

Lincoln Elementary School

2022-2023



Cardinals

101 West Lamine

PO Box 39

Lincoln, MO 65338

Phone: 660-547-2222

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www.lincoln.k12.mo.us

THIS STUDENT PLANNER BELONGS TO:

NAME _____

ADDRESS _____

PHONE _____

GRADE _____ **TEACHER** _____

ELEMENTARY HANDBOOK

Mission Statement

The Mission of the Benton County R-II School District is to provide positive educational opportunities to promote individual development and opportunities for success in a safe, orderly, and caring environment.

Philosophy

It is the philosophy of the Benton County R-II School District that:

- All students are capable of learning.
- Each student is a unique individual worthy of consideration on his/her own merits.
- An environment conducive to learning and the promotion of self-worth in students must be created.
- Education is a life-long process and the school must assist and promote programs to benefit the entire community.
- The educational program must provide for systematic review and evaluation and possess flexibility to meet changing needs.
- The educational programs of the district are a joint effort requiring involvement of the home and community with the school.
- The allocation of time and resources must be flexible in order to provide for individual needs and to capitalize on individual strengths.

Parents and Students

Welcome! On behalf of faculty, staff and administration, we welcome you to this academic school year. We are pleased that you are part of the Lincoln Community. We anticipate your involvement and cooperation in making this year successful.

This school handbook has been prepared to help answer many questions students and parents usually have concerning the activities, procedures and rules for the successful operation of Lincoln Elementary. We believe that following these will help us to have an orderly school conducive to learning. There is no intent to develop a set of expectations which are confining or restrictive. Instead, a common ground of clearly understood policies and procedures will enable us to provide the best educational experiences for each student.

The Lincoln Elementary students, staff, parents, and community will cooperatively provide a safe, child-centered environment that builds self-esteem, self-discipline, and the essential skills for life-long learning. While accepting the difference of others and by using responsible decision making, students will exhibit qualities of good citizenship with the motivation to invent, dream and explore in our changing world.

In the event that problems or concerns evolve, we are available to discuss and help resolve any situation. Feel free to call 660-547-2222 and arrange a conference if the need arises.

2022-2023 School Calendar

| | | |
|-------------------------------|-----------|--|
| August 18, 19, 22, 2022 | No School | Teacher Workdays |
| August 22, 2022 | | PTO's Open House (5:30-7 p.m.) |
| August 24, 2022 | | First Day of Classes |
| September 5, 2022 | No School | Labor Day |
| October 14, 2022 | | End of First Quarter |
| October 14, 2022 | Early Out | Teacher Work Day |
| October 20, 2022 | Early Out | Dismiss at 1:16 p.m. |
| | | Parent-Teacher Conf (1:30-7:00 pm) |
| October 21, 2022 | No School | |
| November 23, 24, 25, 2022 | No School | Thanksgiving Break |
| December 16, 2022 | | End of First Semester |
| December 19, 2022 – January 2 | No School | Christmas Break |
| January 2, 2023 | No School | Professional Development Day |
| January 3, 2023 | | Classes Resume/2 nd Semester Begins |
| January 16, 2023 | No School | Martin Luther King, Jr., Day |
| February 13, 2023 | No School | Professional Development Day |
| February 20, 2023 | No School | President's Day |
| March 3, 2023 | | End of Third Quarter |
| March 6, 2023 | No School | Professional Development Day |
| March 9, 2023 | | Parent-Teacher Conf (3:30-6:30 p.m.) |
| March 10, 2023 | No School | |
| April 7, 10, 2023 | No School | Easter/Spring Break |
| May 4, 2023 | Early Out | Dismiss at 1:16 p.m. |
| | | Cardinal Night Activities |
| May 7, 2023 | | Baccalaureate |
| May 12, 2023 | | Graduation |
| May 18, 2023 | Early Out | Last Day of School |
| May 19, 2023 | | Teacher Work Day |

School Hours

Parent and student cooperation is requested in observing the daily school schedule.

The school doors open at 7:45 a.m. to allow students to enter the school to begin the school day. If the student rides the bus, they are expected to depart and go directly to the cafeteria or their particular classroom. If the student lives in town or is driven to school they should not arrive before 7:45 a.m.

All students are to leave the school grounds immediately after the dismissal bell (3:00 p.m.) rings, unless there is some type of activity that is school related and requires them to be here. Once a student boards a bus or enters the school boundaries he/she is under the legal control of the school. In order to leave it will require the permission of the office.

Cafeteria Service

Our school provides a well-balanced, nutritious breakfast and lunch program. Breakfast and lunch will be served beginning the first day of school.

The following are prices for breakfast, lunch and milk:

| | | |
|----------------------|----------------|------------------|
| Breakfast | \$1.40 per day | \$ 7.00 per week |
| Lunch | \$2.45 per day | \$12.25 per week |
| Milk | \$0.25 per day | \$ 1.25 per week |
| Afternoon milk (K-2) | \$0.25 per day | \$ 1.25 per week |

- Students should pay on a weekly or monthly basis.
- Please use the Meal Order form sheet which is sent home with the student.
- Statements will be sent weekly for students with any balance owed to the school. An itemized statement is available upon parental request.
- Meal charges should not exceed \$7.50 per student. When a negative balance occurs, parents will be contacted. It will be necessary to make payment on the lunch bill or work out arrangements with the principal. Exceeding the \$7.50 can eventually result in discontinuing lunch service to the student.
- Applications for free or reduced meals are made available to parents.
- If a student charges a meal, the amount is to be paid promptly.
- Food items purchased in the cafeteria may not be taken out of the dining area.
- Students bringing a lunch from home will also eat in the cafeteria dining room.
- Any student may purchase milk at the regular prices regardless of whether or not a meal is purchased.
- Students will remain in the cafeteria until dismissed.
- Students are expected to be polite and use acceptable table manners while in the cafeteria the cafeteria.

Attendance (Policy & Regulation 2310)

Attendance is important. It is the responsibility of the student and parent. The habits developed in school will stay with the student for the remainder of their lives. We would like all students to have a minimum of 90% attendance. Failure to meet this requirement could result in a loss of privileges. If an absence is foreseen, parents are encouraged to come in and explain the problem as this will enable us to better deal with it. Perfect attendance awards will be given to students that are present all day each day of the school year. A student is considered absent if they miss more than two hours of the school day.

Tardiness (Regulation 2610)

Because of the school's busy schedule, tardiness is discouraged. Being at school on time is part of learning a sense of responsibility. If the student is continually late, action will be taken to correct the problem.

Students will be considered tardy up to 20 minutes after the start of school. After this 20 minute period, students will be considered absent. Each student will be allowed 3 unexcused tardies without penalty. Each additional tardy after 3 will be considered unexcused and will be recorded as a ½ day unexcused absence. When a student has accumulated 5 days of unexcused absences, (total of absences and/or tardies) a referral will be made to the appropriate agency.

The following reasons will be considered as unexcused tardies:

| | |
|-----------------------------------|------------------------------|
| MISSED BUS | PARENTS DIDN'T WAKE CHILD UP |
| OVERSLEEPING | ALARM DID NOT GO OFF |
| STAYED OUT OF TOWN WITH RELATIVES | |

Absences (Regulation 2310)

The following procedure should be followed by each student when it becomes necessary to be absent from school:

1. The parent/guardian must notify the office by phone by 9:00 a.m. on the day of the absence as to the reason the student cannot attend school.
2. If the office has not received a call, note or visit within 24 hours the absence will be recorded as unexcused.
3. If homework is requested to be sent home with another student, or if the parent is to pick up the homework, notify the office personnel by 9:30 and it may be picked up at 3:00 p.m.
4. Students absent from school will not be allowed to attend school sponsored activities on that same day, unless permission is given by a school administrator. A student must be in attendance a minimum of 50% of the day to participate in after school activities.
5. Any student that misses more than 20 days of school may be retained. Retention will be reviewed by the attendance committee on a per case basis.

Definition of an Excused Absence (Regulation 2310)

An absence will be listed as excused if the reason can be classified under one of the following categories:

1. Personal illness of the student and verified by parent. If the student is absent 3 consecutive days because of illness or more than 8 days in a semester, a doctor's note will be needed.
2. Family illness.
3. Emergency situations or pre-arranged absences will be considered on an individual basis.
4. Dental or medical appointments that cannot be obtained at a time other than during school hours.
6. Attending a funeral.
7. Days of Religious Observance.

Unexcused Absences (Regulation 2310)

An absence shall be classified as unexcused when it cannot be classified under those reasons listed for an excused absence.

After a student has three unexcused absences in a semester, a letter of notification will be sent home. If five unexcused absences are reached in a semester, a conference will be requested and/or a referral will be made to the appropriate agency.

What is the meaning of an unexcused absence? The student will not receive credit for work which was required while absent. The student however, will be required to satisfactorily complete the assignments.

Make-Up Work (Regulation 2310)

Students having excused absences are responsible for contacting the teacher of the class and determine what assignments are to be made up and the time limit for having them completed. Any work missed while absent and not turned in by the date required by the classroom teacher will be recorded as zero and so averaged in the student's quarterly grade. Remember, it is the student's responsibility to get their assignment(s). Students that miss but are excused for the absence are permitted to make up all work and assignments missed while absent, but must do so within a time limit set by the teacher concerned. The general rule on time limit is one day for each day absent. A student absent three days would thus have to complete all make-up work within

three days after returning to school. Maximum time allowed will be set by the teacher concerned.

The school requests when a student has been absent for three or more days, that the parents contact the school office and explain what the student is able to do, so far as school work is concerned. If needed, the principal will then contact the teacher concerned and arrange for whatever assignments or materials are needed. They can then be picked up by the parents in the school office or sent home with another student.

For pre-arranged absences, make-up work will be due upon returning to class.

Each student is responsible for all assignments the teacher assigns. When a student becomes five assignments behind they will be required to attend one after-school detention session to make up the work. The work made up in the detention session will receive 60% credit, and will allow the student not to miss out on progressive skills. We are trying to create responsible citizens and homework is a great start on the road to responsibility.

Sign-In and Sign-Out – Student Early Dismissal Procedures (Regulation 2330)

Students that arrive at school after 8:05 a.m. must sign-in at the office before they report to class. Also any student that must leave school because of illness or emergency must sign-out in the office. The student must receive permission from the principal to sign-out.

The following procedures apply:

1. The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent/guardian.
2. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian.
3. Children of single-parent families will be released only upon the request of the custodial parent, i.e., the parent whom the court holds directly responsible for the child, and who is identified as such on the school record.

Additional precautions may be taken by the school administration, appropriate to the age of students, and as needs arise.

Parents/guardians have the obligation to advise and provide up-to-date documentation to the building principal regarding any change in the legal and/or physical custody of the student. The building principal, at all times, has the authority to investigate and confirm the custodial status of a parent/guardian if the principal has inadequate information or reason to suspect that false or incomplete information has been provided to the School District.

Students shall not be permitted to answer any personal phone calls, except those from the parent/guardian or other persons having legal custody of said pupils. Emergency messages will be delivered to the students.

School Visitors (Policy & Regulation 1430)

For the protection of the students, all non-students are to report to the office upon entering the building. Please do not go directly to the classroom. If a parent needs to give their child a message, medication, homework, lunch money, etc., they must first go to the office and sign in as a visitor. Interrupting class hampers instruction time.

If a non-student needs to visit a student in a classroom, a pass will be issued by the office for such a visit. Pre-schoolers and students who are not from Lincoln are discouraged from visiting school.

Distribution of Noncurricular Publications by Students (Policy & Regulation 2170)

The District recognizes that student expression regarding a variety of topics may be beneficial to the District's education mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The District, however, has the obligation to ensure that student expression is consistent with the District's educational mission. Accordingly, the District has adopted Regulation 2170 as guidelines to regulate student expression in a manner consistent with the District's educational goals.

School Dress (Regulation 2651)

Personal cleanliness, grooming, and modesty are integral values in the educative process throughout the Lincoln Public Schools.

To form habits that reflect good health and win the respect of classmates and teachers, each student should select clothing suitable for school and the day's weather conditions.

Styles change from time to time--teachers and administration are aware of this. Neatness and cleanliness do not change. When the type of clothing worn or the manner in which it is worn causes distraction in the classroom or creates a health or safety problem, the student wearing such apparel will be asked to either change to more appropriate dress or leave the school grounds.

Shorts are permissible dress for school as long as they are sufficient length. Walking shorts and "jams" which extend past the mid-thigh are acceptable. Cut-off jeans and tennis shorts are NOT acceptable.

Headware is not acceptable in the school building. All students will wear appropriate footwear.

Dress items which are not acceptable for students:

- Any clothing item having vulgar, obscene, objectionable slogans/pictures or symbols.
- Clothing items that promote the use of alcohol, tobacco, or illegal drugs.
- Tank tops or halter tops.

- *1st offense* - Student will have the opportunity to change or reverse shirt. Students will be sent or taken home to change. Parents will be informed by telephone or mail of unacceptable behavior and consequence.
- *2nd offense* - Same as first offense plus 1 day of ISS (In-School Suspension). Parents notified when in-school suspension is longer than one day. Parents informed by telephone or mail of unacceptable behavior and consequence.
- *3rd offense* - Same as first offense plus 3 days in ISS. Parents notified when in-school or out-of-school suspension is given. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal, and superintendent.

Student Participation in Secret Organizations and Gangs (Policy & Regulation 2653)

The Board of Education prohibits membership of students in secret fraternities, sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District. No student shall by dress and appearance, speech, or physical act display evidence of membership in such an organization. Violation of this policy and regulation will result in suspension of the student until such time that it can be considered by the Board of Education, as per section 171.141 of the Revised Statutes of Missouri.

Custody of Children

Determining who has legal custody of children can be very difficult and problematic when determining whether or not a student can go with a particular parent or relative. If there is a situation in your family in which your child is not allowed to be released with a particular parent or individual, please notify the school office immediately. A parent/legal guardian **MUST** have legal custody of a child before he/she can deny the other parent or individual access to the child. **Court ordered custody papers must be on file at the school.**

Personal Property

Students should never bring expensive toys, radios, jewelry, etc. to school as they may be lost or broken. Knives or other dangerous objects are strictly prohibited. Our firearm policy will comply with the Federal Statute which is on file in the Elementary Office.

School Supplies

A supply list for each grade level is given to each student. Each student should come to school with the necessary school supplies.

Medicine (Regulation 2870)

If medication of any kind needs to be taken while at school, please give it to the nurse. We cannot give any medication unless it is brought from home, along with complete dosage instructions and a note from home signifying permission.

Telephone

The school phone is a business phone and is to be used only for that purpose.

No student will be allowed to use the phone unless given permission by office personnel or the principal. Students are not called out of class to talk on the phone, except in the case of an emergency.

Student Cell Phone Usage (Policy 2656) Personal Telecommunications Devices

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. The use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2008-09 school year, student cell phones and digital cameras will be banned from use during the instruction day, as well as, in dressing areas during extracurricular activities. Exceptions may be granted by the principal.

- *1st offense* – Confiscation up to 1 day of device and up to 1 day OSS.
- *2nd offense* – Confiscation up to 1 week of device and up to 3 days OSS.
- *3rd offense* – Confiscation up to 1 year of device and up to 5 days OSS.

Parties - Gifts

Our school allows parties for Halloween, Christmas, and Valentines Day. **All treats for these occasions must be store bought.**

Parents are welcome to visit during party times, but can enter only through the main entrance. Entrances will not be allowed through any of the side doors.

Individual birthday parties are not allowed at school, however you may send store bought treats for the class to have during the school day. If you wish to send store bought treats, please make arrangements with your child's teacher in advance. **Birthday invitations will not be distributed at school unless all students in the class are to receive the invitation.**

Emergency Contacts

If at any time during the school year the parent/guardian acquires a new phone number, a new job, or a new address, please send this information to the office. We need up-to-date facts on emergency contacts in the case the student becomes ill or gets hurt.

Transferring to Another District (Policy 2290)

In the case of family relocation out of our district, please notify the school office (660-547-2222) as soon as possible. This will allow us to gather all necessary records and information and will make entering the new school much easier. The student's permanent records will be mailed to the new school upon request. Be sure all textbooks and library books are checked in, as well as all fines or charges paid before leaving.

Library Media Center

Our school library media center is a source of pride and is a vital part of our instructional program. Through regularly scheduled class times, students are encouraged to explore the many books, research materials, and audio-visual materials that our library media center contains.

In order to maintain an adequate collection, students, teachers, and parents must cooperate to see that these materials are returned in good condition. If materials are not returned, a charge equal to the current replacement price is made.

Newsletters

During the school year we will send home newsletters (weekly) and calendars (monthly) concerning school activities, rules, and other information which we feel is necessary. Please take the time to read these items.

Bad Weather Reports - School Cancellation (Policy & Regulation 5240)

In case of unexpected bad weather, please do not call the school. Our phones must be kept open for emergencies. For any special instructions, such as the canceling of school or early dismissal, please listen to the following media stations: KAYQ (Ozark 98), KLRQ (Q-96), or Springfield & Kansas City television stations. In addition, you will be notified by our automated phone system. Make sure all phone numbers are current.

Special Services

Teachers with professional preparation in speech and language therapy, learning disabilities, and developmental learning problems (remedial reading and math) teach students in the least restrictive environment which is appropriate for each individual child.

Textbooks and School Property (Policy 2150)

The Lincoln R-II School System furnishes textbooks, desks and lockers to students. These are the responsibility of each student. Community members' tax money pays for the school building furniture and textbooks. Students are expected to take good care of them. Any student who damages school property, windows, equipment, and/or books is responsible for payment. School officials may search student lockers and/or desks at any time in accordance with board policy 2150.

Field Trips

When a field trip is to be taken, the student will bring home a permission form giving the destination and date. This form must be signed and returned to the teacher involved. **These trips are a privilege for the students, not a right. If students cannot follow school and classroom expectations throughout the school year, they will not be allowed to attend the trip. Students with attendance below 90% will be unable to attend field trips or school activities.** There will only be exception for those students that have to miss school because of documented medical issues.

Counseling Program (Policy 2810)

The counseling program at Lincoln is designed to help all children as they grow and develop. Students, teachers, and parents have access to counseling services at the school. A student may request a private conference by contacting the counselor. Parents may call the counselor (660-547-2222) or may schedule through the elementary secretary. Conferences often focus on normal developmental concerns of children in an elementary school. The following are frequent concerns: Forming and maintaining relationships, school work habits, family concerns, and improving at school.

Lost and Found

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned in to the Lost/Found box in the office. Unlabeled or unclaimed articles will be disposed of at the end of the school year.

Fire and Tornado Drills (Policy & Regulation 5240)

Each classroom has a diagram of the evacuation routes for fire and tornado drills. Drills will consist of moving as quickly and quietly as possible to the assigned area. The student is expected to follow the directions given by the staff and administration.

Every student and staff member must recognize the safety factor and seriousness of these drills. Failure to properly act at the proper moment could mean the difference between life and death. Cooperation and mature actions are needed at all times.

Reporting Student Progress

In an effort to keep parents informed about student progress, the following measures are used:

- Students sharing of papers and experiences, with parents, is encouraged.
- Notes, phone calls, and conferences are frequently made by teachers.
- By the fifth week of each quarter, progress reports are sent home with students to indicate unsatisfactory progress. In addition, some teachers send home weekly progress reports.
- A report card is issued after each nine-week quarter which should be signed by the parent and returned.
- Scheduled parent-teacher conferences are held at the end of the first quarter and third quarter.

Following is the grading system used by the Elementary teachers:

| | | | |
|----------|------|--------------|------|
| 95 - 100 | = A | 73 - 76 | = C |
| 90 - 94 | = A- | 70 - 72 | = C- |
| 87 - 89 | = B+ | 67 - 69 | = D+ |
| 83 - 86 | = B | 63 - 66 | = D |
| 80 - 82 | = B- | 60 - 62 | = D- |
| 77 - 79 | = C+ | 59 and below | = F |

Honor Roll

There are two honor rolls at Lincoln Elementary School for grades four through six. The Principal's Honor Roll and the Regular Honor Roll. Students in grades four through six who receive all A's or A-'s on their report cards are listed on the Principal's Honor Roll. Students in grades four through six who receive all A's or B's are listed on the Regular Honor Roll.

Any subject in which a student receives a grade is used to determine inclusion on a honor roll. Honor Rolls will be determined by using grades which are earned in all subjects and activities.

Reading and Retention Policy Board Regulation 2520

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities. Students will be promoted to the next grade level if they are meeting grade level expectations. Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Retention normally occurs before the student leaves the primary grades.

Parents/Guardians will be notified as soon as possible that retention is being considered and a meeting with the parent/guardian will be scheduled. The decision of retention will be made by the principal and the classroom teacher and written notification of retention will be sent to the parent/guardian.

Parents /guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two weeks after the close of school.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading are contained in Regulation 2520-Promotion and Retention and are as follows: According to Senate Bill 319, all 3rd graders will be tested in the spring. We will use the STAR Reading Test.

- Identify those who are reading below a 2nd grade level.
- The students identified will be placed on a Reading Improvement Plan (RIP), which includes involvement in the BEST Program and Summer School.

Students will be passed on to the 4th grade. Students will be involved in the BEST Program and encouraged to follow helpful procedures at home. Identified students will be retested in the spring of their 4th grade year. Those students who are not reading on grade level will remain on the RIP and attend Summer School. After Summer School program the identified students will be retested. If the student is not reading near grade level, the student will be retained.

Identified students will be tracked each year while in grades 3-6. A student can only be retained ONE time under the Senate Bill 319 guidelines.

If a student is still reading below grade level after their 6th grade year it will be noted on their permanent transcript but then removed after their reading level has increased above the 6th grade.

Discipline Policy (Policy 2600)

The Lincoln R-2 School District has as its goal the development of each student intellectually, physically, and socially. The district strives to develop in each student a positive attitude and an understanding of the importance of successful group interaction. The district's student handbook establishes rules, regulations and consequences in order to create an atmosphere where orderly learning is possible and encouraged. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline.

The legal basis for these disciplinary regulations is found in the Public School Laws of Missouri. Section 171.011 establishes the Board of Education's authority to adopt rules and regulations pertaining to the organizing, grading, and government in the school district. Sections 167.161 and 167.171 establish the authority of the principal and superintendent to suspend students and provide for due process on the part of the student. Building principals have the authority to invoke punishment different than what is stated in the consequences. This may not occur often, but situations do arise in which harsher, more lenient, or different consequences are appropriate.

Teachers and staff are encouraged to positively reinforce acceptable student behaviors. Students are encouraged to foster feelings of school spirit and pride. Where and whenever possible, a simple admonition to the student should correct an inappropriate behavior. When this does not have the desired result, other actions may be taken sequentially or concurrently. Students can forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 and related provisions. Disciplinary consequences include, but are not limited to withdrawal of school privileges (athletics, intramurals, student clubs and activities as well as school social events). Students may be suspended under terms of in-school suspension (ISS) or out-of-school suspension (OSS) by the school principals for up to ten (10) school days. Students may have OSS extended by the superintendent of schools for up to 180 school days or may be given longer-term suspensions or expelled from school by the board of education.

The district will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

ACTS OF MISCONDUCT AND CONSEQUENCES

Unacceptable Behaviors/Consequences

Defiance of Authority (Regulation 2610)

Defiance of Authority is any verbal or non-verbal refusal to comply with a reasonable direction or order of a school employee responsible for the care and supervision of students.

- *1st offense* - Conference with student, teacher or principal to obtain assurance of correcting the behavior.
- *2nd offense* - Conference with student, teacher, principal and parents before being readmitted to classroom.
- *3rd offense* - Student given no more than 2 days in-school suspension. Parents notified when in-school suspension is longer than one day. Parents informed by telephone or mail of unacceptable behavior and consequence.
- *4th offense* - No more than 5 days ISS or OSS (Out-of-school suspension). Parents notified when in-school or out-of school suspension is given. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with students, parents, teacher or principal or both.
- *5th offense* - No more than 7 days ISS or OSS. Parents notified when in-school or out-of-school suspension is given. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent.

Refusal to Comply with School or Classroom Rules (Regulation 2610)

Refusal to comply with school or classroom rules is the persistent and repeated intentional violation of, or disregard for, necessary school rules and regulations. Also the habitual violation of, or disregard for, rules established within each classroom by the teacher in charge.

- *1st offense* - Conference with student, teacher or principal to obtain assurance of correcting the behavior.
- *2nd offense* - Conference with student, teacher, principal and parents before being readmitted to classroom.
- *3rd offense* - Student given no more than 2 days in-school suspension. Parents notified when in-school suspension is longer than one day. Parents informed by telephone or mail of unacceptable behavior and consequence.
- *4th offense* - No more than 5 days ISS or OSS (Out-of-school suspension). Parents notified when in-school or out-of school suspension is given. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with students, parents, teacher or principal or both.
- *5th offense* - No more than 7 days ISS or OSS. Parents notified when in-school or out-of-school suspension is given. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent.

Misconduct in the Cafeteria (Regulation 2610)

The throwing of food, littering, not returning trays and silverware to the dish washing area, taking food from the cafeteria and other acts which interfere with the orderly operation of the cafeteria are not permitted.

- *1st offense* - Conference with student, possible K.P.; possible assigned table.
- *2nd offense* - No more than 3 hours of after-school detention. Student given after-school detention of which no more than one hour may be served on a single day. Parent notified by telephone or mail of behavior and consequence. Parent must provide transportation after detention.
- *3rd offense* - No more than 3 days ISS or OSS. Parents informed by telephone or mail of unacceptable

behavior and consequence.

- *4th offense* - No more than 5 days ISS or OSS. Parents notified when in-school or out-of school suspension is given. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with students, parents, teacher or principal or both.

Fighting (Regulation 2610)

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

- *1st offense* - No more than 5 days OSS or 3 Saturday Schools. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with students, parents, and principal before student returns to classes after suspension.
- *2nd offense* - No more than 10 days OSS. Parents informed by telephone of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent, before student returns to classes after suspension. The school will notify the criminal justice and/or juvenile system.
- *3rd offense* - No more than 90 days OSS. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal, superintendent, and board of education. The school will notify the criminal justice and/or juvenile system.

Bullying (Policy 2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communications with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harms, severity of behavior, number of incidences, etc.

Consequences: Loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and law enforcement contacted.

Assault (Regulation 2610)

A person commits an assault when they knowingly cause physical injury to another person; or with criminal negligence, cause physical injury to another person by means of a deadly weapon; or recklessly engages in conduct that creates a grave risk of death or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle that at the time of the act was in the service of a school district, or arose as a result of a school district-sponsored activity.

An assault while on school property is a Class D Felony.

- *1st offense* - No more than 10 days OSS. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent before student returns to classes after suspension. The school will notify the criminal justice and/or juvenile system.
- *2nd offense* - No more than 90 days OSS. Parents informed by telephone of unacceptable behavior and consequence. Conference with student, parents, principal, superintendent and board of education. The school will notify the criminal justice and/or juvenile system.
- *3rd offense* - Expulsion from school for a period of not less than one year, except that the district's chief administering officer may modify the expulsion requirement on a case-by-case basis. The school will notify the criminal justice and/or juvenile system.

Disruptive Behavior (Regulation 2610)

Any conduct prejudicial to good order and discipline, or which tends to impair the moral and good conduct of students, or interferes with the orderly operation of the classroom or school is a violation. This may extend to off-campus misconduct, enroute to and from school, or school activities.

- *1st offense* - Conference with student, teacher or principal to obtain assurance of correcting the behavior.
- *2nd offense* - Conference with student, teacher, principal and parents before being readmitted to classroom.
- *3rd offense* - Student given no more than 2 days ISS. Parents notified when in-school suspension is longer than one day. Parents informed by telephone or mail of unacceptable behavior and consequence.
- *4th offense* - No more than 5 days ISS or OSS. Parents notified when in-school or out-of school suspension is given. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with students, parents, teacher or principal or both.
- *5th offense* - No more than 7 days ISS or OSS. Parents notified when in-school or out-of-school suspension is given. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent.

Abusive Language Directed Toward Staff or Peers (Regulation 2610)

Abusive language directed toward staff or peers is disrespectful or insulting language directed at or to a staff member or peer. It may or may not be threatening in nature.

- *1st offense* - Conference with student, teacher or principal to obtain assurance of correcting the behavior.
- *2nd offense* - Student given no more than 2 days ISS. Parents notified when in-school suspension is longer than one day. Parents informed by telephone or mail of unacceptable behavior and consequence.
- *3rd offense* - No more than 5 days ISS or OSS. Parents notified when in-school or out-of school suspension is given. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with students, parents, teacher or principal or both.
- *4th offense* - No more than 7 days ISS or OSS. Parents notified when in-school or out-of-school suspension is given. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent.
- *5th offense* - Suspension up to 10 days out of school. Parents notified when in-school or out-of-school suspension is given for longer than one day. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent.

Use of Profane or Obscene Language (Regulation 2610)

The use of lewd, obscene or profane language, whether spoken, gestured or written is prohibited. Also the use of words which, are considered inappropriate for use in school or which have no legitimate basis for use in school. Words which are used to demean or disparage other students. In addition, words which describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in an offensive manner and do not have a serious literary, artistic, political or scientific value will be considered in violation of this policy.

- *1st offense* - Conference with student, teacher or principal to obtain assurance of correcting the behavior.
- *2nd offense* - Student given no more than 2 days ISS. Parents notified when in-school suspension is longer than one day. Parents informed by telephone or mail of unacceptable behavior and consequence.
- *3rd offense* - No more than 5 days ISS or OSS. Parents notified when in-school or out-of school suspension is given. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with students, parents, teacher or principal or both.
- *4th offense* - No more than 7 days ISS or OSS. Parents notified when in-school or out-of-school suspension is given. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent.

Inappropriate Public Display of Affection (Regulation 2610)

- *1st offense* - Conference with student, teacher or principal to obtain assurance of correcting the behavior.
- *2nd offense* - Student given no more than 2 days ISS. Parents notified when in-school suspension is longer than one day. Parents informed by telephone or mail of unacceptable behavior and consequence.
- *3rd offense* - No more than 5 days ISS or OSS. Parents notified when in-school or out-of school suspension is given. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with students, parents, teacher or principal or both.
- *4th offense* - No more than 10 days ISS or OSS. Parents notified when in-school or out-of-school suspension is given. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent.

Weapon/Use or Possession (Regulation 2620)

Students are forbidden to bring to school, onto school grounds or property any item that is ordinarily or generally considered to be a weapon. Examples include, but are not limited to, knives, chains, clubs, metal knuckles, explosives (including Class-C common fireworks), shocking devices, or any other item which might be used as, represented as, or perceived to be a weapon.

- *1st offense* - Confiscation of weapon plus suspension from school for a period of not less than 1 year, except that the district's chief administering officer may modify the suspension requirement on a case-by-case basis. The school will notify the criminal justice and/or juvenile system of any student who brings a weapon to school.
- *2nd offense* - Confiscation of weapon plus permanent expulsion. The school will notify the criminal justice and/or juvenile system of any student who brings a weapon to school.

Firearm/Use or Possession (Regulation 2620)

Students are forbidden to bring to school, onto school grounds or property any item that is ordinarily or generally considered to be a firearm. According to the Lincoln School Board and Section 921 of Title 18 of the United States Code, a firearm is defined as:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any explosive, incendiary, or poison gas
 - (1) bomb,
 - (2) grenade,
 - (3) rocket having a propellant charge of more than four (4) ounces,
 - (4) missile having an explosive or incendiary charge of more than one-quarter (1/4) ounces,
 - (5) mine, and
 - (6) similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half (1/2) inch in diameter.
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- *1st offense* - Confiscation of weapon plus suspension from school for a period of not less than 1 year, except that the district's chief administering officer may modify the suspension requirement on a case-by-case basis. The school will notify the criminal justice and/or juvenile system of any student who brings a weapon to school.
 - *2nd offense* - Confiscation of weapon plus permanent expulsion. The school will notify the criminal justice and/or juvenile system of any student who brings a weapon to school.

Extortion or Threatening Other Students (Regulation 2610)

Extorting, threatening, or intimidating any student, by word or act to do violence, coupled with an apparent ability to do so.

- *1st offense* - No more than 5 days OSS. Parents notified by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, teacher or principal before student returns to classes after suspension.
- *2nd offense* - No more than 10 days OSS. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent.
- *3rd offense* - No more than 90 days OSS. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal, superintendent and board of education.
- *4th offense* - Expulsion from school for a period of not less than one year, except that the district's chief administering officer may modify the expulsion requirement on a case-by-case basis. The school will notify the criminal justice and/or juvenile system.

Harassment (Policy and Regulation 2130)

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It is a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of student's race, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determined that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

Reporting Procedures

A student or staff member who has been a victim of harassment as described herein is encouraged to report such acts to a teacher or building principal. Upon the receipt of such a report the district shall conduct an investigation, take appropriate action to stop the violations, issue consequences to individuals found to be in violation of the regulation, and issue a response. All such action taken by the district shall be in accordance with Regulation 2130 of the district's Regulation Manual. Students reporting such violations and their parents/guardians will be provided information concerning Regulation 2130.

Consequences

Students found to be in violation of this regulation shall receive appropriate consequences. Such consequences may include, but are not limited to counseling, awareness training, parent-teacher conference, warning, suspension and/or expulsion. Employees found to be in violation of this regulation shall be subject to appropriate consequences under employee policies. In the event the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the results of the investigation shall be reported to the appropriate law enforcement agency charged with the responsibility for handling such crimes.

Anti-Retaliation Statement

Submission of a good faith complaint or report of discrimination or harassment as defined herein will not affect the complainant or reporter's grades, learning or working environment, future employment or work assignments. The district will discipline or take appropriate action against any student or district employee who retaliates against any person who makes a good faith report of an alleged act of discrimination or harassment as defined herein. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Note: "Good Faith" is defined as "honest, fair and lawful: absent of any attempt to defraud, act maliciously, or take unfair advantage."

Vandalism or Careless Destruction of School, Staff, or Student Property (Regulation 2610)

Any student who willfully causes damage or attempts to cause damage to any property, real or personal, belonging to the school, staff or students.

- *1st offense* - Restitution and 5 days out-of-school suspension. Parents notified by telephone or mail of unacceptable behavior and consequence.
- *2nd offense* - Restitution and 10 days OSS. Parents notified by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, teacher or principal before student returns to classes after suspension.
- *3rd offense* - Restitution and 90 days OSS. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent.

Any student who willfully causes substantial or potentially substantial damage (i.e. fire, etc.) or attempts to cause substantial or potentially substantial damage to any property real or personal, belonging to the school, staff or students.

- *1st offense* - Restitution and expulsion from school for a period of not less than one year. The district's chief administering officer may modify the expulsion requirement on a case-by-case basis. A conference with student, parents, principal, superintendent and board of education shall be held. The school will notify the criminal justice and/or juvenile system.

False Alarm (Regulation 2610)

Making a false report which is disruptive or a threat to health, safety, and good order, i.e. fire alarm or bomb threat.

- *1st offense* - No more than 10 days OSS. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent before student returns to classes after suspension.
- *2nd offense* - No more than 90 days OSS. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal, superintendent and board of education.
- *3rd offense* - Expulsion from school for a period of not less than one year, except that the district's chief administering officer may modify the expulsion requirement on a case-by-case basis. The school will notify the criminal justice and/or juvenile system.

Petty Theft (Regulation 2610)

Stealing or attempting to steal property which belongs to the school or to other persons (Value less than \$50.00).

- *1st offense* - Restitution and 3 days OSS. Parents notified by telephone or mail of unacceptable behavior and consequence.
- *2nd offense* - Restitution and 6 days OSS. Parents notified by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, and principal before student returns to classes after suspension.
- *3rd offense* - Restitution and no more than 90 days OSS. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal, superintendent and board of education. The school will notify the criminal justice and/or juvenile system.

Possession of Tobacco (Regulation 2610)

The use of tobacco products on school grounds, school buses, before during, or after school or at school sponsored activities, home or away.

- *1st offense* - Confiscation and no more than 5 days OSS. Parents informed by telephone or mail of unacceptable behavior and consequence.
- *2nd offense* - Confiscation and no more than 10 days OSS. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, and principal.
- *3rd offense* - Confiscation and no more than 15 days OSS. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent.

Academic Dishonesty/Cheating (Regulation 2610)

Cribbing, copying other students work, representing other work as their own, the unauthorized possession or distribution of teacher's test, worksheets, etc., and other forms of cheating shall be considered Academic Dishonesty/Cheating.

- *1st offense* - Any class, a zero (0) on that particular work. Parents informed by telephone or mail of unacceptable behavior and consequence.
- *2nd offense* - Any class, a zero (0) on that particular work plus 5 days OSS. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents and principal before student returns to classes after suspension.
- *3rd offense* - Any class, a zero (0) on that particular work plus 10 days OSS. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent.

Lying/Falsifying Information (Regulation 2610)

Lying/Falsifying Information shall mean misrepresenting the truth to school authorities in the official conduct of their duties or intentionally concealing, or providing false information to school officials in the conduct of school business to include student records, forged notes, passes, and misuse of lunch tickets.

- *1st offense* - 1 day ISS. Parents informed by telephone or mail of unacceptable behavior and consequence.
- *2nd offense* - 3 days ISS. Parents informed by telephone or mail of unacceptable behavior and

consequence. Conference with student, parents and principal before student returns to classes after suspension.

- *3rd offense* - 5 days ISS. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent.

In the event the false information is concerning school records, the student may be suspended up to 10 days.

Truancy/Skipping Class/Leaving School Without Permission (Regulation 2610)

Any time a student is absent from class without the knowledge and/or permission of the student's parents and/or the school administration, the student is considered to be truant. A truancy may be a full day or any part of a school day. A student who leaves school without permission or knowledge of student's parents and/or the administration shall be considered in violation of this policy.

- *1st offense* - One hour before/after school detention for each hour truant up to 5 hours. Truant longer than 5 hours - 2 days OSS. Parents informed by telephone or mail of unacceptable behavior and consequence.
- *2nd offense* - 5 days OSS or 3 Saturday schools. The Juvenile Office will be notified. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, and principal before student returns to classes after suspension.
- *3rd offense* - 10 days OSS. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents, principal and superintendent.

Technology Use Agreement (Regulation 2610)

The Lincoln R-2 School district provides technology to our students as one of many tools to promote and encourage learning. The technology available to students has been set up for, and its use is limited to, activities connected with their education at Lincoln R-2 School. The guidelines included in the agreement are not all inclusive but are based on Lincoln R-2 School Board Policy 6320 (Regulation 6320). The administration of Lincoln R-2 School may remove the privileges for technology use at any time for abusive conduct. Further disciplinary action may be taken and, if appropriate, referral to law enforcement officials will occur.

1. Students have no right to personal privacy on school district computers or through programs and resources provided by the district. All files are subject to open monitoring and review by District and school personnel.
2. Students are not permitted to obtain, download, view or otherwise access materials which may be deemed unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable.
3. Students may not reveal their names, personal addresses, telephone numbers or the names, addresses or telephone numbers of students, employees, or other individuals through electronic means.
4. Technology services and features are intended for educational use, defined as those activities directly related to current class assignments. Any commercial use (offering, providing, purchasing of, or subscribing to products or services) is expressly forbidden.
5. Students are not to access a login and/or password other than the one assigned to them by the district. Providing your password or attempting to acquire the password of another user is expressly forbidden. Any problems that occur from the users sharing his/her account/password are the responsibility of the account holder.
6. Web surfing is expressly forbidden.
7. Non-educational games are expressly forbidden.
8. Student files should be saved to the folder provided on the network. No files should be saved to the

local machine. Any electronic storage devices used on district machines must be virus scanned by a staff member prior to each use with district equipment.

9. E-mail services and access to e-mail accounts are restricted to those e-mail accounts provided to students by the district, and are limited in use to those activities directly related to the completion of class assignments and course activities.
10. Adding, removing, or changing computer programs and settings must be cleared with the Technology Coordinator. (This includes desktop designs, the location of icons, and monitor settings.)
11. Students are not to use technology without proper staff supervision.
12. Student technology users are expected to be polite and non-abusive. Using inappropriate language, insulting, harassing, or threatening will not be tolerated.
13. Student users may not use the district's resources in such a manner that would damage, disrupt, or prohibit the use of the network by other users. Use of district resources for unlawful purposes will not be tolerated and is prohibited.
14. While the district provides access to electronic resources, it makes no warranties, whether expressed or implied, for these services.
15. In compliance with the applicable provisions of the Children's Internet Protection Act (CIPA- the District shall use filtering, blocking or other technology to protect students from accessing Internet sites that contain visual depictions that are obscene, pornographic, or harmful to minors.
16. Rules for technology use may be reviewed and modified from time to time by the administration of the Lincoln R-2 School District. Students are subject to these modified rules and regulations. Consequences for misuse of technology will be found in the discipline policy of the Lincoln R-2 School District.

Alcohol/Drugs (Regulation 2610)

A student shall not buy, sell, possess, use, transmit, be under the influence of, nor possess any paraphernalia, related to any narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or mood-altering chemicals, or intoxicants of any kind while on school property, school buses, at all school-sponsored activities (home or away), or on school trips. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this policy.

Drug Use/Possession (Regulation 2610)

- *1st offense* - 10 days OSS. The parent(s) will be contacted immediately, the situation described, and a conference arranged. The parent(s) will be informed that law enforcement officials will be notified of the incident and any contraband turned over to them.
- *2nd offense* - 10 days OSS. Principal's recommendation to the superintendent for expulsion. The parent(s) will be contacted immediately, the situation described, and a conference arranged. The parent(s) will be informed that law enforcement officials will be notified of the incident and any contraband turned over to them.

All students involved in the use or possession of drugs and/or alcohol and subject to school discipline are expected to undergo appropriate counseling and treatment for said problem. This is to be done at the individual's own expense. When the student wishes to return to school, a written statement of treatment from an unconditionally certified drug and alcohol service agency must be furnished and a successful conference with the building principal, student, parents and superintendent must be held as a prerequisite to being reinstated into school. Any time that sufficient evidence exists, referrals will be made to the criminal justice system for further disposition above and beyond any action taken at school.

Drug Sales and/or Distribution (Regulation 2610)

- *1st offense* - 10 days OSS. Principal's recommendation to the superintendent for long term suspension or expulsion. The parent(s) will be contacted immediately, the situation described, and a conference arranged. The parent(s) will be informed that law enforcement officials will be notified of the incident and any contraband turned over to them.

Sale, Distribution, or Possession of Obscene or Pornographic Material (Regulation 2610)

The sale, distribution, or possession of obscene or pornographic material, if when considered as a whole the material is determined to be obscene or pornographic, shall be a violation of this policy. Material shall be considered obscene or pornographic for students if it is primarily devoted to description or representation in whatever form of nudity, sexual conduct, sexual excitement or sadomasochistic abuse or 1) its predominant appeal is to prurient interest in sex or 2) it is patently offensive and 3) it lacks serious literary, artistic, political or scientific value for minors.

- *1st offense* - Confiscation and OSS up to 5 days. Parents informed by telephone or mail of unacceptable behavior and consequence.
- *2nd offense* - Confiscation and OSS up to 10 days. Parents informed by telephone or mail of unacceptable behavior and consequence. Conference with student, parents and principal before student returns to classes after suspension.
- *3rd offense* - Confiscation and OSS for 10 days. Principal's recommendation to the superintendent for long term suspension or expulsion. The parent(s) will be contacted immediately, the situation described, and a conference arranged. The parent(s) will be informed that law enforcement officials will be notified of the incident when warranted, and any contraband turned over to the authorities.

Bus Conduct (Regulation 2652)

Things to consider:

- The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
- The drivers may assign seats if they so desire.
- Students must be on time; the bus cannot wait for those who are tardy.
- Never stand in the roadway while waiting for the bus.
- Outside of ordinary conversation, classroom conduct is to be observed. Bus drivers may restrict all conversations.
- Use of tobacco in the bus is not permitted.
- Put trash in the proper container.
- Students must NOT at any time extend arms or head out of the bus windows.
- Nothing should be thrown out of bus windows.
- Students must not try to get on or off the bus or move about within the bus while it is moving.
- When leaving bus, students are to observe the directions of the driver.

When students arrive at school in the morning:

- Students will unload from bus as directed by the bus driver, then enter the school building nearest where bus unloads. Stay on the sidewalk.
- Once students have boarded the school bus at the bus stop in the morning, the student may not get off the bus until it arrives at school. If an emergency occurs, the driver will give further instructions. Students may not leave the school grounds after unloading from the bus without a note from parents and permission

of the principal.

- Be sure students check the bus seat before leaving the bus to make sure no personal property has been left.

When boarding the bus at the close of school to go home:

- Students are to walk from their classroom to the place the bus has been assigned to stop.
- All buses will be waiting to load when students are dismissed at 3:00 p.m. students are to go immediately to their assigned bus.
- Once on the bus, students are to follow the instruction of the bus drivers as to where they are to sit. The driver has been instructed not to move the bus until all riders are seated.
- Once the bus has started students are to stay seated and refrain from making any unnecessary noises. Students may check with their driver as to whether or not they may eat on the bus.
- Reports of misconduct by the bus driver to the principal may cause a student to be ineligible to ride the bus. The principal will determine the period of time students lose the privilege of riding the bus. If an incident occurs of a serious nature. Immediate suspension may occur at the discretion of the administration.
- Student cooperation and courtesy may mean the difference between arriving home safely or causing a distraction that might result in a serious accident.

STUDENT CONDUCT WILL DETERMINE THE PRIVILEGE OF RIDING THE BUS.

The violation of any state law regarding student transportation, defiance of the driver, refusal to comply with rules of the driver or school district, abusive language, obscene language, vandalism, careless damage or destruction of transportation equipment, excessive noise (including talking), use of tobacco, standing or changing seats while the bus is in motion, extending arms, head, feet, or other objects out of bus windows, disposing of trash or other objects out of bus windows or on the floor of the bus and any threat to safety or good order of the student transportation services are unacceptable behaviors for the student transportation services.

- *1st offense* - The driver will refer the student to the office and a detention or ISS shall be given to the student and his/her parents will be notified by letter or telephone that continued misbehavior will result in suspension from the bus.
- *2nd offense* - The student shall be given a bus suspension for a period not to exceed 5 school days.
- *3rd offense* - A bus suspension for up to the remainder of the school year may be given.

Should the misbehavior be serious enough, suspension from the bus and/or school may be immediate. This may invoke other aspects of the general discipline code, or may result in expulsion of the student.

A Note to Parents Regarding Alternative Student Drop-Off Points: (Regulation 2652)

If your child is to be let off at a place different than home, please notify the office before 2:00 p.m. A message will be given to your student as to where they should depart the bus.

Riding Busses to Extracurricular Activities (Regulation 2652)

The transportation of students to and from extracurricular activities is a very important responsibility of the school. Student safety is a paramount concern of the bus driver, the coach, and activity sponsor. Legally speaking, whenever you enter a school bus and are transported to an activity, the student is the responsibility of the school. The courts have said written permission by the parent releasing the school of responsibility is not binding.

Because student safety is important, the following policy is in effect:

Any student utilizing school transportation to an activity will ride the bus back to school. If the student's residence is enroute, the student may be picked up or released at his or her residence. If the parent or guardian wishes to transport the student home they must contact the sponsor face to face.

Students are not allowed to ride home with anyone other than parents unless permission has been arranged with the principal in advance.

A student involved in an activity such as basketball is expected to ride the bus to and from the game. On rare occasions prior arrangements can be made for private transportation, providing this is done in advance and meets the approval of the sponsor and principal. A student involved in an activity who misses the bus and attended the activity will have to (1) seek permission from the sponsor to participate, (2) report to the principal the following school day to explain the incident. It will be left to the discretion of the sponsor or principal as to whether disciplinary action will be taken. If the student cannot justify missing the bus to or from an activity they may lose the privilege of participating in that activity. There will be a teacher assigned to the students' bus for each extracurricular activity. This person and the bus driver will be in charge of the bus. While the student is at the activity, this person will also govern the students' actions.

If there is misbehavior on the bus or at the activity, that student may lose the privilege of riding the bus. There will be an assigned time for buses to leave the school. The student should be at school and on the bus before this time to be assured a seat. When the bus becomes full, the priority will be given to those students directly related to the activity.

Corporal Punishment: Authorized (Policy 2670)

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator.

A staff member may use reasonable restraint against a student without advance notice to the principal if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the district.

Nondiscrimination and Student Rights (Policy 2160)

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

Removal of Students From School (Policy 2160)

Before a student at school is arrested or taken into custody by a law enforcement or other legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)

General Information

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA

4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?

Appeals

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- 1. Record.** A written record of the investigation will be kept.
- 2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- 4. Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- 5. Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- 6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Lincoln Elementary Staff

Kevin Smith: Superintendent
Rebecca Eifert: Elementary Principal

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|---------------------------------|--------------------|-------------------------------|
| Elementary Secretary: | Joyce Gruhn | |
| Kindergarten Teachers: | Tracy Needy | Margaret Cook |
| 1 st Grade Teachers: | Deanna Williams | Elizabeth Eckhoff |
| 2 nd Grade Teachers: | Amy Manning | Carrie Strathman |
| 3 rd Grade Teachers: | Joannah Cook | Allison Dady |
| 4 th Grade Teachers: | Gabbrielle Mallard | Katelynn Schuld |
| 5 th Grade Teachers: | Heather Kessing | Brendan Borman |
| 6 th Grade Teachers: | Tami Hayes | Debbie Brockman |
| Elementary Art: | Tatum Sinclair | |
| Elementary Computer: | Anne Goosen | |
| Elementary Counselor: | Sarah Beaman | |
| Elementary Librarian: | Dana Lynde | Librarian Aide: Diane Lines |
| Elementary Music: | Lenell Eason | Elementary Band: Erin Helland |
| Elementary Nurse: | Michelle Paxton | |
| Elementary Physical Education: | Shawn Rhoades | |
| Technology Coordinator | Luke Goosen | |

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| Special Service Coordinator: | Melinda Strathman |
| Special Service Secretary: | |
| Special Services Teachers: | Jacqueline Denny, Lacey Lange, Malinda McBride, Amy Smith |
| Speech Pathologist: | Kristin Owens |
| Special Service Aides | Kristan Arbuckle, Caitlin Brandt, Sandra Bryant, Chante Burch, Ciara Cooper, Kim Douglas, Bonnie Griffith, Kimberly Gumbel, Kimberly Harris, Danielle Hudlemeyer, Kyla Hoffert, Mackenzie Weaver, Elissa Yates, Vicki Young |
| Title I Program Teachers: | Dena Morris Sheryl Jarrett Alex Curtis Sarah Weatherby |
| Custodians: | Monte Young, Jason Vandaveer, Theresa Jones, Tyler Hoffert |
| Bus Drivers: | Brad Crouch, David Crouch, Ron Griffith, Ryan Metscher, Kenneth Mueller, Stanley Wright, Steve Wright |

