

# **Lebanon R-III Schools**

**2021-2022**

**Pre K – 5 Handbook**



**“Inspire learning in all”**

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## Welcome to the Lebanon R-III School District

Dear Parents,

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

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

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

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

Sincerely,

A handwritten signature in black ink that reads "David Schmitz". The signature is written in a cursive style with a large, stylized initial 'D'.

Dr. David Schmitz  
Superintendent

# District Information

**Central Office**  
 224 West Commercial  
 Lebanon, MO 65536  
 417.657.6001

**Superintendent**  
*Dr. David Schmitz*

**Special Programs Director**  
*Nick Cotta*

**Assistant Superintendents**  
*Dr. Brad Armstrong, Human Resources*  
*Dr. Laura O'Quinn, Academic Services*

**Chief Financial Officer**  
*Adam Dameron*

## Building Information

Building	Website	Phone	Administration
<b>Esther Elementary (Pk-1)</b>	<a href="https://lebanonr3.org/our_schools/esther_elementary">https://lebanonr3.org/our_schools/esther_elementary</a>	417.657.6002	Shalyn Howe, Principal Paige Thornhill, Assistant Principal Sheila Moore, Early Childhood Director
<b>Maplecrest Elementary (2-3)</b>	<a href="https://lebanonr3.org/our_schools/maplecrest_elementary">https://lebanonr3.org/our_schools/maplecrest_elementary</a>	417.657.6003	Bryan Campbell, Principal Stacy Armstrong, Assistant Principal
<b>Boswell Elementary (4-5)</b>	<a href="https://lebanonr3.org/our_schools/boswell_elementary">https://lebanonr3.org/our_schools/boswell_elementary</a>	417.657.6004	Randy Gum, Principal Carla Mobley, Assistant Principal
<b>Lebanon Middle School (6-8)</b>	<a href="https://lebanonr3.org/our_schools/lebanon_middle_school">https://lebanonr3.org/our_schools/lebanon_middle_school</a>	417.657.6005	Brent Snyder, Principal Tabitha Thompson, Assistant Principal Nathan Wilkerson, Assistant Principal
<b>Lebanon High School (9-12)</b>	<a href="https://lebanonr3.org/our_schools/lebanon_high_school">https://lebanonr3.org/our_schools/lebanon_high_school</a>	417.657.6006	Kevin Lowery, Principal Kim Lloyd, Assistant Principal Bob Matthews, Assistant Principal Craig Reeves, Assistant Principal
<b>Lebanon Technology and Career Center (9-12)</b>	<a href="https://lebanonr3.org/our_schools/lebanon_technology_and_career_center">https://lebanonr3.org/our_schools/lebanon_technology_and_career_center</a>	417.657.6007	Matt Johnson,, Director
<b>Hillcrest Education Center (9-12)</b>	<a href="https://lebanonr3.org/our_schools/hillcrest_education_center">https://lebanonr3.org/our_schools/hillcrest_education_center</a>	417.657.6008	Dr. Kati O'Quinn, Director

# JOE D. ESTHER ELEMENTARY

*Shalyn Howe, Principal*

*Paige Thornhill, Assistant Principal*

*Becky Simpson, Early Childhood Director*

## Office Staff

Arnall, Lynette ( <i>Process Coordinator</i> )	Foreman, Abbey ( <i>Nurse</i> )	King, Amy ( <i>Nurse</i> )
Kilburn, Jennifer ( <i>Building Admin. Ass't.</i> )	Hudson, Christie ( <i>Early Childhood Admin. Ass't.</i> )	Nelson, Tracy ( <i>Building Admin. Ass't.</i> )
Eidson, Marianne ( <i>Principal's Admin. Ass't.</i> )	Crandall, Amanda ( <i>Counselor</i> )	Stokes, Jamie ( <i>Counselor</i> )

## Early Childhood Education Staff

Wall, Shonna ( <i>Pre-K</i> )	Stark, Randi ( <i>Parents as Teachers Educator</i> )	Hedges, Amber ( <i>Parents As Teachers Educator</i> )
Mathis, Cassie ( <i>Parents As Teachers Coordinator</i> )	Smith, Stacie ( <i>Early Childhood Special Education</i> )	Shoemaker, Danielle ( <i>Early Childhood Special Education</i> )
Jordan, Pam ( <i>Parents As Teachers Educator</i> )	Rhoades, Amber ( <i>Early Childhood Special Education</i> )	( <i>Parents as Teachers Educator</i> )
McKimmey, Tammy ( <i>Pre-K</i> )	Rhoads, Morgan ( <i>Pre-K</i> )	Boyd, Stacy ( <i>Early Childhood Special Education</i> )
Perez, Mara ( <i>Early Childhood Special Education</i> )	Rogers, Paige ( <i>Pre-K</i> )	Alkire, Stephanie ( <i>Pre-K</i> )
Stokes, Kim ( <i>Parents as Teachers Educator</i> )		

## Kindergarten

Dozier, Dana	Dugger, Karen	Lindsey, Valeri	Smith, Tiffany	Cromer, Carrie
Caley, Kathleen	Fowler, Kim	Bass, Sami	Meckem, Shelby	Winfrey, Nancy
O'Connor, Brittanie	Luttrell, Abigail	Kelm, Angie	Reed, Leann	Shelton, Taylor

## First Grade

Burns, Debbie	Fox, Lisa	McKimmey, Erica	Atkinson, Emily	Slye, Erin
Mathews, Madison	Banks Karman	McMahon, Stephanie	Sing, Amber	Johnson, Emily
Flanders, Lindsey	Inman, Summer	Holland, Ali		

## Building Staff

<i>(SLP)</i>	Laird, Rebecca <i>(HI Specialist)</i>	Llewellyn, Molly <i>(Special Education)</i>
Link, Kiera <i>(Music)</i>	Light, Kathy <i>(Physical Education)</i>	Sproat, Patricia <i>(Reading Specialist)</i>
Mowery, Melanie <i>(Instructional Coach)</i>	Kelley, Sarah <i>(Special Education)</i>	Starnes, Courtney <i>(SLI)</i>
Crowell, Kara Beth <i>(Special Educator)</i>	York, Erica <i>(Special Educator)</i>	Johnson-Budolfson, Errin <i>(Special Educator)</i>
Massey, Rachel <i>(Reading Specialist)</i>	McSorley, Kim <i>(Special Educator)</i>	Gilby, Kasey <i>(TAG)</i>
Sheriff, Christina <i>(Reading Specialist)</i>	Shockley, Teresa <i>(Reading Specialist)</i>	Rhoads, Samantha <i>(Reading Specialist)</i>
Jennings, Janessa <i>(Special Educator)</i>	Mutchler, Lisa <i>(Art)</i>	Uder, Jenna <i>(Librarian)</i>
Jernigan, Kyleigh <i>(VI &amp; O/M Specialist)</i>	<i>(SLP-A)</i>	Zimdars, Jo Lee <i>(Technology Coordinator)</i>

## Paraprofessionals

Bowles, Laramie	Stephens, Kayla	Pruitt, Alexandria	Thurman, Stacy	
Blair, Libbi	King, Trista	Gress, Erin	Ruble, Kelsey	Twenter, Angela
Bishop, Jennifer	Harrill, Jana	Tarczynski, Michelle	Schwartzman, Aide	Vasquez, Lisa
Jay, Erin	Hill, Kayla	McClure, Karen	Snyder, Erin	Redman, Lisa
Day, Kyla	Sadaka, Sandra	Massey, Sherry	Gladden, Christy	Waterman, Samantha
Doughty, Shelley	Tarczynski, Melissa	Rains, Ashley	Stewart, Jodi	Lauren Yelvington
Dozier, Tracy	Savittiere, Debbie	Nichols, Jani	Mohrbacher, Amy	Mallot, Shannon

# MAPLECREST ELEMENTARY

*Bryan Campbell, Principal*

*Stacy Armstrong, Assistant Principal*

## Office Staff

Dahm, Jaime ( <i>Nurse</i> )	Ranfeld, Lori ( <i>Counselor</i> )	Silberberg, Tante ( <i>Building Secretary</i> )
Crandall, Amanda ( <i>Counselor</i> )	Schmitz, Amy ( <i>Nurse</i> )	Staver, Tammy ( <i>Principal's Secretary</i> )

## Second Grade

Barker, Brooke	Claxton, Kelci	Dimock, Jennifer	Mitschele, Deborlee	Sweno, Samantha
Beard, Rainey	Condron, Annie	Gibbs, Stacey	Schnitzer, Sara	
Coffman, Kristine	Coryell, Leslie	Gamlen, Shantell	Staats, Katie	

## Third Grade

Amsberg, Erin	Caley, Alexandra	Laird, Becky	Murphy, Jessica
Bateman, Stevan	Floyd, Stacy	Lowden, Kristi	Sherrer, Keith
Bonnette, Brandy	Foreman, Hannah	Lowery, Suzanne	Wilson, Cheri

## Building Staff

Admire, Sandra ( <i>Reading Specialist</i> )	Gilby, Kasey ( <i>TAG</i> )	Peterson, Amy ( <i>Process Coordinator</i> )
Askew, McKenna ( <i>Music</i> )	Groebel, Rebecca ( <i>Special Educator</i> )	Schneider, Lori ( <i>Special Educator</i> )
Brown, Staci ( <i>Special Educator</i> )	King, Cindy ( <i>Instructional Coach</i> )	Shelley, Jessica ( <i>Special Educator</i> )
Burns, Cassie ( <i>Special Educator</i> )	Larkin, McKayla ( <i>Speech</i> )	Stephens, Kim ( <i>Art</i> )
Crump, Sandy ( <i>Innovation Lab</i> )	Layman, Kim ( <i>Librarian</i> )	Thornhill, Jeremy ( <i>Physical Education</i> )
Dameron, Heather ( <i>Interventionist</i> )	McKimmey, Karl ( <i>TAG</i> )	Warson, Carrie ( <i>Speech Language Implementor</i> )
Edie, Lisa ( <i>Reading Specialist</i> )	Morton, Melissa ( <i>Special Educator</i> )	York, Jamie ( <i>Reading Specialist</i> )
Frazier, Amanda ( <i>Special Educator</i> )	Palmer, Trisha ( <i>ELL</i> )	

## Paraprofessionals

	Hammer, Darcey	Koepfel, Chandi	Reiter, Ramona	Wurl, Donna
Boston, Randa	Jackson, Krystle	Piercy, Deanna	Rogers, Amanda	York, Phyllis
Gideon, Donnie	Jenkins, Heather	Rains, Ashley	Winfrey, Sharon	

# **BOSWELL ELEMENTARY**

*Randy Gum, Principal*

*Carla Mobley, Assistant Principal*

## **Office Staff**

Burris, Patty (*Principal's Secretary*)      Breedlove, Brielle (*Counselor*)      Lemons, Wendy (*Building Secretary*)  
Greg, Allison (*Counselor*)

Dabney, Cheryl (*Nurse*)      Murray, Melony (*Nurse*)      Peterson, Amy (*Process Coordinator*)

## **Fourth Grade**

Allen, Deanna      Dudenhoeffer, Traci      Hyatt, Danielle      Snow, Kirstin  
Auberry, Kristi      Fletcher, Trish      Mather, Sarah      Thornton, Celine  
Brown, Angie      Fulton, Sandy      Sapko, Payton      Zimdars, Megan

## **Fifth Grade**

Bartig, Amy      Knight, Savanna      Mathis, Wendy      Wade, Alana  
Keil, Kelsey      Moore, Joy      Morris, Daniel      Wall, Katelyn  
Kinde, Jalana      Peace, Lynne      Nelson, Carsyn      Wilson, Bailey

## **Building Staff**

*Adams, Angela (Nurse)*      Kremer, David (*Math Interventionist*)      *Millsap, Tiffany (Instructional Coach)*  
*Allison, Greg (Counselor, Part-Time)*      *Harper, Jessica (Special Educator)*      *Myers, Linda (Special Educator)*  
*Bettes, Ashley (STEM Lab)*      *Nance, Kay Lynn (Reading Specialist)*      *Smith, Katlyn (Special Educator)*  
*DeJong, Jodi (Art)*      *McGuire, Michale (Special Educator)*      *Sommerer, Brian (Physical Education)*  
*Ellis, Jennifer (Special Educator)*      *McKimme, Karl (TAG)*      ***Uder, Leslie (Library)***  
*Gormley Mandy (Reading Specialist)*      *Miller, Ashley (Special Educator)*      *Wakefield, Paige (Music)*  
*Milliken, Marta (Special Educator)*

## **Paraprofessionals**

Burtin, Dana      Hemphill, Joanne      McClanahan, Candace      Pelcman, Cindy      Young, Kim  
Curtis, Regina      Howlett, Hannah      Oshel, Bethany      Staver, Levi  
Green, Joni      Jennings, Adam      Paul, Shelley      Wears, Elada



# ESTHER ELEMENTARY

## LEBANON R-III SCHOOLS 2020-2021 SUGGESTED LIST OF BASIC SUPPLIES

### PRE-KINDERGARTEN

- Backpack-large with no wheels
- Elmer's Glue Sticks-2 or more
- Fiskar Scissors-1 pair
- Crayola Crayons- 1, 16pk
- Crayola Markers-1, 10pk
- Germ X-1 bottle
- Clorox Wipes

#### Optional Items:

- Ziploc Bags- Gallon
- Expo Dry Erase- 1, 4 pk
- Pencils
- Kleenex
- Paper Towels
- Playdoh
- Baby Wipes

### KINDERGARTEN

- 1 box fat Crayola brand crayons (8 basic colors)
- 3 boxes 24 Crayola brand crayons (True colors)
- #2 Pencils Ticonderoga (24 pack)
- 1 large backpack – no wheels
- 1 boxes fat Crayola markers (Classic colors)
- 12 Elmer’s glue sticks
- 2 Crayola brand watercolor sets
- 1 large box of Kleenex
- 1 pair Fiskars scissors
- 1 sm. school box (6”x9”)
- 1 pair of headphones (no earbuds, please)

- 8 black Expo brand dry erase markers
- 1 container of Clorox wipes

#### Optional Items:

- Extra dry erase markers (black please)
- Extra Clorox wipes
- Ziploc bags (quart and gallon)
- 6.75 oz. bottles of Germ-X
- Snacks to share with the whole class (animal crackers, Cheese-Its, microwavable popcorn, cereal, etc)
- GLUE STICKS

### FIRST GRADE

- 12 glue sticks
- 1 pair scissors (Fiskars recommended)
- 4 boxes crayons 24 count (Crayola recommended)
- 1 small school box
- 24 #2 pencils (Ticonderoga or Paper-Mate recommended)
- 1 backpack or tote bag (no wheels)
- 8 Black Expo dry erase markers
- 1 container of Clorox Wipes
- Headphones (no earbuds, please)

#### Optional items:

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

# MAPLECREST ELEMENTARY

## LEBANON R-III SCHOOLS

### 2020-2021 SUGGESTED LIST OF BASIC SUPPLIES

#### SECOND GRADE

- 2 boxes crayons
- 1 plastic school box (small)
- 2 decorative sturdy folders with 3 hole punch (no plastic)
- 12 glue sticks
- 2 large white erasers
- 1 clipboard (wooden, full size)
- 3 composition notebooks
- 1 standard-sized backpack (no wheels)
- 48 #2 Ticonderoga brand pencils
- 3 spiral notebooks (wide ruled)
- 8 black Expo dry erase markers (fine tip)
- 2 - 1 inch binder with clear plastic sleeve front
- 1 pkg pencil top erasers
- 1 pair headphones (no earbuds)
- 1 large box of facial tissue
- 2 container Clorox wipes
- 1 pair pointed-tip scissors
- 2 highlighters

#### Optional Items:

- Colored markers
- 1 Germ-X bottle
- Ziplock bags (any size)

#### THIRD GRADE

- 1 YELLOW highlighter
- 48 #2 pencils regular or mechanical
- 1 pkg pink or white eraser
- personal sharpener
- 8 black dry erase markers
- 1 clear view 3 ring binders (1" size)
- 3 composition notebooks
- 1 - 2 pocket folders (no brads)
- 1 - 3 ring zippered pencil pouch for a binder
- 1 wooden clipboard (9 x 12 in size)
- 1 backpack (no wheels)
- Headphones
- 1 box 24 count crayons
- colored pencils
- 8 glue sticks
- 1 pair of scissors
- 1 pkg Loose-leaf paper (wide rule)
- 2 lg boxes of Kleenex
- 1 container of Disinfectant Wipes

#### Optional Items:

- Germ-X
- Extra Disinfectant Wipes
- Extra dry erase markers
- Extra glue sticks
- Sugar Free Gum
- Ziploc Bags (any size)

**BOSWELL ELEMENTARY**  
**LEBANON R-III SCHOOLS**  
**2021-2022 SUGGESTED LIST OF BASIC SUPPLIES**

**FOURTH GRADE**

- 48 Number #2 Pencils
- 4 glue sticks
- 1 bottle glue
- 2 folders
- 1 pkg colored pencils and/or crayons
- 2 pkg loose leaf notebook paper (wide ruled)
- 2 pkg. (8 total markers) dry erase markers- fine point (black ONLY)
- 1 Angel Soprano recorder - (can be purchased at Morgan Music or Two Guys Music)
- 2 three ring zipper pouches (no boxes please)
- 1 pair earbuds or headphones (can purchase at Boswell Office for \$1)
- 2 boxes of Kleenex
- 1 Composition notebook
- 2 single subject spiral notebook
- 1-2 pkg Post-It notes
- 1 pkg index cards
- 1 pair scissors
- 1 pkg of colored pens
- 1 highlighter

Optional Items:

- Disinfectant wipes

**FIFTH GRADE**

- 48 #2 Pencils
- 2 2-Pocket Folders with brads
- 4 Glue Sticks
- 1 Pkg Colored Pencils (8 pack)
- 1 Highlighter
- 2 Pkg Wide-ruled Loose Leaf Paper
- Earbuds or Headphones to keep at school (can purchase earbuds at Boswell for \$1)
- 8 Black Dry Erase Markers
- 2 Boxes Kleenex
- 2 Single Subject Spiral Notebooks
- 1 Pkg Post-It Notes
- 1 Pair Scissors
- 1 Basic 3-ring Zipper Pencil Pouch
- 1 Pkg Colored Pens
- 1 Angel Soprano recorder

Optional Items:

- Disinfectant wipes

# Lebanon R-III School District

## Policies and Procedures

### ENROLLMENT AND WITHDRAWAL

#### ENROLLMENT AND AGE REQUIREMENTS

The Board of Education shall provide free public education to all students who are residents of the school district and who are between the ages of five (5) and twenty-one (21) years and who otherwise qualify for admission under Missouri law.

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

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

#### ENTRANCE FOR KINDERGARTEN & FIRST GRADE

To be admitted to the Lebanon R-3 School District, a child must be five (5) years old for purposes of kindergarten and summer school prior to kindergarten school term, and six (6) years old for the purposes of first grade, on or before July 31st of the school year in which he or she plans to enroll.

The following are required for students enrolling in kindergarten:

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

#### HOMESCHOOLED STUDENTS

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

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

## **STUDENT PLACEMENT GUIDELINES**

Each spring the K-5 elementary schools begin the process of placing children in classes for the next school year. This is a matter that we do not take lightly. The goal is to form well-balanced classes in which all children will have an opportunity to learn and to grow in their academic and social skills.

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

- Students related to a specific teacher will not be placed in their classroom
- Relatives, including siblings, are not placed in the same classroom
- An even boy-girl balance
- A full range of aptitudes within each class
- An even proportion of abilities and learning styles across the classes at each grade level
- An equal number of pupils in each class on a reading level
- An even number of students with special needs
- Observations by current teacher
- Parent input

Once these factors have been considered, we begin to build a class of children which show promise of working together. We want to do the best possible job of placement; therefore, we welcome your input about your child's individual learning needs as this information is very valuable. We trust that you understand that your comments constitute one of the many factors that we consider in forming classes. Specific parental requests will be considered as one of the many factors in student placement. The final decision on class placement must reside with the school. Class lists will be posted on August 1 for all elementary buildings.

## **WITHDRAW FROM SCHOOL PROCEDURES**

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

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

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records, and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining

and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student records, as applicable for each employee classification.

### **CHILDREN'S DIVISION ACCESS**

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

### **DIRECTORY INFORMATION**

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

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

### **LAW ENFORCEMENT ACCESS**

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

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

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

## **PARENT AND ELIGIBLE STUDENT ACCESS**

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

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

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

## **HEALTH AND MEDICAL INFORMATION**

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

### **FERPA**

All administrators will ensure that student and employee health information is protected from intentional or unintentional use or disclosure in violation of law. Administrators and employees will limit incidental use or disclosures made while using the information for otherwise valid reasons.

### **COMMUNICABLE DISEASES**

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

- **Chickenpox**: Exclusion for 6 days after the appearance of the rash.
- **Conjunctivitis (Pink Eye)**: Children should not attend during the acute stage (itching, burning, and matting of the eyes); or for 24 hours after medication has begun.
- **Tinea Corpus (Ring Worm)**: Infected children under adequate and continuous medical supervision may attend school. If possible, clothing or bandages should cover lesions.
- **Erythema Infectiosum (Fifth Disease)**: No exclusion necessary unless fever is present.
- **Impetigo**: Exclude until skin lesions are healed, or until 24 hours after medical treatment started.
- **Influenza**: Exclude for duration of fever and until child is able to resume routine daily activities.

- **Head Lice:** Exclusion until insecticiding of scalp, skin, and clothing. Children may return to school after being treated with a pediculicide and after all the nits have been removed from the hair. (See District No-Nit Policy)
- **Scabies:** Exclusion until the day after adequate treatment is completed.
- **Streptococcal sore throat and Scarlet Fever:** Exclusion until at least 24 hours after beginning antibiotic treatment and free of fever for 24 hours. Prescribed treatment should be completed.
- **MRSA:** Unless directed by a physician, students with MRSA infections will not be excluded from attending school. Exclusion from school will be reserved for those with wound drainage that can't be covered and contained with a clean dry bandage. Students with active infections will be excluded from activities where skin-to-skin contact is likely to occur (e.g., sports) until their infections are healed.

We ask that students and parents adhere to these guidelines. Students are not to attend school or any school sponsored activity (school musicals, presentations, field trips, etc.) until the above criteria has been met. Parents/guardians are encouraged to call the school nurse for questions regarding communicable diseases or to receive instructions regarding school exclusion for other communicable diseases.

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

### **CONDITIONS REQUIRING A NOTE FROM A DOCTOR**

- A doctor's note is required for a student to stay in numerous recesses.
- All students, unless exempted by a doctor, nurse practitioner, physician assistant or athletic trainers note/order will be required to participate in physical education courses fully on a daily basis. (note: only high school students may be exempt by an athletic trainer who have a sports related injury)

### **HEAD LICE**

The Lebanon R-III School District encourages regular attendance in school and it is our practice to avoid unnecessary exclusion of students from school. Students with active head lice infestation or nits (eggs) will be excluded from school only to the minimum extent necessary for treatments. The district will perform routine school-wide head lice screenings in all PreK-5 buildings. Students found to have live head lice or nits will be excluded until effective treatment and removal of all nits is completed. The parent/guardian is encouraged to complete treatment and removal of all nits is completed.

The parent/guardian is encouraged to complete treatment and to return the student to school the same day when possible and no later than the next day. Students who have been sent home for head lice or nits may not ride the school bus until they have been reexamined and cleared by the school nurse and returned to class when it is determined that the treatment was effective and all nits have been removed. For students with excessive absenteeism due to head lice, or in cases when treatment is not secured in a timely manner, the school principal will be notified, and the matter may be reported to the Children's Division of the Department of Social Services.

### **IMMUNIZATION LAW**

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



### **SB 341: Preschool Enrollment and Immunizations**

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

### **INSURANCE**

**The school DOES NOT carry accident insurance on students.**

Accident insurance is available for those parents who wish to have their children insured while traveling to and from school and during school hours. Insurance forms will be sent home the first week of school, explaining coverage, cost, etc. All claims will be handled by direct mail.

### **MEDICATION GUIDELINES**

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

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

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

#### **PRESCRIPTION MEDICATION:**

1. When a student is to receive prescription medication during school hours, the parent or guardian must provide the medication in the original prescription bottle, plainly marked with the following:
  - a. Student name
  - b. Physician's name
  - c. Pharmacy
  - d. Prescription number
  - e. Date
  - f. Name of medication, dosage, and time medication is to be given
2. We must have a written request from the parent/guardian to give the medication. The request should include:
  - a. Student's name
  - b. Physician's name
  - c. Date, name of medication, dosage, time medication is to be given
  - d. Parent/guardian
3. If there is a change in the type of medication dosage, or time medication is to be given, a physician's order may be requested.

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

## **NON-PRESCRIPTION MEDICATIONS**

1. Over-the-counter medications (for colds, cough, headache, etc.) will be given when accompanied by a written request from a parent/guardian. All medication must be in the manufacturer's original bottle or packaging. The request should include:
  - a. Student's name, date
  - b. Dosage
  - c. Time the medication is to be given
  - d. Parent/guardian signature
2. If it is necessary for a child to take daily non-prescription medication, such as aspirin for rheumatoid arthritis, a written request from the parent/guardian and a physician order must be provided. The parent/guardian request and physician order should include the following:
  - a. Student's name
  - b. Physician's name
  - c. Date
  - d. Name of medication, dosage, and time medication is to be given
  - e. Parent/guardian signature or physician signature
3. Do not leave more than 24 tablets with the school nurse.
4. If there is a change in the type of medication, dosage, or time medication is to be given, a physician order is required

## **NURSE**

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

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

- Identify students at risk for potential emergencies and work with the students and families to create an emergency action plan;
- Collaborate and work with other school personnel and members of the community to promote a safe and sanitary environment, and promote improvement in the general health of school children and staff.

## ATTENDANCE

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

The district believes that:

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

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

**Parents will, to the best of their ability:**

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

### **ATTENDANCE STEPS AND PROCEDURES**

- **6 absences or below 90%** – Notification letter with attendance record attached will be sent to the parents.

- **9 absences or below 86%** – Same as above and the principal may request a meeting with the parents and students.
- **12 absences or 83%** – Same as above, additional absences beyond this step will require a doctor’s note or verification of illness by the school nurse. If absences are not verified, the principal may proceed to the steps listed under 15 absences.
- **15 absences or below 80%**– Principal will request a meeting with parents and student to review the absence policy. The district will contact the Children’s Division of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student’s lack of attendance constitutes educational neglect on the part of the parents/guardians or that the parents/guardians are in violation of the compulsory attendance law. No such actions will be taken unless other strategies and interventions have been implemented and proven ineffective.
- As mandated reporters, school personnel are required by law to report suspected cases of educational neglect regardless of where the absences may fall in the steps above.

**MAKE-UP WORK PROCEDURE**

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

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

**START AND DISMISSAL TIMES**

	<b>DROP OFF</b>	<b>START</b>	<b>END</b>	<b>FRIDAYS</b>
Esther Elementary (K-1)	7:45	8:20	3:20	2:40
PreK - AM Session	7:45	8:00	11:00 ( <i>AM session</i> )	---
PreK - PM Session		11:30	2:30 ( <i>PM session</i> )	---
Maplecrest Elementary	7:20	8:00	3:00	2:20
Boswell Elementary	7:20	8:00	3:00	2:20

**STUDENT ARRIVAL TIME AND TARDINESS**

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

**TARDIES**

**\*Arriving late to school results in loss of instructional time and has a negative impact on the student’s day. Please do everything in your power to have your student at school on time. Tardies impact attendance percentages; please refer to the attendance steps and policy.**

## TRANSPORTATION POLICIES AND PROCEDURES

One of the greatest responsibilities of the Lebanon R-III School District is to ensure the safety of our students. Therefore, in order to enhance security and maintain safety for all students who ride a school bus, parents or guardians will be allowed to identify **TWO** pick up and drop off locations for bus transportation. One address will be identified as the student's primary stop and the other will be identified as the secondary stop. For example, a student may ride to their home address four days a week and to a daycare address one day a week. Families that share separate custody of their children will both receive **TWO** options for transportation if needed. Bus passes will only be issued for one of the two locations, so events like parties, camps, sleepovers, as well as any other changes will need to be arranged outside the school bus system. In case of emergency, families will need to make alternate arrangements that do not require a transportation change outside of these limits. We appreciate your cooperation in allowing us to maintain greater security for all students.

### **CANDY, GUM, FOOD, AND/OR DRINKS**

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

### **CODE WORD**

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

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

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

### **PRESCHOOL AND KINDERGARTEN TRANSPORTATION**

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

**RELEASE OF STUDENTS DURING SCHOOL DAY**

1. Parents requesting release of a child must come in person to the school office and show a photo ID and KIDaccount card to sign the child out.
2. Students being released due to illness or injury will be released only to a parent or authorized adult with permission of a parent/guardian. Every effort will be made to contact the parent in all cases.
3. Students are not permitted to leave the school grounds by themselves at **any** time during the school day.

**KIDACCOUNT END OF DAY RELEASE**

1. Students picked up at the end of the day must be picked up by an approved pick up person as designated in advance in SISK12.
2. The approved pick up person must have their photo ID and KIDaccount card to be scanned by pick-up duty personnel.
3. If the approved pick up person does not have their photo id and/or KIDaccount card, then they may be sent to the school office for verification and pick up.

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

Esther	Pre K – Bus Transfer side of building Kindergarten – Bus Transfer side of building First Grade – Playground side of building
Maplecrest	Second Grade – Parking lot behind the school Third Grade – Upper Parking lot
Boswell	Fourth Grade – West end parking lot Fifth Grade – Lower driveway by Soccer Field

**SAFETY PROCEDURES**

- Students walking to school must walk on the side of the street facing traffic.
- Bicycles ride with the traffic. Bicycles must be walked while on the school grounds and then placed in stalls provided.
- For the student’s safety, skates, hoverboards, and/or skateboards are not allowed at school.

## **STUDENT EXPECTATIONS**

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

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

Bus drivers are responsible for the safe and efficient operation of buses, while maintaining order and discipline of students. Drivers may assign seating. Drivers will submit discipline reports to transportation for building principals to take appropriate disciplinary action.

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

## **FOOD SERVICES PROGRAM**

### **COMPUTERIZED LUNCH PROGRAM**

In an attempt to make our lunch program collection system more efficient and convenient, the PreK-5 buildings use a computerized system to keep track of meals eaten and money collected. Parents can deposit enough money into the account for a week, a month or even a semester of meals. At the end of the school year, any remaining money will be carried over to the next year or will be refunded upon request.

Each time your child eats lunch or breakfast, his/her account will be accessed by the computer. This will identify the student eating and charge the meal to his or her account. When the student has run out of money the computer will print a reminder and it will be sent home through the student's classroom procedure. The student will then take this reminder home in a lunch envelope and parents can then prepay for another week, month, etc.

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

Parents can pay online by using the parent portal on the Lebanon R-III District website. Payments are made using Paypal and there is a slight convenience fee. You must be enrolled in the parent portal. You can sign up by filling out the form in your school's office. Payments for lunches may be made by check or cash.

**Checks should be made payable to the Lebanon R-3 School District.** Parents are still allowed to pay for daily lunches with cash if they wish to do so. Lunch balances remaining at the end of the school year will be transferred into the student's next year's account. Parents wishing to have this money returned to them should make this request prior to the last week of school.

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

### **HEALTH AND WELLNESS PROGRAM**

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

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

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

### **LUNCH PROGRAM**

<b>2018-19 LUNCH PROGRAM PRICES</b>	
ELEMENTARY BREAKFAST	Free
ELEMENTARY LUNCH	\$2.30
EXTRA MILK	\$0.30

- A purchased school lunch is a balanced meal with milk included.
- If a student wishes to bring their lunch, he/she may purchase milk in the lunchroom for 30 cents.
- Students are asked not to bring carbonated drinks to school in their lunch.
- There will be free and reduced price lunches for those who qualify.
- Lunch prices will be reviewed by the Board of Education and determined before the onset of the new school year. The school lunch program is a non-profit program which reflects modest breakfast and lunch prices.

### **SPECIAL MEAL REQUIREMENTS**

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

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



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

### **Meal Charge Procedures**

The goal of the Lebanon R-III School Food Service Program is to provide nutritious meals to children each school day. Preschool through 8th grade children at Esther Elementary, Maplecrest Elementary, Boswell Elementary and Lebanon Middle School receive breakfast at no cost each day. Additionally, if families qualify for the Federal free or reduced meal benefit program based on Federal guidelines, students may receive free or reduced breakfast and lunch at all grade levels. Sometimes, however, children who do not qualify based on these standards would like a meal, but do not have money in their account or in-hand to cover the cost of the meal at the time of the service. Lebanon R-III recognizes that unpaid meal charges represent a difficult and complex issue directly impacting families. Good nutrition is a critical investment in a child's health and their future success. Per U.S. Department of Agriculture (USDA) guidelines, this notice is intended to notify all households of the district's meal charge procedures.

### **Charge Limits**

1. An elementary student may not accumulate more than \$20 of unpaid meal charges. A middle school student may not accumulate more than \$15 of unpaid meal charges. A high school student may not accumulate more than \$10 of unpaid meal charges.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

### **Alternative Meals**

A student who has accumulated the maximum unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

### **Interventions**

After a student accumulates the limit of unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

### **Working with Parents/Guardians**

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians and students when account balances run low.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

The School Breakfast and Lunch Programs cannot succeed without your support; please encourage your children to participate in the school meal programs. The School Food Service Program does not receive any local or state tax revenue. To view the complete policy on meal charges, go to the district website at [www.lebanon.k12.mo.us](http://www.lebanon.k12.mo.us) and click on School Board, Board Policies and then go to Policy EF-AP(1).

If you have questions about these procedures, please call the Lebanon R-III Food Service Department at 657-6010, or contact your child's school.

## **BUILDING PROCEDURES**

### **ASSESSMENT PROGRAM**

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

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

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

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

#### **District Assessment Plan**

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

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

1. **Student Achievement** – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. **Student Guidance** – To serve as a tool for implementing the district's student guidance program.
3. **Instructional Change** – To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
  - b. Help the professional staff formulate and recommend instructional policy.
  - c. Help the Board of Education adopt instructional policies.
4. **School and District Evaluation** – To provide indicators of the progress of the district and individual schools toward established goals.
5. **Accreditation** – To ensure the district maintains accreditation.

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

#### **English Proficiency Assessments**

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

#### **National Assessment of Educational Progress**

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

#### **Reading Assessment**

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

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

#### **Statewide Assessments**

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

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent/guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

## **CLASSROOM PARTY PROCEDURE**

- The potential loss of instructional time due to observing student birthdays is significant. Therefore, we will not have parties, treats, etc. for individual student birthdays. Please do not send treats for your child's birthday.
- No birthday or other invitations will be passed out in any classroom or on school grounds. Please **do not** send birthday invitations with your child.
- School Parties will be limited to three:
  - Fall Party
  - Christmas Party
  - Valentine's Day Party
    - We ask that ALL Valentine's deliveries be to the school office **before noon.**
    - Items with balloons or glass will not be delivered to any student riding a bus.
    - Parties will be scheduled for the last hour of the day.
    - Only commercially prepared food items may be provided by parents.
- School Party Visitor Procedures
  - A letter will be sent home in advance with all students giving the time and day of the party.
  - Any parent/guardian wishing to attend the party will need to complete and return the letter to secure their party wristband.
  - Wristbands will be sent home the week of the party.
  - On the day of the party, visitors with wristbands will be given priority access to enter while other visitors will need to follow normal check in procedures to attend the party.
- We ask that students and parents refrain from giving surprise parties for teachers during the school day, i.e. soliciting money from classmates to buy a group gift. Giving of a gift from an individual student to his/her teacher is a personal matter and should be handled individually.

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

## **CLASSROOM VISITATION & TELEPHONE PROCEDURES**

In order to keep classroom interruptions at a minimum:

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

## **CUSTODY**

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

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

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

### **FIELD TRIPS**

- Field trips may be taken throughout the year by your child's class. Each child **must** have a signed permission slip on file before **each** field trip to participate.
- Parents or SISK12 approved person planning to attend their child's field trip **MUST** have a completed background check on file with the school office. Please see the Volunteers In Public Schools section to see complete details on how to become an approved school volunteer.
  - Anyone not having a completed background check on file, **will not** be allowed to join the class on field trips. Background checks must be renewed yearly.

### **PARENT PORTAL AGREEMENT**

The Lebanon R-III School District encourages all families with access to the internet to request a user I.D. and password to access Parent Portal. This online information system enables our students' families to regularly monitor student attendance, grade book summary, report card grades, discipline, and lunch account activity. Please return completed form into any office where one of your children attends school.

### **SCHOOL PICTURES**

Pictures will be taken each fall. All children should have pictures taken, but there is no requirement to purchase pictures. At times, pictures will be taken in the spring. There is also no requirement to purchase spring pictures.

### **VIRTUAL INSTRUCTION**

Eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP. The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals. The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite. Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

**Enrollment in Virtual Courses** - The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in virtual courses offered by the district or through MOCAP. These enrollment periods and registration deadlines will be strictly enforced unless the superintendent or designee determines that an exception is warranted due to circumstances such as a change in a student's health or the long-term suspension of a student. Enrollment periods and registration deadlines must align with the district's academic calendar and assessment schedule to the extent practicable. A student or parent/guardian must notify the student's principal or designee before the student may enroll in a district-sponsored virtual course or a MOCAP virtual course through the district. The student will be enrolled unless the principal or designee, in consultation with the student's parents/guardians and relevant staff, such as the school counselor or district special education director, determines that there is good cause to refuse the student enrollment in the course.

For enrollment in a MOCAP course, good cause is limited to situations where it is not in the best educational interest of the student to enroll in the course. Students or parents/guardians who disagree with the principal's or designee's determination about a MOCAP course can appeal the decision to the Board of Education and the Department of Elementary and Secondary Education (DESE) as detailed later in this policy. For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee, and the superintendent or designee's decision will be final. The superintendent or designee is authorized to consult the district's attorney prior to making a decision.

## **VISITORS**

### **\*ALL VISITORS MUST CHECK IN WITH THE BUILDING OFFICE.**

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

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

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

## **DISRUPTIVE CONDUCT**

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

## **DISTRICT PROPERTY**

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

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

## **ENFORCEMENT**

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

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

## **REGISTERED SEX OFFENDERS AND PERSONS PROHIBITED ON/NEAR DISTRICT PROPERTY**

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

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

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

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

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

## **VOLUNTEERS IN PUBLIC SCHOOLS**

VIPS are welcome at each PreK-5 school and provide an important role in supporting the efforts of educating our students. To become a volunteer, please visit the school webpage to fill out the necessary forms, which

include a background check as required by the state of Missouri. Once completed, return necessary forms to your child's school office.

## **SAFETY**

### **CHILD ABUSE**

The Lebanon R-III School District will allow Family Services access to any student when that organization is investigating a suspected child abuse case. The school district will NOT notify parents of such contact. Teachers, principals, and superintendents are under direct mandate by state law to report any suspected child abuse or neglect cases. There is no discretionary judgement provided.

### **INCLEMENT WEATHER**

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

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

In the event of inclement weather, parents/guardians will be notified as quickly as possible. Parents/guardians are encouraged to let their child's teacher know of an inclement weather plan for transportation as early in the year as possible, however we understand that special circumstances arise and those plans may change. Parents/guardians needing to make changes for inclement weather early release days will need to contact the school office as quickly as possible. Please understand that phone traffic on these days is very high, and the office staff will do their best to answer calls in a timely manner.

Lebanon R-III School District includes but is not limited to the following methods to notify parents/guardians of early dismissal due to inclement weather, or other circumstances.

School Messenger Alerts by phone call, text and email

Radio            KLWT-AM 1230 / KCLQ-FM 107.9

KJEL-AM 750 / KIRK-FM 103.7

KTTK-FM 89.9

Television      KOLR 10

KY3

KSPR 33

### **PLAYGROUND RULES AND REGULATIONS**



Students are expected to obey all playground rules and regulations.

1. Students should sit while on the swings or slides.
2. Students are to stay on the playground and away from parked cars.
3. Students should leave rocks, gravel, sticks, snow/ice, etc. on the ground.
4. All animals (pets of any kind, insects, etc.) should remain at home. Prior arrangements with the teacher must be made for any animals to come to school.
5. Any fighting or aggressive physical contact will be referred to the office.

### **SAFETY PROCEDURES**

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

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

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

## **STUDENT INFORMATION**

### **CARE OF SCHOOL PROPERTY**

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

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

### **DRESS CODE (SBP: JFCA)**

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests. All dress code procedures will adhere to health and safety codes and comply with applicable law. **Dress that materially disrupts the educational environment will be prohibited.** No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

It is generally accepted that cleanliness, good grooming, and appropriate dress are necessary to reduce distraction, promote health, and provide a productive learning atmosphere. *Extremes* in dress, personal hygiene, and overall personal appearance will not be tolerated. Clothing and personal appearance shall not be disruptive to the overall educational climate of the school. Any article of clothing or personal belonging that

presents a health or safety risk will not be allowed. Common sense, a reasonable attitude, and parent support should eliminate the need to correct students in the areas of dress and personal appearance.

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

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

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

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

### **MEDIA APPEARANCE**

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

### **PROHIBITED ITEMS**

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

### **REVTRAK ONLINE PAYMENTS**

As a convenience to parents and students, the Lebanon School District now provides an option for making online payments for lunch accounts, fines and fees, webstore, and more. This includes Visa, Discover and MasterCard debit and credit cards plus eChecks.

Make payments for required and optional fees, athletic registrations and much more, online, in-person or over the phone. RevTrack can be accessed through the District's website.

## **TECHNOLOGY USAGE POLICY** (EHB and EHBA)

### **TECHNOLOGY USAGE POLICY**

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

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

### **Definitions**

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

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

### **Authorized Users**

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

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

## **User Privacy**

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

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

## **Technology Safety**

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

## **Technology Administration**

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

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

## **Content Filtering and Monitoring**

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

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

## **Online Safety, Security and Confidentiality**

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall

include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

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

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

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

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

### **Closed Forum**

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

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

### **Records Retention**

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

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

up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

### **Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

### **Damages**

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

### **No Warranty/No Endorsement**

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

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

## **STUDENT USE OF PERSONAL ELECTRONIC DEVICES FOR INSTRUCTIONAL PURPOSES**

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

### **Definitions**

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

### **Acceptable Use**

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

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

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

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

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

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

### **District's Wireless Network**

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

### **District Responsibility**

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

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

# DISCIPLINE POLICIES AND PROCEDURES

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

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

## **Application (JG)**

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

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

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

## **Enforcement (JG)**

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

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

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



### **Detention and/or In-School Suspension of Students (JGB)**

The provisions of detention or an in-school suspension program for student violations of policies, rules and procedures shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the in-school suspension program. These assignments, and the determination of the time period for them, shall be determined by the principal, or his or her designee.

### **Corporal Punishment (JGA-2)**

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Lebanon R-III School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

### **Student Suspensions and Expulsion (JGD)**

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

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

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

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

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

### **Suspensions (JGD)**

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

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.

2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
  - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
  - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
  - c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
  - d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
  - e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
  - f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

### **Suspensions For More Than 180 School Days and Expulsions (JGD)**

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

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent must:
  - a. tell the student, either orally or in writing, what misconduct he or she is accused of;
  - b. if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion;
  - c. give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)

- a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.
  - b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

### **Student Discipline Hearings (JGD)**

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

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

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

### **Remedial Conference (JGD)**

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

### **Discipline of Students with Disabilities (JGE)**

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

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

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

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

### **Discipline Reporting and Records (JGF)**

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

### **Definitions (JGF)**

The following definitions and terms apply to this policy:

- ***Act of School Violence/Violent Behavior*** – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.
- ***Serious Physical Injury*** – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
- ***Serious Violation of District's Discipline Policy*** – One or more of the following acts if committed by a student enrolled in the district.
  - Any act of school violence/violent behavior.
  - Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
  - Any offense that results in an out-of-school suspension for more than ten school days.
- ***Need to Know*** – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.
- ***School or District Property*** – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

### **Reporting to School Staff (JGF)**

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

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

### **Reporting to Law Enforcement Officials (JGF)**

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

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First-, second- or third-degree assault under §§ 565.050, .060, .070, RSMo.\*
  - a. Immediate reporting of third-degree assault under § 565.070, RSMo., may not be required if an agreement with law enforcement exists.
5. Rape in the first or second degree under §§ 566.030, .031, RSMo.
6. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs and distribution of drugs to a minor under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

\* Immediate reporting of third-degree assault under § 565.070, RSMo., may not be required if an agreement with law enforcement exists.

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

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third-degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to

possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement agency and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

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

### **Reporting Third-Degree Assault (JGF)**

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

### **Student Discipline Records (JGF)**

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

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

### **Confidentiality (JGF)**

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

### **Liability (JGF)**

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

### **Code of Conduct (JG-R1)**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this regulation, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

### **Nondiscrimination in Application of Policies (JG-R1)**

The Lebanon R-III School District prohibits discrimination on the basis of race, color, national origin, sex, age, disability or military status in its programs and activities as required by: Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1975, 42 U.S.C. Section 6101, the Americans with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Uniformed Services Employment and Reemployment Rights Act and Missouri Law.

### **Reporting to Law Enforcement (JG-R1)**

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

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

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

### **Documentation in Student's Discipline Record (JG-R1)**

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

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences (JG-R1)**

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

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

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

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

### **Extended Summary Suspensions (JG-R1)**

An asterisk \* within the scope and sequence of a discipline consequence indicates that the potential exists for an extended summary suspension, or a suspension of greater than ten days. In accordance with state statutes § 160.261, § 167.161 and §

167.171 RSMo. and Board of Education policy JGD, Section VI, student suspensions of greater than ten days require a Review Meeting before the superintendent or designee. Extended summary suspensions can be up to 180 school days.

**Impact on Grades (JG-R1)**

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

**PROHIBITED CONDUCT AND CONSEQUENCES (JG-R1)**

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

**STUDENT CODE OF CONDUCT AND DISCIPLINE POLICIES**

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

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

**Application (JG)**

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

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

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



### **Enforcement (JG)**

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

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

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

### **Detention and/or In-School Suspension of Students (JGB)**

The provisions of detention or an in-school suspension program for student violations of policies, rules and procedures shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the in-school suspension program. These assignments, and the determination of the time period for them, shall be determined by the principal, or his or her designee.

### **Corporal Punishment (JGA-2)**

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Lebanon R-III School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

### **Student Suspensions and Expulsion (JGD)**

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

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

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the

student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

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

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

### **Suspensions (JGD)**

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

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

- d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
- e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
- f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

### **Suspensions For More Than 180 School Days and Expulsions (JGD)**

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

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

### **Student Discipline Hearings (JGD)**

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

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

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural

rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.

2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.

3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.

4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

### **Remedial Conference (JGD)**

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

### **Discipline of Students with Disabilities (JGE)**

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

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

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

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

### **Discipline Reporting and Records (JGF)**

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

### **Definitions (JGF)**

The following definitions and terms apply to this policy:

- ***Act of School Violence/Violent Behavior*** – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.
- ***Serious Physical Injury*** – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
- ***Serious Violation of District's Discipline Policy*** – One or more of the following acts if committed by a student enrolled in the district.
  - Any act of school violence/violent behavior.
  - Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
  - Any offense that results in an out-of-school suspension for more than ten school days.
- ***Need to Know*** – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.
- ***School or District Property*** – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

### **Reporting to School Staff (JGF)**

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

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

### **Reporting to Law Enforcement Officials (JGF)**

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported

immediately by the appropriate school administrator to the appropriate law enforcement agency. The following acts are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First-, second- or third-degree assault under §§ 565.050, .060, .070, RSMo.\*
  - a. Immediate reporting of third-degree assault under § 565.070, RSMo., may not be required if an agreement with law enforcement exists.
5. Rape in the first or second degree under §§ 566.030, .031, RSMo.
6. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs and distribution of drugs to a minor under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

\* Immediate reporting of third-degree assault under § 565.070, RSMo., may not be required if an agreement with law enforcement exists.

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

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

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

#### **Reporting Third-Degree Assault (JGF)**

The superintendent and the appropriate local law enforcement agency may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed

by an adult would be third-degree assault. If such an agreement exists in the district, the principal shall report third-degree assaults to the appropriate local law enforcement agency in accordance with the agreement.

### **Student Discipline Records (JGF)**

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

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

### **Confidentiality (JGF)**

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

### **Liability (JGF)**

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

### **Code of Conduct (JG-R1)**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this regulation, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

### **Nondiscrimination in Application of Policies (JG-R1)**

The Lebanon R-III School District prohibits discrimination on the basis of race, color, national origin, sex, age, disability or military status in its programs and activities as required by: Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1975, 42 U.S.C. Section 6101, the Americans with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Uniformed Services Employment and Reemployment Rights Act and Missouri Law.

### **Reporting to Law Enforcement (JG-R1)**

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

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

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

### **Documentation in Student's Discipline Record (JG-R1)**

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

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences (JG-R1)**

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

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

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

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

### **Extended Summary Suspensions (JG-R1)**

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



**Impact on Grades (JG-R1)**

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

**PROHIBITED CONDUCT AND CONSEQUENCES (JG-R1)**

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

**ACADEMIC MISCONDUCT (ACAD)**

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

	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference Replace Assignment	Grade Reduction Replace Assignment	No credit for work
<i>Second Offense</i>	Loss of privilege up to 1 day of ISS Replace Assignment	1 day of ISS Grade reduction Replace assignment	No credit for work and 1 day of ISS
<i>Third Offense</i>	1-3 days ISS Replace Assignment	1-3 days ISS No credit for work	No credit for work and 3-5 days ISS
<i>Subsequent Offenses</i>	3-5 days ISS No credit for work	3-5 days ISS No credit for work	Course Failure and 5 days ISS

**ALCOHOL/DRUGS**

Alcohol/Drugs violations are divided into two offense categories. *School Police Report may be required.* See Board of Education policy JFCH and JHCD. Suspensions may be reduced with successful completion of a substance abuse assessment.

<b>Possession or Use of Illegal/Prescription Alcohol/Drugs (ALPO, DRG1)</b>			
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference and 1-10 days OSS.	3-10 days OSS (may be reduced to 5 days with successful completion of substance abuse assessment)	10 days OSS (may be reduced to 7 days with successful completion of substance abuse assessment)

<i>Second Offense and Subsequent Offenses</i>	5-10 days OSS*	10 days OSS*	10 days OSS*
<b>Possession or Use of Over the Counter Medication (OCPS)</b>			
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Loss of privilege and up to 3 days ISS	Conference and up to 3 days ISS	Conference and up to 3 days ISS
<i>Second Offense</i>	3-5 days ISS	3-5 days ISS	3-5 days ISS
<i>Third Offense</i>	5-10 days ISS	5-10 days ISS	5-10 days ISS
<i>Subsequent Offenses</i>	10 days OSS*	10 days OSS*	10 days OSS*
<b>Sale or Distribution of Illegal/Prescription Alcohol/Drugs (ALCO, DRG2)</b>	This may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>1st and Subsequent Offenses</i>	10 days OSS*	10 days OSS*	10 days OSS*
<b>Sale or Distribution of Over the Counter Medication (OCSA)</b>	This may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	3 days ISS up to 5 days OSS	3 days ISS up to 5 days OSS	3-5 days OSS
<i>Second Offense</i>	5-10 days OSS	5-10 days OSS	5-10 days OSS
<i>Third Offense</i>	10 days OSS*	10 days OSS*	10 days OSS*

## ARSON

The intentional and knowing use of fire on Lebanon R-III School District property that may or may not cause damage to district property or property of others; or, the attempt to commit arson. Arson violations are divided into two offense categories.

<b>Class I Arson Offense (ARS1)</b>	Characterized by arson that causes no appreciable property damage, injury to persons, or interruption to the educational or extracurricular process; or, an attempt to commit arson.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	1-5 days OSS	1-5 days OSS	1-5 days OSS
<i>Second Offense</i>	6-10 days OSS	6-10 days OSS	6-10 days OSS

<b>Class II Arson Offense (ARS2)</b>	Characterized by arson that causes property damage, injury to persons, or interruption to the educational or extracurricular process. This may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	10 days OSS*	10 days OSS*	10 days OSS*

## ASSAULTIVE BEHAVIOR

Intentionally or recklessly causing injury to another. Assaultive behavior is divided into nine categories. This may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

<b>Class I Assaultive Behavior (ASB1)</b>	Assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct AND does not meet the definition of Class II Assaultive Behavior. <b><i>School Police Report is required.</i></b>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 3 days OSS	3 days ISS - 7 days OSS	3-7 days OSS
<i>Second Offense</i>	1 day ISS - 5 days OSS	5-10 days OSS	6-10 days OSS
<i>Third and Subsequent Offenses</i>	3 days ISS - 10 days OSS*	10 days OSS*	10 days OSS*
<b>Class II Assaultive Behavior (ASB2)</b>	Assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct which causes significant physical injury (i.e. stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person). <b><i>School Police Report is required.</i></b>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	1-3 days OSS	3-10 days OSS	5-10 days OSS
<i>Second Offense and Subsequent Offenses</i>	3-10 days OSS*	10 days OSS*	10 days OSS*
<b>Class I Fighting (ASF1)</b>	Physical conflict involving two or more participants which does not cause significant physical injury (i.e. stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person) to any person engaged in the physical conflict. <b><i>School Police Report is not required.</i></b>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 3 days OSS	1-5 days OSS	3-7 days OSS
<i>Second Offense</i>	1 day ISS - 5 days OSS	6-10 days OSS	6-10 days OSS
<i>Third Offense</i>	2 days ISS - 10 days OSS*	10 days OSS*	10 days OSS*
<b>Class II Fighting (ASF2)</b>	Physical conflict involving two or more participants, which causes significant physical injury, as defined above, to any person engaged in the physical conflict. <b><i>School Police Report is required.</i></b>		

	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	1-3 days OSS	3-10 days OSS	5-10 days OSS
<i>Second Offense and Subsequent Offenses</i>	3-10 days OSS*	10 days OSS*	10 days OSS*
<b>Threatening to Fight (ASF3)</b>	Expression of the intent to engage in assaultive behavior toward another. <i>School Police Report is not required.</i>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 3 days ISS	Conference, Peer Mediation - 3 days OSS	Conference, Peer Mediation - 3 days OSS
<i>Second Offense</i>	Conference - 3 days OSS	3 days ISS - 5 days OSS	3-5 days OSS
<i>Third Offense</i>	1 day ISS - 5 days OSS	3-10 days OSS*	6-10 days OSS*
<b>Assaultive Behavior Toward a School Personnel (ASB3)</b>	Assaultive behavior toward a school district employee whether the conduct occurs on or off school district property; or threatening to engage in assaultive behavior toward a school district employee whether the conduct occurs on or off school district property; or verbally or physically intimidating conduct toward a school district employee whether the conduct occurs on or off school district property. <i>School Police Report is required.</i>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	3-10 days OSS	3-10 days OSS*	10 days OSS*
<i>Second Offense</i>	10 days OSS*	10 days OSS*	10 days OSS*
<b>Assaultive Behavior Toward a Non-Student (ASAN)</b>	Assaultive behavior toward non-students, including but not limited to student teachers, visitors, voters, volunteers, law enforcement personnel; threatening to engage in assaultive behavior toward non-students; or verbally or physically intimidating conduct toward non-students on school property or at school sponsored event. <i>School Police Report is required.</i>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	3-10 days OSS	3-10 days OSS*	10 days OSS*
<i>Second Offense</i>	10 days OSS*	10 days OSS*	10 days OSS*
<b>Threats of Violence Toward a Person (ASBS)</b>	The verbal, written, or physical communication of a threat to: <ul style="list-style-type: none"> <li>● inflict serious physical injury or death upon any person;</li> <li>● bring a Class III Weapon (as defined in Board of Education Policy JFCJ) or a Class II Explosive Device onto school district property or in the immediate vicinity thereof;</li> <li>● possess a Class III Weapon or Class II Explosive Device while traveling to or from school;</li> </ul>		

	<ul style="list-style-type: none"> <li>bring a Class III Weapon or a Class II Explosive Device onto a vehicle operated by or for the school district for the transportation of student;</li> <li>Bring a Class III Weapon or Class II Explosive Device to a district-sponsored or district-directed activity; or</li> <li>Use a Class III Weapon or a Class II Explosive Device on any person.</li> </ul> <p><b>School Police Report is required.</b></p>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	1-10 days OSS*	1-10 days OSS*	1-10 days OSS*
<i>Second Offense and Subsequent Offenses</i>	10 days OSS*	10 days OSS*	10 days OSS*
<b>Threat of Violence Involving Property (ASBV)</b>	The verbal, written, or physical communication of a threat to inflict serious property damage upon school district property, or property which is located on school district property, by use of a Class III Weapon, a Class II Explosive device, or by use of fire. <b>School Police Report required.</b>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	1-10 days OSS	1-10 days OSS	1-10 days OSS
<i>Second Offense and Subsequent Offenses</i>	10 days OSS*	10 days OSS*	10 days OSS*

**AUTO VIOLATIONS (AUTO)**

Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of district officials, failure to follow directions given by district officials or failure to follow established rules for parking or driving on district property.

	<b>Elementary</b>	<b>Middle School</b>	<b>High School Only</b>
<i>First Offense</i>	Not applicable	Not applicable	Conference with Administrator/\$10 fine
<i>Second Offense</i>			\$15 fine
<i>Third Offense</i>			\$25 fine
<i>Subsequent Offense</i>			\$25 fine and referral for insubordination

**BULLYING/CYBERBULLYING**

*See Harassment Section.*

**BUS SAFETY VIOLATIONS (BUSS)**

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school, **unless the violation is listed below**. In addition to school discipline, transportation privileges may be suspended or revoked.

**Inappropriate Conduct**

Standing while the bus is moving, yelling, littering in the bus, use of food or drink, not sitting in assigned seat, not sitting properly, eating on the bus, shoving or pushing (horseplay), not following directions of drivers, etc.

	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - removal from the bus for 1 day	Conference - removal from the bus for 1 day	Conference - removal from the bus for 1 day
<i>Second Offense</i>	Loss of Privilege up to removal from the bus for 1-3 days	Removal from the bus for 1-3 days	Removal from the bus for 1-3 days
<i>Third Offense</i>	Removal from the bus for 2-5 days	Removal from the bus for 3-5 days	Removal from the bus for 3-5 days
<i>Fourth Offense</i>	Removal from the bus for 3-7 days	Removal from the bus for 5-7 days	Removal from the bus for 5-7 days
<i>Fifth Offense</i>	Removal from the bus for 10 days - permanent removal	Removal from the bus for 10 days - permanent removal	Removal from the bus for 10 days - permanent removal

**COMPUTER/ELECTRONIC DEVICE USE:**

<b>Unauthorized Use of Computers/Electronic Devices (COMP)</b>	<ul style="list-style-type: none"> <li>● the use of a computer, handheld device, or any computer system to access, without authorization, a database, computer network, or computer system owned by the school district or an employee of the school district;</li> <li>● use of a school district computer, handheld device, or any computer system to access, without authorization, a database, computer network, or computer system owned by the school district or any other person or entity;</li> <li>● use of a computer, handheld device or any computer system at school to download or review data or other materials from a database, computer network, or computer system, with or without authorization, when access or downloading such data is prohibited, is pornographic or advocates violence or civil disobedience;</li> <li>● use of a school district computer, handheld device, or any computer system to do, attempt to do, any of the following:             <ul style="list-style-type: none"> <li>○ Bypass a District web filter (CIPA filter)</li> <li>○ Install any executable file on a district servers or a computer</li> <li>○ Run unauthorized files from district servers</li> <li>○ Access a proxy server (anonymizer)</li> <li>○ Obtain and/or store images that, in the opinion of the district, are pornographic (whether or not they are blocked by web filters)</li> <li>○ Download and/or store music and/or movie files on district servers</li> <li>○ Engage in other activity that is prohibited by the district or the administration of the school</li> </ul> </li> </ul>
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	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 5 days ISS	Conference - 5 days OSS	Conference - 5 days OSS
<i>Second Offense</i>	3 days ISS - 5 days OSS	3 - 10 Days OSS	3 - 10 days OSS
<i>Third Offense</i>	10 days OSS*	10 days OSS*	10 days OSS*
<b>Tampering with Computer Equipment or Data (COMT)</b>	<p><b><i>School Police Report is required.</i></b> The modification or destruction of data or programs that reside or exist internal to a district computer, computer system or computer network; or</p> <ul style="list-style-type: none"> <li>• The modification or destruction of programs or supporting documentation residing or existing external to a district computer, computer system or network; or</li> <li>• Disclose or take data, programs or supporting documentation that resides or exists internal or external to a district computer, computer system or computer network; or</li> <li>• Entry into a district computer, computer system or computer network to intentionally examine information about another person or entity, in the opinion of the district including, but not limited to the following offenses.</li> <li>• Gaining access tools (e.g. Nwperak, Legion).</li> <li>• Privilege escalation and back door tools (e.g. Getadmin, John the Ripper, Netcat).</li> <li>• Enumeration tools (e.g. Smurf, Teardrop, Syndrop).</li> <li>• Countermeasure tools (e.g. BlackICE, Realsecure).</li> <li>• Scanning tools (e.g. Fping, UPD scan).</li> <li>• Any other tools that could be used to bypass district computers or other security systems.</li> </ul>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	1-5 days OSS	5-10 days OSS	5-10 days OSS
<i>Second Offense</i>	5-10 days OSS	10 days OSS*	10 days OSS*
<b>Class I Inappropriate Use of Electronic Device (COM1)</b>	<p>The act of using electronic devices to create, record, or display confidential or private events. This would include the filming, recording, or display of situations including but not limited to:</p> <ul style="list-style-type: none"> <li>• acts of violence;</li> <li>• disruptions to school environment;</li> <li>• images of staff without permission;</li> <li>• or other acts prohibited by the school disciplinary code, including printing violations.</li> </ul>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 3 days ISS	3 days ISS - 3 days OSS	3 days ISS - 3 days OSS
<i>Second Offense</i>	1 day ISS - 5 days OSS	3 - 7 days OSS	3 - 7 days OSS
<i>Third Offense</i>	10 days OSS*	10 days OSS*	10 days OSS*
<b>Class II Inappropriate Use of Electronic Device (COM2)</b>	<p>The distribution of video, digital images, sound, pictures, or other recording of confidential or private events. This would include the filming, recording or display of situations including but not limited to:</p> <ul style="list-style-type: none"> <li>• acts of violence;</li> <li>• disruptions to school environment;</li> <li>• images of staff without permission;</li> <li>• or other acts prohibited by the school disciplinary code, including printing violations.</li> </ul>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	3 days ISS - 3 days OSS	3 - 10 days OSS	3 - 10 days OSS

<i>Second Offense</i>	10 days OSS*	10 days OSS*	10 days OSS*
<b>Cell Phone Use/Misuse (COMC)</b>	Cell phone use or misuse that does not constitute an inappropriate use of an electronic device is defined as using a cell phone during non-permitted times or in a way that causes a disruption to the learning environment. Cell phones may be used during class times when the instructor has given permission for learning purposes.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference. Warning. Student may pick up phone at the end of the day from office, parent may be contacted.	Conference. Warning. Student may pick up phone at the end of the day from office, parent may be contacted.	Conference. Warning. Student may pick up phone at the end of the day from office, parent may be contacted.
<i>Second Offense</i>	Conference - 1 day ISS AND Parent contact. Parent may pick up phone at the end of the day from office.	Conference - 1 day ISS AND Parent contact. Parent may pick up phone at the end of the day from office.	Conference - 1 day ISS AND Parent contact. Parent may pick up phone at the end of the day from office.
<i>Subsequent Offense</i>	1 - 3 days ISS AND Parent contact. Parent may pick up phone at the end of the day from office.	1 - 3 days ISS AND Parent contact. Parent may pick up phone at the end of the day from office.	1 - 3 days ISS AND Parent contact. Parent may pick up phone at the end of the day from office.

#### DEFIANCE OF OR DISRESPECT FOR AUTHORITY

<b>Defiance of Authority or Insubordination (DEF1)</b>	Refusal to comply with a reasonable request or direction of district personnel or others in authority where there is no expressed disrespect for authority.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 3 days ISS	Conference - 2 days OSS	Conference - 2 days OSS
<i>Second Offense</i>	1 - 5 days ISS	2 days ISS - 3 days OSS	2 days ISS - 3 days OSS
<i>Third Offense</i>	3 days ISS - 3 days OSS	4 days ISS - 4 days OSS	4 days ISS - 4 days OSS
<i>Subsequent Offenses</i>	3-10 days OSS*	10 days OSS*	10 days OSS*
<b>Disrespect for Authority (DEF2)</b>	Overt conduct that exhibits a lack of proper respect for district personnel or others in authority, including incivility, irreverence, impudence, discourteousness or profanity directed toward any person in authority; or such conduct toward any Lebanon R-III School District employee during or in conjunction with any district-sponsored or district-directed activity either on or off district property.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 1 day ISS	1 day ISS - 3 days OSS	1 day ISS - 7 days OSS
<i>Second Offense</i>	1 - 3 days ISS	3 days ISS - 5 days OSS	1 - 10 days OSS
<i>Third Offense</i>	3 days ISS - 5 days OSS	3 - 10 days OSS	5 - 10 days OSS
<i>Subsequent Offenses</i>	3-10 days OSS*	10 days OSS*	10 days OSS*



## DESTRUCTION OF PROPERTY/VANDALISM

Conduct that destroys, mutilates, vandalizes or defaces objects, buildings, materials or property belonging to the Lebanon R-III School District or district personnel wherever the property is located; or toward property of others that is located on district property. Destruction of Property/Vandalism is divided into two offense categories.

<b>Class I Destruction of Property/Vandalism (DES1)</b>	Conduct that involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Restitution. Conference - 3 day ISS	Restitution. 1 day ISS - 3 Days OSS	Restitution. 1 day ISS - 3 days OSS
<i>Second Offense</i>	Restitution. 5 days ISS - 5 days OSS	Restitution. 5 days ISS - 10 Days OSS*	Restitution. 4 - 10 days OSS*
<i>Third Offense</i>	Restitution. 4 - 10*	Restitution. 4 - 10 days OSS*	10 days OSS*
<b>Class II Destruction of Property/Vandalism (DES2)</b>	Conduct that involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of one hundred dollars (\$100.00) or more in the opinion of the building administration. Class II Destruction of Property/Vandalism Offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis. <b>School Police Report is required if value exceeds \$750.00.</b>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Restitution. 1 - 5 days OSS	Restitution. 1 - 5 days OSS	Restitution. 3 - 10 days OSS
<i>Second Offense</i>	Restitution. 5 days ISS - 5 days OSS	Restitution. 5 days ISS - 10 Days OSS	Restitution. 4 - 10 days OSS*
<i>Third Offense</i>	Restitution. 4 - 10 days OSS*	Restitution. 4 - 10 days OSS*	10 days OSS*

## DISORDERLY CONDUCT

Riotous, rowdy, disruptive or unruly conduct.

<b>Disorderly Conduct (DISR)</b>	Riotous, rowdy, disruptive or unruly conduct that breaks up the order or progress of the educational process in or out of the classroom; or the general use of non-directed profanity in the classroom.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 1 day ISS	Conference - 1 day ISS	Conference - 2 days ISS
<i>Second Offense</i>	1 - 3 days ISS	1 - 3 days ISS	1 - 3 days ISS
<i>Third Offense</i>	2 days ISS - 3 days ISS	2 - 5 days ISS	2 days ISS - 1 day OSS
<i>Subsequent Offense</i>	2 - 10 days OSS*	4 - 10 days OSS*	4 - 10 days OSS*

<b>Group or Hazardous Disorderly Conduct (DISP)</b>	Riotous, rowdy, disruptive or unruly conduct that breaks up the order or progress of the educational process, or district-sponsored or district-directed activities, where two or more persons are involved and/or act in concert including gang related behavior or attire. Also includes conduct that creates or has the potential to create a dangerous, hazardous, or harmful situation. <i>School Police Report may be required.</i>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	1-5 days OSS	1-5 days OSS	1-5 days OSS
<i>Second Offense</i>	6-10 days OSS	6-10 days OSS	6-10 days OSS
<i>Third Offense</i>	10 days OSS*	10 days OSS*	10 days OSS*

## DRUGS

See Alcohol/Drugs policy.

## EXPLOSIVE DEVICES

<b>Possession of Class I Explosive Device(s) (EXPO)</b>	The possession of fireworks which are otherwise legal to possess. <i>School Police Report is required.</i>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 3 days OSS	Conference - 3 days OSS	Conference - 3 days OSS
<i>Second Offense</i>	3-10 days OSS*	3-10 days OSS*	3-10 days OSS*
<b>Use or Attempted Use of Class I Explosive Device(s) (EXPU)</b>	The use or attempted use of fireworks which are otherwise legal to possess. <i>School Police Report is required.</i>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	5-10 days OSS	5-10 days OSS	5-10 days OSS
<i>Second Offense</i>	10 days OSS*	10 days OSS*	10 days OSS*
<b>Class II Explosive Devices (EXP2)</b>	The possession or use of explosives, incendiary devices, bombs or similar devices; or possession of materials to manufacture such devices in whole or in part; or possession of instructions or directions for the manufacture of such devices or other explosive devices. Class II Explosive Devices Offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis. <i>School Police Report is required.</i>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	10 days OSS*	10 days OSS*	10 days OSS*

**EXTORTION (EXTO)**

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

	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 1 day ISS	1 day ISS - 5 days OSS	5-10 days OSS
<i>Second Offense</i>	1 day ISS - 1 day OSS	5-10 days OSS	10 days OSS*

**FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY (FAIP)**

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

	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Restitution. Loss of Privilege. Principal/Student Conference or ISS.	Restitution. Loss of Privilege. Principal/Student Conference or ISS.	Restitution. Loss of Privilege. Principal/Student Conference and/or ISS.
<i>Subsequent Offenses</i>	Restitution. Loss of Privilege. ISS.	Restitution. Loss of Privilege. ISS.	Restitution. Loss of Privilege. ISS.

**FAILURE TO MEET OR SERVE CONDITIONS OF DETENTION/SUSPENSION (FAIS)**

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

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

	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Warning - 3 days ISS	Warning - 3 days ISS	Warning - 3 days ISS
<i>Second Offense</i>	3-5 days ISS	3-5 days ISS	3-5 days ISS
<i>Subsequent Offenses</i>	1-3 days OSS	1-3 days OSS	1-3 days OSS

## FALSIFICATION OF INFORMATION OR RECORDS

<b>Giving False Information / Falsifying School Records Offense (FAL1)</b>	Falsely altering any record maintained by the Lebanon R-III School District; or filing, processing or using false information with the district with the intent to deceive district personnel.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 2 days ISS	Conference - 2 days ISS	Conference - 2 days ISS
<i>Second Offense</i>	1-3 days ISS	2-5 days ISS	2-5 days ISS
<i>Third Offense</i>	1-3 days OSS	3 days OSS	3 days OSS
<i>Fourth Offense</i>	3-10 days OSS	4-10 days OSS	4-10 days OSS
<b>Forgery Offense (FAL2)</b>	Conduct that consists of making and/or using a signed document that is purported to have been signed by another. <b><i>School Police Report may be required.</i></b>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 2 days ISS	Conference - 2 days ISS	Conference - 2 days ISS
<i>Second Offense</i>	1-3 days ISS	2-5 days ISS	2-5 days ISS
<i>Third Offense</i>	1-3 days OSS	3 days OSS	3 days OSS
<i>Fourth Offense</i>	3-10 days OSS	4-10 days OSS	4-10 days OSS

## FILING A FALSE EMERGENCY REPORT

Knowingly giving false information to any law enforcement officer, security officer, fire department officer, school district employee or other person who deals with emergencies that an emergency is occurring or has occurred.

Filing a False Emergency Report is divided into two offense categories.

<b>Class I Filing a False Emergency Report Offense (FEM1)</b>	Filing a False Emergency Report that does not disrupt any educational, extracurricular activity or the school environment such as a false 911 call. <b><i>School Police Report is required.</i></b>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 3 days OSS	1-5 days OSS Charges filed	5-10 days OSS. Charges filed.
<i>Second Offense</i>	10 days OSS	10 days OSS Charges filed	10 days OSS*. Charges filed
<b>Class II Filing a False Emergency Report Offense (FEM2)</b>	Filing a False Emergency Report that disrupts an educational or extracurricular activity or the school environment such as pulling a fire alarm or making a bomb threat. <b><i>School Police Report is required.</i></b>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>

<i>First Offense</i>	10 days OSS	10 days OSS* Charges filed	10 days OSS* Charged filed
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**GAMBLING (GAMB)**

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

	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 3 days ISS	Conference - 3 days ISS	Conference - 3 days ISS
<i>Second Offense</i>	3-10 days OSS*	3-10 days OSS*	3-10 days OSS*

**GANG/SECRET ORGANIZATIONS RELATED BEHAVIOR/ATTIRE (GANG)**

<i>School Police Report at Officer discretion.</i>			
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 3 days OSS	Conference - 3 days OSS	Conference - 3 days OSS
<i>Second Offense</i>	3-10 days OSS	3-10 days OSS	3-10 days OSS
<i>Third Offense</i>	10 days OSS	10 days OSS	10 days OSS

**HARASSMENT**

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

<b>Inappropriate Non-Physical Harassment Offense (HARN)</b>	Harassment that is inappropriate verbal, written or nonverbal, non-physical conduct such as demeaning comments or jokes concerning a person’s race, color, religion, sex, national origin or disability, or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 3 days OSS	Conference - 3 days OSS	Conference - 3 days OSS
<i>Second Offense</i>	1 days ISS - 3 days OSS	3 days ISS - 5 days OSS	3 days ISS - 5 days OSS
<i>Third Offense</i>	3-5 days OSS	6-10 days OSS	6-10 days OSS

<b>Inappropriate Physical Harassment Offense (HARP)</b>	Harassment that is physical in nature including hazing or physical tormenting of a person because of the person's race, color, religion, sex, national origin or disability, or conduct such as "panting", or physical sexual advances or other physical conduct of a sexual nature that does not constitute sexual misconduct. Inappropriate Physical Harassment Offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 3 days OSS	2 days ISS - 3 days OSS	2 days ISS - 5 days OSS
<i>Second Offense</i>	3 days ISS - 5 days OSS	3-10 days OSS	6-10 days OSS
<i>Third Offense</i>	1-10 days OSS*	10 days OSS*	10 days OSS*
<b>Bullying and/or Cyberbullying (HARB)</b>	Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to; physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Loss of Privilege AND Conference - 3 days ISS	Conference - 2 days OSS	Conference - 2 days OSS
<i>Second Offense</i>	Loss of Privilege - 3 days OSS	3 days ISS - 5 day OSS	3 days ISS - 5 day OSS
<i>Third Offense</i>	1 days ISS - 10 days OSS	6-10 days OSS*	6-10 days OSS*
<b>Hazing Offense (HARH)</b>	Any activity, on or off district grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to, acts of physical brutality, whipping, beating, branding, exposing to the elements, forced consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or tryout for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 3 days OSS	Conference - 3 days OSS	Conference - 3 days OSS
<i>Second Offense</i>	4-10 days OSS	4-10 days OSS	4-10 days OSS
<i>Third Offense</i>	10 days OSS*	10 days OSS*	10 days OSS*

**ID BADGE VIOLATIONS**

<b>Failure to Provide ID Badge Upon Request (IDB1)</b>			
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Not applicable	Not applicable	Conference. Purchase new ID Badge
<i>Second Offense</i>			Purchase new ID Badge. Detention
<i>Subsequent Offenses</i>			Purchase new ID Badge. Detention
<b>Defacing/Destruction of ID Badge (IDB2)</b>			
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Not applicable	Not applicable	Conference - 1 day OSS and purchase new ID badge.

#### **INAPPROPRIATE APPAREL (INAA)**

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

	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Change of attire. Conference.	Change of attire. Conference.	Change of attire. Conference.
<i>Second Offense</i>	Change of attire.	Change of attire. Detention	<i>Failure to comply with the administrator's request to change attire will result in disciplinary consequences for insubordination and/or disrespect.</i>
<i>Third Offense</i>	Change of attire. 1 day ISS	Change of attire. 1 day ISS.	

#### **INAPPROPRIATE LANGUAGE (INAL)**

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

	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 1 day ISS	Conference - 1 day ISS	Conference - 1 day ISS
<i>Second Offense</i>	3 days ISS - 1 day OSS	3 days ISS - 1 day OSS	3 days ISS - 1 day OSS
<i>Subsequent Offenses</i>	1-5 days OSS	1-5 days OSS	1-5 days OSS

**NUISANCE ITEMS (NUIS)**

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

	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Confiscation. Warning, principal/student conference, or ISS	Confiscation. Warning, principal/student conference, or ISS	Confiscation. Warning, principal/student conference, or ISS
<i>Subsequent Offense</i>	Confiscation. Principal/Student conference, detention, ISS, or 1-10 days OSS	Confiscation. Principal/Student conference, detention, ISS, or 1-10 days OSS	Confiscation. Principal/Student conference, detention, ISS, or 1-10 days OSS

**OUT OF ASSIGNED AREA**

See Truancy policy, *Class I Out of Assigned Area*

**PUBLIC DISPLAY OF AFFECTION (PUBD)**

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference - 1 day ISS	Conference - 1 day ISS	Conference - 1 day ISS
<i>Second Offense</i>	1-3 days ISS	1-3 days ISS	1-3 days ISS

**SEXUAL MISCONDUCT**

Sexual Misconduct is divided into four offense categories. ***School Police Report is required.***

All Sexual Misconduct Offense categories below may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

<b>Sexting and or Possession of Sexually Explicit, Vulgar, or Violent Materials (SEXT)</b>	Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Confiscation. Principal/Student Conference and ISS up to 1-180 days OSS	Confiscation. Principal/Student Conference and ISS up to 1-180 days OSS	Confiscation. Principal/Student conference and ISS up to 1-180 days OSS
<i>Second Offense</i>	Confiscation. ISS and/or up to 1-180 days OSS or expulsion.	Confiscation. ISS and/or up to 1-180 days OSS or expulsion.	Confiscation. ISS and/or up to 1-180 days OSS or expulsion.
<b>Class I - Sexual Misconduct (SEX1)</b>	The exhibitionist, video, digital, or print display of a person’s genitals, buttocks or the female breasts. Drawing of and/or creating a person’s genitals, buttocks or the female breasts.		



	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	1-3 days OSS	1-3 days OSS	1-3 days OSS
<i>Second Offense</i>	3-5 days OSS	3-5 days OSS	3-5 days OSS
<i>Subsequent Offenses</i>	6-10 days OSS	6-10 days OSS	6-10 days
<b>Class II - Sexual Misconduct (SEX2)</b>	Conduct that is of a sexual nature by or between students that involves the intentional physical contact with a person's clothed or unclothed genitals, buttocks or the breasts of a female.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	1-5 days OSS	1-5 days OSS	1-5 days OSS
<i>Second Offense</i>	6-10 days OSS	6-10 days OSS	6-10 days OSS
<b>Class III - Sexual Misconduct (SEX3)</b>	Conduct that is of a sexual nature by or between students such as sexual intercourse, oral sex and masturbation.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	10 days OSS*	10 days OSS*	10 days OSS*

### TARDIES (TARD)

Students must be in their assigned class or lunch period prior to the tardy bell. In general, road construction, traffic congestion, normal weather conditions, flat tires, and other “personal” issues are not acceptable reasons for being tardy. Students who accumulate more than 5 tardy violations per semester will be assigned consequences as follows:

	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>6-10 tardies</i>	Not applicable	Assigned 1 block of ISS	Assigned 1 block of ISS
<i>Subsequent Offenses</i>		1 day ISS and an additional day for each offense.	1 day ISS and an additional day for each offense.

### THEFT

Taking property of the Lebanon R-III School District or others.

<b>Class I Theft (THF1)</b>	Conduct that involves a theft of property that has a market value or replacement cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Restitution AND Loss of Privilege - 3 days ISS	Restitution AND 1 day ISS - 3 days OSS	Restitution AND 1 day ISS - 3 days OSS
<i>Second Offense</i>	Restitution AND	Restitution AND	Restitution AND

	1 day ISS - 3 days OSS	3-5 days OSS	3-5 days OSS
<i>Subsequent Offenses</i>	Restitution AND 1-10 days OSS	Restitution AND 6-10 days OSS	Restitution AND 6-10 days OSS
<b>Class II Theft (THF2)</b>	Conduct that involves a theft of property that has a market value or replacement cost of one hundred dollars (\$100.00) or more in the opinion of the building administration. <b><i>School Police Report is required.</i></b>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Restitution AND 1 - 3 days ISS	Restitution AND 3-5 days OSS	Restitution AND 3-5 days OSS
<i>Second Offense</i>	Restitution AND 5 days ISS - 3 days OSS	Restitution AND 5-10 days OSS	Restitution AND 5-10 days OSS
<b>Receiving Stolen Property (THFS)</b>	Conduct that involves receiving, retaining or disposing of property of another person, for the purpose of, or having the effect of depriving the person of the property and with the knowledge or belief that the property was stolen. <b><i>School Police Report is required.</i></b>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Restitution AND Conference - 3 days ISS	1 day ISS - 3 days OSS	1 day ISS - 3 days OSS
<i>Second Offense</i>	Restitution AND 1 day ISS - 3 days OSS	3-5 days OSS	3-5 days OSS
<i>Subsequent Offenses</i>	Restitution AND 1-10 days OSS	6-10 days OSS*	6-10 days OSS*

**TOBACCO (TOBA)**

Possession or use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	1-3 days ISS	3 days ISS	3 days ISS
<i>Second Offense</i>	3-5 days ISS	5 days ISS	5 days ISS
<i>Third Offense</i>	1 day OSS	1 day OSS	1 day OSS
<i>Subsequent Offenses</i>	3 days OSS	3 days OSS	3 days OSS

**TRUANCY**

<b>Out of Assigned Area (OASA)</b>	When a student is not in the proper place/location at the proper time during the school day according to his or her schedule or teacher permission.		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Loss of privilege - 1 day ISS	Conference - 1 day ISS	Conference - 1 day ISS
<i>Second Offense</i>	Loss of privilege - 3 day ISS	1-3 days ISS	1-3 days ISS
<i>Subsequent Offenses</i>	Additional days of ISS	Additional days of ISS	5 days ISS
<b>Truancy (TRUA)</b>	Intentionally failing or refusing to attend or follow attendance procedures or removing oneself from attending class or other scheduled school activities were attendance is mandatory including, but not limited to, leaving campus without permission; arriving after the expected time class or school begins, as determined by the district. <b>Juvenile Report required for excessive/chronic absences.</b>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	Conference up to 1 day ISS	1-3 days ISS	3 days ISS
<i>Second Offense</i>	1-3 days ISS	3-5 days ISS	5 days ISS
<i>Subsequent Offenses</i>	3-5 days ISS	7-10 days ISS	7-10 days ISS

## WEAPONS

All Weapons offense categories below may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis. For the purposes of our policy, a knife does not include any ordinary “pocket knife” with no blade more than four inches in length (571.010.12). Any knife with a blade less than four inches will be defined as a weapon IF it is used to injure or threaten or to damage property.

***School Police Report may be required.***

<b>Class I Weapons Offense (WEAX, WEAQ)</b>	Possession or use of any weapon as defined in Board policy JFCJ #3, #4, and #5: <ul style="list-style-type: none"> <li>• A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).</li> <li>• All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.</li> <li>• Any object designed to look like or imitate a device as described in 1-4</li> </ul>		
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	1 day ISS up to 10 days OSS	1 day ISS - 10 days OSS	1 day ISS - 10 days OSS
<i>Second Offense</i>	3 days ISS up to 10 days OSS	3 days ISS - 10 days OSS	3 days ISS - 10 days OSS
<i>Third Offense</i>	1-10 days OSS	1-10 days OSS	1-10 days OSS
<b>Class II Weapons Offense (WEAH, WEAK, WEAO, WEAR, WEOF)</b>	Possession or use of any weapon as defined in Board policy JFCJ #1 and #2. <b><i>(This constitutes a Safe Schools Violation. A School Police Report is required.)</i></b> <ul style="list-style-type: none"> <li>• A firearm as defined in 18 U.S.C. § 921.</li> <li>• A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.</li> </ul>		

	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	1 calendar year OSS and/or expulsion, modified by the Board upon recommendation by the superintendent.	1 calendar year OSS and/or expulsion, modified by the Board upon recommendation by the superintendent.	1 calendar year OSS and/or expulsion, modified by the Board upon recommendation by the superintendent.
<i>Second Offense</i>	Expulsion	Expulsion	Expulsion
<b>Possession of or use of ammunition or a weapon component of a weapon (WEXX)</b>			
	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>
<i>First Offense</i>	ISS or 1-180 days OSS, or expulsion.	ISS or 1-180 days OSS, or expulsion.	ISS or 1-180 days OSS, or expulsion.
<i>Second Offense</i>	1-180 days OSS with recommendation for extended suspension and/or expulsion	1-180 days OSS with recommendation for extended suspension and/or expulsion	1-180 days OSS with recommendation for extended suspension and/or expulsion

### **In-School Suspension (ISS)**

ISS is an alternative to suspension which allows students to remain in a detention room at school rather than being sent home. In-School Suspension carries with it closure from activities/programs similar to out-of-school suspension. Suspension will end at the end of the school day of the last day of suspension, except that students participating in extracurricular activities, including all MSHSAA contests and events, will not be allowed to participate in any activity or contest on the last day of the ISS, regardless of the time spent in ISS. Students serving an in-school-suspension who are referred to the office for disciplinary reasons will be required to serve the remainder of their ISS as an out-of-school suspension and may face further disciplinary action per the Code of Conduct.

### **Out-of-School Suspension (OSS)**

The school principal has the right to suspend for a period up to 10 school days. In these cases, an informal hearing between the school administrators, student, and other appropriate persons will be conducted. During this hearing, the student would be given notice of the charges against him/her and given an opportunity to present his/her version of the incident. If the student denies the charges, he/she will be given an explanation of the facts which form the basis of the proposed suspension. If, after the hearing is completed, the administrator decides that a suspension is necessary, it will become effective immediately. The parents or guardian will be notified in each case of a suspension. The Superintendent has the right to revoke a suspension. The school principal has the right to recommend to the Superintendent of Schools a suspension of up to 180 school days. Should this occur, both the student and the student's parents will be notified of the recommendation. Part of this notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it is conducted by the Board of Education through the Superintendent of Schools. Students, while under suspension, are prohibited from participation in, or attendance at, any school-sponsored activities or programs. Suspension will end at the end of the school day of the last day of suspension, except that students participating in extracurricular activities, including all MSHSAA contests and events, will not be allowed to participate in any activity or contest on the last day of the OSS.

### **Expulsion**

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

# APPENDIX

## NOTICE OF NON-DISCRIMINATION

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

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

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

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

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

Director of Special Programs

Lebanon R-III School District

224 West Commercial

Lebanon, MO 65536

(417) 657-6001

This notice may also be requested from the Title VI, IX, ADA, ADEA, Section 504 or the Boy Scouts of America Equal Access Act compliance coordinator in large print, on audiotape or in Braille.  
Compliance Coordinator for Laws Listed in this Notice

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT and RETALIATION**

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

The Board also prohibits:

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

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

### **Additional Prohibited Behavior**

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

### **Consequences**

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior. In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

### **Definitions**

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

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

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

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

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

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

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

### **Compliance Officer**

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

Director of Special Programs  
224 W. Commercial St.  
Lebanon, MO 65536  
417-657-6001

The compliance officer will:

- Coordinate district compliance with this policy and the law.
- Receive all grievances regarding discrimination and harassment in the Lebanon R-III School District.
- Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
- Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
- Seek legal advice when necessary to enforce this policy.
- Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
- Make recommendations regarding the implementation of this policy.
- Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
- Perform other duties as assigned by the superintendent.

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to Dr. Brad Armstrong, Assistant Superintendent.

## **Public Notice**

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

## **Reporting**

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

## **Student-on-Student Harassment**

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

## **Investigation**

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation. In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

## **Grievance Process Overview**

- If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.



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

### **Grievance Process**

- Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.
- Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.
- Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.
- Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.
- Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

### **SCOUTS OF AMERICA EQUAL ACCESS ACT**

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

### **SCHOOL NUTRITION PROGRAM**

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

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

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

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

## **PUBLIC NOTICE FOR CHILDREN WITH DISABILITIES**

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

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

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

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

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

# **PARENTS RIGHT TO KNOW (ESSA)**

## **TEACHER QUALIFICATIONS EVERY STUDENT SUCCEEDS ACT (2017)**

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**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<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 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)?	<b>Complaints filed with the Department</b> 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?
<b>Appeals</b> 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.

## **Lebanon R-III School District School-Home Compact Title 1 School-Wide Program**

### **Teacher Responsibilities**

*I will strive to do the following:*

- Provide quality instructional activities each day.
- Communicate with the child's classroom teacher.
- Communicate with parents about their child's progress.
- Provide assistance to parents so they can help with their child's learning.
- Participate in meaningful professional development opportunities.
- Be available to conference with parents throughout the year.

### **Family/Student Responsibilities**

*We will strive to do the following:*

- Make sure our child attends school regularly, is on time, and is prepared to learn.
- Read with our child, and let our child see us read.
- Encourage our child's efforts and be available for questions.
- Stay aware of what our child is learning.
- Support the school's programs and policies.

# Technology Usage Policy EHB

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

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

## Definitions

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

*Technology Resources:* Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multimedia resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

*User:* Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

*User Identification (ID):* Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

*Password:* A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

## Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee. Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

## User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology. Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

## Technology Safety

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

## Technology Administration

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



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

### **Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure (“content filter”) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

### **Online Safety, Security and Confidentiality**

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines. All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using email, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records. All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

### **Closed Forum**

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's web page will provide information about the school district, but will not be used as an open forum. All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

### **Records Retention**

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State. In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

### **Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

### **Damages**

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

### **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

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### **Technology Usage (Technology Safety) Policy EHB-AP (Administrative Procedure)**

#### **Student Users**

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

#### **Employee Users**

No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

#### **External Users**

Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

#### **General Rules and Responsibilities**

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.

5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

#### **Technology Security and Unauthorized Access**

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

#### **Online Safety and Confidentiality**

Curricular or noncurricular publications distributed using district technology will comply with the law and Board policies on confidentiality. All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they

have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

### **Electronic Mail and Messaging**

A user is responsible for all e-mail and other electronic messages originating from the user's e-mail or other electronic messaging accounts.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail or other electronic messages. The district considers more than ten addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any district wide electronic messages.

### **Communication Devices**

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

### **Exceptions**

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

### **Waiver**

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

### **Investigation of Violations**

In the event that the district suspects a violation of board policy, administrative procedure or law involving district technology resources the technology department will:

1. Secure technology resources involved in the suspected violation.
2. Search the technology resources involved in the suspected violation.

The scope of the search will be limited to the extent necessary to determine if a violation has occurred. Building administrators may conduct a parallel investigation that includes interviewing people who may have knowledge about the suspected violation and searching for evidence other than on district technology resources. If the search reveals possible criminal activity, the technology department will stop searching and immediately make a recommendation to the superintendent to contact and cooperate with law enforcement for further investigation. At the request of law enforcement, administrative investigations may be suspended as well. If criminal activity is not suspected the technology department will report findings to the building administrator(s).

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### **Student Use of Personal Electronic Devices for Instructional Purposes Policy EHBA**

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

**Definitions**

*District Networks:* Include both wired and wireless networks maintained by the district.

*Personal Electronic Devices:* Include, but are not limited to, electronic communication equipment such as laptops, portable media players, mobile phones, smart phones, tablet computers and video game devices owned by a student or a student's parent/guardian.

**Acceptable Use**

Possession or use of any personal electronic device on district property is a privilege, and students who fail to abide by this policy may forfeit this privilege. When approved by the building principal, students will be allowed to bring personal electronic devices to school for use during the school day in the designated classrooms. Each building administrator, under the direction of the superintendent or designee, shall determine the appropriate areas of the school where students may use personal electronic devices and the extent to which such devices will be incorporated into the classroom curriculum.

Students may use personal electronic devices during the school day only if the student and parents/guardians sign and agree to the terms of the district's personal electronic devices agreement and the district's technology usage agreements unless excused by the superintendent or designee. The district will utilize a technology protection measure, such as a filter, on all district networks. Students shall not bypass or attempt to bypass the district's networks through any means. Possession or use of personal electronic devices must not in any way disrupt the educational process in the school district, endanger the health or safety of the student or any other person in the district, invade the rights of others at school or involve illegal or prohibited conduct. All use of personal electronic devices during the school day shall be for appropriate educational purposes only and shall be consistent with the educational objectives of the district. Students using personal electronic devices must follow the same rules that apply to the use of district-provided technology. The district may examine the student's device to the extent allowed by law. The district administration may involve law enforcement if the district has reasonable suspicion that the device has been used for an illegal purpose or for a purpose that causes harm to others. Failure to abide by this policy shall subject the student to disciplinary action as outlined elsewhere in Board policy.

**District's Wireless Network**

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

**District Responsibility**

The district will not be responsible for technological support of students' personal electronic devices, and students are required to ensure that all devices are free from viruses before bringing them to school. Students who bring personal electronic devices to school do so at their own risk. The district assumes no responsibility for lost, stolen, damaged or misplaced devices, including those that have been confiscated by district personnel.