

# **Lesterville High School Handbook**



**2023-2024**

**PO Box 120 33415 Hwy 21**

**Lesterville Mo 63654**

**573-637-2201 ex 2**

**Lesterville.k12.mo.us**

# Lesterville R-IV Schools

Mr. Jeremy Myers, Superintendent

[www.lesterville.k12.mo.us](http://www.lesterville.k12.mo.us)

Home of the Bearcats

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Mrs. Amanda Mathes, Elementary Principal

Mr. Jason St. Gemme, High School Principal

Mrs. Rachel Gore, Alternative School Principal

Dear Lesterville Parents and Students:

Welcome back! Another summer break has come and gone and I hope everyone found some time to enjoy their time away. I am excited to see all of the students and staff return for the upcoming school year. As always, our mission here will continue to be focused on helping our students realize their worth and potential as individuals and to guide them toward becoming productive members of society. To do so, it takes all parents, students, and staff working together.

We have some new members joining the Bearcat team this year. Mr. Jason McMurry will be our new JH/HS PE/Health teacher, Athletic Director, and JH/HS Boys Basketball Coach. Mrs. Bailey Camden will be our new 7-12 Social Studies teacher and HS Volleyball Assistant Coach. We also have some familiar faces in different roles this coming year. Mrs. April Freeman will be moving to the K-12 PE/Health position as well as JH/HS Head Volleyball Coach. Mr. Slade Nichols will be the new 7-12 Computer/Business teacher. Mrs. Jamie Chilton will be the new JH Girls Basketball Coach. Please take time to welcome our newest team members and encourage all of them in their new adventure.

As always, I would ask that you take time to read the handbook with your child. The expectations, responsibilities, and guidelines are important for all to become familiar with and know. Below, I've listed a few notable topics to look over:

- Page 4-5: Attendance Policy - Please read carefully as this has changed from last year
- Page 11: CATS Time
- Page 22: Driving Regulations/Student Parking Policy
- Page 32: Cell Phone Policy
- Page 34: Dress Code
- Page 40-50: Chromebook Information

If you ever have a question, please feel free to call or stop by my office.

Jason St. Gemme  
High School Principal

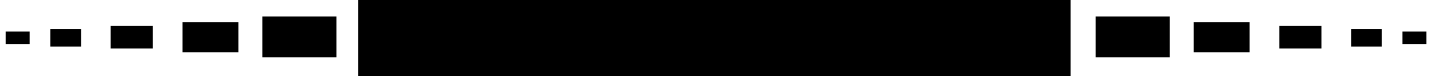


# Lesterville R-IV School District Educational Philosophy

## Statement of the Philosophy of Education

We believe that the Public Schools of Lesterville, Missouri, should serve the following purpose for each child:

- A. The school should provide an opportunity for each child to understand the meaning of democracy. Students should be made aware of the fact that one's freedom requires fulfillment of responsibilities. Children must be taught to assume responsibilities.
- B. The school should be based on the belief, "that we should love our neighbors, as ourselves." The school should teach boys and girls how to get along with each other. Also, the child should be taught an appreciation of other people at all levels of society, local, state, nation, and world.
- C. The public school should provide the child with the basic skills that will better enable him to experience success, both in school and in later life. In addition, the school should strive to stimulate a desire toward learning for the sake of knowledge. Upon completion of the requirements for graduation, each individual should have had opportunities in physical and mental growth for developing maximum potential.
- D. The school should provide an educational environment which will stimulate each child to develop his talents fully. The school has an obligation to aid in the discovering of talents, as well as providing activities which will promote their development.
- E. The school should strive to improve social and economic conditions that may exist in the community.
- F. The public school should be an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.



### *Lesterville R-IV Schools Mission Statement*

*The mission of the Lesterville R-IV Schools is to help all students realize their worth and potential as individuals and to guide them toward becoming productive members of society.*

## High School Staff

Mr. Jeremy Myers- **Superintendent**  
Mr. Jason St. Gemme- **Principal**  
Mrs. Lisa Crocker- **Secretary**  
Mr. Slade Nichols-**Computers/Business & Yearbook**  
Ms. Mallory Bradshaw-**Aide**  
Mrs. Jamie Chilton-**JH Science**  
Mrs. Ceclie Goodman - **JH Counselor**  
Mrs. Bailey Camden- **JH/HS Social Studies**  
Mr. Devin Haus-**Industrial Technology**  
Mrs. Ashlyn Hubbs -**JH/HS Math**  
Mrs. Candace Lanham - **7-12 Sped**  
Mrs. Amy Logan- **HS Math**  
Mrs. April Freeman- **PE/Health**  
Mrs. Dana Myers - **Librarian**  
Mr. Jason McMurry-**PE/Health,Weight Training & Athletic Director**  
Mrs. Melinda Radford-**JH/HS English**  
Ms. Theresa Miller- **Health Aide**  
Mrs. Janice Haus-**Music**  
Mrs. Jessica Wakefield- **9-12 Career Counselor**  
Mrs. Debbie White- **Art**  
Mrs. Holly Womble- **HS Science**

### Coaches

Melissa St. Gemme- HS Girls Basketball  
Jamie Chilton- JH Girls Basketball & HS Assistant Girls Basketball  
Slade Nichols- HS & JH Baseball  
April Freeman- JH & HS Volleyball  
Jason McMurry- JH & HS Boys Basketball

## Bell Schedule

A.M. Bell	7:53
1st Period	7:58 - 8:50
2nd Period	8:53 - 9:43
3rd Period	9:46 - 10:36
4th Period	10:39 - 11:29
5th Period	11:32 - 12:07
Lunch	12:07 - 12:27
6th Period	12:30 - 1:20
7th Period	1:23 - 2:13
8th Period	2:16 - 3:09



CLASS	SPONSOR	ROOM
7th Grade	Mrs. Radford/ Mrs. Lanham	226
8th Grade	Mrs. Camden/Mr. Nichols	227
9th Grade	Mrs. Chilton/Mrs. Womble	222
10th Grade	Mr. Haus/Mrs. Haus	225
11th Grade	Mrs. Hubbs/Mrs. Logan	224
12th Grade	Mrs. White/Mrs. Freeman	221

ORGANIZATION	SPONSORS	ROOM
Senior Beta	Mrs. Lanham	223
Junior Beta	Mrs. Hubbs	222
STUCO	Mrs. Radford	230
Shop Club	Mr. Haus	218
FBLA	Mr. Nichols	231
Music Club	Mrs. Haus	239

# GENERAL POLICIES AND PROCEDURES

## SCHOOL HOURS

Classes will begin each day at 7:58 AM and dismiss at 3:09 PM. The building will be open to admit students at 7:35 AM and not before. For the safety of all students, employees, and visitors, all exterior doors will be locked prior to 7:35 AM. There will be NO teacher supervision until 7:35 AM. Parents/ Guardians are to drop your student off on the outer drive and have them come up the steps and use the marked crosswalk to the sidewalk. Students should report to the new gym when they arrive between 7:35 AM and 7:53 AM. Students should report to classrooms between 7:53 AM and 7:58 AM. Any student arriving at school between 7:58AM - 8:03 AM will be considered tardy. Any student arriving after 8:03 AM will be counted absent for their first hour class.

## STUDENT ATTENDANCE Board Policy File JEA

Attendance is the responsibility of the student and the parent/guardian. Students and parents/guardians are reminded of the Missouri Compulsory Attendance Law and are expected to comply. If a student must be absent, the parent/guardian is expected to notify the administration by 9:00 a.m. the day of the absence. It is the responsibility of the parent/guardian to provide the administration with the appropriate documentation such as signed notes from the parent/guardian, doctor excuses, or other documentation as requested. We believe attendance to be one of the most important commitments a student can make toward his/her education. This must be recognized by both parents and students who need to approach this policy with a positive attitude.

### **Consequences for Excessive Absences**

An absence for any reason will be counted as an absence whether it is excused or unexcused. Based upon Missouri School Improvement guidelines, all students are required to have a 90% attendance rate. If your child fails to maintain a 90% attendance rate, they may be required to make up absences during Christmas break, Summer break, or after school. Absences that go beyond **7 class periods in a course** per semester are considered excessive. **No documentation is necessary unless an absence falls under one of the waived absences listed below.**

The following intervention strategies will be followed in such cases:

1. When a student has missed **3 class periods in a course**, a letter will be mailed home to parents.
2. Parents will be mailed a letter about their student's absence when they have missed **5 class periods in a course**.
3. When absences go beyond **7 class periods in a course**, students will meet with an administrator and will be placed on **credit probation**. On credit probation, a student will only be allowed to make up 3 hours. Parents will be contacted with information about a student's status. In addition, the proper legal authorities will be contacted for students under the age of 17 each time they are absent over the 7 class periods.
4. If a student misses more than **10 class periods in a course**, he/she will not earn credit for the semester. After a student has exceeded this limit, parents will be contacted explaining that the student is in violation of the attendance policy and will not earn credit for the semester. The proper legal authorities will be contacted for students under the age of 17 for every absence over the 10 class periods. At this time Parents/Guardians may apply for an appeal.

### **Waived Absences**

The following absences from school will be automatically waived from the **7 class period limit**. They will not count toward the attendance policy.

1. Absence created due to a death in the immediate family. This includes parents, grandparents, siblings, or any other family member residing with the student.
2. Absence created due to hospitalization/homebound or illness in which a doctor's note indicates a student must miss 3 or more days. **(Documentation required)**

## **Waived Absences continued...**

3. Absence created by court subpoena. **(Documentation required)**
4. Absences related to a student's future plans. **Any absence that would fall under this category must be pre-approved through the office and documentation will be required.** The absences that fall under this category may include:
  - a. 2 college visits during a student's senior year
  - b. Future Soldiers Training or similar training
  - c. Athletic tryout for college participation
5. 1 driver's permit and 1 driver's test
6. Absence created due to participation in a school-sanctioned activity. This will also include students wishing to go to school activities that take place during the school day (i.e. - sporting events). If a student leaves for this purpose but is found to not have attended, the absence will count toward the attendance policy. Leaving school to attend a school activity that takes place well after school is let out will not fall under this consideration.

## **Attendance Appeals Process**

If the parent/guardian believes and can provide adequate documentation that the absences were unavoidable and where necessary, then the parent/guardian may request to present the information to the High School Principal. The parent/guardian must provide in writing a request to appeal the loss of credit or passing grade to the high school principal within five (5) school days of receiving the notification of excessive absenteeism. After receiving the appeal request, the administration will notify the parent/guardian of the date and time in which they may present documentation and reasons why the absences were unavoidable and necessary. Documentation from doctors, court, hospitalization, funeral of an immediate family member, drivers test, orthodontics, etc. must be dated according to the dates of absences.

The High School Principal will determine if any or all of the absences were unavoidable and necessary. The High School Principal will determine if any or all of the days in excess need to be made up in Saturday school or summer school in order to earn the credit or passing grade.

If the High School Principal rules that there were days that were avoidable and requires that the student make up the days or not receive credit or passing grade, the parent/guardian may request in writing within three (3) school days of the principal's decision an appeal with the superintendent. If the superintendent feels that the documentation and reasons presented justify the absences as unavoidable and necessary, then he/she may waive the days to be made up and the credit or grade will not be withheld.

If the superintendent feels that the documentation and reasons presented do not justify the absences as unavoidable and necessary, the decision of the High School Principal will stand. If an agreement cannot be made at this level, the student and/or parent/guardian may appeal to the Board of Education for a final hearing. A court recorder will be present at a hearing with the board to record all testimony and proceedings.

Students with a chronic illness, 504 Plan, or Health Plan on file with the school nurse will have their absences reviewed at each stage of the absentee policy (4 days, 5 days, etc.). If documentation provided to the administration substantiates that the absences are a part of the chronic illness, conditions of the 504 Plan, or Health Plan, an appeal may not be required. It is vital that a parent/guardian of a student who suffers from a chronic illness or long-term injury or long-term medical procedure notify the school nurse and have such placed in the student's health record.

For students who are under the age of seventeen (17), excessive absenteeism may be reported to the Child Abuse and Neglect Hotline as educational neglect when absenteeism becomes excessive and no effort is made by the parent/guardian to assist the child in attending school and earning his/her credits towards graduation and/or grades for promotion.

### **QUARTERLY ATTENDANCE INCENTIVE**

Any student having missed four hours or less, not exceeding two tardies and having no discipline referral for a quarter will be eligible for an exempt day to be determined by the administration, a movie & popcorn on a scheduled day, or something comparable.

### **YEARLY ATTENDANCE INCENTIVE**

Any student who misses 4 days or less during the school year shall be eligible to have his/her name included for a \$40.00 cash drawing on the following basis:

**4 days** - Name put in 1 time      **3 days** - Name put in 2 times      **2 days** - Name put in 3 times  
**1 day** - Name put in 4 times      **0 days** - Name put in 5 times

Any student in grades 7-12 having missed 4 days or less during the school year or has perfect attendance for the designated quarter and having no discipline referrals will be eligible to be taken on a more extravagant field trip which could be a Cardinal baseball game or somewhere comparable.

### **MAKE-UP ASSIGNMENTS**

Students are expected to check with their teachers and on their own initiative, make up work missed. Students have the same number of days after they return to make up work as the number of days missed. Students will be expected to take tests that were announced before the absence on the day they return.

### **ABSENT OR LATE THE DAY OF SCHOOL SPONSORED ACTIVITY**

Students who are absent on the day or any part of the day of a social, athletic (including practices), or school-sponsored activity will not be able to participate in or attend that activity unless prior arrangements have been made with the administration. Administration approval must be requested the day before the activity for scheduled appointments or by 9:00 a.m. the day of the activity in cases of unexpected illness or similar unexpected absence.

### **LATE OR ABSENT THE DAY AFTER A SCHOOL SPONSORED ACTIVITY**

Students who arrive at school after the 1st period tardy bell or who are absent from school the next calendar day after a social, athletic, or school-sponsored activity will not be able to participate and/or attend the next comparable event unless prior arrangements have been made with the administration. Extenuating circumstances will be handled by the administration on an individual basis. The parent and student must provide the administration unavoidable cause for the tardy or absence.

### **FIELD TRIPS** - Board Policy File IICA

Students must be in attendance the day prior to a field trip to be eligible to go on the field trip unless prior approval has been arranged with the administration.

### **CHECKING OUT OF SCHOOL DURING SCHOOL TIME**

During the school day (after a student arrives at school and until they leave at the end of the school day) students will be allowed to leave school grounds only when accompanied by a parent, legal guardian or an adult when designated in writing. If the student is leaving by him/herself or being picked up by someone else, the parent must present written documentation and contact the school by verbal communication. Students must check out in the office, and the person checking them out must sign the check-out sheet before leaving the school grounds. Leaving school without checking out or without permission is counted as truancy. Any student leaving early must, on returning to school, present a note from the parent/guardian stating the reason for absence, even though the parent may have picked up the student. Students missing more than ten minutes of a class will be counted absent for the class period.



**ACADEMIC PROGRAMS** Board Policy File IGA

It is the aim of the Board of Education to provide to every student a well-rounded program of instruction in order to prepare the student to enter college, vocational training, the military service, or the workplace with the skills and critical thinking abilities necessary to succeed. To this end, the Board of Education has provided to the extent of its financial abilities, a broad spectrum of course offerings to meet the needs of all of our graduates.

**GRADE REPORTS AND EXPLANATION OF GRADES**

Quarterly grade reports will be issued every nine weeks, with parent/teacher conferences being held first and third quarters. Progress reports will be issued every mid- quarter (4 1/2 weeks), requiring parent signature and it returned to school. The student's grade will be based on his/her class work and regularly administered tests prepared by the teacher. The semester grade will be used for determining passing and receiving credit.

Final exams worth 200 points will be given at the end of each semester, with them counting as 10% of the semester grade. Quarter grades will be 90% of the semester grade. All classes must have a written final including a mixture of multiple choice and constructed response items. In some cases, a performance event may be included. Concerts do not count as finals for the band or music classes. The grade a student receives on their final exam will be printed in their report card. Students must be in attendance the day of the final exam or he/she will not be allowed to take the exam and will receive a zero for the exam, unless the absence is prior approved by the administration.

The grading percentages to be used by all teachers to determine letter grades for grade reports shall be as follows:

100-95 = A    94-90 = A-    89-87= B+    86-83 = B    82-80 = B-    79-77 = C+    76-73 = C  
72 -70 = C-    69-67 = D+    66 - 63 = D    62-60 = D-    59-0 = F(No credit shall be earned with the grade F)

**GRADUATION REQUIREMENTS** (Board Policy File IKF)

Lesterville High School graduation requirements shall be:

1. Four years or eight semesters of attendance.
2. Twenty-five units of credit. In justifiable circumstances, exceptions may be made to the eight semester attendance provision for students who otherwise meet graduation requirements established by the Board of Education.
3. Each semester of a credit course in which a D- or better is made will earn the student unit of credit. Successful completion of two semesters of a course will give the student one credit. No more than four units of P.E. and/or Health may be used to meet the minimum graduation requirements. The required units of credit shall be earned in the following courses and areas of study:

<b><u>**Communication Arts-4 units</u></b>	Credit Units	<b><u>**Social Studies - 3 units</u></b>	Credit Units
English I	1 unit	Government	.5 unit
English II	1 unit	American History	1 unit
English III	1 unit	** Personal Finance	.5 unit
Other Approved Comm. Arts	1 unit	Other Approved S.S	1 unit
<b><u>* * Mathematics -3 units</u></b>		<b><u>**Science- 3 units</u></b>	
Algebra I	1 unit	Physical Science	1 unit
Geometry	1 unit	Biology I	1 unit
Other Approved Math	1 unit	Other Approved Science	1 unit

**GRADUATION REQUIREMENTS** continued.. (Board Policy File IKF)

<b><u>Physical Education / Health - 2 units</u></b>		<b><u>** Fine Arts 1 unit</u></b>	
**Health	.5 unit	Fine Art (Art / Music)	1 unit
**Physical Ed	1 unit		
**PE and/or Health	.5 unit		
<b><u>** Practical Arts- 1 unit</u></b>		<b><u>**Electives -8 units</u></b>	
Practical Art	1 unit	Other Electives (Computers, IA,Business)	8 units

**Total 25 units**

**\*\*Required Course by the State Board of Education**

4. Students must pass proficiency exams concerning the Missouri Constitution, U.S. Constitution, and US Citizenship test.
5. Requirements for students with Individual Educational Plans (IEP) will be established on an individual basis and approved by the superintendent for recommendation to the Board of Education.
6. Situations regarding graduation which involve exceptions to the regulations stated above will be considered separately by the Board of Education.

**In grades 9-12, credits are earned towards meeting graduation requirements. To be considered a student in the following grade-levels, the minimum credits must have been earned prior to the start of the school year. There will be no promotion of grade levels during a school year.**

**10th Grade (Sophomore) - 6 credits minimum**

**11th Grade (Junior)-13 credits minimum**

**12th Grade (Senior) -19 credits minimum**

**\*See Also: Graduation Requirements**

**PROMOTION FOR GRADES 7-8** Board Policy File IKE

A student must pass at least three of the four basic subjects before he or she is promoted to the next grade level. The basics are English, Science, Social Studies, and Math. In addition, the student must have a passing average in all special classes combined. Any class not listed as a basic is a special class. Passage of the basics requires at least a 60% grade average for the two semesters of work during the year.

**EXAMPLE OF PASSAGE**

1st semester	-	60% (D)
2nd semester	-	66% (D)
Total (1&2)	-	126
Total / 2	-	63
Yearly %	-	63%

**EXAMPLE OF FAILURE**

1st semester	-	56% (F)
2nd semester	-	60% (D)
Total (1&2)	-	116
Total /2	-	58
Yearly %	-	58%

## **EARLY GRADUATION** Board Policy File IKFA

A senior who for sound educational and/or vocational reasons wishes to graduate from high school at the end of seven semesters (instead of the ordinary eight semesters) may request permission to do so from the Board of Education. Seniors wishing to be considered for seventh semester graduation must complete a form obtained from the high school office, obtain the necessary signatures, and submit the proposal to the superintendent's office for the regular November Board meeting. This form shall include:

1. A statement explaining the reason the student is requesting early graduation. If the reason is financial, the student must provide verification of employment or potential employment from the employer.
2. An explanation of why the student feels this would be an educationally sound step.
3. Verification from the counselor that specific graduation requirements have been met, and a statement relaying his/her views as to whether the early graduation is in the best interest of the student.
4. Signatures of the appropriate administrator(s) with recommendations for or against the student's request.

Approval or disapproval shall rest with the Board of Education. A November decision denying a senior's request may be appealed in person by the student at the regular December Board meeting. Any exceptions to the requirements established in this policy shall be in accordance with standards recognized by the Board of Education.

**Note:** It must be understood that students who graduate early are not eligible to participate in school activities (including dances and prom), organizations, or athletics. Early graduates will be considered adults in terms of admission to school-sponsored activities. The early graduate will be allowed to participate in the graduation ceremony.

## **CAREER TECHNICAL SCHOOL**

A student planning to attend Arcadia Valley Career Technical Center during his/her 11th and 12th grade years must meet the following requirements by the end of his/her 10th grade year.

1. Successfully completed the following courses for full credit:
  - 2- Communications Arts (English I and English II)
  - 2- Social Studies (Govt./Law & You and American History)
  - 2- Mathematics (1 in Algebra I)
  - 2 - Science (Physical and Biology I)
  - 1 - Practical Art
  - 1 - Fine Art
  - 1- Health/PE
2. Successfully earned a minimum total of 13 credits in all courses taken.
3. Completed an application to enroll in the Arcadia Valley Career Technical Center and be accepted by AVCTC.
4. Maintained school attendance rate within the school's requirement during the first two years of high school.

## **EMBEDDED MATHEMATICS, COMMUNICATION ARTS AND SCIENCE CREDIT**

The Arcadia Valley Career Technology Center is offering "embedded" academic credit for those students who complete a six-hour vocational program and specific, additional academic criteria.

- One hour of elective mathematics credit, Technical Mathematics, if they pass a competency test sometime within their two years at the vocational program. The mathematics credit could be used to meet the math credit requirements if the student has failed a previous mathematics class.

## EMBEDDED MATHEMATICS, COMMUNICATION ARTS AND SCIENCE CREDIT continued...

- One hour of elective communication arts credit, Technical Writing, if they meet the minimum requirements for all established components of a portfolio. Each required element will be assessed by a scoring guide with minimum levels established.
- One hour of elective science credit, Technical Science, if they meet and pass all required components and assessments in the embedded science program. This is only available through the Automotive Collision and Repair, Automotive Technology, and Health Occupations programs.

**Credit received in classes offered through the “embedded” academic program will be figured in the student’s grade point average and class rank.**

### School Flex Program

An eligible student who participates in the School Flex Program shall:

1. Attend school a minimum of three (3) instructional hours per school day within the district of residence.
2. Pursue timely graduation; Pursue course and credit requirements for a diploma.
3. Provide evidence of college or technical career education enrollment and attendance, or proof of employment and labor that is aligned with the student’s career academic plan which has been developed by the school district.
4. Refrain from being expelled or suspended while participating in a school flex program.
5. Maintain a ninety-five (95%) percent attendance rate throughout the program.
6. Enter their Senior year with at least twenty one (21) credits toward graduation.
7. Must complete an application and be accepted prior to the start of their Senior year.

### COLLEGE/TECHNICAL CAREER EDUCATION

Students in the School Flex Program, attending college or technical career education, will be required to provide proof of enrollment and official final grades for no less than six (6) credit hours to their Counselor each at the beginning and end of each semester they are enrolled in the program. Students will be responsible for paying full tuition for courses taken in the School Flex Program. **If a student withdraws from any/all courses while enrolled in this program, it is their responsibility to notify their LHS Counselor upon doing so.**

**Withdrawal from all courses will result in the student being removed from the School Flex Program and enrolled in courses on the LHS campus.**

### EMPLOYMENT

Students in the School Flex Program, that are employed, shall provide proof of employment (time sheets/cards and pay stubs), on a monthly basis, that documents at least fifteen (15) hours of work time per week to their Counselor. Students will receive one (1) high school credit for the hours that they are working. **If a student should become unemployed while enrolled in this program, it is their responsibility to notify their Counselor immediately. If employment cannot be secured in a timely manner, the student will be removed from the School Flex Program and enrolled in courses on LHS campus.**

### INTERNSHIP

Students in the School Flex Program, that are involved in an Internship with a local agency, shall provide proof, on a monthly basis, of at least fifteen (15) hours of attendance at that agency per week to their Counselor. **If a student should be removed from this assigned internship while enrolled in this program, it is their responsibility to notify their Counselor immediately. If another assignment cannot be secured in a timely manner, the student will be removed from the School Flex Program and enrolled in courses on LHS campus.**

## **CATS Time Program**

During homeroom, students will be given an opportunity to participate in our CATS Time program. Each CATS Time block will last two weeks. CATS Time was created to give students at various achievement levels the opportunity to go beyond the instruction they get in the regular classroom. The three components of CATS Time are:

1. **RTI (Response to Intervention)** - Students who are struggling in their core classes (Science, English, Math, and Social Studies) will receive individualized instruction to help fill achievement gaps. Students may be placed in RTI for several reasons. These include, but are not limited to: D/F in a class, falling behind in a class, achievement level on a previous state test, struggle to grasp certain aspects of a lesson or unit. RTI is not a punishment and should be viewed as an opportunity for students to get the extra help needed to be successful.
2. **MAC (Missing Assignment Class) Room** - Students who have fallen behind in any class and have assignments they have yet to finish and/or turn in. Students who are placed in the MAC room are only in there until they finish and turn in their missing assignments. When finished, they will return to their Enrichment class (see #3). Students can self-assign to the MAC room if they wish to have a quiet place to study or finish other work. MAC room is not a punishment. It is a place for students to catch up on missing work. However, students who do not work while in the MAC room may be subject to disciplinary action.
3. **Enrichment Class** - Students who are not placed in RTI will be given several options for enrichment classes to take during each CATS Time block. Enrichment classes are short, additional courses that students do not have the option to take during a regular school day/year. These classes are meant to enhance the educational experience of our students. They are not graded courses. Students who do not participate or cause disruptions during enrichment classes may be subject to disciplinary action.

Our goal for CATS Time is to better utilize our homeroom time to meet our students' needs. We feel that this program will give our students the additional help and tools they need to be successful.

## **CLASS RANK / VALEDICTORIAN AND SALUTATORIAN** Board Policy File IKC

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduation class. The valedictorian and salutatorian will be selected according to the following procedure: The valedictorian will be the student with the highest grade point average as computed at the end of seven semesters of high school work. The salutatorian will be the student with the second highest point average as computed at the end of seven semesters of high school work. These classes are not used in figuring class rank: library aides, office aides, P.E. aides, independent studies and grades earned in an alternative school program. Also, dual credit, ITV, and MOVIP classes do not count in GPA and class rank. To be eligible for valedictorian or salutatorian honors, a student must be enrolled within the school district prior to and continuously following the first day of the student's junior year.

## **DUAL ENROLLMENT**

Any student participating in this program must have his/her course selection approved by the administration and follow the guidelines of the program pertaining to attendance and grade reporting. Students dually enrolled for whom Lesterville R-IV is claiming state aid are expected to be in attendance at one of the sites at all times that the Lesterville R-IV campus is in session. If for some reason the site where the student is dually enrolled is not in session, the student is expected to report to the Lesterville High School principal's office. Students are to return directly from their dually enrolled campus to Lesterville campus. For more information about this program, see the counselor or administrator.

## **Missouri Course Access and Virtual School Program (MOCAP)**

Some approved courses may be taken through this program. See the counselor or administrator for information.

## Dual Credit Guidelines

The Lesterville R-IV School District provides opportunities for students to take dual credit classes (high school + college credit) on campus as part of the course schedule. Students enrolled as juniors or seniors in high school and who have shown good academic progress will have the opportunity to enroll part-time for post-secondary courses at a designated higher education institution to receive both high school credit and college credit for the courses taken. The district determines the courses that will be provided, the college or university through which the courses will be provided, and the delivery method by which the courses will be administered. The district will pay the tuition and fees associated with the school-offered dual credit courses for students who meet eligibility requirements and earn a minimum of a “C” grade in the course. The student and parent will be responsible for the cost of tuition and fees if the student drops or moves prior to the completion of the course, is removed from the course or suspended from the college or university, or earns a grade below “C” in the course.

**The approximate cost for most courses offered is between \$300 and \$400 (price is determined by the college and can change from year to year).** Attendance and course guidelines set by the instructor and/or college/university are expected to be followed and will affect the student’s success in the course.

**Below are the guidelines set forth for Dual Credit courses:**

### **To be eligible for Dual Credit:**

1. You must be a junior or senior.
2. You must have a cumulative GPA at the time of enrollment of 3.0 or higher. Also, you must have a cumulative attendance record of 96% or higher.
3. You must have teacher recommendation as well as approval from the principal or superintendent and counselor. Teacher recommendation will be done through the office.
4. Complete an application for the college or university from which the course will be provided and meet admission requirements.
5. You must agree to adhere to the guidelines set forth by the Dual Credit/Dual Enrollment program.

**Below is a list of courses offered, credit hours possibly earned, and prerequisites for the courses.**

<u>Course Name</u>	<u>Credit Hours</u>	<u>Prerequisites</u>
College Writing I	3	ACT Reading Score of 18 <b>Or</b> Accuplacer Reading 236+ <b>Or</b> university writing exam
College Writing II	3	College Writing I grade of at least a “C”
Elementary Spanish I	3	See Counselor
Elementary Spanish II	3	Elem. Spanish I
College Algebra	3	ACT Math Score of 22 <b>Or</b> Accuplacer QAS 273+ ACT Math Score of 20 + A or B in Alg. II <b>Or</b> EOC Score of Proficient or Advanced + A or B in Alg. II
Basic Business Statistics	3	Pass College Algebra
Pre-Calculus I: Trig	3	Grade of C or better in College Algebra <b>Or</b> ACT Math Score of 24
US History	3	See Counselor

<u>Course Name</u>	<u>Credit Hours</u>	<u>Prerequisites</u>
Psychology	3	See Counselor
Biology/Bio Lab	4	See Counselor
Chemistry/Chem Lab	5	ACT Math Score of 18 Or B or Higher in Alg. II <b>And</b> pass High School Chemistry

- All courses taken through a college or university are subject to the standards set forth by each institution. Students must understand that they are responsible for following all guidelines for the college or university including, but not limited to:
  - Academic requirements
  - Academic integrity (cheating policy)
  - Withdraw/drop procedures
- If an instructor is available, there may be an opportunity for senior students to take other online college courses not offered in the list above. **These courses would strictly be at the expense of the student/parent.** Students that utilize this time at school for such courses must meet the guidelines set forth above for Dual Credit courses. Also, students must get permission from the counselor to take online courses. All courses must be in direct correlation to a related degree being pursued by the student. The counselor will assist any student who wishes to take advantage of this opportunity. Students must continue to earn the required credits to graduate high school and this will be taken into consideration when a student wishes to take online courses. Courses taken in this manner will only count towards elective credits and will not replace required courses for graduation at Lesterville R-IV.

### VISITORS Board Policy File KK

For the safety of all students, employees and visitors, all exterior doors will be locked during designated visitor management hours. All visitors/guests MUST enter at the designated front entrance of the cafeteria. Upon entering the building, all visitors/guests are required to report to the central office to sign in and receive a visitor/guest pass. Visitor/guest passes, provided by the office, are to be worn by all visitors/guests in the building. As visitors/guests leave the building, they MUST stop by the office and sign out. These are required safety procedures for all Lesterville R-IV Schools. All students are expected to dress in an appropriate manner in good taste, and should be neat and clean. We ask that the student visitors/guests please abide by these same guidelines to help set a good example for our youth.

### STAYING AFTER SCHOOL

For the safety of our students, NO student is to stay after school unless as a part of an organization, athletic team activity, or under the supervision of a teacher. Any student violating this will be subject to disciplinary action.

### SCHOOL CLOSINGS / CANCELLATIONS Board Policy File EBC-API

The Lesterville R-IV School District has adopted the following procedures for inclement weather or emergency closing concerns:

1. Enrollment forms MUST have emergency contacts listed with telephone numbers.
2. Delays or cancellations will be announced on our school Facebook page, Lesterville R-IV app, and through the current Phone Messaging System.
3. When bus routes and/or school hours will be delayed, the above named locations can be checked for information.
4. Cancellation, postponement, and/or rescheduling of extra-curricular activities will be announced in the same manner.

**SCHOOL ADMISSIONS** Board Policy Files JEC, JECA, JECB

All individuals ages five through twenty who reside within the boundaries of the school district may attend its schools without payment of tuition. In addition, students who do not reside in the district may be admitted under Board of Education policies relating to non-resident students or by specific action of the Board.

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, and other eligibility prerequisites as established by Board policies, rules and regulations, and by state law. Students who apply for admission to the district schools on the basis of prior accredited schooling outside the district shall be placed initially on the grade level they have reached. The administrator shall determine subsequently whether the grade placement is appropriate for the individual. Students who apply for admission to the district schools on the basis of prior non-accredited schooling shall be admitted in accordance with Board policy.

**ENROLLMENT PROCEDURE** Board Policy Files JEC, JECA, JECB

To enroll in Lesterville R-IV Schools the student must be accompanied by a parent and/or guardian and must present to the administrator a document showing what grade level the student has reached. This document could be a copy of a transcript, a signed transfer sheet, or a report card from the previous school. The student will be enrolled on a probationary basis at that time. To complete the enrollment, the school must receive and have on file in the office withdrawal grades, an official transcript (showing IEP if applicable) and the student's up-to-date immunization record. In order to finalize enrollment, the enrollment forms must be completed in full, including the social security number.

**WITHDRAWAL PROCEDURE**

To withdraw from Lesterville R-IV Schools the parent and/or guardian must notify the high school office of the pending withdrawal before office personnel will give the student a withdrawal form. The student must take the withdrawal form to each teacher and have it signed indicating that all fees have been paid, all books turned in, and uniforms returned. In addition, the student must have the appropriate person sign that all bills have been paid and library books returned. After the withdrawal interview with the counselor, this form is to be returned to the principal's office. Withdrawal will not be complete until all of these steps have been completed.

**STUDENT RECORDS AND RELEASE OF STUDENT RECORDS** Board Policy File JO-R

- 1.If a student's record is requested by an official of another school system or educational agency as defined in state statute, the record may be released. Requests in writing for records by an individual will be considered as a Release.
- 2.Information from student files will not be available to unauthorized persons within the school, or to any person outside the school without the expressed consent of the eligible student or the parents/guardians, except to comply with a judicial order or subpoena or in all other cases not requiring consent as provided in 20 U.S.C. 1232g(b)1 or related laws.
- 3.Both natural parents of the student shall have access to the student's records if the student is under age 18 regardless of their marital status, unless a court order or divorce decree removes one parent's right to have knowledge about and/or to participate in the child's education. A fee per copy of official records may be assessed to all graduates or other students who have terminated their education.
4. A record of disclosures of personally identifiable information shall be maintained with each student's records, indicating parties who have requested or obtained such information, and their legitimate interest. Disclosures to parents, eligible students, specific parties pursuant to written consent of parents or eligible students, school officials within the district, and directory information shall not be recorded. The record of disclosures shall be subject to inspection by eligible students, parents, custodians of records, and other parties authorized by law.
5. After a student attains 18 years of age or is attending a postsecondary educational institution (eligible student), all rights accorded to and consent required of parents shall only be accorded to and required of such student.



## APPEALS PROCEDURES Board Policy File JO-R

The following appeals procedure shall be used for the correction or deletion of inaccurate, misleading or inappropriate data in a student's record.

1. Parents and/or legal guardians or eligible students 18 years old or older, after inspection of school records, may petition the appropriate principal(s) in writing for an informal hearing to determine the accuracy and/or content of the student's school records.
2. The principal(s) will, within 10 working days of the written request, review the petition, consult with knowledgeable school personnel, listen to parental statements and evidence supporting the petition, and provide a decision to those concerned.
3. If not satisfied, the petitioner may request, in writing, that the superintendent of schools view the case and determine appropriate action within 30 working days.
4. If not satisfied, the petitioner may submit a written request to the superintendent for a formal hearing before the Board of Education. The Board of Education will have 30 working days in which to arrange for and hold the hearing. The Board of Education will make a final decision in regard to the status of the student's records and the materials contained therein. Parents or eligible students shall be informed of the right to place a statement in the student's school records.

## STUDENT DIRECTORY INFORMATION Board Policy File JO-R

Please be advised that the school district will release "Directory Information" to the various communication media of the district as deemed necessary by school officials. "Directory Information" includes the following information relating to the student: the student's name, address, telephone listing, date of birth, major field of study, participation in officially recognized extracurricular activities, height of members of athletic teams, dates of attendance, diplomas and awards received, photographs and the most recent school attended. If a parent, guardian or eligible student does not want information of this type released, written notification must be sent to the principal of the school where the student attends.

## BREAKFAST / LUNCH PROGRAM Board Policy Files EF & EFB

Students should pay for meals in advance, **Junior High \$.90 for breakfast, \$2.01 lunch, High School \$.90 for breakfast and \$2.01 for lunch.** Applications are available for assistance - free or reduced meals. All applications and information contained therein are kept confidential. Parents/guardians will receive a notice when their child has charged **\$50.00** for meals. Arrangements can be made with the superintendent if payment cannot be made at that time. All breakfast/lunch bills are to be paid between classes or during lunch break. No student will be excused from class to pay bills.

## BACKPACK PROGRAM

A Backpack Program is available for students in need of assistance with food and hygiene items due to low family income and/or temporary loss of income in the home. Backpacks with food are provided for students at the end of each week to take home for the weekend. Hygiene items are available upon request of the student. This program is made available through donations. To qualify for the Backpack Program, the student must be on free/reduced lunch, receiving government aid, and have a temporary loss of income in the home. The parent must personally sign up with the high school counselor to participate in the program.

## FEES

1. All fees are to be paid to the high school secretary or to the classroom teacher for which the fee is incurred.
2. Failure to pay fees will result in records and awards being held by the school until bills are paid.
3. Bills/fees, if left unpaid from year to year, will accumulate and must be paid prior to graduation or before records can be transferred to other schools and/or employers.
4. Class dues from current and preceding years must be paid up to date before a student may attend class social or extracurricular functions such as class trips or prom.
5. If school equipment and/or uniforms are lost, not returned or damaged, a replacement fee will be assessed.
6. Replacement of report cards, schedules, etc. will be done at a fee of \$.25 per page.

## **TEXTBOOKS / LIBRARY BOOKS** Board Policy File JFCB

The Lesterville School District provides all textbooks for all coursework free of charge. If a book is lost or damaged, the student is responsible for the replacement cost. Students are permitted and encouraged to use the media center facility. To allow for maximum benefit for all students, there is a time limit placed on the checkout procedure. Overdue charges are issued when a book, magazine, etc. is checked out past the due date. Similar to the textbook policy, lost or damaged books require payment equal to the replacement cost of the materials. All funds collected for these situations are placed in a book fund to maintain and enhance the media center materials.

## **MEDICATION AT SCHOOL** Board Policy File JHCD

If a student is required to take vital and essential medication during school hours and the parent or responsible adult relative cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the following regulations:

- 1. Only vital and essential or long term types of medication such as Ritalin, asthma, allergy or epileptic medicines will be administered.**
- 2. Written instructions signed by parent and/or physician will be required and will include:**
  - a. Child's name**
  - b. Name of medication**
  - c. Purpose of medication**
  - d. Time to be administered**
  - e. Dosage**
  - f. Medicine must be in prescription bottle**
  - g. Possible side effects**
  - h. Termination date for administering the medicine**
- 3. The parents of the child must assume responsibility for informing the school nurse or principal's designee of any change in the child's health or change in medication.**
- 4. THE DISTRICT RETAINS THE DISCRETION TO REJECT REQUESTS FOR ADMINISTRATION OF MEDICATION.**



## **HONOR ROLL**

Although achievement in many areas of endeavor is important and should be rewarded, one of the loftiest goals should be the attainment of academic excellence. Lesterville High School's Honor Roll exists to recognize those who achieve that goal. At the completion of each quarter, the Honor Roll will be published based on the tabulated grades from that quarter. The Honor Roll will be divided into two categories: "High Honors" and "Honors". Grades earned from dual enrollment and ITV classes are not figured in GPA.

**HIGH HONORS** -The attainment of an A or A- of all grades. Students attaining this accomplishment for all four quarters will receive an academic letter.

**HONORS** - The attainment of a 3.0 grade point average and no letter grade of D or F. Students attaining this accomplishment will receive a certificate of honor.

To figure grade point average (GPA), convert the letter grade to its number equivalent (A=4, A-=3.667, B=3). Add the numbers and divide by the number of grades. The answer will be your grade point average.

## **CLASS AWARDS**

At the end of the school year, a class pin will be awarded at the Awards Ceremony to the student that earns the highest points in that class. If two or more students are tied with the same total points in a class, the student with the highest attendance rate by minutes will receive the award. If a tie remains, the teacher will choose the recipient.

## ACADEMIC EXCELLENCE

The PTO will sponsor an Academic Excellence Day (AED) for both the elementary and high school students at the conclusion of the first and third quarters. To qualify to attend AED, students must have all A's & B's and have no discipline referrals for that quarter.

## CATS+ TUITION ASSISTANCE PROGRAM

CATS+ is a locally funded tuition assistance program. Participation in the program is available to all students who meet the qualifications detailed in the CATS+ Handbook. CATS+ qualifiers may receive up to \$6,000 tuition assistance for college or technical school. The CATS+ funds may be used to attend any college (4-year or 2-year) or career technical school. The college or technical school may be in the state of Missouri or out of state.

Some students may use CATS+ and A+ for tuition assistance according to specific guidelines (See Combining A+ and CATS+). CATS+ and A+ cannot be combined during the same college or technical school term.

Students must meet the following basic requirements for CATS+.

1. Enroll in and attend Lesterville High School continuously for his/her junior and senior years and meet all other qualifications outlined within the program.
2. Sign a CATS + Award Contract
3. Maintain at least a 3.0 cumulative Grade Point Average on a 4.0 scale.
4. Maintain a cumulative 96% attendance record for all four years of high school.
5. Perform 75 hours of unpaid, approved tutoring and/or community service.
6. Maintain a record of good citizenship and avoidance of unlawful use of drugs and alcohol.
7. Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment.
8. Apply for a minimum of ten (10) scholarships (Must Apply for All Local Scholarships) according to guidelines.  
A list of scholarships may be obtained through the coordinator's office.
9. Attend the Lesterville R-IV Alumni Banquet his/her graduation year.
10. Maintain a 2.5 Grade Point Average while attending college or technical school as a full time student.
11. Complete a Follow-up Survey administered by the Lesterville R-IV School District.

**For more information on CATS+, please contact the high school principal or counselor for a complete Cats+ handbook.**

## A+ SCHOLARSHIP PROGRAM

Lesterville R-IV is an A+ designated school. The A+ Scholarship Program provides tuition assistance to students who will attend a public community college or career technical school in Missouri and who meet the following qualifications at the time of high school graduation:

1. Attend a Missouri public high school for three years immediately prior to graduation.
2. Maintain a 2.5 GPA
3. Maintain 95% attendance over four years of high school.
4. Maintain a record of good citizenship.
5. Complete 50 hours of unpaid tutoring and/or mentoring.
6. Sign an A+ agreement

## COMBINING A+ and CATS +

Students who meet the qualifications for both A+ Scholarship Program and CATS+ Tuition Assistance Program may use both programs under the following conditions:

1. Complete all of the requirements to qualify for both programs prior to graduating high school.
2. Attend an A+ qualifying community college or technical school in Missouri after graduation.
3. Maintain the post-high school requirements for both A+ and CATS+ while attending college or technical school.

## **COMBINING A+ and CATS +** continued...

4. A+ and CATS+ may not be used during the same semester. A+ will be used while the student is enrolled in the community college or technical school.
5. CATS+ Extension: CATS+ tuition assistance availability will be extended from (4 semesters in 3 years) to (4 semesters in 4 years) for those who use A+ and CATS+ combined. The following conditions to extend CATS+ availability apply:

A+ must be used for the first 2 years unless a student obtains an Associate's Degree in less than 2 years in order to extend CATS+ availability.

All post-secondary requirements for CATS+ must be maintained during the time the student uses A+ in order to extend CATS+ availability.

CATS+ will not be extended to the 4th year if the student has not obtained an Associate's Degree within 2 years or is still enrolled in a community college after the second year. (3-year availability will apply).

## **TELEPHONE CALLS**

No personal telephone calls will be made by any students from the school phones. In case of an emergency (illness, accident etc.) school personnel will call the parent/guardian. Leaving homework, books, permission slips, uniforms, etc. at home is not an emergency.

## **HALL PASSES**

Students are expected to report to classes on time (be in a room when the bell rings) with appropriate working materials. They will not be excused to leave class to obtain these materials. If it is necessary for a student to leave class during the regular class time, the teacher will issue that student a pass. NO student is to be out of class without permission.

## **SCHEDULE CHANGE GUIDELINES**

Students enrolling in year-long courses are expected to complete the course. **STUDENTS MAY NOT ENTER OR DROP A YEAR-LONG COURSE AT SECOND SEMESTER** except when the student is making up a semester of a course previously failed. When schedule changes are deemed necessary, priority will be given to seniors first then juniors, etc.

## **TESTING AVAILABILITY** Board Policy File IL

The counselor will periodically make available testing information for students wishing to obtain college entrance. These tests are not required by the school, but because of their importance, we urge students to take those of greatest use to them.

## **LOCKERS** Board Policy File JFG

Students are to acknowledge and understand that their locker is the property of the School District and it remains at all times under the control of the School District. A student is expected to assume full responsibility for their school locker and is responsible for all damage to their locker. Students are to use only the locker assigned to them by the high school office. All lockers are to be kept closed at all times and all books, paper, etc. are to be kept inside of the lockers, not on top of them. Student lockers are for the convenience of the student. This privilege can and will be taken away if the student abuses the locker or uses it to hide alcohol, drugs, weapons, stolen items, or any other material that does not belong in school. The School District retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

## **CLASS VOTING PROCEDURES**

When a class is voting for any officer position or selection of Fall Festival, Homecoming candidates, and etc., the following procedures will be used:

1. The class will take nominations in an open forum from the group. The nominated person(s) have the opportunity to decline the nomination prior to voting.
2. Once the nominations have been selected, every student (including the nominees) will vote by secret ballot by writing their selection on a piece of paper and turning it into the teacher.
3. The teacher will count the votes( with the exception of Homecoming, see the instructions under Homecoming) and provide the name of the person with the highest votes. (The number of votes will not be disclosed.) In the case of a tie vote, the 2 nominees with the highest number of votes will be presented and the voting by secret ballot between the 2 will be done the same as previously described.

## **HOMECOMING**

Each class, grades 9-12, will nominate four girls from their class. Guidelines for nominations and voting are as follows:

1. In order to be eligible they must be involved in an organization or participate in athletics. Girls who have already been crowned Homecoming Queen are no longer eligible for nomination.
2. Ask for nominations and write the names on the board. Ask if there are any girls who wish to decline the nominations. If there are, remove those names from the board.
3. The voting for the four girls from each class must be done by secret ballot. The eligible girls should not be asked to leave the room and should be given the chance to vote. All students should write the names of four girls from the list on a sheet of paper and turn it into the class sponsors.
4. The sponsors should count the votes and write the four nominees on the paper provided by the homecoming coordinator. This paper should be returned to the coordinator or the office.
5. Once the class nominees have been determined, those sixteen girls will be placed on another ballot on Google Forms. Of those sixteen girls, the student body will vote for six. The top six vote getters will make up the Homecoming Court. In case of a tie there could be more than six girls in the homecoming court. Those six girls will then be placed on another ballot on Google Forms, and the student body will vote for one girl to be crowned the Homecoming Queen. The girl with the highest vote will be crowned Queen. This will remain confidential until the festivities. The candidates will each choose an escort from among the boy's basketball team.

## **PROM**

Students as non guests may attend prom only two times, once as a junior and once as a senior. Prom is a social event for juniors and seniors and their date/guest. Parents are not allowed to attend. Juniors who have not met their financial obligation for their part of Prom through dues and fundraising will not be allowed to attend Prom. A junior may pay up the balance of his/her financial obligation prior to Prom to be eligible to attend. Seniors who did not meet their financial obligation for their part of Prom their junior year, will not be eligible to attend Prom and will not be allowed to pay up the balance since the financial responsibility is after the fact. When attending the prom, the date/guest of the junior and senior must check in at the prom when the event is scheduled to start. Exceptions must be approved in advance by the attending administrator. Date/guest of the junior and senior who decide to leave early may NOT return to prom once they have left. Juniors and seniors must sign up their date in advance. Only guests who are under the age of twenty-one will be considered for approval by the principal. No Jr. High students will be allowed.

## **CO-CURRICULAR ACTIVITIES** Board Policy File IGD

A co-curricular activity is any activity that is conducted outside the normal class day that is a required activity of the class for grading purposes. The teacher shall assign the guidelines for earning grades through a co-curricular activity. If the student is judged by the teacher and/or administrator to have a legitimate reason for missing the activity, thus not earning the grade, the teacher will assign an alternative project to give the student the opportunity to make up the grade. Only objections due to religious beliefs and emergency situations of illness or death shall be considered legitimate reasons to be excused from the activity. The student objecting to the activity for religious reasons must notify the teacher in advance, explaining his reason for not attending. The alternative assignment will be due on the day of the activity for the class. The student who is judged excused from the activity due to illness or death in the family will be responsible for the alternative assignment on the day agreed upon by the teacher, student, and administrator. Because the teacher will notify the class of the activity well in advance, professional appointments will not be considered legitimate excuses for missing the activity.

## **SENIOR BETA CLUB**

This chapter of the National Beta Club is an integral part of the central organization of the National Beta Club. The membership of this organization shall be made up from among the students in grades 9-12 who, because of their worthy character, good mentality, creditable achievement, and commendable attitude, have been approved for membership by the executive head of Lesterville High School; provided, of course, that these students meet the scholastic requirements as set forth in the By-laws of this organization (B average without any C, D, or F). Members are expected to attend regular meetings as set forth by the organization. Besides endeavoring at all times to be of service to the Lesterville High School and its students by upholding high standards of honesty and good citizenship, this chapter of the National Beta Club may undertake some worthwhile service projects. Members have the opportunity to attend the Missouri Beta Convention and the National Beta Convention.

## **JUNIOR BETA CLUB**

This chapter of the National Beta Club is an integral part of the central organization of the National Beta Club. The membership of this organization shall be made up from among the students in grades 6-8 who, because of their worthy character, good mentality, creditable achievement, and commendable attitude, have been approved for membership by the executive head of Lesterville High School; provided, of course, that these students meet the scholastic requirements as set forth in the By-laws of this organization (B average without any C, D, or F). Members are expected to attend regular meetings as set forth by the organization. Besides endeavoring at all times to be of service to Lesterville High School and its students by upholding high standards of honesty and good citizenship, this chapter of the National Beta Club may undertake worthwhile service projects.

## **STUDENT COUNCIL**

The mission of the Student Council is to provide an avenue for student expression, promote good citizenship, develop and provide opportunities for leadership and service, and encourage the personal growth of leaders. Student Council members will also promote safe driving habits for youth while preventing the use of alcohol and other drugs. Student Council seeks to accomplish this mission by providing youth with the motivation, information, skills, and support necessary to be successful in this goal. There will be a maximum of 12 students as members. Each potential member will fill out an application form that must be signed by the student, parent/guardian, and a teacher. Each incoming Freshman class will vote for up to three members to represent their class. The selection of members will be based on both student votes and completed applications. The students will be selected based on these specific criteria: students must maintain a C average, must uphold high standards of good citizenship, respect for others and honesty, always represent the school with character, integrity, and pride, must act as a leadership role model for other students, and must participate fully in school events and activities. A violation of these criteria could result in a student being placed on probation or removed from this organization.

## **CLASS AND ORGANIZATION DUES AND FUNDRAISERS**

In order for a class or organization to provide activities and programs for its participants, funds must be acquired through dues and fundraising. The class or organization sponsor will track each individual student's contributions in fundraising and dues. Money raised through group fundraising will be proportionately distributed to each individual member who provides material donations and/or works. Expenses from the class or organization will be divided equally among all of its members and deducted accordingly. Class or organization members who do not have sufficient funds after all contributions and deductions are accounted for will not be eligible to participate in the activity planned for the class or organization. All money collected from fundraising is the property of the class, organization, or sports team. The accounting method described is for documenting student entitlement to the privileges of the activities and materials of the class, organization, or sports team. Remaining funds in the Senior Class account after paying for a prom DJ and/or possible senior trip must be applied to school related expenses (cap & gown, announcements, senior t-shirt, etc.). Students are not entitled to general disbursement of the remaining funds. No money raised through fundraising activities or dues will be returned to the student or parent if the student leaves, is removed, or denies participation in any activity of the class, organization, or sports team. The collecting and accounting of money raised through fundraising is the responsibility of the sponsor. Parents and volunteers should direct the turning in of money collected to the sponsor.

## **EXTRA-CURRICULAR ACTIVITIES**      Board Policy File IGD

An extracurricular activity is any school sponsored activity that takes place outside of the normal school day and which does not require attendance to earn a grade. The sponsoring group or team may set up requirements of attendance for continued participation in the activities. Among the extra-curricular activities offered by the school are athletic teams (volleyball, basketball, baseball), organizations (Senior Beta Club, Jr. Beta Club, Academic Teams, etc.) and all-school activities (dances, programs, etc.).

All students who meet the eligibility requirements for the membership in the organization may participate, unless they have been suspended or expelled from school or from the organization for disciplinary reasons. Any activity open to the public is open to students in good standing with the school. Not all extra-curricular activities are open to the public. All students who wish to participate in extracurricular activities sponsored by Lesterville R-IV School or who wish to drive and park a motor vehicle on campus will be required to participate in the drug testing program. Students who fail to meet this initial requirement will not be eligible to participate in either privilege.

**Conduct:** All students will be expected to abide by the rules of the school while on school grounds, riding the bus, or while a participant or spectator of any extracurricular activity at any location. Failure to do so will result in disciplinary action.

**Transportation:** The school will not provide transportation for activities that take place at the home school. The school will provide transportation to participants only for some of the activities away from school. Rules for using the transportation will be established by the sponsor and administrator before the event. Students must ride the bus to an event, and they will be required to ride the bus home from the event unless the parent/guardian of the student personally gives the sponsor in charge a written note or signs the student out on a sign out sheet provided by the sponsor that the student has permission to use other transportation. No notes will be honored for this restriction unless the administrator approves it in advance.

## **DRIVING REGULATIONS STUDENT PARKING POLICY**

Student Vehicle Use: The building principal has the authority to regulate student use of automobiles at school. Use of school property for student parking purposes is a privilege that may be denied due to violation of district regulations and school policies.

In order to drive and park on school premises during the school day, students must register the vehicle, submit a copy of his/her valid driver's license and proof of insurance, and obtain a parking permit. Completed registration forms will be kept on file in the high school office. Registration forms and parking permits are available in the high school office. Students must display parking permits in the vehicle in clear view at all times while the vehicle is on campus. Failing to display a valid parking permit may result in the vehicle being towed at the owner's expense and/or the student losing driving/parking privileges. **ATV, UTV, or other non-licensed vehicles will not be allowed by student drivers.**

**In addition to the above requirements, students will need to abide by the following rules and regulations:**

1. Students are permitted to drive and park on school premises as a matter of privilege, not a right.
2. The Lesterville R-IV School District retains the authority to conduct routine patrols of student parking lots and inspections of the exterior of student vehicles on school property.
3. The Lesterville R-IV School District may inspect the interiors of student vehicles whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside the vehicle.
4. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
5. If a student fails to provide access to the interior of his/her vehicle upon the request of the school official, the student will be subject to school disciplinary action.
6. The student must agree, along with his/her parent/guardian, to read and sign a student drug testing consent form. Without the form, students will not be allowed to drive or park on campus.
7. Students must obey the one way regulations in accordance with the layout of the parking lot. The speed limit is 5 mph.
8. Students will be assigned numbered parking spaces. Students are to park on the east end of the parking lot. Seniors may use the first **nine** parking spots coming up the hill from the east. These assigned spaces will be on a first come first serve basis. Designated parking may be subject to change to accommodate congestion. Students are not allowed to park behind the school or on the grass.
9. Students may **NOT** park on any part of the outer road unless given permission by administration. If students are designated to park on the outer road, they must fill out all registration forms, including a drug testing consent Form.
10. Reckless driving, including spinning or squealing of tires, is prohibited. Disciplinary action, including the loss of driving privileges, may result. Also, depending upon the nature of the incident, law enforcement officials may be contacted.
11. Upon arriving at school, students are to exit their vehicles and proceed directly to the building. Loitering in the parking lot is prohibited. Once in school, students are not allowed to go to their vehicles without permission from the principal's office. Failure to abide by these conditions may result in disciplinary action including the loss of driving privileges.



# **STUDENT DISCIPLINE**

(Board Policy File JG-R)

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 policy, 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.

## **Reporting to Law Enforcement**

It is the policy of the Lesterville R-IV 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 (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

## **Documentation in Student's Discipline Record**

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

## **AFTER-SCHOOL DETENTION** - (Board Policy File JGB):

After-school detention will be served from 3:15-4:15 p.m.

## **IN-SCHOOL SUSPENSION** - (Board Policy File JGB):

Students may be placed in the program as a part of the overall student management program. It is an alternative instructional program requiring the student to meet prescribed behavioral, academic, and social goals. Students who serve an in-school suspension may participate in or attend a school sponsored activity that day.

## **OUT-OF-SCHOOL SUSPENSION** - (Board Policy File JGD):

Administrators may summarily suspend any student for up to ten days for violation of school rules and regulations. A student may be suspended by the administrator, after due process, for insubordination, irregular attendance, tardiness, truancy, habitual idleness, viciousness or violation of rules of the Board of Education. Notice of suspension shall be given immediately to the parent/guardian and to the superintendent. Students who are serving out-of-school suspension may not participate in or attend school sponsored activities on the day of the suspension. Students cannot earn grades for days on out-of-school suspension.

### **CORPORAL PUNISHMENT** - (Board Policy File JGA):

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. 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. Corporal punishment will be administered only under the guidelines set forth in Board Policy JGA and 160.261, 171.011, and 563.061, RSMO.

### **ALTERNATIVE PLACEMENT:**

A student may be placed at the Lesterville Alternative School for violation of the discipline policy. A student who is placed at the Alternative School will abide by all rules and regulations set forth in the Alternative School Handbook. Placement decisions will be made by the administration.

### **CHRONIC OFFENDER:**

Students who are referred to the office five or more times during the school year will be considered chronic offenders. On the fifth referral, the student is no longer subject to normal disciplinary consequences. The consequence for reaching a fifth referral may be suspension from school for up to ten days. The consequences for all subsequent referrals will also be determined by the principal. These may include corporal punishment, referral to the Superintendent for possible 180 day suspension, or recommendation to the Board for expulsion. A student may be removed from a classroom if because of inappropriate behavior the student has been referred to the Principal's office three times in one quarter. The student may be assigned to ISS for the remainder of the quarter for that class period only. This decision will be made jointly by the referring teacher and the Principal. Flagrant disregard for policies, rules and regulations or continued truancy may result in suspension by the superintendent or a recommendation to the Board for expulsion. Suspension may be assigned in-school or out-of-school at the discretion of the administration. Detention may be used in place of suspension.

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate. In accordance with law, any student who is suspended for any offenses listed in 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) 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.

## **BUS CONDUCT** - Board Policy File JFCC

All rules that apply at school apply on the bus. Riding the bus is a privilege. Continuous misconduct will result in being suspended from riding the bus or permanent removal from the bus. The school provides transportation for a large number of students, and it is important that the safety of all students be the primary consideration of those driving and riding. The following rules are in effect:

1. Once the students get on the bus or report to school, he is under the authority of the school.
2. The driver is in charge of the pupils and the bus; pupils must obey the driver promptly and cooperatively.
3. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
4. Pupils should never stand in a roadway while waiting for the bus.
5. Unnecessary conversation with the driver is prohibited.
6. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation. No horseplay will be permitted.
7. Pupils must not at any time extend arms or hands out of the bus windows. Do not throw anything from the windows.
8. Pupils must not try to get on or off the bus, or move about within the bus, while it is motion.
9. Any damage to a bus by a student must be paid for by the student responsible for the damage.
10. Students should ride only the bus to which he is assigned. Any exception to this would be with the approval of the administrator's office upon parent request in writing. Disruptive changes will not take place except in the case of genuine need.
11. All students will be assigned a seat on the bus by the driver and are expected to sit where Assigned.
12. On trips to school events, students must obey the sponsor and the bus driver. Disobeying will result in suspension of the student from riding the bus to events.
13. The use of tobacco products, alcohol, and drugs are not permitted.
14. Be courteous, use no profane language.
15. Water balloons, water guns, etc. are prohibited.
16. No knives, matches, or lighters are to be in your possession.
17. Students not attending school are not eligible to ride the bus.
18. No food, candy, or drinks are permitted on the bus.
19. School dress code applies and will be enforced when riding the bus.

All bus rules and regulations are designed to provide for the student's safety and well-being and school bus transportation safety. Discipline for bus misconduct can be applied to the school's regular discipline code. It is each student's responsibility to adhere to the policies, rules and regulations of the Lesterville R-IV School District. It is the bus driver's responsibility to enforce the above rules. Students in violation of the above rules and regulations may be referred to the principal for appropriate disciplinary action.

## **CLASSROOM CONDUCT**

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to the endorsement by the building principal. The Board expects each teacher to establish and maintain a satisfactory standard of conduct in the classes. As students progress in the district's schools, it is reasonable to assume an increase in age and maturity will result in students taking a greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action. When formal disciplinary action occurs, a student will be made aware of the charges, be given an opportunity to respond to the charges, and then be given notification of any disciplinary action that will take place.

## **Prohibited Conduct**

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

**Academic Dishonesty** - 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.

**First Offense:** No credit for the work, grade reduction, or replacement assignment.

**Subsequent Offense:** No credit for the work, grade reduction, course failure, detention, in-school suspension, or removal from extracurricular activities.

**Arson** - Starting or attempting to start a fire, or causing or attempting to cause an explosion.

**First Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

## **Assault** -

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

**First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

**First Offense:** Expulsion.

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

**First Offense:** Suspension or revocation of parking privileges, detention, or in-school suspension.

**Subsequent Offense:** Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Bullying and Cyberbullying** - Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying. Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of

## **Bullying and Cyberbullying** continued...

misconduct off campus which materially and adversely impact the education of District students will be subject to discipline. Students will not be disciplined for speech in situations where the speech is protected by law.

**First Offense:** Detention, corporal punishment, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

## **Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designated to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action. Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

**Bus or Transportation Misconduct** - (see Board policy JFCC) Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Dishonesty** - Any act of lying, whether verbal or written, including forgery.

**First Offense:** Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Disrespectful or Disruptive Conduct or Speech** - (see Board policy AC if illegal harassment or discrimination is involved) Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

**First Offense:** Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol** - (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

**First Offense:** In-school suspension or 1-180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

**First Offense:** In-school suspension or 1-180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

**First Offense:** 1-180 days out-of-school suspension or expulsion.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

**Extortion** - Threatening or intimidating any person for the purpose of obtaining money or anything of value.

**First Offense:** Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** - Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

## **Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** continued...

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 child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

**First Offense:** Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**Subsequent Offense:** Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms** - (see also "Threats or Verbal Assault") Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

**First Offense:** Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting** - (see also, "Assault") Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**First Offense:** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Gambling** - Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

**First Offense:** Principal/Student conference, loss of privileges, detention, or in-school suspension.

**Subsequent Offense:** Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

## **Harassment, including Sexual Harassment** -(see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

**First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

**First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

**Hazardous Items** - Items such as chains, laser pointers, poisonous animals, and other items which pose a risk of harm to the student and/or to other students or which may cause a disruption of the learning environment are not permitted at school or any school activity without special prior approval by the administration. Approval will only be given in the event that there is a valid educational purpose under the direction of a classroom teacher in which the item will be used in a manner that does not create a safety or disruptive concern.

**First Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

**Hazing** - (see Board policy JFCF) Any activity 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 occur even when all students involved are willing participants.

**First Offense:** In-school suspension or 1-180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

**Horseplay** - Involvement in an activity of rowdy or rough play in which the potential exists for bodily harm, creating a confrontational situation. (Ex: playful pushing, pinching, piggy back rides etc.)

**1st offense:** Warning

**2nd offense:** Up to 1 Days After School Detention

**3rd offense:** Up to 2 Days After School Detention

**4th offense:** Swat, ISS, or O.S.S.

**Incendiary Devices or Fireworks** - Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

**First Offense:** Confiscation. Warning, principal/student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Nuisance Items** - Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

**First Offense:** Confiscation. Warning, principal/student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Open Containers and Glass Containers** - Students are allowed to have a water bottle at school. Water bottles may be checked at any time. No soda/juice containers will be allowed outside the cafeteria. Exceptions may be made for pre-approved class parties. No unsealed containers or glass containers will be brought into the building.

**1st Offense:** Warning

**2nd Offense:** 1 Day After School Detention

**3rd Offense:** 2 Days After School Detention or ISS

**Subsequent Offenses:** ISS, OSS or Corporal Punishment.

Students using the vending machines during classes without permission from the teacher or principal will be issued a tardy in addition to the consequences.



**Public Display of Affection** - Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

**First Offense:** Principal/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Detention, in-school suspension, or 1-10 days out-of-school suspension.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** - Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

**First Offense:** Confiscation. Principal/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Activity** Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

**First Offense:** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Student Responsibility For Damage** - Board Policy File JFCB

Students will be held responsible for damage to school property which occurs through the student's neglect, misconduct, or malicious intent. The student and his parent/guardian will be required to make restitution to the school district for the cost of repairing or replacing the damaged property. If damage is due to misconduct or malicious intent, the student will be held responsible under the Board discipline policy regardless of restitution paid.

**Tardy** - A student is tardy from class if he/she is not in the room and in their seat when the bell rings. The student should be sent to the office to receive an admit pass. Tardies accumulate on a quarterly basis.

**1st Offense:** Warning

**2nd Offense:** 1 Lunch Detention

**3rd Offense:** 1 Days After school Detention

**4th Offense:** 2 Days After school Detention, or ISS

**Subsequent Offenses:** 3 Swats, ISS, OSS or Alternative School Placement

**Technology Misconduct** - (see Board policies EHB and KKB and procedure EHB-AP)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to 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 district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device. Web Games, Video Streaming, and Music Streaming In addition to the conditions of the technology agreement and board policy governing technology usage, students are not allowed to play video games, stream videos, or stream music while at school unless there is a specific educational purpose which the teacher has granted with prior approval from the administration.

## **Technology Misconduct** continued...

These uses of technology cause a disruption of education by reducing the availability of web-based instructional activities which students and teachers need for instruction. Consequences for this violation will follow the same guidelines as violating the Technology User Agreement.

**First Offense:** Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

**Subsequent Offense:** Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

### 2. **Cell Phones:**

Students are allowed to use their cell phones during breakfast/lunch and in between classes. Students are **NOT** allowed to use a cell phone in class, restrooms, locker rooms, or other areas designated by the building principal. Cell phones **must be** kept on silent throughout the day and if brought to class, **must be** turned in to a designated location in the room. Students found in violation of this policy will be subject to the following:

**First Offense:** Confiscation of cell phone, ISS, and loss of phone privileges for 1 week\*

**Second Offense:** Confiscation of cell phone (parent/guardian pick up), ISS, and loss of phone privileges for 1 month\*

**Third Offense:** Confiscation of cell phone (parent/guardian pick up), OSS, and loss of phone privileges for 1 month\*

**Subsequent Offenses:** Confiscation of cell phone (parent/guardian pick up), OSS, and loss of phone privileges for the remainder of the year\*

*\* The loss of phone privileges will require students to turn their phone in to the office each morning before school starts. Failure to do so will result in an additional cell phone policy offense and discipline accordingly.*

Students are expected to display good digital citizenship while at school. Students are to refrain from taking pictures/videos of other students, and/or staff, during designated cell phone use times, unless given permission. Students sending inappropriate pictures or posts during the school day will be disciplined according to the handbook policy violation that occurs. In addition, students will lose phone privileges for an amount of time determined by the building principal.

3. MP3 Players, Cameras, Recorders, etc. are not permitted at school. These devices are to be left at home or in the student's vehicle ( if it is necessary for a student to bring such items for use after school, they may turn it into the high school office.). For each possession, the item will be taken away and the parent or guardian will have to pick it up from the office. In addition , the following consequences will apply:

**1st Offense:** 1 Day After School Detention

**2nd Offense:** 2 Days After School Detention or ISS

**Subsequent Offenses:** ISS, OSS, or Corporal Punishment.

4. Violations of Board policy EHB and procedure EHB-AP other than those listed in (1) or (2) above.

**First Offense:** Restitution. Principal/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

5. Use of audio or visual recording equipment in violation of Board policy KKB.

**First Offense:** Confiscation. Principal/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Theft** - Theft, attempted theft or knowing possession of stolen property.

**First Offense:** Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

**Threats or Verbal Assault** - Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

**First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Tobacco** -

1. Possession of any tobacco products, including vape pens or similar devices, on district property, district transportation or at any district activity.

**First Offense:** Confiscation of product. In-school suspension or 1-180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

2. Use of any tobacco products, including vape pens or similar devices, on district property, district transportation or at any district activity.

**First Offense:** Confiscation of product. In-school suspension or 1-180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

**Truancy or Tardiness** - (see Board policy JED and procedures JED-AP1 and JED-AP2)

Absence from school without the knowledge and consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

**First Offense:** Principal/Student conference, detention, or 1-3 days in-school suspension.

**Subsequent Offense:** Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

**Unauthorized Entry** - Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

**First Offense:** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

**Vandalism** (see Board policy ECA)

Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

**First Offense:** Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

## **Weapons** (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. \* 921, 18 U.S.C. 930(g)(2) or \* 571.010, RSMo.  
**First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.  
**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.
2. Possession or use of a firearm as defined in 18 U.S.C. \* 921 or any instrument or device defined in \* 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930(g)(2).  
**First Offense:** One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.  
**Subsequent Offense:** Expulsion.
3. Possession or use of ammunition or a component of a weapon.  
**First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.  
**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

## **Dress Code**

It is the opinion of the Lesterville R-IV School District that our schools' chief concern is to work for the highest development of each individual's social, physical, emotional, moral, and educational potential. To accomplish this the school setting must be a safe and orderly environment, which is conducive to learning.

1. No clothing displaying lettering or images in poor taste is to be worn. Examples include but not limited to: alcohol and/or tobacco ads, obscene words or words that are questionable.
2. Caps, hoods, costume style headbands/crowns, or sunglasses are not to be worn in the building.
3. No tops that expose the torso or bra when standing or sitting. Tops with a low cut neckline will not be allowed. Tank top style undershirts are not allowed.
4. No pajama pants or pajama shirts. No house slippers.
5. All shorts must be three(3) inches in length as measured along the inseam.
6. Dress and skirts are to be no shorter than three inches above the knee, front and back.
7. Jeans with holes located above the SHORTS length requirement, must have shorts underneath or lining material sewn in behind the hole. Underwear/boxers, etc do not count as lining.
8. No (shear, see-through) leggings or stretch hosiery may be worn alone as pants.
9. No sagging.
10. Coats may not be worn in classrooms. Sweatshirts, sweaters, pullovers or unlined windbreakers may be worn. Lesterville School letter jackets may be worn.
11. Backpacks are to be left in the lockers.
12. Students must maintain cleanliness and good hygiene.
13. Students must dress appropriately when involved in extracurricular activities/fundraisers.(Example: Car Wash-Cover-ups or shorts and tops must be worn over swimsuits.) Students participating in concerts, banquets, or other school/community events are required to abide by the Dress Code.
14. See-through/sheer clothing must have clothing beneath which meets the dress code.
15. No blankets worn during school.

Students found in violation of this policy shall be required to change the offensive item of clothing. If no appropriate clothing can be found at school, the parent/guardian will be called to bring such. If a student or parent is in doubt about the appropriateness of an item, the best decision is to leave the item at home. When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior. The school reserves the right under MO Law to amend these guidelines without prior warning to the student.

**1st offense:** Change of clothing or remainder of day in I.S.S.

**2nd offense:** 1 day suspension

**3rd offense:** 3 -5 days suspension

**Subsequent offense:** 5 - 10 days suspension

## Rules Of Conduct for Overnight Field Trips

The following rules of conduct are in place to help ensure that everyone attending an overnight field trip has a safe and enjoyable experience. Failure to follow these rules will result in disciplinary action which may include one or more of the following depending upon the nature and severity of the infraction: Detention, Suspension (In School or 1-180 days Out of School), Expulsion, Loss of Future Trip Privileges, Forfeiture of Current Trip (Return at Parent's Expense), Restitution, and/or Notification to Law Enforcement. Bags, coolers, containers, etc. taken on the trip may be checked prior to or during the trip. Room checks may also be conducted.

The following rules are not all inclusive. Since field trips are not a part of a normal school day, students are expected to be more alert and aware of their behaviors and decisions in regards to the safety of themselves and others and regarding how their behaviors and decisions reflect upon the school. Best practice is = When in doubt, ask the sponsor or teacher.

### 1. STUDENT HANDBOOK RULES APPLY TO ALL FIELD TRIPS.

- a. Cell Phones and Electronic Devices may be possessed and used on overnight trips as long as they are used in a manner that does not violate other rules of conduct.

### 2. DRESS CODE

- a. Students and Sponsors/Teachers are expected to represent the school in a positive manner by dressing in a respectable and professional manner. **\*See Dress Code\***
- b. Swim Suits and Pajamas on overnight stays need to be modest and worn at appropriate times only. Sponsor/Teacher will require you to change if determined inappropriate.

### 3. APPROVAL FROM SPONSOR/TEACHER

- a. It is the student's responsibility to seek permission and/or notify the sponsor/teacher of things requiring permission or notification. DO NOT have another student request permission for you or give notification for you.

### 4. PERMISSION FROM SPONSOR/TEACHER

- a. A student must have sponsor/teacher permission to leave the designated area (hotel/motel, campus, building, other area designated by sponsor/teacher).
- b. If a student is staying within the designated area and is going to be away from the group for more than five minutes, he/she must notify and get permission from the sponsor/teacher.
- c. WHEN IN DOUBT ASK YOUR SPONSOR/TEACHER

### 5. BUDDY SYSTEM

- a. Students (without sponsor/teacher present) traveling outside of the hotel/motel or building where meetings/competitions are held, are expected to have at least one other student with him/her. Travel in groups of three or more whenever possible. This may only be done with the knowledge and permission of the sponsor/teacher.

### 6. PROMPTNESS AND ATTENDANCE

- a. Students are expected to be present and on time at meeting locations specified by the sponsor/teacher. (You must call prior to the time if something prevents you from being on time.)
- b. Students are expected to participate and attend all of the functions assigned.

### 7. ROOMS

- a. Students are not allowed to enter the room of anyone who is not part of the Lesterville group without the knowledge and permission of the sponsor/teacher.
  - b. The door of the room must be propped open where the sponsor/teacher can see those in the room from the hallway when there are coed company in the room. Students must remain above the blankets with visitors in the room.
- \*See Dress Code\***

## Rules Of Conduct Overnight Field Trips continued...

- c. No visitors will be allowed in the rooms after Room Check.
- d. Rooms will be checked at curfew and may be marked to ensure that students remain in the rooms after curfew.
- e. Students must abide by curfew. Students must be in the room, remain in the room, have no visitors, and respect quiet time. (If there is an urgent need to leave the room, you must notify the sponsor/teacher PRIOR to opening the hallway door.
- f. The student and his/her parents are responsible for room damages and/or missing items.
- g. Obey all hotel/motel rules. Be aware of hidden charges for phone usage (even local calls) and other things. A sign is usually posted in the bathroom or near the phone which indicates these types of charges. Best suggestion use your cell phone to make all calls.

## Rules of Conduct Single Day Field Trips

The following rules of conduct are in place to help ensure that everyone attending a field trip has a safe and enjoyable experience. Failure to follow these rules will result in disciplinary action which may include one or more of the following depending upon the nature and severity of the infraction: Detention, Suspension (In School or 1-180 days Out of School), Expulsion, Loss of Future Trip Privileges, Forfeiture of Current Trip (Return at Parent's Expense), Restitution, and/or notification to Law Enforcement. Bags, coolers, containers, etc. taken on the trip may be checked prior to or during the trip. The following rules are not all inclusive. Since field trips are not a part of a normal school day, students are expected to be more alert and aware of their behaviors and decisions in regards to the safety of themselves and others and regarding how their behaviors and decisions reflect upon the school. **Best practice is = When in doubt, ask the sponsor or teacher.**

### 1. STUDENT HANDBOOK RULES APPLY TO ALL FIELD TRIPS.

- a. Cell Phones and Electronic Devices may not be possessed on school day class trips unless the sponsor/teacher gives permission after clearing it with the office.

### 2. DRESS CODE

- a. Students and Sponsors/Teachers are expected to represent the school in a positive manner by dressing in a respectable and professional manner. **\*See Dress Code\***

### 3. APPROVAL FROM SPONSOR/TEACHER

- a. It is the student's responsibility to seek permission and/or notify the sponsor/teacher of things requiring permission or notification. DO NOT have another student request permission for you or give notification for you.

### 4. PERMISSION FROM SPONSOR/TEACHER

- a. A student must have sponsor/teacher permission to leave the designated area (campus, building, other area designated by sponsor/teacher).
- b. If a student is staying within the designated area and is going to be away from the group for more than five minutes, he/she must notify and get permission from the sponsor/teacher.

### c. WHEN IN DOUBT ASK YOUR SPONSOR/TEACHER

### 5. BUDDY SYSTEM

- a. Students (without sponsor/teacher present) traveling outside of the building where meetings/competitions are held are expected to have at least one other student with him/her. Travel in groups of three or more whenever possible. This may only be done with the knowledge and permission of the sponsor/teacher.

### 6. PROMPTNESS AND ATTENDANCE

- a. Students are expected to be present and on time at meeting locations specified by the sponsor/teacher.
- b. Students are expected to participate and attend all of the functions assigned.

# **Lesterville R-IV School District Student Extracurricular Activity Drug Testing Policy**

A complete copy of the Drug Testing Policy is given to each student who participates in an extracurricular activity and/or applies for a driving/parking permit. The following information is an excerpt of the policy.

## **Mission Statement:**

The Lesterville R-IV School District recognizes that drug abuse is a significant health problem for students, detrimentally affecting overall health, behavior, learning ability, safety, reflexes, and total development of each individual. The Lesterville R-IV Board of Education is determined through this policy to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems, and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe, and healthy environment.

## **Statement of Purpose and Intent:**

It is the desire of the Lesterville R-IV Board of Education, Administration, Faculty, and Staff that every student in the district refrain from using, possessing, or distributing illegal drugs / unauthorized prescription drugs. The purpose of this policy is to help ensure the health and safety of students by limiting any student in violation of the policy the opportunity to participate in extracurricular activities sponsored by the Lesterville R-IV School District or to drive a vehicle on school property while under the influence of illegal substances or unauthorized prescriptions. This policy is intended to supplement and complement all other policies, rules, and regulations of the Lesterville R-IV School District regarding possession or use of illegal drugs.

Participation in Lesterville R-IV School sponsored extracurricular activities and driving a motor vehicle to school and parking on campus are considered to be privileges for students. Participation in extracurricular activities carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance enhancing drugs, and alcohol. Students who drive and park at school are expected to follow all motor vehicle laws. Driving under the influence is both an operational and safety hazard to the school community.

For the safety, health, and well being of the students of the Lesterville R-IV School District, the district has adopted this policy for use by all students in grades 7 through 12 who participate in extracurricular activities or who drive a motor vehicle and park on school property. The provisions of this policy apply to all students who sign and whose parent/guardian signs a consent form. All students who wish to participate in extracurricular activities sponsored by Lesterville R-IV School or who wish to drive and park a motor vehicle on campus will be required to participate in the drug testing program. Students who fail to meet this initial requirement will not be eligible to participate in either privilege.

Activities include but are not limited to the following: (Testing Pool)

<b>Baseball</b>	<b>Basketball</b>	<b>Volleyball</b>	<b>Cheerleading</b>	<b>Robotics</b>	<b>FBLA</b>
<b>Sr. Beta</b>	<b>Jr. Beta</b>	<b>STUCO</b>	<b>Art Club</b>	<b>Shop Club</b>	<b>Band Club</b>

## **Students who drive on school property will also be tested.**

A student who participates in a Lesterville R-IV school extracurricular activity will be a part of the testing pool for the academic school year unless he/she surrenders his/her privilege to participate in the activity or is removed from participation in the activity during the season for that activity. A student who surrenders his/her privilege under this condition will remain ineligible to participate for the remainder of the season for that activity. If he/she wishes to participate in another activity, he/she will be placed back into the testing pool. Student drivers will be a part of the testing pool during the academic school year unless he/she surrenders his/her privilege to drive and park on school property or loses his/her driving and parking privilege during the school year. A student who surrenders his/her driving privilege will remain ineligible to drive and park on school property for the remainder of the school year.

## **Procedures for Testing:**

The Lesterville R-IV School District will use an outside agency to randomly test students in the testing pool throughout the academic year. The testing agency will follow practices and procedures designed to ensure the validity of testing, the proper chain of custody with regards to specimens, the confidentiality of medical information submitted with testing, and procedures designed to ensure the privacy of students while testing. The random testing may occur once per month and may encompass up to 1/3 of the students in the testing pool. The test will be a 10-panel urine test.

## **Privacy and Confidentiality:**

The testing method to be administered will be urinalysis. Appropriate steps will be taken to respect the privacy of students while, at the same time, prevent the possible falsification or contamination of the sample. Upon receiving notice from the administration/office that the student has been selected for testing, the student will go to the administrator's office or appointed site. The student will then be directed to the appropriate site to produce the urine sample. The student will not be under visual observation while producing the sample. A monitor will be placed outside a closed door while the sample is being completed.

The samples will be tested on site initially; positive results will be referred to a certified testing laboratory. The testing labs will not be given any names or personal identification information of any student. The student will only be identified by the assigned reference number. The test results will remain confidential and will only be released to the student, his/her parent/guardian, and the designated school officials. In addition, the test results will not be used for student discipline and will not become part of the permanent school record or communicated to any other party. All files regarding the participants in the program, as well as the test results, shall be kept strictly confidential and will be kept separate from the mandatory official school files required for each student. Any negligent or intentional disclosures by any school-designated official of the test results may be grounds for disciplinary action. Furthermore, if the student tests positive, the administration will not use or reveal a positive test result as a reason to search the student's locker, purse, backpack, or other area in which the student keeps his/her personal effects. Test results will not be turned over to the police or authorities without a court order, and the administration will not disclose test results without court order for purposes of a criminal investigation.

## **Testing:**

Onsite testing procedures shall be conducted according to procedures designed to ensure integrity of specimens. The initial urine sample may be used to provide two (2) tests. If the first test is negative, no further action is necessary. If the first test is positive, upon parent request, the sample will be sent to a certified lab to verify the first results. If that test proves negative, no further action will be necessary.

## **Refusal to Submit:**

Any student who has signed the consent form and is selected for testing, but then refuses to submit to a random test will remain at the testing site until school officials have contacted the parent/guardian. If the parent/guardian is able to persuade the student to submit to the test, then the testing will be done. If the student persists, the refusal will be treated as a positive result, and the consequences will be the same as for a positive result. If a student claims he/she cannot give a specimen at the designated time, the student will remain at the testing site for up to a maximum of two hours or until a specimen is given. If after two hours the student does not produce a specimen, it will be treated as a positive result and the consequences will be the same as for a positive result.

## **Positive Test Result:**

When positive results are received from the testing agency, the principal will notify the student's parent/guardian as soon as possible to schedule a conference to explain the results and discuss the consequences. At the conference, the principal will solicit any explanation for the positive finding and ask for doctor prescriptions and medications which the student has taken within the last 30 days which may have affected the outcome of the analysis. The student or parent/guardian may request that the sample be tested again at the parent's/guardian's expense. Such a request must be made within 24 hours of notification of the positive result. The specimen used for the additional testing will be from the original sample taken during the random sampling.

In addition, initial counseling (including referrals, resources, and information on chemical abuse) will be made available to the parent by the district. The parent/guardian will be encouraged to seek outside chemical abuse counseling services for the student. All outside counseling services will be at the parent's/guardian's expense.



## **Consequences: All offenses are cumulative for grades 6-12**

The first time the student tests positive (1<sup>st</sup> positive) under the random drug testing program, the student shall be immediately suspended from participation in all Lesterville R-IV School sponsored extracurricular activities and/or driving privileges for a period of 30 school days. At the end of the 30 day suspension, the student must provide a negative result from a follow-up drug test at the expense of the parent/guardian in order to regain privileges. The follow-up drug test will be administered by the district through the contracted lab services.

If the follow-up drug test produces a negative result, the student's privileges will be reinstated. If the follow-up test produces a positive result (2<sup>nd</sup> positive), the student's parent/guardian will be notified at once, and the student will be suspended from participation in all Lesterville R-IV School sponsored extracurricular activities and/or driving privileges for a period of 90 school days. To regain privileges after the 90 days and/or for the next school year, the student must have a negative result on a drug test administered by the district through the contracted lab.

If a student receives a positive result on a drug test for a third time (3<sup>rd</sup> positive), the student will be suspended from all Lesterville R-IV School sponsored extracurricular activities and/or driving privileges for a period of 365 calendar days. The student must have a negative result on a drug test administered by the district through the contracted lab in order to regain privileges. Any subsequent positive results will result in the student losing extracurricular and/or driving privileges for the remainder of his/her enrollment at Lesterville R-IV School District.

**1<sup>st</sup> Positive:** A positive test result produced any time between grades 6-12 during a drug test administered by the district through a contracted lab. **30 day suspension from participation in all Lesterville R-IV School sponsored extracurricular activities and/or driving privileges.**

**2<sup>nd</sup> Positive:** Any positive test result produced for a second time between grades 6-12 during a drug test administered by the district through a contracted lab. **90 day suspension from participation in all Lesterville R-IV School sponsored extracurricular activities and/or driving privileges.**

**3<sup>rd</sup> Positive:** Any positive test result produced for a third time between grades 6-12 during a drug test administered by the district through a contracted lab. **365 calendar day suspension from participation in all Lesterville R-IV School sponsored extracurricular activities and/or driving privileges.**

**Any subsequent positive results after the third positive will result in the student losing extracurricular and/or driving privileges for the remainder of his/her enrollment at Lesterville R-IV School District.**

### **Mandatory Testing:**

Any student who tests positive under the random drug testing program and who has completed the requirements to be reinstated for participation in extracurricular activities and/or driving privilege, will be placed on mandatory testing status for a period of 365 calendar days from the day in which the privileges were reinstated. The student will be required to submit to a drug test each time the test is administered by the district through the contracted laboratory. If the student surrenders his/her privilege to participate in extracurricular activities and/or drive and park on school property during the 365 calendar days in which he/she is under mandatory status; then, he/she will lose his/her extracurricular and/or driving privileges for the remainder of the 365 calendar days and will be removed from mandatory testing status.

### **Records:**

All records concerning the chemical abuse will be maintained by the superintendent or designee in a separate file. The records will not be kept in a student's regular file. Only the superintendent or designee will have access to the files. The files on each student will be destroyed upon graduation or twelve (12) months after termination of enrollment. The student and his/her parent/legal guardian may obtain a copy of the student's chemical abuse testing records upon written request. Information in these files will not be released to local authorities unless required through a court order.

# **Chromebook Information**

## **Procedures & Information for Students and Parents**

The mission of the 1:1 program in the Lesterville R-IV High School is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners.

Lesterville R-IV High School endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after graduation.

### **1. Receiving Your Chromebook**

#### a. Parent/Student Requirements

All parents/guardians and students are required to sign the Lesterville R-IV chromebook User Agreement along with the Technology Acceptable User Agreement. Both agreements can be found either attached to this handbook or in the packet given out at Open House.

#### b. Distribution

Students will receive their Chromebook, carrying case, and charger/power adapter at the beginning of each school year.

#### c. Transfer/New Student Distribution

Both students and parents must sign the Lesterville R-IV Chromebook User Agreement along with the Technology Acceptable Use Agreement during the enrollment process.

Upon completion of the enrollment process, the student will be assigned an email account, brief Chromebook orientation and receive their Chromebook, carrying case, and charger/power adapter.

### **2. Returning Your Chromebook**

#### a. End of Year

At the end of the school year, students will turn in their Chromebook, carrying case, and charger/power adapter to the appropriate teacher on their assigned day during the last week of school. Failure to turn in the Chromebook will result in the students being charged the full \$380.00 replacement cost (Chromebook, carrying case, and charger/power adapter). The District may also file a report of stolen property with the local law enforcement agency.

#### b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Lesterville must turn in their Chromebooks, carrying cases, and chargers/power adapters to the appropriate office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$380.00 replacement cost (Chromebook, carrying case, and charger/power adapter). If not returned within 48 hours, property will be considered stolen and will be reported to the proper authorities. The District reserves the right to press any and all criminal charge in association with failure to return equipment.

## Chromebook Information continued...

### c. Graduates:

Seniors must clear ALL records and pay all fees before participating in graduation. Once it has been determined that a senior has the necessary merit points and no outstanding fees, the school will start the process of preparing their chromebooks to take with them when they graduate.

## 3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the appropriate office as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. **Students should never leave their Chromebook unattended except in their locker.**

### a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with power cords plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of writing, drawings, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

### b. Carrying Cases

- Each Student will be issued a protective case for his/her Chromebook that should be used at all times.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

### c. Carrying Chromebooks

- Always transport Chromebooks with care and in Lesterville School-issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open unless under teacher supervision.

### d. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything on the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, earbuds, jump drives, etc.).

## Chromebook Information continued...

### 4. Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

- a. If a student does not bring his/her Chromebook to school:
  - The student must stop in the high school office and get a tardy slip.
  - The student must take the tardy slip to the library and check out a loaner for the day.
  - The students that obtain a loaner will be responsible for returning the borrowed device to the appropriate office before 3:00 p.m. on normal school days.
  - Do NOT loan computers or other equipment to other students.
  - Do NOT borrow a computer from another student.
  - Do NOT share passwords or usernames with others.
  
- b. Chromebooks being repaired
  - Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.  
Chromebooks on loan to students while having their devices repaired may be Taken home.
  
- c. Charging Chromebooks
  - Chromebooks must be brought to school each day with a full charge.
  - Students should charge their Chromebook at home in the evening.
  - There will be a limited number of charging stations available to students on a first-come-first-serve basis.
  - If a student brings a Chromebook to class and it is not charged and available for use, the teacher may issue a tardy slip for coming to class unprepared.
  
- d. Backgrounds and Themes
  - Media deemed to be inappropriate by school administration may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
  
- e. Sound
  - Sound must be muted at all times unless permission is obtained from a teacher.
  - Headphones may be used at the discretion of the teacher.
  - Students will be issued a set of headphones for sanitary reasons when first issued a Chromebook. If the original pair is lost or damaged, it will be the student's responsibility to bring a pair of headphones for use. The high school office will have earbuds for sale.
  
- f. Printing
  - Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
  - The District is installing Google Cloud Print to their servers which will enable students to print to the desired printer at the teacher's request.

## **Chromebook Information** continued...

### g. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

### h. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Work already uploaded (synced) to Google Drive can be accessed and modified without Internet connectivity. Modifications made while offline will be kept by clicking enable offline editing. Once the device is connected back to the Internet, the files will be updated. Some files may be stored on the Chromebooks hard drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

### i. Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize.

### j. Websites

- Creation and posting of Google Sites created by student's lesterville.k12.mo.us Google account is prohibited.

### k. Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to install peripherals or modify settings to equipment without the consent of the District's administration.

### l. Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware, software or their configuration will result in cancellation of technology and network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

### m. Videoconference and Video Chat

- Video is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With video equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.
- Video sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all video conference sessions.

## **Chromebook Information** continued...

- An individual search will be conducted if there is reasonable suspicion that a student has violated this agreement or the law. The investigation will be reasonable and related to the suspected violation.

### **5. Using Your Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. Students must log into the school's firewall by logging into "Students @ Home" on the school's website. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the internet. All documents saved/synced in Google Drive will be accessible to the student without the need for an internet connection. This enables students to work on documents offline at home. Any changes made while offline will then be updated once the user connects back to an internet connection. Students are bound by the Lesterville Technology Acceptable User Policy, Lesterville R-IV Chromebook User Agreement, and all other guidelines in this document wherever they use their Chromebook.

### **6. Operating System and Security**

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

- a. Updates
  - The Chromebook operating system, Chrome, updates itself automatically. Students do not need to manually update their Chromebooks.
- b. Virus Protection
  - Chromebooks use the principle of "defense in depth" to provide multiple layers of protections against viruses and malware, including data encryption and verified boot.
  - There is no need for additional virus protection.

### **7. Content Filter**

The district utilizes an Internet Content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked at school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teacher or administrator to request the site to be unblocked.

### **8. Software**

- a. Google Apps for Education
  - Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms,
  - All work is stored in the cloud.
- b. Chrome Web Apps and Extensions
  - Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
  - Students are responsible for any fees for web apps and extensions they install on their Chromebooks that are not free.

**Chromebook Information** continued...

- Inappropriate material as deemed by the school administration will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the internet.

**9. Chromebook Identification**

a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, along with the name and ID number of the student assigned to the device.

**10. Repairing/Replacing Your Chromebook**

a. Tech Support

- All Chromebooks in need of repair must be brought to the library as soon as possible.

b. Replacement Cost

- All prices are based on the current cost the District must pay to replace damaged parts and are subject to change. The costs of any other parts needed for repairs will be based on the manufacturer's current price list. The use of stickers, altering, or writing on carrying cases or computers is not allowed and will be charged for removal.

<b>Item</b>	<b>Replacement Cost</b>
Chromebook (includes device & management software)	\$300
Charger/Power Adapter	\$40
Screen	\$95
Case	\$40
Earbuds	\$10
Keyboard/touchpad	\$45
Main System Board	\$130
Full Replacement Cost (Chromebook, carrying case, and charger/power adapter)	\$380

## **11. Optional Insurance (subject to change)**

Insurance Protection against breakage, damages, loss and theft is available and highly recommended, but not mandatory. If you choose **not** to purchase insurance and the computer is damaged, lost or stolen, you are responsible for all repairs and/or replacement. Insurance Forms are available through the appropriate office.

- Insurance Protection cost per device is \$25.00 annually\* and ***covers one claim in full*** for accidental damage or breakage of any Chromebook parts.
- **Second claim** within a year will require ¼ one fourth of the part as a deductible.
- **Third claim** within a year will require ½ one half of the part as a deductible
- **Fourth claim** within a year will require ¾ three fourths of the part as deductible.

Payment of each deductible is required before the unit will be repaired. Subsequent claims beyond the fourth claim within a year will be at a total cost to the student.

\*\*After the first claim, the student will receive a loaner to use at school and take home until the original is fixed.

\*\*After the second and subsequent claims, the student will receive a loaner to use at school, but **will not** be allowed to take it home until the deductible is paid.

Insurance Protection must be paid in full before the first claim can be processed.

Insurance will not be offered after breakage or damages have occurred.

Reimbursement of insurance for students that withdraw from the district will be prorated at \$12.50 per semester, with the maximum refund being \$12.50 within a given year.

*\*Annual is determined to be the first of the school year distribution until the end of the regular school year, or end of summer school session of which your student is enrolled.*

## **12. Loss or Theft:**

**Loss or theft of the property must be reported to the District by the next school day after the occurrence. Insurance will cover 50% and the student is responsible for the remaining 50% of the replacement cost only with evidence of a filed police report as described below within 24 hours of the occurrence.**

- In case of theft, vandalism, and other criminal acts, a police report must be filed by the student or parent within 24 hours of the occurrence. Incidents happening off campus must be reported to the local police or sheriff (depending on location of incident) by the parent and a copy of the report must be brought to the school within ten school days.
- If you choose not to purchase insurance and the computer is damaged, lost or stolen, the parent/guardian is financially responsible for all repair or replacement costs.

## **13. No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebook activity at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such supervision, access, viewing, monitoring, and recording of their use.



#### **14. Appropriate Uses and Digital Citizenship**

School issued Chromebooks should be used for educational purposes and students are to adhere to the Technology User Agreement and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate. I will use the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property:** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

#### **15. Student Guidelines for Acceptable Use of Technology Resources:**

The district reserves the right to monitor all activity on this electronic network. Students will indemnify the district for any damage that is caused by students' inappropriate use of the network. Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Lesterville R-IV School District technology resources.

- No one is permitted to connect to the District's network via any type of wireless device without faculty or staff permission and direct supervision.
- Purchases being made. The District will install all educational applications needed to support the student's current curriculum. The District will not be held accountable for any unauthorized purchases made from the student's individual accounts. Nor should any expectations be made that transference of purchased items will be made upon the deletion of student's lesterville.k12.mo.us.com Google account.

## **Terms of the Chromebook Use**

### **Terms:**

Please read and sign the Lesterville R-IV School District's Parent/Student Chromebook User Agreement. You must comply at all times with the Lesterville R-IV School District's Parent/Student Chromebook Handbook and Student Acceptable User Agreement (AUP) and all of its contents. Any failure to comply may end your rights of possession effective immediately and the District may repossess the property.

### **Title:**

Legal title to the property is with the District and shall at all times remain with the District. Your right of possession and use is limited to and conditioned upon your full compliance with this Agreement and the Parent/Student Chromebook Handbook.

### **Repossession:**

Failure to comply with all terms of this Agreement, the Parent/Student Chromebook Handbook, and Student Acceptable Use Agreement (AUP), including the timely return of the property, the District may assess a fee for its replacement. All equipment must be returned upon request for any reason. Equipment must be returned prior to graduating or leaving the District.

### **Terms of Agreement:**

Your right to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District. A fee of \$10 per day may be assessed for equipment not returned according to these terms.

### **Appropriation:**

Your failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

### **Internet Safety:**

There are many sites on the Internet that can be potentially dangerous to minors. To comply with the Children's Internet Protection Act (CIPA), these sites are blocked while students are logged on to the District network. The District is committed to extending this protection no matter where the student uses their Chromebook. Therefore, the District enforces the same Internet filtering away from the District network through a proxy. This filtering is very good, however, it is not perfect. We ask that parents and guardians monitor their child's Internet activity as an additional precaution.

### **Due Process**

The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.

In the event there is an allegation that a student has violated the district's acceptable use regulation and agreement, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and agreement may result in a loss of access as well as other disciplinary or legal action.

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

**Limitation of Liability**

The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data, privacy or interruptions of service.

The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

The district provides content filtering but not all malicious activity can be impeded.

The district is not responsible for goods and/or services purchased or sold through district technology resources.

**Violations of the Chromebook User Agreement**

Violations of this agreement may result in loss of access as well as other disciplinary or legal action. Student's violation of this agreement shall be subject to the consequences as indicated within this agreement as well as other appropriate discipline, which includes but is not limited to:

- Verbal warning and entry in the student's cumulative record folder
- Office referral
- Parent or guardian contact
- Use of district resources only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- In-school detention
- Suspension from school
- Financial reimbursement
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The revocation of one or several of these privileges may result in the loss of course credit and possible course failure. The particular consequences for violations of this agreement shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

References:

Patriot Act - <http://thomas.loc.gov/cgi-bin/query/z?c107:H.R.3162.ENR>:

Computer Fraud and Abuse Act - <http://www.usdoj.gov/>

Children's Internet Protection Act - <http://www.fcc.gov/cgb/consumerfacts/cipa.html>

Family Educational Rights and Privacy Act - <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## **LESTERVILLE R-IV CHROMEBOOK REWARD SYSTEM**

The Lesterville R-IV School District wants to reward students for using their Chromebooks in the correct way. The District has set up the following reward system for grades 6-12:

**Junior High (grades 6, 7, and 8)** will be issued the same Chromebook each year. If they have maintained 50 % of their merit points, they will be issued a new Chromebook at the beginning of their 9th grade year. If they have NOT maintained their merit points they will continue to use this Chromebook throughout their high school career. If a student has maintained 50% of their merit points in grades 6-8, the student will be allowed to take their original Chromebook when they graduate, as long as they have not had a claim filed requiring a replacement chromebook while in grades 9-12.

**High School (9-12)** will be issued the same Chromebook each year. If they have maintained 50 % of their total merit points, they will be able to take their Chromebook with them when they graduate. If they have NOT maintained their merit points the Chromebook will remain the property of the Lesterville R-IV School District.

### **Merit Point Reward System**

Students in 6th grade will be given 18 total merit points

Students in 9th grade will be given 24 total merit points.

#### **Points will be deducted for the following infractions:**

- 1 point for having it out of the case
- 1 point for sharing password or a Chromebook
- 1 point for not turning in a borrowed Chromebook at the end of the day
- 3 Points for being on inappropriate sites, having an inappropriate screen or downloading inappropriate material
- 3 points for breaking the user agreements
- 3 points for a claim that causes damage

Lesterville R-IV 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 youth groups.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

Mrs. Rachel Gore, 504 Coordinator and Special Services Director

P.O. Box 120

Lesterville, MO 63654

(573) 637-2201 ext. 5

Mrs. Jessica Wakefield, Title IX Coordinator

P.O. Box 120

Lesterville, MO 63654

(573) 637-2201 ext. 4

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; 816-268-0550.

**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)<sup>2</sup>.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
<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.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V  
<sup>2</sup> In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(5)(C)

Revised 4/17

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

**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.

## **PUBLIC NOTICE**

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 a disability and in need of special education even though they are advancing from grade to grade. The Lesterville Public Schools assures 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 Lesterville Public Schools assures 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 Lesterville Public Schools 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 parent/guardian if they believe 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 Lesterville Public Schools 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 assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed between 8am and 3pm on school days in the superintendent\*s office.

Local school districts in the State of Missouri are required to conduct an annual census of all children with 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 the child; parent/legal guardian\*s name/address; birth date and age of the 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 superintendent at 573-637-2201.

This notice will be provided in native languages as appropriate.

**AN OVERVIEW OF THE SAFE SCHOOLS ACT POLICY DEVELOPMENT, RESIDENCY, AND ENROLLMENT/ADMISSION/READMISSION;  
REPORTING REQUIREMENTS AND RECORD KEEPING;  
AND MISCELLANEOUS PROVISIONS**

**Copyright 2005 Missouri Center for Safe Schools**

The Missouri Safe Schools Act, which was passed in 1996, primarily deals with the following areas of a school district's operation: policy development, student admission and enrollment, residency requirements, and reporting and record keeping. Some statutes which were impacted by the Safe Schools Act have been adjusted subsequently.

**POLICY DEVELOPMENT**

(160.261 RSMo. 1999; 167.161 RSMo. 1999)

Each district must develop a written discipline policy which addresses the use of and procedures for the administration of corporal punishment, defines "acts of school violence" or "violent behavior", and includes a provision regarding weapons. "Acts of violence" or "violent behavior" is defined as "the exertion of physical force by a student with the intent to do serious bodily harm ...to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities." The policy must require that school administrators report acts of school violence to district employees with a "need to know". "Need to know" employees include "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."

The policy must provide for the suspension of not less than one year or expulsion for a student who brings a weapon to school. The term "school" includes, but is not limited to, a school playground, school parking lot, school bus, or a school activity on or off school property. The term "weapon" must be defined in the policy and shall mean "firearm" as defined under 18 U.S.C. 921 and must include a blackjack, concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, and a switchblade knife. The policy may allow an unloaded Civil War weapon to be brought upon school grounds for instructional purposes. The superintendent may modify a weapons suspension on a case-by-case basis, and a district may provide alternative education to a student who violates the weapon provision.

Any student who is suspended for violation of a Safe Schools Act offense shall not be allowed within 1000 feet of any public school property unless residing within that distance or given prior permission by school district officials.

The policy must also require school administrators to report the following acts occurring on school property, on a school bus, or during school activities to law enforcement: first and second degree murder, kidnapping, first and second degree assault, forcible rape, forcible sodomy, first and second degree burglary, first degree robbery, distribution of drugs, distribution of drugs to a minor, arson, voluntary and involuntary manslaughter, sexual assault, felonious restraint, property damage, the possession of a weapon, child molestation in the first degree, deviate sexual assault, sexual misconduct involving a child, or sexual abuse. The policy must require that any portion of a student's IEP that is related to demonstrated or potentially violent behavior be provided to any "need to know" school personnel.

The discipline policy shall be provided to the pupil and his parent/legal guardian at the beginning of each school year. A copy must also be made available to the public at the district office during normal business hours.

A school board may also authorize by general rule the immediate removal of a student upon a finding by the principal, superintendent, or school board that the student's prior conduct indicates the potential for harm to himself or others. Prior disciplinary actions cannot be used as the sole basis for the removal of the student. A hearing shall also be held unless the parent/custodian or student who is 18 years of age waives the hearing.

All district employees must receive annual training regarding the discipline policy along with approved methods of dealing with acts of school violence, the discipline of students with disabilities, and the confidentiality of student information.

**RESIDENCY**

(167.020 RSMo. 1999)

A student must establish proof of residency in order to register in a school district or request a waiver prior to enrollment. A waiver can be granted for good cause or hardship but cannot be based on athletics. Residency means that "a person both physically resides within a district and is domiciled within the district." The domicile of a minor includes the domicile of a parent, military guardian, or court-appointed legal guardian. A petition for the appointment of a guardian of a minor may be filed for the sole and specific purpose of school registration or medical insurance coverage. Residency requirements do not apply to homeless children as defined under the Act, a student who has been placed in a residential care facility, a student paying tuition, a student who is attending school under a contract for alternative education and special education, or a student attending school under the provisions of Missouri law relating to orphans, ownership of farm land, or payment of property taxes. Even if the circumstances do not meet any of these criteria, under an 8th Circuit case, *Horton v. Marshall*, 769 F.2d 1323, a district must admit any child who is living in the district for reasons other than obtaining educational services. A school district may file a civil action to recover from the parent, military guardian, or legal guardian the costs of school attendance if they filed false residency information.



## ENROLLMENT/ADMISSION/READMISSION

(167.171 and 167.023 RSMo. 1999)

Prior to readmitting or enrolling a student who has been suspended for more than 10 consecutive days for an act of school violence, a conference must be held to review the conduct which resulted in the suspension regardless of whether or not the act was committed at a public school or private school in the state. Districts cannot, however, readmit or enroll a student who has been charged with, convicted of, had a petition filed in juvenile court, or had a petition sustained alleging first or second degree murder, first degree assault, forcible rape, forcible sodomy, statutory rape, statutory sodomy, first degree robbery, distribution of drugs to a minor, first degree arson, or kidnapping. This section does not apply to a student with a disability if the action was related to the disability.

A district may carry out a suspension or expulsion imposed by another in-state or out-of-state school district, private school, charter school, or parochial school if similar conduct in that district would also have resulted in suspension or expulsion. The parent/legal guardian, surrogate parent, or student may request a conference.

Prior to enrolling a student, a district can require that the parent/legal guardian execute a sworn affidavit indicating whether that student has been expelled from any public or private school for violation of a weapons, drug, or alcohol policy or for the willful infliction of injury to another. Executing a false affidavit is a class B misdemeanor.

## REPORTING REQUIREMENTS OF JUVENILE OFFICERS UNDER THE SAFE SCHOOLS ACT

(167.115 RSMo. 1999)

The Safe Schools Act requires that a juvenile officer, the sheriff, chief of police, or other appropriate law enforcement authority notify the school superintendent or the superintendent's designee no later than five days after a petition is filed in juvenile court alleging that a student committed one of the following acts: first and second degree murder, kidnapping, first and second degree assault, forcible rape, forcible sodomy, first degree burglary, first degree robbery, distribution of drugs, distribution of drugs to a minor, first degree arson, sexual assault, voluntary and involuntary manslaughter, felonious restraint, first degree property damage, possession of a weapon, child molestation in the first degree, deviate sexual assault, sexual misconduct involving a child, and sexual abuse. In this section, the terms "school" and "school district" include any charter school, private school, parochial school, or school district. Notification cannot include the victims' names, but must include a complete description of the alleged conduct along with dates on which the conduct occurred. Any oral notification must be followed by written notification. The information provided by the juvenile officer must be kept confidential and be used only for the "limited purpose of assuring that good order and discipline is maintained in the school." This information cannot be used as the sole basis for not providing educational services to a student. Upon the disposition of the case, the superintendent should receive written notification, including a brief summary of the relevant finding of facts, no later than five days following disposition of the case.

## REPORTING REQUIREMENTS OF SCHOOL ADMINISTRATORS

(167.115 RSMo. 1999; 160.261 RSMo. 1999)

The district superintendent or designee must report any information provided by juvenile officers to school staff with a "need to know" while acting within the scope of their assigned duties, and this information is to remain confidential.

The superintendent must notify the juvenile or family court if a student is suspended for more than 10 days or expelled if the school district has knowledge that the student is under the court's jurisdiction.

Written notification from the juvenile office or law enforcement must be forwarded to the superintendent of all charter school, public schools, private schools, or school districts in which the student subsequently enrolls.

The superintendent or designee must report to law enforcement the following conduct which occurs on school property, including on the school bus or during school activities: first and second degree murder, voluntary and involuntary manslaughter, first and second degree assault, sexual assault, forcible rape, forcible sodomy, first and second degree burglary, first degree robbery, distribution of drugs, distribution of drugs to a minor, first degree arson, felonious restraint, kidnapping, first degree property damage, possession of a weapon, child molestation in the first degree, deviate sexual assault, sexual misconduct involving a child, and sexual abuse. The administrator is not civilly liable for a good faith report to law enforcement. Willful neglect or refusal to report is a misdemeanor.

## REPORTING REQUIREMENTS OF PRINCIPALS

(167.117 RSMo. 1999)

School principals must immediately report to law enforcement and the superintendent any of the following incidents occurring on school property, on a school bus, or during a school activity: first, second, or third degree assault, sexual assault, deviate sexual assault against a pupil or school employee. The principal must also immediately report to law enforcement and the superintendent if any pupil has on his person, among his possessions, or placed elsewhere on school premises (including, but not limited to the school playground or parking lot, on a school bus, or at a school activity whether on or off of school property) any controlled substance or weapon. The principal is not civilly liable for a good faith report to law enforcement. Willful neglect or refusal to report subjects the principal to a misdemeanor charge. A 1997 amendment to the Act allowed school districts and law enforcement agencies to enter into an agreement regarding the reporting of third degree assaults.

## REPORTING REQUIREMENTS OF TEACHERS

(167.117 RSMo. 1999)

A teacher must report to the principal the following incidents occurring on school property, on a school bus, or at a school activity: first, second, or third degree assault, sexual assault, deviate sexual assault against a pupil or school employee, possession of a controlled substance, or possession of a weapon. Civil liability cannot be imposed on a teacher for a good faith report to the principal. The willful neglect or refusal to report information is a misdemeanor.

## RECORDS KEEPING UNDER THE SAFE SCHOOLS ACT

(160.261, 167.020, 167.026 RSMo. 1999)

A school district must request within two business days of enrollment the student's records, including discipline records, from all schools attended within the past twelve months. The district receiving the request must respond within five days. Student records cannot be provided to any person not employed by a school district without court order or pursuant to \*160.261.2. In addition, records shall not be provided to any governmental entity other than a school district or family/juvenile court without written permission of the student (if over 18) or a minor student's parent/guardian who shall first receive written notice of the request and provided 3 days to review the records. Failure to comply with confidentiality requirements is a class B misdemeanor and the district may also be subject to civil liability.

Districts must compile and maintain for each student records of any serious violation of the district's discipline policy. These records must be accessible by need to know employees and provided to any district in which that student later enrolls.

School districts may report or disclose education records to law enforcement and juvenile justice if such information is related to their ability to effectively serve the student prior to adjudication. Officials who receive this information must comply with confidentiality requirements under federal law.

The State Board of Education shall adopt a policy relating to the expungement of discipline records of those students who have graduated or turned twenty-one years of age. School districts may adopt an expungement policy consistent with the State Board of Education's policy.

## CRIME OF MAKING A TERRORISTIC THREAT, 574.150 RSMo. 2000:

A person commits the crime of making a terroristic threat if he communicates a threat to commit a felony, makes a knowingly false report concerning the commission of any felony, or knowingly makes a false report concerning the occurrence of any catastrophe (1) to frighten or disturb ten or more people (Class C felony); (2) to cause the evacuation or closure of any building, inhabitable structure, place of assembly or transportation facility (Class C felony); or (3) with reckless disregard of the risk of causing the evacuation or closure of any building, inhabitable structure, place of assembly, or transportation facility. (Class D felony). The term "threat" means an express or implied threat but does not include a report made in good faith to prevent harm. The term "catastrophe", as defined in \*569.070 RSMo., means "death or serious physical injury to ten or more people or substantial damage to five or more buildings or inhabitable structures or substantial damage to a vital public facility which seriously impairs its usefulness or operation."

## CRIME OF UNLAWFUL USE OF WEAPONS, 571.030 RSMo. 2000:

A person who knowingly carries a loaded or unloaded firearm or any other lethal weapon into a school, onto a school bus, or onto the premises of any school sponsored function or activity may be charged with the crime of unlawful use of weapons. It is a class A misdemeanor if the firearm is unloaded and a class D felony if loaded. This provision does not apply to (1) a firearm lawfully possessed by a person on school premises for the purposes of transporting a student to/from school; or (2) a firearm possessed by an adult for the purpose of facilitating a school-sanctioned firearm-related event. This statute does not make it unlawful for a student to participate in school-sanctioned gun safety courses, student military or ROTC courses, or other school-sponsored firearm related events as long as the student does not carry the firearm or other lethal weapon into any school, onto any school bus, or onto the premises of a school sponsored function or activity.

## STUDENT SUICIDE PREVENTION PROGRAMS (no cite at time of publication):

Beginning July 1, 2001, the Department of Elementary and Secondary Education (DESE) must provide a four-year competitive grant program to help fund the establishment or expansion of student suicide prevention programs. Grants are renewable for an additional four years based upon the results of the initial grant. The statute provides guidelines for the rules relating to these grants, which must be promulgated by DESE prior to July 1, 2001.

## CRIME OF TRESPASS OF A SCHOOL BUS, 569.155 RSMo. 2000:

A person who knowingly and unlawfully enters a school bus or unlawfully operates a school bus commits the crime of trespass of a school bus, which is a class A misdemeanor. "Unlawfully enters" and "unlawfully operates" refers to any entry onto or any operation of a school bus not approved of and established in a written policy on access to school buses or authorized by specific written approval of the school board. Any district, which adopts a written policy pertaining to school bus access, must establish and enforce a behavior policy for students on school buses.

SAFETY COORDINATORS/FUNDS, 160.660 RSMo. 2000:

On or before July 1, 2001, the state board of education must add to MSIP school facilities and safety criteria requirements that each district's safety coordinator have a thorough knowledge of all federal, state, and local school violence prevention programs and available resources and fully use all such programs and resources determined by the local board to be necessary and cost-effective.

MILITARY TRAINING PILOT PROGRAM, 160.700 RSMo 2000:

This statute establishes a four-week residential pilot program for middle school students using military training and motivation methods at a National Guard facility. Students may apply to attend the program based upon the recommendation of school administrators or the local division of family services. A fund is established for this program.

INFORMATION SHARING, 210.865 RSMO 2000:

This provision requires the sharing of information regarding individual children who have received services from the juvenile court and the departments of social services, mental health, elementary and secondary education (DESE), and health. The state courts administrators and the state agencies shall coordinate information systems to allow for information sharing and tracking of children by the juvenile court, the state agencies, and school districts. DESE can only share information on students who have committed an act, which would be a misdemeanor or felony under any state or federal law if committed by an adult. The sharing of information is subject to all existing laws pertaining to the confidentiality of information.

CRIME OF ASSAULT WHILE ON SCHOOL PROPERTY, 565.075 RSMO 1996

A person commits the crime of assault while on school property if the person: (1) knowingly causes physical injury to another person; or (2) with criminal negligence, causes physical injury to another person by means of a deadly weapon; or (3) recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district, or arose as a result of a school or school district-sponsored activity. (Class D felony)

MISCELLANEOUS:

Information reported by districts shall now include the rates and durations of, and reasons for, expulsions and suspensions of ten days or longer. \*160.522.2 RSMo.

A provision pertaining to state aid was added to \*161.650 RSMo., which required DESE to identify a violence prevention program. There was a minor addition to \*163.031, which pertains to a district's operating levy. \*\*This is only an overview of the Safe Schools Act. Please refer to the statutes for more specific information.

Missouri Statutes Website: <http://www.moga.mo.gov/statutesearch>

Missouri Center for Safe Schools, School of Education, Univ. of Missouri-Kansas City  
5100 Rockhill Road, Kansas City, Missouri 64110-2499, (816) 235-5656

## TECHNOLOGY USAGE

The Lesterville R-IV School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need. The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement. Use of technology resources in a disruptive, manifestly 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. Development of students' personal responsibility is itself an expected benefit of the district technology program.

### Definitions

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

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.

### Technology Administration

The Board directs the superintendent or designee to create rules and procedures governing technology usage in the district to support the district's policy, as needed. 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 or accessible through district technology resources. Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources in accordance with the Public School District Retention Manual published by the Missouri Secretary of State. Administrators of computer 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, regulations and procedures.

### User Identification and Network Security

The district technology resources may be used by authorized students, employees, school Board members and other persons such as consultants, legal counsel and independent contractors. Use of the district's technology resources is a privilege, not a right. No student, employee or other 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. Users must adhere to district policies, regulations, procedures and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

### User Agreement and Privacy

Unless authorized by the superintendent or designee, all users must have an appropriately signed User Agreement on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures. In addition, all users must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the district's technology. A user ID with email access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents in his or her User Agreement to interception of or access to all communications accessed, sent, received or stored using district technology.

### Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure (.filtering/blocking device.) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited. The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

### 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 webpage will provide information about the school district, but will not be used as an open forum. The district's webpage may include the district's address, telephone number and an e-mail address where members of the public may easily communicate concerns to the administration and the Board.

All expressive activities involving district technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school 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.\*\*\* \*\* \*\*

**Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.**

Adopted: 02/23/2005

Cross Refs: AC, Nondiscrimination and Anti-Harassment

IGDB, Student Publications

IGDBA, Distribution of Non-curricular Student Publications

JO, Student Records

KB, Public Information Program

Legal Refs: \*\* 170.051, 182.827, 431.055, .056, 537.525, 542.402, 569.095 - .099, 610.010 - .028, RSMo.

Chapter 573, Revised Statutes of Missouri (passim)

Children\*s Internet Protection Act, 47 U.S.C. 254(h)

Electronic Communications Privacy Act, 18 U.S.C. \*\* 2510-2502

Family Educational Rights and Privacy Act, 20 U.S.C. \* 1232(g)

Federal Wiretap Act, 18 U.S.C. \*\* 2511 et seq.

Stored Communications Act, 18 U.S.C. \*\* 2701 et seq.

Reno v. ACLU, 521 U.S. 844 (1997)

Ginsberg v. New York, 390 U.S. 629 (1968)

FCC v. Pacifica Foundation, 438 U.S. 726 (1978)

Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988)

Bethel Sch. District No. 403 v. Fraser, 478 U.S. 675 (1986)

Sony Corporation of America v. Universal City Studios, Inc., 464 U.S. 417 (1984)

Henerey by Henerey v. City of St. Charles School District, 200 F.3d 1128 (8th Cir. 1999)

Bystrom v. Fridley High Sch. Ind. Sch. Dist., 822 F.2d 747 (8th Cir. 1987)

Urofsky v. Gilmore, 216 F.3d 401 (4th Cir. 2000)

J.S. v. Bethlehem Area Sch. Dist., 757 A.2d 412 (Pa. Comw. 2000)

Beussink v. Woodland R-IV Sch. Dist., 30 F. Supp. 2d 1175 (E.D. Mo 1998)

## **TECHNOLOGY USAGE (Technology Safety)**

### **Student Users**

No student will be given access to the district\*s technology resources until the district receives a User Agreement signed by the student and the student\*s parent(s), guardian(s) or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign 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 district technology by the superintendent or designee.

### **Employee Users**

No employee will be given access to the district\*s technology resources before the district has a signed User Agreement on file. 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, regulations or procedures, hinder the use of the district\*s technology for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district\*s technology is considered unreasonable. Any use that interferes with the effective and professional performance of the employee\*s job is considered unreasonable. Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print or disseminate information via district resources, including email or Internet access, that students or other users could not access, view, display, store, print or disseminate without authorization by the district.

### **Board Member Users**

Members of the school Board may be granted user privileges, including an email address, upon completion of a User Agreement. Board members will set an example of responsible use and will abide by district policies, regulations and procedures. Board members will comply with the Missouri Sunshine Law.

### **External Users**

Consultants, counsel, independent contractors and other persons having professional business with this school district may also be granted user privileges at the discretion of the superintendent or designee, subject to completion of a User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies, regulations and procedures.

### **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. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time. The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district\*s technology resources and downloaded material, including files deleted from a user\*s account, may be intercepted, accessed or searched by district administrators or designees at any time.

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

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policies, regulations and procedures. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations 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.

### **Damages**

All damages incurred by the district due to the misuse of the district's technology resources, including the 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.

### **General Rules and Responsibilities**

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Unless authorized by the district, non-educational Internet usage is prohibited.
7. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
8. 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.
9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school 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.
10. Accessing, viewing or disseminating information using district resources, including email or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. 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.
12. Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, 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 school regulations is prohibited.
13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See policy AC and regulation AC-R.
14. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
15. Users may only install and use properly licensed software, 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.
16. At no time will district technology or software be removed from the district premises, unless authorized by the district.
17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

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

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator. No person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of computer viruses, hacking tools or other disruptive/destructive programs into a school or district computer, network or any external networks is prohibited.

### **Online Safety -- Disclosure, Use and Dissemination of Personal Information**

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
6. All district employees will abide by state and federal law, Board policies and district rules including, but not limited to, policy JO and regulation JO-R when communicating information about personally identifiable students.
7. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
8. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

### **Electronic Mail**

A user is responsible for all email originating from the user's ID or password.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending unsolicited electronic mail to more than five (5) addresses per message, per day, unless the communication is a necessary, employment-related function or an authorized publication.
4. All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations and procedures.

### **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, regulations 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 reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and 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.

### **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 guarantee the accuracy or quality of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

**Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.**

Approved: 02/23/2005

Legal Refs: \*\* 170.051, 171.011, 182.827, 431.055, .056, 537.525, 542.402, 569.095 - .099, 610.010 - .028, RSMo.

Chapter 573, Revised Statutes of Missouri (passim)

Children's Internet Protection Act, 47 U.S.C. 254(h)

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Family Educational Rights and Privacy Act, 20 U.S.C. \* 1232(g) -42-

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Bystrom v. Fridley High Sch. Ind. Sch. Dist., 822 F.2d 747 (8th Cir. 1987)

Urofsky v. Gilmore, 216 F.3d 401 (4th Cir. 2000)

J.S. v. Bethlehem Area Sch.Dist., 757 A.2d 412 (Pa. Comw. 2000)

Beussink v. Woodland R-IV Sch. Dist., 30 F. Supp. 2d 1175 (E.D. Mo 1998)

# Lesterville R-IV Schools

Mr. Jeremy Myers, Superintendent

[www.lesterville.k12.mo.us](http://www.lesterville.k12.mo.us)

Home of the Bears

P. O. Box 120

33415 Hwy. 21

Lesterville, MO 63654

573-637-2201 phone

573-637-2279 fax / 573-637-2228 alt. school fax

Mrs. Amanda Mathes, Elementary Principal

Mr. Jason St. Gemme, High School Principal

Mrs. Rachel Gore, Alternative School Principal

Dear Parent/Guardian:

I am writing as Superintendent of Schools for the Lesterville R-IV School District to notify you of our intent to comply with all provisions of a recently passed law (Section 566.149, RsMO). This law provides that those who have been registered as sex offenders with the state of Missouri be prohibited from setting foot on school district property. As you are probably already aware, the law prohibits those on the sex offender list from being within 500 feet of any school building in the state of Missouri. Additionally, the law prohibits sex offenders from living within 1000 feet of a school building.

The net effect of this law will prohibit offenders from attending any function at a public school building in our district. This will include but is not limited to parent/teacher meetings, extracurricular activities, conferences, plays, etc.

If this law impacts you, you may be interested in learning that appeals may be requested by parents or legal guardians of students, to the Superintendent of Schools. As such, if an appeal is forthcoming, I will be requesting the following information for all appeals: any and all court documents relating to the conviction and sex offender status; the name, address and phone number of a probation officer (if one), as well as the name, address, and phone number of the victim or victims. Once all of these are satisfied, I will review the appeal and render a decision. In the meantime, should an offender violate the law by coming to the school building, function or being within 500 feet of any school building, I have instructed our principals to notify the law enforcement immediately. I am writing to notify you of such efforts on the part of the district to insure the safety of our students and staff.

The law does not allow for exceptions to be granted for any offenders, other than parents or guardians of current students of the school district.

Respectfully yours,  
Jeremy Myers  
Superintendent of Schools



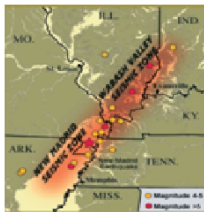


## Earthquake Safety For Missouri's Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 \* 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.



A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about \*\*\*once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to \*\*\*be a 25-40% chance for a magnitude 6.0 \* 7.5 or greater earthquake along the New Madrid Seismic Zone \*\*\*in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage \*\*to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly \*\*\*overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

#### *Prepare a Home Earthquake Plan*

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

#### *Eliminate Hazards*

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

#### *Prepare a Disaster Supplies Kit for Home and Car*

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.
- Know What to Do When the Shaking BEGINS
- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

#### *Know What to Do AFTER the Shaking Stops*

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0\\_1082\\_0\\_241\\_00.html](http://www.redcross.org/services/prepare/0_1082_0_241_00.html), Missouri State Emergency Management Agency website <http://sema.dps.mo.gov/EQ.htm> and the Federal Emergency Management Agency website <http://www.fema.gov/hazard/earthquake>. This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

## 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 Lesterville R-IV School District are hereby notified that Lesterville R-IV 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 youth groups.

Any person having inquiries concerning the Lesterville R-IV School District compliance with the laws and regulation 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 1973 (Section 504), or Titles II and III of the Americans with Disabilities act of 1990 (ADA) is directed to the applicable Compliance Coordinator below who has been designated by Lesterville R-IV School District to coordinate School District efforts to comply with the laws and regulation implementing Title VI, Title IX, the ADEA, Section 504, and the ADA.

The Lesterville R-IV 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 Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; 816-268-0550.

Mrs. Rachel Gore, 504 Coordinator and Special Services Director  
P.O. Box 120  
Lesterville, MO 63654  
(573) 637-2201 ext. 5

Mrs. Jessica Wakefield, Title IX Coordinator  
P.O. Box 120  
Lesterville, MO 63654  
(573) 637-2201 ext. 4

Mrs. Amanda Mathes, Federal Programs Coordinator  
P.O. Box 120  
Lesterville, MO 63654  
(573) 637-2201 ext. 3

Mr. Jeremy Myers, Superintendent  
P.O. Box 120  
Lesterville, MO 63654  
(573) 637-2201 ext. 5

### **AHERA Annual Asbestos Re-inspection Report**

The Lesterville R-IV School was re-inspected in accordance with the AHERA regulations. The inspection report and management plan are located in the superintendent's office and are available for review between the hours of 8:00 a.m. and 2:30 p.m. during regular scheduled school days. Tim Radford is the designated person who oversees the operation of the management plan.

If you have any questions, please feel free to contact the superintendent's office at 637-2201 ext. 3.







# LESTERVILLE | 2023-2024 CALENDAR

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY '24						
S	M	T	W	Th	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 New Year's Day
- 2 Staff Inservice
- 3 Students 1<sup>st</sup> Day Back
- 12 ½ Day Teacher Inservice
- 15 MLK Jr. Day - no school

19-1

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 14 New staff
- 15-18 All staff
- 17 Open House
- 22 Student First Day

8-0

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 2 ½ Day Academic Bowl – dismiss at 12:00
- 9 ½ Day Teacher Inservice
- 19 President's Day – no school

18-2

SEPTEMBER '23						
S	M	T	W	Th	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 & 4 Labor Day Break
- 15 ½ Day Teacher Inservice
- 16 Fall Festival

18-1

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 3<sup>rd</sup> Quarter Ends
- 8 P/T Conferences – dismiss at 12:25
- 25 - 29 Spring Break – no School

15-1

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 13 1<sup>st</sup> Quarter Ends
- 20 P/T Conferences – dismiss at 12:25
- 27 ½ Day Haunted Hallway dismiss at 12:25

20-2

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22

NOVEMBER '23						
S	M	T	W	Th	F	S
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 3 ½ Day Teacher Inservice
- 13 Deer Season Day – no school
- 20 - 24 Thanksgiving Break

15-1

MAY '24						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 08 Tentative Last Day of School – dismiss at 12:25
- 08 4<sup>th</sup> Quarter Ends

5-1

DECEMBER '23						
S	M	T	W	Th	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 15 ½ Day Christmas Break – dismiss at 12:25
- 15 2<sup>nd</sup> Quarter Ends
- 18 - 29 Christmas Break

10-1

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# 2023-2024 Lesterville Half Day Schedule



AUGUST						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

22 First Day of School

SEPTEMBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

3 & 4 No School  
 15 Half Day Inservice  
 16 Fall Festival

OCTOBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 AV NO SCHOOL  
 20 P/T Conf dismiss 12:25  
 27 Haunted Hallway dismiss 12:25

NOVEMBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 Half Day Inservice  
 13 Deer Season No School  
 20-24 Thanksgiving Break No School

DECEMBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 Christmas Break dismiss 12:25  
 18-29 Christmas Break No School

JANUARY						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 New Years Day No School  
 2 Staff Inservice  
 3 AV NO SCHOOL  
 12 Staff Inservice dismiss 12:25  
 15 MLK Day No School

FEBRUARY						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2 Elem Academic Bowl dismiss 12:00  
 9 Staff Inservice dismiss 12:25  
 16 AV NO SCHOOL  
 19 Presidents Day No School

MARCH						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 P/T Conf dismiss 12:25  
 25-29 Spring Break No School

APRIL						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

EARLY DISMISSAL  
 NO SCHOOL

MAY						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

8 Tentative last day of school