

# Lincoln R-2 High School

2023-2024



**Cardinals**

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## 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

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

**This Planner Belongs to:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ ID # \_\_\_\_\_

### SCHOOL CALENDAR 2023-2024

August 16, 17, 18, 21	Faculty & Staff Meetings
August 21	Open House 5:30 – 7 p.m.
August 22	First Day of School
September 4	No School – Labor Day
October 13	End of First Quarter
October 13	Early Out -Teacher Work Day
October 19	Dismiss at 1:16 p.m. Parent-Teacher Conferences
October 20	No School
Nov. 22, 23, 24	No School –Thanksgiving
December 15	End of First Semester
Dec. 18 thru Jan.2	No School – Christmas Break
January 2	No School –Teacher Work Day
January 3	Classes Resume – 8:05 a.m.
January 15	No School – MLK Day
February 12	No School – Prof. Dev. Day
February 19	No School - President’s Day
February 29	End of Third Quarter
March 1	No School - Prof. Dev. Day
March 7	Parent-Teacher Conferences
March 8	No School
March 29-April 1	No School - Easter Break
April 8	No School
May 2	Early Out - Cardinal Night
May 5	Baccalaureate
May 10	Graduation
May 16	Last Day of School-Early Out
May 17	Teacher Work Day

### LINCOLN HIGH SCHOOL STAFF

Ms. Brittany Beeman	Secretary
Ms. Amy Biggerstaff	HS English/Yearbook
Ms. Ashley Brown	High School Mathematics
Mr. Tyler Burke	Physical Education/AD
Ms. Sarah Cramer	High School Science
Mr. Adam Curtis	High School Principal
Ms. Alex Curtis	Jr. High Reading
Mr. Brad Drehle	JH/HS Math
Mr. Braden Drehle	Jr. High/9th Science
Mr. Mikel Drehle	Industrial Arts
Ms. Lenell Eason	JH Study Skills/Elm Music
Ms. Sheree Eckhoff	Computer Lab Technician
Ms. Anne Goosen	Keyboarding/JH Reading
Mr. Luke Goosen	Technology Coordinator
Mr. Bobby Greene	School Resource Officer
Ms. Jennifer Greene	Career & Academic Advisor
Ms. Karie Gutierrez	HS English/Health
Ms. Erin Helland	JH/HS Band/Music
Mr. Lane Johnson	JH/HS Math
Ms. Michelle Johnson	High School Social Studies
Ms. Jacqueline Kincaid	Jr. High Special Services
Ms. Lacey Lange	JH/HS Spec Services
Ms. Diane Lines	Library Aide
Ms. Dana Lynde	Librarian

Ms. Brandi Rath	Agriculture
Ms. Amanda Meyer	HS Special Services
Ms. Becky Mueller	FACS
Ms. Michelle Paxton	School Nurse
Ms. Jill Reimund	Jr. High/9th English
Ms. Cynthia Reser	JH/HS Spec. Service Aide
Mr. Christopher Sanders	At Risk
Ms. Jennifer Smith	Spec. Service Coord.
Ms. Kelsey Smith	Jr. High Social Studies
Mr. Kevin Smith	Superintendent
Ms. Michelle Smith	Administrative Asst.
Ms. Tatum Smith	Art
Mr. Connor Spunaugle	Business/PE

### CLASS SCHEDULE

First Hour	8:05 - 8:53
Second Hour	8:57 – 9:45
Third Hour	9:49 – 10:37
Seminar	10:41 - 11:08
Fourth Hour	11:12 – 12:24
Fifth Hour	12:28 – 1:16
Sixth Hour	1:20 – 2:08
Seventh Hour	2:12 – 3:00

The school doors will open at 7:45 a.m. to allow students to enter and get ready to start the school day. If you ride the bus, you are expected to get off and go straight to your locker. If you live in town or drive to school, you should not arrive before 7:45. **All students that arrive before 7:45 a.m. will report to the High School Gym. All students will remain in the gym until the first bell rings in the morning.** All students are to leave the school grounds immediately after the school dismissal bell rings unless you have some type of activity that is school related and requires you to be there. Once a student boards a bus or enters the school boundaries, he or she is under the legal control of the school. In order to leave, it will require the permission of the principal or superintendent.

The time schedule is to be followed by the high school and junior high school. You will have 4 minutes to move between classes. If you are detained in a class and it causes you to be late to your next class, secure an excuse from the teacher who detained you. Unexcused tardies will be dealt with according to policy.

### LINCOLN GRADUATION REQUIREMENTS

Requirements for graduation from Lincoln High School are 24 units of credit in grades 9-12 including:

- 4 units in Language Arts
- 3 units in Social Studies \*
- 3 units in Science
- 3 units in Math
- 1 unit in Fine Arts (Art, Music)

1 unit in Practical Arts (Business, Industrial Arts, FACS)

1 unit in Physical Education

½ unit in Health

½ unit Personal Finance

7 units of Electives

**\* American History and American Government are required.**

**\* Classes related to mandated EOC testing are required.**

Each student, in order to graduate from Lincoln High School, must meet the minimum requirement of credits. (One credit may be earned off-site from accredited institutions with Principal approval.) Each student must pass both the US and Missouri Constitution tests in order to receive their diploma.

The requirement of transfer students and other special cases will be reviewed by the Board of Education and the administration. Eight semesters in one or more high schools are required for all students and each student must be enrolled in a minimum of five solid courses each year. Only in exceptional cases shall a student be permitted to complete his or her high school program in less than eight semesters. In order to graduate, the student must meet all state and local requirements.

### **Virtual Instruction Program**

The District will participate in the State's Virtual Instruction Program (MOCAP). MOCAP offers District students the opportunity to participate in free or tuition-paid online courses in a variety of grade level and content areas from kindergarten through grade 12.

The District will accept courses offered through MOCAP as units of credit meeting state and local graduation requirements. (See Policy PRF 6190.)

The District may also recognize and assign credit for courses offered through other electronic media courses such as satellite video courses, cable video courses, interactive education television consortium, and computer-driven or on-line courses. Students may also be awarded credit for satisfactorily completed course work from accredited institutions. Students and their parents/guardians should consult with their school counselor to determine whether satisfactory completion of such work is eligible for award of District credit. This discussion should occur prior to enrollment in such programs.

### **Grading System**

The following grading scale is used at Lincoln R-2 School in terms of letter grade, approximate numerical

percentages and grade points used to calculate grade point average:

A	100-95	11 grade points	C	76-73	5 grade points
A-	94-90	10 grade points	C-	72-70	4 grade points
B+	89-87	9 grade points	D+	69-67	3 grade points
B	86-83	8 grade points	D	66-63	2 grade points
B-	82-80	7 grade points	D-	62-60	1 grade points
C+	79-77	6 grade points	F	59 & below	0 points

Certain courses approved by the Board of Education may be given additional grade points for the grade received. The amount of additional grade points shall be 15% over the grade points for a given grade. For the 2023-2024 school year, the following classes are weighted:

Algebra II	1 unit	Geometry	1 unit
Trig/Math Analysis	1 unit	Statistics	½ unit
Composition-DC	1 unit	Spanish II/III	1 unit
Accounting I/II	1 unit	Chemistry I/II	1 unit
Physiology	½ unit	Anatomy	½ unit

Also: Some dual enrollment classes may be approved for weighted classes based on Principal and Counselor approval.

### **Credit**

Full year classes may not be dropped at the end of the 1<sup>st</sup> semester unless special permission is granted by the principal. No quarter credits may be earned since credit is given on a semester basis.

Students in grades 9-12 are required to retake or recover credit for any specific course required for graduation if they fail the class.

**Credit Recovery Guidelines:** Computer based credit recovery classes may be assigned on a limited basis for students needing to recover credit. Students will not be awarded passing grades or credit until the class lessons are complete.

Students have the option of retaking any course, receiving the grade for the retake, but not receiving additional credit for the audited course. The grade for any retaken or audited course will be calculated into the student's cumulative grade point average.

**Dual Enrollment:** College classes can be taken for both high school and college credit. Some classes may be approved as weighted classes. If interested, see the high school counselor for details.

### **Junior High Student progress and advancement**

Any Junior High student that receives 2 or more F's at a quarter grading period in any of the following classes: English, Math, Social Studies, Science and Reading, may be enrolled in the alternative classroom for enrichment. The district A plus learning software will be used for this

enrichment, during expository class time (study skills, facts, etc.). In order to return to the expository class the student must be passing all previously written classes at the semester grading period.

All Junior High students must complete 5 out of 9 semester units of the following classes: English, Math, Social Studies, Science and Reading, in order to advance to the next grade level. Electives will also be considered in the retention process. The final determination of retention will be made by a committee consisting of: Teachers, Counselor, Principal, and Parents/Guardians.

### **Report Cards**

Report cards for all students are issued quarterly. Cards are given to each student at the close of school on the week that follows the end of the grading period. May 16 is the last day classes are scheduled for the 2023-2024 school term unless days missed due to severe weather or other emergencies cause the school year to be extended.

### **Honor Roll and Class Rank**

There are two honor rolls at Lincoln High School: the Principal's Honor Roll (A- Average Honor Roll) and the Scholastic Honor Roll (B Average Honor Roll). Students who maintain a B average (8.00 on an 11 point scale) AND have no grades below a C- at the end of each quarter are on the Scholastic Honor Roll. Students who maintain an A- average (10.00 on an 11 point scale) AND have no grades below a C- at the end of each quarter are on the Principal's Honor Roll. Class Rank is determined by the cumulative grade point average of semester grades calculated at the end of each semester.

### **Student Honors**

Lincoln Jr. High/High School offers a variety of awards/honors throughout the school year in order to motivate students and recognize success in different areas. All students receiving academic and/or athletic honors and awards based on their high school career must have been in attendance at Lincoln R-2 School a minimum of their entire senior year. This pertains specifically to honors received, based on the accumulation of achievements that could be gained throughout high school. This includes, but is not limited to, valedictorian and salutatorian awards. This does not pertain to graduation activities such as participating in graduation ceremonies or other activities that involve seniors. Participation in these activities will be left up to the discretion of the principal. Following is a summary of what a student may achieve:

1. **Ole English L:** May be the most prestigious award a student can earn. A student must accumulate 200 points throughout their high school career at Lincoln

R-2 School by participating in a wide variety of activities. Achieving this indicates a well-rounded, active high school career at Lincoln R-2 School. The 200 points accumulated must be earned at Lincoln R-2 School.

2. **Academic Letter:** Students maintaining an 8.5 GPA for each of the two semesters during the school year, have taken at least 4 credits from the core required courses, and/or advanced electives as approved by the Principal, and have received grades at a C- or above at the end of each quarter will receive this letter.
3. **Perfect Attendance:** This award is given at the end of the year as well as various short term awards to honor good attendance. (100% attendance – no class periods missed.)
4. Many other honors such as HOBY, Leadership Academy, and Scholarship Academy are awarded to deserving students.
5. **National Honor Society and National Junior Honor Society:** Students are selected by a faculty council based on service, leadership, character and must maintain a minimum weighted cumulative grade point average of 9.3.

### **A+ SCHOOLS PROGRAM**

Lincoln R-2 School District attained A+ Schools Program status in April 2008. Our graduates can qualify for the A+ scholarship provided that they meet the requirements. Amount of scholarship is dependent on State funding.

**Goals of the A+ Schools Program:** As outlined by the Missouri Department of Elementary and Secondary Education, the three goals of the A+ School program are as follows:

1. All students will graduate from high school.
2. All students will complete a selection of challenging high school studies with identified and measurable learner expectations.
3. All students will proceed from high school graduation to a traditional college or postsecondary vocational/technical school or high wage job with workplace skills and developmental opportunities.

**Student Eligibility:** To be certified for the financial incentives of the A+ Schools Program, students must do the following:

- Sign an A+ Student Agreement available in the A+ Coordinator's office.
- Attend an A+ designated school for three years prior to graduation.
- Maintain at least a 2.5 or higher grade point average on a 4.0 scale.

- Maintain 95 percent attendance record during the four-year high school period.
- Perform 50 hours of approved unpaid tutoring and/or mentoring for other students.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol.
- Make a good faith effort to first secure all available federal postsecondary student financial assistance funds that do not require prepayment by submitting a FAFSA form after January 1 of the student's senior year.
- Must earn "Advanced" or "Proficient" on the Algebra I EOC or 17 on the Math portion of the ACT.
- Must be an American citizen.

The first step toward participation in the program is signing an A+ Schools contract, which requires the signatures of student, parent/guardian, principal, and A+ Coordinator. **It then becomes the responsibility of the student to continue to meet the requirements of the program as outlined in the A+ Handbook to be certified as an A+ student upon graduation. Please see the A+ Handbook for further regulations.**

#### SCHOOL VISITORS

Any person not enrolled as a student or employed by the Lincoln R-2 School system should report to the principal's office upon entering the school building for permission to have visiting privileges. Trespassing on school property is punishable by law in the State of Missouri.

Pre-schoolers are prohibited from visiting school. They tend to become too restless and disruptive to others. Except in unique situations, visitors will not be allowed to attend classes with an enrolled student without prior permission of the principal.

#### LOCKERS

A hall locker is available to store school materials, clothing and other personal items that are necessary to have at school. Please keep in mind the following information concerning your assigned locker:

1. It is the property of the school and you are the borrower.
2. School officials may check your locker at any time to see that it is being properly cared for and that it contains only those items necessary for school activities.
3. Keep your locker free of all trash and unneeded items. Never leave food or lunch containers in your locker overnight.
4. Locks will be provided by the school and will be checked out to students upon their request.

5. If at any time it is felt the locker of a student is misused, the locker privilege for the student will be taken away.

#### PROCEDURE FOR MEDICATION GIVEN AT SCHOOL

1. You must present to the school office written permission from parents that a medication will be necessary during school hours.
2. The bottle should be clearly marked with your name, name of doctor, amount and time for medication to be given. If the medication requires refrigeration, only a daily dose should be brought.
3. Narcotic prescriptions shall be kept locked in the nurse's office.
4. Students are not to carry medication with them at school.

#### ATHLETIC POLICY

Any student representing Lincoln School in an athletic event should remember that as a member of the student body, he/she is subject to the rules and regulations set down in the student handbook. The specific rules contained herein apply to any and all team members at Lincoln School. These rules were adopted to provide consistency among the athletic teams and insure equality among the individual players. The development of this set of rules stems from the fact that the athletic events at Lincoln are team events and the actions of an individual can have a detrimental or a positive effect on the team. A team member is expected to spend whatever time is required to help the team and to refrain from those activities which might prove harmful to the team. Team membership is open to all students who wish to participate and meet team requirements. General requirements are:

1. Be scholastically eligible.
2. Follow the rules, guidelines, and training requirements of the coaching staff.
3. Any conduct unbecoming of team members may be cause for disciplinary action by the coach, sponsor or principal. If that conduct is serious enough, it may be cause for suspension or dismissal.
4. The use of or possession of tobacco products or in possession of or using alcohol shall be disciplined as follows:  
1<sup>st</sup> offense: 2 game suspension  
2<sup>nd</sup> offense: dismissed from the team for remainder of the season.
5. Anyone found in possession of or under the influence of illegal drugs or other controlled substances shall be suspended for the remainder of the season. That individual may also have additional disciplinary action from school authorities or law enforcement officials.

6. Any excused absence is defined by the guideline in the student handbook. Any other absence without prior approval of the coach shall be counted as an unexcused absence.
  - 1<sup>st</sup> unexcused absence - 1 game suspension
  - 2<sup>nd</sup> unexcused absence - 2 game suspension
  - 3<sup>rd</sup> unexcused absence - dismissed from the team for the remainder of the season.
7. In addition to the student handbook and the above rules, participants in some activities are subject to regulations of the MSHSAA.
8. Players must make-up any absence, excused or unexcused, in a reasonable amount of time at the discretion of the coach.
9. Lettering:
  - A. Only letter at the highest level of age group.
  - B. Must participate in 50% of the varsity contests.
  - C. Must complete the specific season.
  - D. Coaches recommendation
10. Lincoln High School has teams in volleyball, football, basketball, softball, baseball, golf and archery.

Jr. High teams participate in volleyball, football and basketball, archery and track.

#### **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

1. Lincoln R-2 follows the Academic Eligibility Policy 2.3 described in the MSHSAA Handbook on page 42. The information can be easily obtained following this link:  
  
<http://www.mshsaa.org>
2. Students must be in attendance for a minimum of four class periods, unless pre-arranged with the principal to be eligible to participate in extracurricular activities on that date. Missing part or all of the day of an activity or the day after an activity will be cause for disciplinary action by the coach, sponsor or principal.
3. Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered creditable citizens. Conduct shall be satisfactory in accord with the standards of good discipline.

(Students must satisfy requirements listed in MSHSAA By-Law 2.2)

#### **STUDENT ACTIVITY EVENTS**

A student who is a member of the Lincoln School System is under the direct control of the school. This applies whether they are under suspension or are participating in an activity of the school. This includes activities at the school and away from school. Any student not conducting himself as a proper citizen will be subject to immediate suspension. If the incidents become frequent or if the incident is considered severe, the student will be considered for permanent expulsion from the school.

#### **DANCES**

There are several dances held during the school year that are sponsored by student organizations. Students are reminded that attendance is a **privilege and not a right**. To attend dances the student must be eligible for extracurricular activities (exception: The Prom). The student discipline code is in effect with the exception of the “no contact” policy, but students are expected to use common sense in this regard. The regular dress code is in effect with the exception of strapless dresses that are allowed at the “formal” dances. **NON-SCHOOL GUESTS** must be registered in the Principal’s office prior to the dance and the Principal must approve them. In order to preserve the integrity of High School dances, guests should be no older than 20 years of age. Once entered, guests are to be escorted by the student who registered them. All guests are expected to abide by the conduct rules of the school and the host student assumes responsibility for the guest’s behavior.

#### **SEARCHES BY SCHOOL PERSONNEL (Policy 2150)**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators and staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity



# STUDENT EXPECTATIONS

## Lincoln R-2 School District Discipline Policy

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 (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.

**The following is not a complete listing of Board Policies. It is a general overview. Any consequences assigned for disciplinary reasons may be reviewed upon request in the Superintendent's office.**



**1. Students are expected to attend school every day and arrive at each class on time with the necessary supplies and materials.**

**Attendance (Regulation 2310)**

Attendance is an important responsibility of the students and parent. Lincoln R-2 School believes the habits developed in school will stay with the students for the remainder of their lives. We will do our best to keep you informed of any attendance situations involving your child. Please inform the office personnel of the reason for your child's absence by 8:30 a.m.

The goal of the Lincoln R-2 School District is for every student to maintain above a 90% attendance, including all absences (excused and unexcused). Failure to meet this goal may result in the notification of appropriate authorities.

**Excused Absences (Regulation 2310)**

1. A student can miss part or all of each class period five (5) times per semester excused as long as a note or a phone call is received from a parent or guardian within a 24 hour period.
2. Missing more than one-half the class period will constitute an absence.
3. A sick day excused with a doctor's note brought in immediately upon return to school will not count against the 5 excused days per semester.
4. **Students will not be allowed to have more than 5 excused absences per semester and still receive credit. Students missing a single class or classes in excess of 5 days will not be awarded credit for that class or classes.**

**\*Absences that do not count toward the 5 days limit include school activities and Out of School Suspension.**

**\*Students who have absences in excess of the 5 days limit due to extenuating circumstances have two levels of appeal to be awarded credit. The first level will be to the Attendance Review Committee. The second level of appeal will be to the Board of Education. It is the responsibility of the student to provide verification of the extenuating circumstances that led to the absences.**

**Absences (Regulation 2310)**

An absence will be excused if the following procedures are followed:

1. Have one of your parents notify the office of your return to school by either personal contact with the school, a note or a phone call. The note should explain the reason for the absence, list dates absent, and signed by a parent.
2. If you are requesting homework for the day you are absent, you must notify the office by 8:30 a.m.

**Unexcused Absences (Regulation 2310)**

1. Any absence that is not verified by parent or guardian within 24 hours of student's return is considered unexcused.
2. Any absence that exceeds the maximum excused absences that are allowed is considered unexcused.

**Make-up of Unexcused Absences (Regulation 2310)**

Unexcused absences may be made up after school at the rate of one hour of make-up per two hours missed after the 5<sup>th</sup> day has been reached. It is the student's responsibility to get make-up work from the teacher of the class or classes missed to work on during the make-up time.

If the parent does not notify the school, the absence will be recorded as unexcused. The student will receive a zero for all work missed while absent. *In the case of an unexcused absence, the student will be considered truant and will be required to serve the consequences listed.* If a parent notifies the school within 24 hours of the student's return, the unexcused absence may be changed.

**Make-Up Work (Regulation 2310)**

A student having excused absences is responsible for contacting the teachers of the classes missed and determining 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 a zero and so averaged in the student's quarterly grade. Students that miss, but are excused for the absence, are permitted to make up all work and assignments missed. The time limit is one day for each day of absence. A student absent three days would thus have to complete all make-up work within three days after returning to school. The maximum time allowed will be set by the teacher concerned. The school suggests when a student has been absent for three or more days, that parents

contact the school office and explain what the student is able to do. 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.

### **Sign-In and Sign-Out (Regulation 2330)**

Students that arrive at school after 8:15 must sign-in in the high school 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 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. This includes students 18 years of age unless they are legally emancipated from their parents.
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.

### **Alternative Classroom**

The district will provide an Alternative Classroom for grades 7 – 12. The classroom will be used to provide instruction to students that have had discipline issues or students needing a credit recovery option. Specifically, the classroom will be used for, but not limited to, the following:

1. Chronic Discipline Problems. In cases where discipline problems with a student are frequent, the principal may assign a student to an extended period of ISS in the Alternative Classroom. This may be for full days or for a particular hour during the day.
2. Incomplete or Missing Work. The Alternative Classroom will continue to be used to work with students with incomplete or missing work.
3. Credit Recovery. A student may be enrolled in the alternative classroom during a class period throughout the day in order to make up previously lost credits.
4. The alternative classroom may ultimately be used before school, after school, evenings, or summer.
5. Details of the procedures to be followed by the student will be provided upon entry into the classroom.

### **School-Assigned Detentions (Policy & Reg.2660)**

**Detentions** will be scheduled as needed. Students are to bring school work to do while serving detention. Teachers may assign detention for missing or late assignments.

**In-School Suspension (ISS) (Policy 2661)** is during the school day, a time in which a student will take class work and meet in a separate classroom with a supervisor. They will get morning and afternoon breaks, as well as lunch, but will otherwise remain in this classroom. Students will be expected to have work to do, any discipline problems may result in an out-of-school suspension or Saturday school. *A student in ISS will receive credit for work done in ISS but it is their responsibility to find out what school work needs to be done ahead of time and get it from their teachers.* If they have no class work, the student will be given work assigned by the ISS instructor.

### **Out-of-School Suspension (OSS) (Policy & Reg. 2662)**

is reserved for serious and/or chronic disciplinary infractions. Parents will be notified by telephone or mail. Students will not be able to attend extracurricular activities until suspension is served. Students will receive zeros for all assignments during the period of the suspension.

### **Tardies (Regulation 2610)**

The office keeps daily records of all tardies. If you are late to a class you will be counted tardy. If a teacher causes you to be late, it is up to you to get a pass from that teacher and this will be excused. Tardiness (not in classroom when the bell rings, loitering inside the room after the bell rings, returning

to locker for items required for class, and/or going to get admit slip) will be disciplined on a quarterly basis per class.

2nd Tardy	1 Hour ISS
3rd Tardy	1/2 Day ISS
4th Tardy	1 Day ISS
5th Tardy	3 Days ISS

Tardiness in excess of 5 will be dealt with case by case.

**2. Students are expected to conduct themselves in a manner conducive to their personal safety and the safety of others.**

**Behavioral Expectations (Policy 2620)**

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District’s discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of district students will be subject to discipline up to and including expulsion. Examples of such offense include drugs, weapons, assault and sexual conduct.

**Fighting (Regulation 2610)**

Fighting occurs when both parties are actively engaged in a malicious activity or a student’s purpose seems to be to cause injury to the other party. Pushing, shoving, or name-calling when no punches are thrown may result in ISS if it is the first offense.

*1<sup>st</sup> offense* - No more than 5 days OSS.

*2<sup>nd</sup> offense* -No more than 10 days OSS.

*3<sup>rd</sup> Offense* – Referral to Superintendent for OSS greater than 10 days.

**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 1) knowingly causes physical injury to another person; or with criminal negligence, 2) causes physical injury to another person by means of a deadly weapon; 3) 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 result of a school district-sponsored activity. An assault while on school property is a Class D felony.

*1<sup>st</sup> offense* –No more than 10 days OSS. 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.

*2<sup>nd</sup> offense* –Referral to Superintendent for OSS greater than 10 days. Conference with student, parents, principal, superintendent, and board of education. The school will notify the criminal justice and/or juvenile system.

*3<sup>rd</sup> 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.

**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. This includes everything defined under 18 U.S.C. 921 and section 571.010 RSMo as category I, II, II weapons. Examples include, but are not limited to, knives, chains, clubs, metal knuckles, explosives (including Class-C common fireworks), shocking devices, paintball guns or any other item which might be used as, represented as, or perceived to be a weapon.

*1<sup>st</sup> 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.

*2<sup>nd</sup> 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) ounce
- (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 on-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.

*1<sup>st</sup> offense* – Confiscation of weapon plus expulsion from school for a period of not less than 1 year. 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 of any student who brings a weapon to school.

*2<sup>nd</sup> 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 Students, Teachers or Staff (Regulation 2610)**

Extorting, threatening, or intimidating any student, teacher, or staff member by word or act to do violence, coupled with an apparent ability to do so, is considered a violation of school policy.

*1<sup>st</sup> offense* – No more than 5 days OSS.

*2<sup>nd</sup> offense* – No more than 10 days OSS.

*3<sup>rd</sup> offense* – No more than 90 days OSS. Conference with student, parents, principal, superintendent, and board of education. The school will notify the criminal justice and/or juvenile system.

*4<sup>th</sup> 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.

**False Alarm (Regulations 2610)**

Making a false report which is disruptive or a threat to health, safety, and good order (i.e. fire alarm or bomb threat) is in violation of school policy.

*1<sup>st</sup> offense* – No more than 10 days OSS.

*2<sup>nd</sup> offense* – No more than 90 days OSS.

*3<sup>rd</sup> offense* – Expulsion from school for a period of not less than on 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.

**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, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or mood-altering chemicals, inhalants, or intoxicants of any kind while on school property, school busses, any 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. This medication must be kept in the nurse's office.

**Drug Use/Possession:**

*1<sup>st</sup> 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. Students must supply a clean drug test before returning to school.

*2<sup>nd</sup> offense* – 10 days OSS. Principal's recommendation to the superintendent will be 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. Students must supply a clean drug test before returning to school.

**Drug Sales and/or Distribution:**

*1<sup>st</sup> 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. Students must supply a clean drug test before returning to school.

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.

**Interview or Interrogation (Policy 2160)**

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration and the school resource officer are responsible for making the 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, school resource officer or designee will be present and the interview will be conducted in private.

The principal or school resource officer 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 or resource officer 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.

**Bodily Fluids (Regulation 2610)**

Because of the potential to transfer diseases, it is asked that reasonable care and caution be taken in reference to bodily fluids. If a student exposes to others any form of bodily fluid, it is essential to notify the office or nurse immediately. Also, if a student is exposed to any form of bodily fluid the office or nurse should be contacted immediately as well. Intentional disregard of reasonable care and caution will be treated as a discipline matter.

*1<sup>st</sup> offense* – Up to 2 days ISS or OSS.

*2<sup>nd</sup> offense* – Up to 5 days ISS or OSS.

*3<sup>rd</sup> offense* – Up to 10 days ISS or OSS.

### **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 may lead to school disruptions, bullying, criminal activity, and academic dishonesty. Student cell phones and digital cameras will be banned from use during the instructional time (teachers may permit use in their classroom), as well as in dressing areas at all times. Exceptions may be granted by the principal.

*1<sup>st</sup> offense* – Confiscation up to 1 day of device and up to 1 day OSS. Device returned to student.

*2<sup>nd</sup> offense* – Confiscation up to 1 day of device and up to 3 days OSS. Device returned to parent.

*3<sup>rd</sup> offense* – Confiscation up to 1 day of device and up to 5 days OSS. Device returned to parent.

#### **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, is determined to be obscene or pornographic, shall be a violation of school 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.

*1<sup>st</sup> offense* - Confiscation and up to 5 days OSS.

*2<sup>nd</sup> offense* - Confiscation and up to 10 days OSS.

*3<sup>rd</sup> offense* - Confiscation and up to 10 days OSS and referral to superintendent for extended OSS.

#### **Parking/Driving Violations (Policy 2650)**

Student parking areas are restricted to the parking lots in front of the school.

Minimum consequences for careless driving on school parking lots or school driveways and improperly parking in school lots: (Offenses 1 & 2 may be skipped)

*1<sup>st</sup> offense* – Warning and up to 5 days loss of parking privileges.

*2<sup>nd</sup> offense* –Up to 10 days loss of parking privileges.

*3<sup>rd</sup> offense* – Permanent loss of parking privileges.

### **Bus Conduct (Regulation 2652)**

Student conduct on school buses is an important safety issue for the school district. It is important that students treat their transportation to and from school or an activity responsibly. Failure to adhere to the following guidelines may result in disciplinary actions:

1. Any violation of state law regarding pupil transportation.
2. Defiance of the driver.
3. Refusal to comply with driver or school district rules.
4. Abusive or obscene language.
5. Vandalism.
6. Careless damage or destruction of transportation equipment.
7. Excessive noise.
8. Use of tobacco.
9. Standing or changing seats while the bus is in motion.
10. Extending arms, head, feet or other objects out of bus windows.
11. Leaving your area on the bus a mess.
12. Causing any threat to the safety or good order of yourself or others.

Expected safety precautions when getting on and off the bus:

1. Stay clear of the bus except when getting on or off.
2. You may not go to the parking lot or leave school grounds after arriving at school without permission from the office.
3. When school is out, get on your bus as quickly as possible.

The bus driver will report any misconduct he/she deems necessary to the principal. If an incident occurs of a serious nature, the administration may use his discretion to assign an immediate suspension. The bus driver shall make the first attempt to correct any unacceptable behavior by asking or directing the student to stop and get assurances from the student that the behavior will not be repeated. They may also at their discretion assign a type of punishment such as assigned seat, clean up the bus, etc. Otherwise the following consequences will apply:

*1<sup>st</sup> 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.

*2<sup>nd</sup> 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.

**Riding Busses to Extracurricular Activities (Regulation 2652)**

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

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

*A student involved in an activity such as basketball is expected to ride the bus to and from the game. Prior arrangements can be made for private transportation, providing this is done in advance and meets the approval of the sponsor and administrator. A student involved in an activity who misses the bus and attended the activity will have to seek permission from the sponsor to participate. It will be left to the discretion of the sponsor or administrator as to whether disciplinary action will be taken.*

*Any student utilizing school transportation to an activity will ride the bus back to school unless arrangements with school personnel have been made. If the parent or guardian wishes to transport the student home, they must sign the student out with the sponsor after the event. Students are not allowed to ride home with anyone other than parents unless permission has been arranged with the superintendent in advance.*

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 you are at the activity, this person will also govern your actions. All school policies governing students are in affect during these activities.

Students attending classes at the vocational or alternative school housed at State Fair Community College (SFCC) are required to ride the bus to and from the Vo-Tech school except after a parent has contacted the school and prior permission has been given by the principal.

**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 of school policy. This may extend to off-campus misconduct, enroute to and from school, or school activities.

*1<sup>st</sup> offense* – Conference with student and principal to obtain assurance of correcting the behavior.

*2<sup>nd</sup> offense* – Up to an after-school detention or ISS for a specific class or from all classes.

*3<sup>rd</sup> offense* – Multiple referrals will result in an extended placement in the alternative classroom.

**3. Students are expected to treat one another and staff members with courtesy and respect.**

**Abusive Language (Regulation 2610)**

Abusive language is disrespectful or insulting language, either verbal or written, directed at or to a staff member or peer. It may or may not be threatening in nature.

*1<sup>st</sup> offense* – Up to 2 days ISS or OSS. Student given in-school suspension for a specific class or from all classes.

*2<sup>nd</sup> offense* – Up to 5 days ISS or OSS.

*3<sup>rd</sup> offense* – Up to 7 days ISS or OSS.

*4<sup>th</sup> offense* – Suspension up to 10 days OSS.

**Use of Profane or Obscene Language (Regulation 2610)**

The use of lewd, obscene or profane language, whether spoken, gestured or written is considered a violation of school policy. Also, the use of words which are considered inappropriate for use in school or which have no legitimate basis for use in school and words which are used to demean or disparage other students is a violation. 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.

*1<sup>st</sup> offense* – Conference with student, teacher, or principal to obtain assurance of correcting the behavior and an after-school detention.

*2<sup>nd</sup> offense* – No more than 1 day ISS or after-school detention. Student given in-school suspension for a specific class or from all classes.

*3<sup>rd</sup> offense* – No more than 3 days ISS or OSS.

4<sup>th</sup> offense – No more than 5 days ISS or OSS.

**Harassment (Policy & 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**

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 superintendent 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 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 or 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. Retaliations include, 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”.

**4. Students are expected to make an honest and consistent effort to complete course assignments and master objectives.**

**Academic Dishonesty/Cheating (Regulation 2610)**

Academic honesty requires that the course work (drafts, reports, examinations, papers, presentations, speeches) a student presents to an instructor honestly and accurately indicates the student’s own academic



efforts. We define academic misconduct as an act in which a student:

- seeks to claim credit for the work or efforts of another without authorization or citation;
- uses unauthorized materials or fabricated data in any academic exercise;
- forges or falsifies academic documents or records;
- intentionally impedes or damages the academic work of others; engages in conduct aimed at making false representation of a student's academic performance; and
- assist other students in any of these acts.

Examples include but are not limited to

- cutting and pasting text from the web without quotation marks or proper citation;
- paraphrasing from the web without crediting the source;
- using notes or a programmable calculator in an exam when such use is not allowed;
- using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
- stealing examinations or course materials;
- changing or creating data in a lab experiment;
- altering a transcript; signing another person's name to an attendance sheet;
- hiding a book knowing another student needs it to prepare an assignment;
- collaborating contrary to the stated rules of the course; or
- tampering with a lab experiment or computer program of another student.

If you wish to contest a report of any misconduct, a hearing will be scheduled. You must request such a hearing for sanctions within 10 days of the instructor's oral or written decision. Requests for hearings should be sent in writing to the Office or the Principal, 101 W. Lamine Street, Lincoln, MO 65338 or to the Office of the Principal.

*1<sup>st</sup> offense* – Any class, a zero (0) on that particular work and up to 1 day ISS.

*2<sup>nd</sup> offense* – Any class, a zero (0) on that particular work and up to 3 days ISS assigned.

*3<sup>rd</sup> offense* – Any class, a zero (0) on that particular work plus up to 10 days OSS.

#### **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 meal cards.

*1<sup>st</sup> offense* – Detention or ISS.

*2<sup>nd</sup> offense* - Up to 3 days ISS or OSS.

*3<sup>rd</sup> offense* – Up to 5 days OSS.

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

#### **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.

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

*Any time a student is absent from class or classes 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 school policy.*

*1<sup>st</sup> offense* – Student will be assigned time in the alternative classroom. Parents will be informed by mail or telephone of the unacceptable behavior and consequences.

*Multiple offenses* will result in an extended change of placement to the alternative classroom.

**5. Students are expected to comply with all policies, rules, regulations and reasonable requests.**

**Defiance of Authority (Regulation 2610)**

Defiance of authority is refusal to obey directions or defiance of staff authority.

*1<sup>st</sup> offense* – Student will be assigned time in the alternative classroom. Parents will be informed by mail or telephone of the unacceptable behavior and consequences.

*Multiple offenses* will result in an extended change of placement to the alternative classroom.

**Cafeteria Conduct (Regulation 2610)**

Students must report to the cafeteria immediately after being dismissed for lunch unless permission to do otherwise has been received. Students eating a school lunch should go through the lunch line, pick up a tray, and eat in the cafeteria. When finished eating, the tray should be returned to the dish window and paper products thrown away. After eating, students will remain seated in the cafeteria until dismissed by the bell or the lunchroom supervisor.

Students bringing a lunch from home may purchase milk at the regular cafeteria price.

Students must pay for lunch and breakfast in the office before school. The initial lunch tray will be paid for by using the lunch card issued to the student. Any seconds or extras must be paid for with cash during lunch time.

Following is full prices for meals served to students in grades 7 to 12:

Breakfast	\$1.50
Lunch	\$2.65
2 <sup>nd</sup> Lunch	\$3.00
Extra Milk	\$ .25

Being tardy because of eating slowly will be unexcused except in rare circumstances.

Students will be given a lunch card at the beginning of school. If it is lost or abused to the point that it does not work properly, a student will be charged \$1 for each card replacement. It is important that each student brings and uses his/her lunch card daily. Students not having a lunch card will be required to wait until the end of the line. Any student who consistently does not have a card may not be allowed to eat, as determined by the principal. Repeated loss of a lunch card may result in ISS, detention, Saturday school or no lunch or breakfast served.

**Meal charges should not exceed \$7.50 per student. Any student in grades 7-12 who exceeds this limit will have their lunch card pulled and will not be able to purchase lunch or breakfast until payment or other arrangements have been made. Students will be notified of a negative balance each time they go through the serving line during lunch or breakfast.**

**Possession of Tobacco (Policy 2640)**

The possession of smoking or smokeless tobacco products on school grounds, school busses, before, during, or after school or at school sponsored activities, home or away is prohibited.

*1<sup>st</sup> offense* – Confiscation and up to 2 days ISS or OSS.

*2<sup>nd</sup> offense* – Confiscation and up to 5 days OSS.

*3<sup>rd</sup> offense* – Confiscation and up to 7 days OSS.

**Use of Tobacco Products (Policy 2640)**

The use of tobacco products on school grounds, school busses, before, during, or after school or at school sponsored activities is prohibited.

*1<sup>st</sup> offense* – Confiscation and up to 2 days OSS.

*2<sup>nd</sup> offense* – Confiscation up to 5 days OSS.

*3<sup>rd</sup> offense* – Confiscation and up to 10 days OSS.

**School Dress/Footwear (Regulation 2651)**

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt the educational environment is permitted.

**Dress Guidelines:**

1. All students must wear some type of sandals, boots, or shoes.
2. Headgear of any type is not acceptable.
3. Any clothing item having vulgar, obscene, or objectionable slogans, symbols, or pictures is not acceptable.
4. Any clothing item having slogans, symbols, or pictures that contain alcohol, tobacco, or illegal drugs is not acceptable.
5. Tops with spaghetti straps, halter tops, tank tops, racerback or other backless clothing cannot be worn unless covered by another top that is not see through.
6. The outer garment worn must be of sufficient length to potentially tuck into pants.
7. A button down shirt covering a top that is inappropriate must be buttoned.
8. Shorts or skirts must extend below the tip of the middle finger.
9. Pants worn should be up on the waistline.
10. All items may not have holes cut in them to make them more revealing.
11. Undergarments should not be visible.

*1<sup>st</sup> offense:* Student will have the choice to change or cover the unacceptable clothing or go home.

*2<sup>nd</sup> offense:* Same as the 1<sup>st</sup> offense plus up to 1 day ISS. Also, a letter will be sent home explaining that this is the second offense.

*3<sup>rd</sup> offense:* Same as the 1<sup>st</sup> offense plus up to 3 days ISS.

**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 or appearance, speech, or physical act display evidence of membership in such organizations. 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.

**Inappropriate Public Display of Affection (Regulation 2610)**

Students are allowed to hold hands in the hallways before and after school and between classes. Contact beyond this is considered inappropriate.

*1<sup>st</sup> offense* – Warning and/or detention and parental contact.

*2<sup>nd</sup> offense* – Up to 2 days ISS or OSS.

*3<sup>rd</sup> offense* – Up to 5 days ISS or OSS.

*4<sup>th</sup> offense* – Up to 10 days ISS or OSS.

**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 is in violation of school policy.

*1<sup>st</sup> offense* – Restitution and up to 5 days ISS or OSS.

*2<sup>nd</sup> offense* – Restitution and 10 days OSS.

*3<sup>rd</sup> offense* – Restitution and 90 days out-of-school suspension.

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 is in violation of school policy.

*1<sup>st</sup> 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.

**Petty Theft (Regulation 2610)**

Stealing or attempting to steal property which belongs to the school or to other persons (value less than \$50.00) is in violation of school policy.

*1<sup>st</sup> offense* – Restitution and no more than 3 days ISS or OSS.

*2<sup>nd</sup> offense* – Restitution and no more than 6 days OSS suspension.

*3<sup>rd</sup> offense* – Restitution and no more than 10 days OSS.

**Theft (Regulation 2610)**

Stealing or attempting to steal property which belongs to the school or to other persons (value exceeding \$50.00) is in violation of school policy.

*1<sup>st</sup> offense* – Restitution and no more than 5 days OSS suspension.

*2<sup>nd</sup> offense* – Restitution and no more than 10 days OSS suspension.

*3<sup>rd</sup> offense* – Restitution and no more than 90 days OSS. Conference with student, parents, principal, superintendent, and board of education. The school will notify the criminal justice and/or juvenile system.

**Corporal Punishment (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 a parents or at least one other adult member of the school staff and will be administered only 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.

**The preceding is not a complete listing of Board Policies. It is a general overview. Any consequences assigned for disciplinary reasons may be reviewed upon request in the Superintendent's Office.**

**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 programs 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.

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