the agreement.

Student Discipline Records

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten days or longer and expulsions.

PROHIBITED CONDUCT

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**** Items with an asterisk may qualify as a Safe Schools Violation and could require administration to notify staff members on a need to know basis, as well as could result in a police report where necessary. ****

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 Offense	Conference and replacement assignment
Subsequent Offense	Loss of Privilege up to 1 day ISS & replacement assignment.

ALCOHOL/DRUGS (See Board of Education policy JFCH and JHCD *)

Alcohol/Drugs violations are divided into two offense categories. <i>(School Police Report Required)</i>	
Possession or Use of *	
Illegal/Prescription	1-10 days OSS
Over the Counter	Loss of Privilege up to 3 days ISS
Sale or Distribution of *	
Illegal/Prescription	1-10 days OSS
Over the Counter	3 days ISS - 10 days OSS

ARSON

The intentional and knowing use of fire on Lebanon R-III School District property that may or may not cause damage to district property or property of others; or, the attempt to commit arson. Arson violations are divided into two offense categories.	
Class I Arson Offense *	Characterized by arson that causes no appreciable property damage, injury to persons, or interruption to the educational or extracurricular process; or, an attempt to commit arson.
First Offense	1-5 days out-of-school suspension

Second Offense	6-10 days out-of-school suspension
Class II Arson Offense *	Characterized by arson that causes property damage, injury to persons, or interruption to the educational or extracurricular process.
First Offense	10 days OSS

AGGRESSIVE/ASSAULTIVE BEHAVIOR *

Intentionally or recklessly causing injury to another. Aggressive behavior is divided into eight categories.	
Aggressive Behavior *	Aggressive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct AND does not meet the definition of Assaultive Behavior. (Hit, kick, push, shove, bite, etc.)
First Offense	Loss of Privilege and Warning up to 3 days ISS
Second Offense	Loss of Privilege up to 5 days ISS
Third Offense	1 day ISS up to 3 days OSS
Assaultive Behavior *	Assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct which may cause significant physical injury (i.e., stitches, broken bones, unconsciousness, or where an ambulance must be called to care for any person).
First Offense	1-3 days OSS
Second Offense	5-10 days OSS
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.
PreK - 3rd Grade	
First Offense	Loss of Privilege up to 3 days ISS
Second Offense	1-3 days ISS
Third Offense	2-5 days ISS or 1-3 days OSS
4th - 5th Grade	
First Offense	3 days of OSS
Second Offense	5 days of OSS
Third Offense	10 days OSS
Class II Fighting *	Physical conflict involving two or more participants, which causes significant physical injury, as defined above, to any person engaged in the physical conflict.

First Offense	1-10 days OSS
Second Offense	10 days OSS

Threatening to Fight *	Expression of the intent to engage in assaultive behavior toward another.
First Offense	Conference up to 1 day ISS
Second Offense	Loss of Privilege up to 3 days ISS
Third Offense	1 day ISS up to 3 days OSS
Aggressive/Assaultive Behavior Toward School Personnel *	Aggressive/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.
First Offense	3 days ISS up to 3 days OSS
Second Offense	1-10 days OSS
Third Offense	10 days OSS
Aggressive/Assaultive Behavior toward Non-Students *	Aggressive/Assaultive behavior toward non-students, including but not limited to student teachers, visitors, voters, volunteers, law enforcement personnel; threatening to engage in assaultive behavior toward non-students; or verbally or physically intimidating conduct toward non-students on school property or at school sponsored event.
First Offense	3 days ISS up to 3 days OSS
Second Offense	1-10 days OSS
Third Offense	10 days OSS
Threats of Violence Toward a Person *	<p>The verbal, written, or physical communication of a threat to:</p> <ul style="list-style-type: none"> ● inflict serious physical injury or death upon any person; ● bring a Class III Weapon (as defined in Board of Education Policy JFCJ) or a Class II Explosive Device onto school district property or in the immediate vicinity thereof; ● possess a Class III Weapon or Class II Explosive Device while traveling to or from school; ● bring a Class III Weapon or a Class II Explosive Device onto a vehicle operated by or for the school district for the transportation of student; ● bring a Class III Weapon or a Class II Explosive Device to a school-directed activity; ● Use a Class III Weapon or a Class II Explosive Device upon any person.

First Offense	1 day ISS up to 1 day OSS
Second Offense	3 days ISS up to 3 days OSS
Third Offense	1-10 days OSS

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, a Class II Explosive device, or by use of fire.
First Offense	1 day ISS up to 1 day OSS
Second Offense	3 days ISS up to 3 days OSS
Third Offense	1-10 days OSS

BULLYING AND CYBERBULLYING (See Board of Education policy JFCF) *

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; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.	
DISCIPLINE	
First Offense	Loss of Privilege, In-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense	1-180 days out-of-school suspension or expulsion.

BUS SAFETY VIOLATIONS (See Board of Education Policy JFCC) *

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.	
First Offense	Principal/Student conference. Parent notified.
Second Offense	1-3 days suspension from bus
Third Offense	3-5 days suspension from bus
Subsequent Offense	5-10 days suspension from bus or 3-5 days out-of-school suspension

COMPUTERS/ELECTRONIC DEVICES, UNAUTHORIZED USE *

Unauthorized Use of Computers/Electronic Devices is divided into the following categories categories.	
Unauthorized Use of a Computer	Is defined as:

	<ul style="list-style-type: none"> 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; use of a school district computer, handheld 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; use of a computer, handheld 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; use of a school district computer, handheld device, or any computer system to do, attempt to do, any of the following: <ul style="list-style-type: none"> Bypass a District web filter (CIPA filter) Install any executable file on a district servers or a 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
First Offense	Conference up to 3 days ISS
Second Offense	1 week loss of computer privileges AND 3-5 days ISS
Third Offense	1 month loss of computer privileges AND 5-10 days OSS
Tampering with Computer Equipment or Data *	<p>Is defined as:</p> <ul style="list-style-type: none"> the modification or destruction of data or programs that reside or exist internal to a district computer, computer system or computer network; the modification or destruction of programs or supporting documentation residing or existing external to a district computer, computer system, or network; disclose or take data, programs, or supporting documentation that resides or exists internal or external to a district computer, computer system, or computer network; 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: <ul style="list-style-type: none"> 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, Realsecure)

	<ul style="list-style-type: none"> ○ scanning tools (e.g. fping, udpscan) ○ any other tools that could be used to bypass district computer or other security systems
First Offense	1-5 days OSS
Second Offense	5-10 days OSS
Class I Inappropriate Use of Electronic Devices *	<p>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:</p> <ul style="list-style-type: none"> ● acts of violence; ● disruptions to school environment; ● images of staff without permission; ● or other acts prohibited by the school disciplinary code, including printing violations.
First Offense	1 week loss of computer privileges up AND conference up to 3 days OSS
Second Offense	1 month loss of computer privileges AND 3 days ISS up to 10 days OSS
Class II Inappropriate Use of Electronic Devices	<p>The act of creation, distribution, or display of video, digital images, sound, pictures, and/or other recording 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:</p> <ul style="list-style-type: none"> ● acts of violence; ● disruptions to school environment; ● images of staff without permission; ● or other acts prohibited by the school disciplinary code, including printing violations.
First Offense	3 days ISS up to 3 days OSS
Second Offense	3 days ISS up to 10 days OSS
Cell Phone Use	Inappropriate use or misuse of a cell phone.
First Offense	Conference. Warning. Student may pick up at the end of the day from office, parent may be contacted.
Second Offense	Confiscation. Parent contact. Parent pick up of cell phone at the end of the day.
Subsequent Offense	Confiscation. Parent Contact. Parent pick up of cell phone. AND 1 day of ISS

DEFIANCE OF AUTHORITY OR DISRESPECT FOR AUTHORITY

Defiance of Authority or Disrespect for Authority is divided into two offense categories.

Defiance of Authority/Insubordination Offense	Refusal to comply with a reasonable request or direction of district personnel or others in authority where there is no expressed disrespect for authority
First Offense	Conference up to 3 days OSS
Second Offense	Loss of Privilege up to 1-5 days ISS
Third Offense	3 days ISS up to 3 days OSS
Subsequent Offense	3 days ISS up to 1-10 days OSS
Disrespect for Authority Offense	Overt conduct that exhibits a lack of proper respect for district personnel or others in authority, including incivility, irreverence, impudence, discourteousness or profanity directed toward any person in authority; or such conduct toward any Lebanon R-III School District employee during or in conjunction with any district-sponsored or district-directed activity either on or off district property.
First Offense	Loss of Privilege up to 3 days OSS
Second Offense	1 day ISS up to 5 days OSS
Third Offense	3 days ISS up to 1-10 days OSS

DESTRUCTION OF PROPERTY/VANDALISM (See Board of Education policy ECA) *

Conduct that destroys, mutilates, vandalizes or defaces objects, buildings, materials or property belonging to the Lebanon R-III School District or district personnel wherever the property is located; or toward property of others that is located on district property. Destruction of Property/Vandalism is divided into two offense categories.	
Class I Destruction of Property/Vandalism Offense *	Conduct that involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.
First Offense	Restitution and/or Loss of Privilege up to 3 days ISS
Subsequent Offense	Restitution and/or Loss of Privilege AND 1 day ISS up to 3 days OSS
Class II Destruction of Property/Vandalism Offense *	Conduct that involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of one hundred dollars (\$100.00) or more in the opinion of the building administration. <i>(School Police Report Required if value exceeds \$750.00.)</i>
First Offense	Restitution AND 1-3 days OSS
Second Offense	Restitution AND 3-10 days OSS

DISORDERLY CONDUCT (See Board of Education policy JFCE) *

Disorderly Conduct is divided into three offense categories.

Disorderly Conduct Offense	Conduct outside of the classroom that 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.
First Offense	Conference - 1 day ISS
Second Offense	1-3 days ISS
Third Offense	1-5 days OSS
Disorderly Conduct in the Classroom Offense	Riotous, rowdy, disruptive or unruly conduct that breaks up the order or progress of the educational process in the classroom; or the general use of non-directed profanity in the classroom.
First Offense	Conference up to 2 days ISS
Second Offense	1-3 days ISS
Third Offense	2 days ISS up to 1 day OSS
Subsequent Offense	1 day OSS
Group Disorderly Conduct Offense	Riotous, rowdy, disruptive or unruly conduct that breaks up the order or progress of the educational process, or district-sponsored or district-directed activities, where two or more persons are involved and/or act in concert including gang related behavior or attire. <i>(School Police Report Required.)</i>
First Offense	1-3 days ISS
Second Offense	1-3 days OSS

DRUGS/ALCOHOL (See Board of Education policies JFCH and JFCD)

Refer to Alcohol/Drugs in this regulation. *(School Police Report Required.)*

EXCESSIVE DISCIPLINE REFERRALS

Students who accumulate five non-tardy discipline referrals, a student/parent/administrator conference will be held with the possibility of out-of-school suspension days being assigned to include possible referral to superintendent for long-term suspension.

EXPLOSIVE DEVICES, POSSESSION OR USE OF *

Explosive Devices, Possession or Use of – Possession or Use of Explosive Devices is divided into two offense categories. <i>(School Police Report Required.)</i>	
Class I Explosive Devices Offense *	The possession or use of fireworks that are otherwise legal to possess.
<i>Possession</i>	
First Offense	Conference - 3 days OSS
Second Offense	3-10 days OSS
<i>Use of Attempted Use</i>	

First Offense	5-10 days OSS
Second Offense	* 10 days OSS
Class II Explosive Devices Offense *	
First Offense	10 days OSS

EXTORTION *

Gaining or attempting to gain something of value from another by compulsion, by actual force, or by threats that place the person in fear. ***(School Police Report Required.)***

First Offense	Conference up to 1 day ISS
Second Offense	1 day ISS up to 1 day OSS

FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY

Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense	Restitution. Loss of Privilege. Principal/Student conference, or ISS.
Subsequent Offense	Restitution. Loss of Privilege. ISS

FAILURE TO MEET CONDITION OF SUSPENSION, EXPULSION, OR OTHER DISCIPLINARY CONSEQUENCES

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any student or district employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

DISCIPLINE

First Offense	Warning up to 3 days ISS
Second Offense	3-5 days ISS
Third Offense	1-3 days OSS

FALSIFICATION OF INFORMATION OR RECORDS *

Falsification of Information or Records is divided into two offense categories.

Giving False Information / Falsifying School Records Offense *	Falsely altering any record maintained by the Lebanon R-III School District; or filing, processing or using false information with the district with the intent to deceive district personnel.
First Offense	Conference - 2 days ISS
Second Offense	1-3 days ISS
Third Offense	1-3 days OSS
Fourth Offense	3-10 days OSS
Forgery Offense *	Conduct that consists of making and/or using a signed document that is purported to have been signed by another. <i>(School Police Report Required.)</i>
First Offense	Conference - 2 days ISS
Second Offense	1-3 days ISS
Third Offense	1-3 days OSS
Fourth Offense	3-10 days OSS

FILING A FALSE EMERGENCY REPORT

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 offense categories.	
Class I Filing a False Emergency Report Offense *	Filing a False Emergency Report that does not disrupt any educational, extracurricular activity or the school environment such as a false 911 call.
First Offense	Conference up to 3 days OSS
Second Offense	10 days OSS
Class II Filing a False Emergency Report Offense *	Filing a False Emergency Report that disrupts an educational or extracurricular activity or the school environment such as pulling a fire alarm or making a bomb threat.
First Offense	10 days OSS

GAMBLING *

Conduct that 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. <i>(School Police Report Required.)</i>	
First Offense	Conference - 3 days ISS
Second Offense	3-10 days OSS

GANG/SECRET ORGANIZATIONS RELATED BEHAVIOR/ATTIRE (see Board of Education policy JFCE) *

<i>(School Police Report at Officer Discretion.)</i>	
First Offense	Conference - 3 days OSS
Second Offense	3-10 days OSS
Third Offense	10 days OSS

HARASSMENT

Conduct that violates Board of Education policies ABC, Staff and Student Harassment; ACAB, Sexual Harassment-Students; JFCF, Hazing and Bullying; or GBH, Staff/Student Relations. Harassment is divided into four offense categories

Inappropriate Non-Physical Harassment Offense	Harassment that is inappropriate verbal, written or nonverbal, non-physical conduct such as demeaning comments or jokes concerning a person's race, color, religion, sex, national origin or disability, or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.
First Offense	Conference - 3 days OSS
Second Offense	1 days ISS - 3 days OSS
Third Offense	3-5 days OSS
Inappropriate Physical Harassment Offense	Harassment that is physical in nature including hazing or physical tormenting of a person because of the person's race, color, religion, sex, national origin or disability, or conduct such as depanting, or physical sexual advances or other physical conduct of a sexual nature that does not constitute sexual misconduct.
First Offense	Conference - 3 days OSS
Second Offense	3 days ISS - 5 days OSS
Third Offense	1-10 days OSS
Bullying Offense	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.
First Offense	Loss of Privilege AND Conference - 3 days ISS
Second Offense	Loss of Privilege up to 3 days OSS
Third Offense	1 days ISS to 10 days OSS
Hazing Offense	Any activity, on or off district 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 district-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 tryout for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.
First Offense	Conference - 3 days OSS
Second Offense	4-10 days OSS
Third Offense	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.

First Offense	Change of attire. Conference.
Second Offense	Change of attire.
Third Offense	Change of attire. 1 day ISS

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 offenses.

First Offense	Warning. Conference up to 1 day ISS
Second Offense	1-3 days ISS
Third Offense	1-5 days ISS

NUISANCE ITEMS

Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense	Confiscation. Warning, principal/student conference, or ISS
Subsequent Offense	Confiscation. Principal/Student conference, detention, ISS, or 1-10 days OSS

OUT OF ASSIGNED AREA

When a student is not in the proper place/location at the proper time during the school day according to his or her schedule or teacher permission.	
First Offense	Loss of Privilege up to 1 day ISS
Second Offense	Loss of Privilege up to 3 days ISS
Subsequent Offense	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.	
First Offense:	Conference up to 1 day ISS
Second Offense:	1-3 days ISS

SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR, OR VIOLENT MATERIA *

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.	
First Offense:	Confiscation. Principal/Student conference and ISS
Subsequent Offense:	Confiscation. ISS and/or 1-180 days OSS or expulsion.

SEXUAL MISCONDUCT *

Sexual Misconduct is divided into three offense categories. <i>(School Police Report Required.)</i>	
Sexual Misconduct –All Sexual Misconduct Offense categories below may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.	
Class I Sexual Misconduct Offense	The exhibitionist, video, digital, or print display of a person's genitals, buttocks or the female breasts
First Offense	1-3 days OSS
Second Offense	3-5 day OSS
Third Offense	6-10 days OSS
Class II Sexual Misconduct Offense *	Conduct that is of a sexual nature by or between students that involves the intentional physical contact with a person's clothed or unclothed genitals, buttocks or the breasts of a female.
First Offense	1-5 days out-of-school suspension.

Second Offense	6-10 days out-of-school suspension.
Class III Sexual Misconduct Offense *	Conduct that is of a sexual nature by or between students such as sexual intercourse, oral sex and masturbation.
First Offense	10 days OSS

THEFT

Taking property of the Lebanon R-III School District or others. Theft is divided into three offense categories.	
Class I Theft Offense*	Conduct that involves a theft of property that has a market value or replacement cost of less than one hundred dollars (\$100.00) in the opinion of the building administration
First Offense:	Restitution AND Loss of Privilege to 3 days ISS
Second Offense:	Restitution AND 1 day ISS to 3 days OSS
Third Offense:	Restitution AND 1-10 days OSS
Class II Theft Offense*	Conduct that involves a theft of property that has a market value or replacement cost of one hundred dollars (\$100.00) or more in the opinion of the building administration. <i>(School Police Report Required.)</i>
First Offense	Restitution AND 1-3 days ISS
Second Offense	Restitution AND 5 days ISS up to 3 days OSS
Receiving Stolen Property	Conduct that 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. <i>(School Police Report Required.)</i>
First Offense	Restitution AND Conference to 3 days ISS
Second Offense	Restitution AND 1 day ISS up to 3 days OSS
Third Offense	Restitution AND 1-10 days OSS

TOBACCO

Possession or use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.	
First Offense	3 days ISS
Second Offense	5 days ISS
Third Offense	1 day OSS
Subsequent Offense	3 days OSS

TRUANCY (See Board of Education policy JED and procedures JED-AP1 and JED-AP2) *

Intentionally failing or refusing to attend or follow attendance procedures or removing oneself from attending class or other scheduled school activities where attendance is mandatory including, but not limited to, leaving campus without permission; arriving after the expected time class or school begins, as determined by the district. ***(Juvenile Report required for excessive/chronic absences.)***

First Offense	Conference up to 1 day ISS
Second Offense	1-3 days ISS
Subsequent Offense	3-5 days ISS

WEAPONS - (see Board of Education policy JFCJ) *

All Weapons Offense categories below may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis. ***(School Police Report Required.)***

Class I Weapons Offense *	Possession or use of any weapon (< 4 inches in size) as defined in Board policy JFCJ #3, #4, and #5.
First Offense	1 day ISS up to 10 days OSS
Second Offense	3 days ISS up to 10 days OSS
Third Offense	1-10 days OSS
Class II Weapons Offense *	Possession or use of any weapon (> or = 4 inches in size) as defined in Board policy JFCJ #1 and #2
First Offense	1 calendar year OSS and/or expulsion, modified by the Board upon recommendation by the superintendent.
Second Offense	Expulsion.
Possession or use of ammunition or a component of a weapon *	
First Offense	ISS or 1-180 days OSS, or expulsion.
Subsequent Offense	1-180 days OSS or expulsion.

APPENDIX

NOTICE OF NON-DISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Lebanon R-III School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Any person having inquiries concerning our School District's compliance with the laws and regulations implementing [Title VI](#) of the Civil Rights Act of 1964 (Title VI), [Title IX](#) of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), [Section 504](#) of the Rehabilitation Act of the 1973 (Section 504), Titles II and III of the Americans with Disabilities Act of 1990 ([ADA](#)) or the Boy Scouts of America Equal Access Act is directed to the Compliance Coordinator below, who has been designated by our School District to coordinate our School District's efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504, and the ADA.

Our School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the U.S. Department of Education, Office for Civil Rights, On Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106; telephone (816)268-0550; facsimile: (816) 268-0599; TTY: (877) 521-2172; Email: OCR.KansasCity@ed.gov.

Questions, or to request for additional information regarding Title VI, IX, ADA, ADEA, Section 504 or the Boy Scouts of America Equal Access Act may be forwarded to the designated Title VI, IX, ADA, ADEA, Section 504 or the Boy Scouts of America Equal Access Act compliance coordinator:

Mr. Nick Cotta

Director of Special Programs

Lebanon R-III School District

1310 E. Rt. 66

Lebanon, MO 65536

(417) 532-9141

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

It is the policy of the Lebanon R-III Board of Education to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, sex, age, genetic information or disabling conditions. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the Lebanon R-III School District and individuals with whom the Board does business.

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the Lebanon R-III School District. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as an employee and as an applicant for employment.

In keeping with the requirements of federal and state law, the Lebanon R-III School District strives to remove any vestige of discrimination, harassment or retaliation in its programs including its:

1. Employment, assignment and promotion of personnel.
2. Educational programs, offerings, services and vocational opportunities.
3. Assignment of students to schools and classes.
4. Student discipline.
5. Location and use of facilities and educational materials.

SCOUTS OF AMERICA EQUAL ACCESS ACT

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

SCHOOL NUTRITION PROGRAM

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

The Board will designate an individual to act as the district's compliance officer, and will ensure that the officer's name, business address and telephone number, as well as the statements of nondiscrimination by the district, are published to patrons, employees and students on an annual basis.

All persons who believe they have a complaint of discrimination, harassment or retaliation may utilize Lebanon R-III Board of Education policy ACC, Grievance Procedure for Resolution of Discrimination Complaints.

The superintendent shall continue all necessary actions to ensure that discrimination, harassment or retaliation does not occur in the educational program, employment practices or activities of the Lebanon R-III School District.

COMPLIANCE OFFICER/COORDINATOR

Compliance Officer - The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

The Board designates the following individual to act as the district's designated Title VI, IX, ADA, ADEA, Section 504 or the Boy Scouts of America Equal Access Act compliance coordinator:

Director of Special Programs
1310 East Route 66
Lebanon, MO 65536
417-532-9141 / 417-532-9492

In the event the designated compliance officer is unavailable or is the subject of a report that would otherwise be made to the designated compliance officer, reports should instead be directed to the alternate acting compliance officer. The Board designates the following individual to act as the district's alternate compliance officer:

Assistant Superintendent

1310 East Route 66

Lebanon, MO 65536

417-532-9141 / 417-532-9492

PUBLIC NOTICE FOR CHILDREN WITH DISABILITIES

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.

STANDARD COMPLAINT RESOLUTION PROCEDURES FOR NCLB

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:

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 I.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.

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.

TECHNOLOGY USAGE ACKNOWLEDGEMENT

(Parent/Guardian Technology Agreement)

I acknowledge the Lebanon Public Schools' [Technology Usage policy \(EHB\)](#).

I acknowledge the Lebanon Public Schools' [Student Use of Personal Electronic Devices for Instructional Purposes policy \(EHBA\)](#).

I understand that violation of the provisions in the policies may result in disciplinary action taken against my student including, but not limited to, suspension or revocation of my student's access to district technology and suspension or expulsion from school.

I understand that my student's use of the district's technology resources is not private and that the school district may monitor my student's electronic communications and all other use of district technology resources.

Student Section

My signature confirms that I have received and have read the 2016-2017 Student Handbook along with the Acceptable Use Policy (AUP) contained therein. I agree to follow the rules, procedures, policies, and guidelines approved by the Board of Education. Should I violate any of the rules and regulations contained in the Student Handbook, I may be subject to a range of disciplinary consequences as prescribed by the Code of Conduct.

Parent/Guardian Section

My signature confirms that I have reviewed this year's Student Handbook along with the Acceptable Use Policy (AUP). I release school district personnel from any claims and damages of any nature arising from my child's use of or the inability to use district technology. I will discuss with my child the policies and procedures established by this policy. Emphasis will be placed on the importance of following the rules for personal safety and security. I give my child permission to utilize the software and hardware that is available for educational use. In addition to the AUP, I understand the rules, procedures, policies, and guidelines that have been approved by the Board of Education.

By signing below I acknowledge that I have read, agree to, and fully understand the expectations, policies, procedures, and rules contained in this Handbook along with the Acceptable Use Policy.

Student Device MAC Address:

Verification: _____ I verify that I am the legal parent/guardian of the student.

SIGNATURE of Student

SIGNATURE of Parent/Guardian

PRINT Name of Student

PRINT Name of Parent/Guardian

Date

Date

Lebanon R-III Policy and Procedures Signature Page

Student Name: _____ Grade: _____

Teacher: _____

SCHOOLWIDE SUPPLEMENTAL SERVICES

All students in buildings K-5 will be eligible to receive Title 1 Reading services. Students meeting specific criteria will receive additional services to assist in reading skills. Parents will be notified when their child qualifies for such services, as well as what criteria has been used to qualify the student. Teachers within the Title 1 reading program will maintain contact with parents and keep them informed of their child's progress throughout the program.

HANDBOOK

My signature below notates that I have read and understand the information and policies contained within the 2016-2017 Lebanon R-III School District PreK-5 Handbook.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____