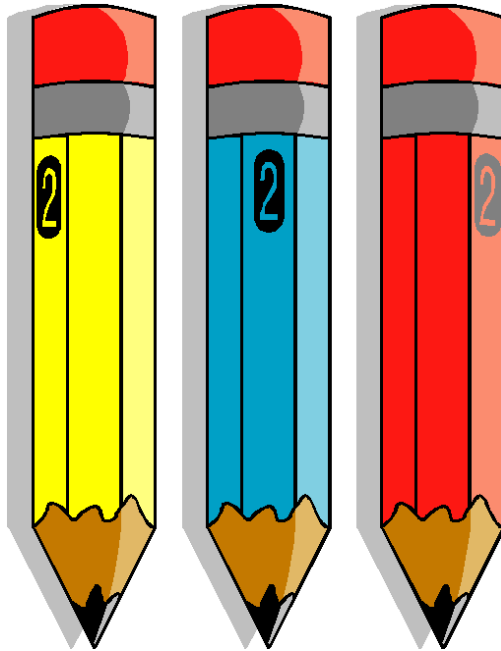


LESTERVILLE ELEMENTARY



Student / Parent HANDBOOK 2023 - 2024

Home of the Lesterville Bearcats



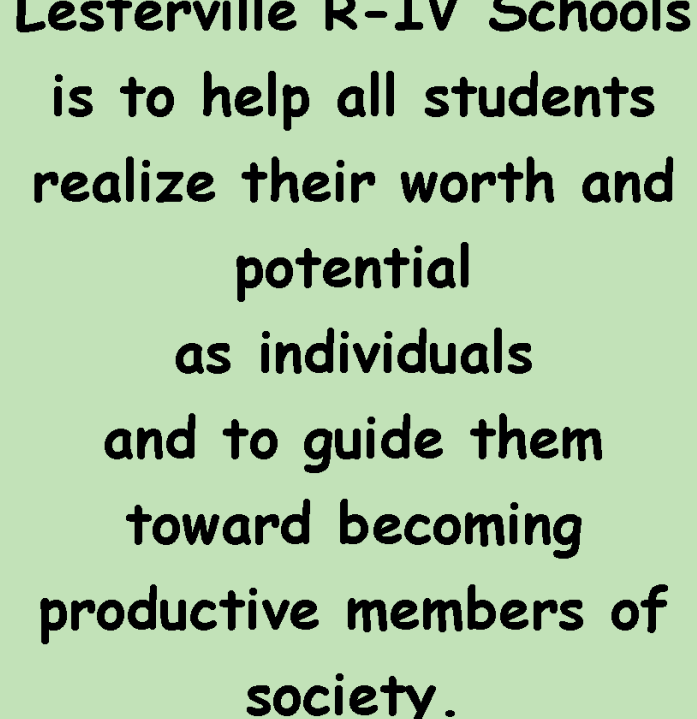
Lesterville R-IV Schools
33415 HWY. 21
P. O. BOX 120
LESTERVILLE, MO 63654
(573) 637-2201 ext. 1
www.lesterville.k12.mo.us



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.



Lesterville R-IV Schools

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*** To review any of the following PUBLIC NOTICES please go to our school website at:
www.lesterville.k12.mo.us

Dear Lesterville Parents,

Welcome to a new year at Lesterville Elementary. It is very exciting to begin a new school year. I am looking forward to working closely with you to ensure that your child makes his/her school experience the best that it can be, both academically and socially.

This handbook has been prepared to keep you and your child informed of Lesterville Elementary School policies and procedures. Please read this handbook with your child to make sure you both understand his/her responsibilities, the seriousness of the policies and guidelines, and the consequences that could impact his/her educational future. Our objective is to provide a safe and productive school environment where all students will excel.

In order for ALL students to experience success, we must work together as a team. This team must include students, parents, teachers, and administrators. As a parent, you are an integral part of this team and I welcome your comments and suggestions. Please feel free to contact me whenever you have a question or concern. I am looking forward to an exciting educational year!

Sincerely,
Amanda Mathes
Elementary Principal

Personnel

OFFICE STAFF

Jeremy Myers.....	Superintendent
Amanda Mathes.....	Principal
Robyn Gray.....	Secretary
Ceclelie Goodman.....	Counselor
Theresa Miller.....	Med Tech

TEACHING STAFF

Holly Pollock.....	Preschool
Michele Dunn	Preschool Paraprofessional
Karson Harbison	Kindergarten
Kay Wilcut.....	First Grade
Melissa St. Gemme.....	Second Grade
A.J. Pollock.....	Third Grade
Melanie Maize.....	Fourth Grade
Savannah Forshee.....	Fifth Grade
Heather Laughman.....	Sixth Grade
April Buntion	Special Services
Tina Mathes.....	Reading Specialist
Dana Myers.....	Librarian
Joe Logan.....	Computers/S.T.E.M.
Debbie White.....	Art
April Freeman.....	P. E. Physical Education
Janice Haus.. ..	Music
Kristin Yow.....	Speech
Lorna Reese.....	P. A. T. Parents As Teachers
Morgan Stulce.....	Paraprofessional
Tiffany Welch	Paraprofessional

School Supply List 2023-2024

PRESCHOOL

4 pencils
Crayons (small box)
20 glue sticks
1 small supply/pencil box
1 2-inch 3 ring binder
1 large box of Kleenex
1 container of disinfectant wipes
A change of clothes (including socks & underclothes)
1 small pillow
1 small blanket (cot size- NO sleeping bags please)
Backpack (not the small size & not the oversized)
1 box gallon Ziploc bags (boys only)
1 box sandwich Ziploc bags (girls only)
1 small package of fine tip dry erase markers

KINDERGARTEN

backpack - *(no backpacks with wheels please)*
1 1-inch 3 ring binder (black)
supply box
A pack of glue sticks
10 pencils *(label them with child's name)*
1 box of colored pencils
1 package of pencil top erasers
1 big eraser
2 boxes of crayons
1 bottle hand sanitizer
1 large box of Kleenex
1 container of disinfectant wipes
1 roll of paper towels
1 4-pack of Expo Dry Erase Markers (fine point or Chisel tip)
1 box gallon Ziploc bags (boys only)
1 box sandwich Ziploc bags (girls only)
1 pair of headphones

FIRST GRADE

2 dozen pencils
supply box
2 plastic pocket folders
1 large eraser
1 package of pencil top erasers
2 glue sticks
2 boxes of washable markers
1 large box of Kleenex
2 boxes of crayons
1 large box of wet wipes
1 roll of paper towels
1 container of Clorox wipes
backpack (without wheels please)
1 box gallon Ziploc bags (boys only)
1 box sandwich Ziploc bags (girls only)
1 bottle of Germ-X
1 pair of headphone

SECOND GRADE

2 dozen #2 pencils (NO mechanical pencils) – NO personal pencil sharpeners
1 large pink eraser
1 package of pencil top erasers
1 wide-rule paper spiral notebook
crayons
2 glue sticks
scissors
1 2-pocket folder
supply box
colored pencils
1 8-pack of Expo Dry Erase Markers (fine point or Chisel tip)
1 roll of paper towels
2 large boxes of Kleenex
1 container of Clorox wipes

THIRD GRADE

3 wide-rule notebooks (neat sheet)
24 #2 pencils – **NO** mechanical pencils - NO personal pencil sharpeners
scissors
3 large erasers and a pack of pencil top erasers
1 8-pack of Expo Dry Erase Markers (fine point or Chisel tip)
2 boxes Kleenex
glue sticks
1 box wet wipes
Colored pencils
crayons
washable markers (optional)
1 small supply box
2 2-pocket folders (homework folders)
*please NO binders / our desks are too small
headphones or earbuds

FOURTH GRADE

paper
24 pencils
1 pkg pencil top erasers
pens
crayons or colored pencils
markers
scissors
glue sticks
small supply box
1 container of Clorox Wipes
1 roll of paper towels
3 2-pocket plastic folders
1 8-pack of Expo Dry Erase Markers (fine point or Chisel tip)
2 boxes Kleenex
headphones or earbuds
1 bottle of Germ-X

FIFTH GRADE

2 1 inch three ring binders
1 spiral bound notebook
1 package college ruled loose notebook paper
1 2-pocket folder
24 #2 pencils (No personal pencil sharpeners)
2 Glue sticks
Scissors
1 box colored pencils or crayons
2 large box of Kleenex
1 small supply box/case
1 container of Clorox Wipes
1 8-pack of Expo Dry Erase Markers (fine point or Chisel tip)
headphones or earbuds (optional)

SIXTH GRADE

2 2-pocket folder (plastic)
2 1-inch three ring binders
2 highlighters (color of choice)
1 pack of 100 (white loose leaf paper)
colored pencils or markers
scissors
erasers (pencil top erasers ONLY)
24 #2 pencils
2 large boxes of Kleenex
1 roll of paper towels
1 container of Clorox wipes
1 composition notebook
headphones or earbuds (optional)
1 8-pack of Expo Dry Erase Markers (fine point or Chisel tip)

ELEMENTARY ART CLASS - All students Grades 1-6

1 plain sketchbook

PARENTS / GUARDIANS: Please label ALL school supply items with your child's name. ALL students need a backpack. Please label it with your child's name. Please label the tags of their jackets & coats. This will help with lost & found!

Promotion / Retention Policy

Board Policy File IKE

The Lesterville R-IV Elementary School program provides for communication with students and parents regarding grade level expectations and progress in meeting those expectations. Grade level objectives will be shared with students and parents.

The elementary school program will provide for the continuous progress of students from grade to grade, with students typically spending one year in each grade. However, the individuality of each student will be considered. In general, students will be placed at the grade level to which they are best adjusted academically, socially, and emotionally. As educators we believe all children can learn, retention will be considered when the child is achieving significantly below ability and/or grade level. Retention will be a consideration only when an additional year in the same grade would have a reasonable chance of benefiting the total child.

It is an accepted fact that some students do not learn as much as they could or do not progress as quickly as other children. In many cases, the student simply needs an additional year at the same grade level in order to attain complete mastery of the educational concepts. Factors which influence the child's learning capacity include the following:

- 1) Maturity level / lack of readiness
- 2) Need for more time on task
- 3) Poor study habits
- 4) Lack of effort
- 5) Indifferent attitudes
- 6) Lack of understanding that school is a place in which to learn
- 7) Poor attendance - 90% Requirement
- 8) A combination of these things.

* Procedures and Approximate Time Line for (possible) Retention

In addition to the scheduled parent/teacher conference, mid-quarter progress reports, and quarterly grade reports, the following procedures or steps will be followed in communications regarding (possible) retention of a student.

1. At the end of the first quarter, the teacher will express concern to the parent if the child is having difficulty meeting grade level expectations.
2. At the end of the second quarter, the teacher will submit to the principal the names of students not meeting grade-level objectives/expectations either in terms of quarterly grades and/or mastery of key skills.
****The parents will be notified of these concerns and the consideration of retention if there is an evident trend regarding the stated deficiencies. Parents will be encouraged to meet with the principal and teacher to discuss the possibility of retention as well as strategies, which if effectively implemented at home and school, might preclude the need to retain the child at the same level.***
3. If noticeable improvements in student progress are still not apparent by the **end of the third quarter**, a second notice will be sent to the parents further alerting them to the possibility/probability of retention. Again, a conference will be encouraged to discuss the matter and assist the student.
4. Following the computation of averaged grades and the completion of **mid-fourth quarter** status reports, the student's teacher will send a list of names to the Principal's Office. A Promotion/Retention Committee will then meet to evaluate the data, discuss extenuating circumstances, and make a recommendation. If the recommendation is to retain, the parents will be notified and may appeal the decision to the Elementary Principal.

Promotion / Retention Policy continues...

Board Policy File IKE

*** The Appeals Process must begin within ten (10) days from notification of the Committee decision and will be as follows.**

1. Within ten (10) days of retention notification, the parents must request in writing a conference with the Elementary Principal and Promotion/Retention Committee.
2. Information and concerns will be shared. The wishes and concerns of the parent/guardians will be given proper consideration.

The Promotion / Retention Committee will then vote whether to promote or retain the student. Throughout this process, all participants will be focused on the best educational interests of the child.

*** Factors considered when viewing student progress re: Possible Retention**

1. Student failing two major subjects for the year
Reading Math Social Studies English/Spelling Science
2. Absenteeism of student during quarter/semester/year
3. Standardized Test Scores (MAP, etc.)
4. Professional Recommendation (Counselor, Teacher, Principal)

***** Also, please refer to page 26 - 29 Senate Bill 319**

School Hours

Classes will begin each day at 7:58AM and dismiss at 3:06PM. The building will be open to admit students at 7:35AM and not before. For the safety of all students, employees and visitors, all exterior doors will be locked prior to 7:35AM.

Students being dropped off by parent/guardian, walking, or riding a bike **should NOT arrive before 7:35AM.** There is NO teacher supervision until 7:35AM. 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 old or new gym (as instructed by their respective teachers) when they arrive between 7:35 and 7:53AM. Students should report to classrooms between 7:53 and 7:58AM. **Any student arriving at school after 7:58AM will be considered tardy. (Breakfast STOPS at 7:53am)**



Visitors / Guests

Board Policy File KK

Parents are encouraged to help us in making this a successful year for all our students. We invite you to visit your school, talk to us, ask questions, and/or volunteer to help in the education of our students.

Parents are welcome to visit school for the purposes of observation, conferences, and volunteering. Conferences and visits should be planned. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the educational process.

Parent/Guardian visits are always welcome in the preschool class, however, the students nap from 12:00-2:00PM so please make your visits at another time. Interruptions during this time can wake some children who are light sleepers.

Visitors / Guests continues...

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 in 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 of Lesterville R-IV Schools.

All students are expected to dress in an appropriate manner and 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.

Telephone Usage

NO personal phone calls will be made by any student 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.



Dropping Off and Picking Up Students Before and After School

Parents/guardians picking up students are asked to park on the paved section outside the fence running along Hwy. 21.

Parents will not be allowed to enter through the upper (west) gate to pick their child up after school. The upper gate is an EXIT ONLY. Please abide by this rule so we will not have to take harsher measures.

We are also asking you to drop your child off on the outer drive and have them come up the steps and use the marked crosswalk to the sidewalk.

Classes end each day at 3:06PM. Non-bus riders who are being picked up, will be released at 2:58PM daily. All parent/guardians who are picking up their child/children will need to arrive prior to 2:58PM. **ALL parents/guardians will need to wait outside the main entrance doors.** The students will be released through the main entrance with a teacher accompanying them. Parents may take them immediately or wait until the buses leave the parking lot. If you are not here to pick up your child by 2:58pm, your child will be in room 217 and remain there until after the buses leave. Once the buses have left the parking lot, parents may then pick up their child/children from room 217. This is for the safety of our children.

- Bus riders and walkers will be dismissed at 3:06PM.
- Walkers **MUST** wait outside the elementary office until the buses leave the parking lot.



Dress Code

All students are expected to dress in an appropriate manner and in good taste. Students should be neat and clean. Any manner of dress or hairstyle which tends to be a distraction, or which may impair the health, safety, or normal activity of the student or classroom will be prohibited.

All clothing must be appropriate. Students wearing clothing which displays inappropriate lettering, slogans, images, or language will be asked to change clothes at school. Parents may be called to bring other clothing to the student.

Specific examples of dress code restrictions include the following:

1. No clothing displaying lettering or images in poor taste is to be worn. Examples include but not limited to: beer and tobacco ads, obscene words or words that are questionable.
2. No caps or sunglasses are 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.
4. Tank top style undershirts are not allowed.
5. No pajama pants or pajama shirts. No house slippers.
6. All shorts must be five inches in length as measured along the inseam.
7. Dress and skirts are to be no shorter than three inches above the knee, front and back.
8. 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.
9. No (shear, see-through) leggings or stretch hosiery may be worn alone as pants.
10. No sagging.
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. Coats may not be worn in classrooms. Sweatshirts, sweaters, pullovers or unlined windbreakers may be worn. Lesterville School letter jackets may be worn. All outerwear should be clearly marked with the student's name.

***** Please pay attention to weather forecast.**

Children should NOT be sent to school without a coat/jacket during cold weather. Please listen to the weather forecast and use common sense. The school will not be providing coats for students.

16. Footwear must be worn at all times. (NO HEELIES allowed)
17. Tennis shoes or a separate pair of gym shoes must be worn when playing in the gymnasium.



School Admissions

Board Policy Files JEC, JECA, JECB

All individuals, ages five through twenty, who reside within the boundaries of the Lesterville R-IV 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 of Education.

The admission of all students shall be under the direction of the Superintendent, subject to the approval of the Lesterville R-IV Board of Education. All persons seeking admission to the District must satisfactorily meet all residence, academic, age, immunization, health, and other eligibility prerequisites as established by the Lesterville R-IV School District Policies and by the State of Missouri.

Students who apply for admission on the basis of prior accredited schooling shall initially be placed according to prior grade level, admission testing data, and enrollment interviews. Students applying for admission on the basis of prior non accredited schooling shall be admitted in accordance with School Board Policy. (File: JEC).

Enrollment Procedures

Board Policy Files JEC, JECA, JECB

The enrollment process in the Lesterville R-IV Elementary School is as follows:

1. Parent and/or Guardian and the student will proceed to the elementary office.
2. Enrollment forms will be completed with emergency information noted.
3. If the student is transferring from another district, a signed transfer sheet or grade card is required.
4. Probationary grade placement will be made upon the above stated criteria.

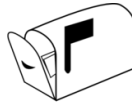
Withdrawal Procedures

If your child must be withdrawn or transferred from school, please notify the office in writing a week prior to the withdrawal to provide an opportunity for completion of school records and a check of property accountability. Withdrawal from the Lesterville School District requires the following steps:

1. Obtain a withdrawal form from the elementary office.
2. Take the form to each teacher for signatures indicating that there are no outstanding fees / books / uniforms.
3. Return to the elementary office.

Change of Address/Phone Number

Please notify the office immediately if your address or home or work phone number changes. It is vital that the emergency care information remain current.



NOTE!
ADDRESS CHANGE

Personal Property

All personal property such as electronic games, CD players, headsets, radios, games, toys (dolls, trucks, etc.) **ARE NOT ALLOWED AT SCHOOL** unless requested by the teachers. Large amounts of money should not be brought to school. School is not a place to trade, sell, or swap items. The school cannot be responsible for the safe return to the home of personal property. Should children bring the above items to school and they are taken from the child, parents may pick these items up in the office. They will not be sent home with the child.

Electronic Devices

Electronic devices; Smart watches, cameras, etc. are not permitted at school. These devices are to be left at home. For each possession, the item will be taken away, and the parent or guardian will have to pick it up from the office. Repeated offenses will result in disciplinary measures. If a student brings a cell phone to school, they will need to be handed to their classroom teacher as soon as they arrive at school. It will be given back at the end of the day. If they fail to turn the cell phone in to the teacher, the above disciplinary action will be taken.

Lost and Found

Please **label outer clothing, lunch boxes, backpacks**, etc. with your child's name so lost items can be returned to your child. All items that are found in school will be placed in the lost and found box. The lost and found box is kept in the elementary entrance hall. Any unclaimed items at the end of each semester will be donated to charity.



School Closings / Bad Weather Reports

Board Policy File EBC-API

The Lesterville R-IV School District has adopted the following procedure for inclement weather concerns.

1. Enrollment forms **MUST** have emergency contacts listed with up-to-date home & cellular phone numbers.
2. Delays or cancellations will be announced over TV Channel KSDK 5.
3. When bus routes and/or school hours will be delayed, the above named stations will be informed.
4. Cancellation, postponement, and/or rescheduling of extra-curricular activities will be announced in the same manner.
5. Parents/Guardians will also be contacted by phone/text through our Emergency Alert automated system via text and phone call.

Parents should make advanced preparations for children in the event of inclement weather schedule changes. Please listen to the above radio and television stations for announcements about school closings, delayed openings, or early closings.

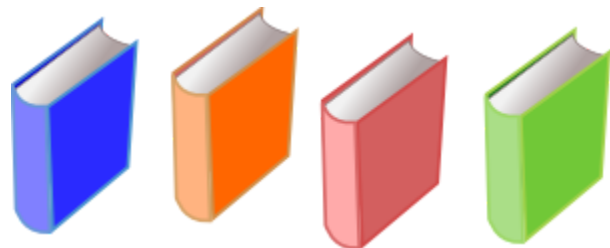


Textbooks / Library Books

The Lesterville School District provides all textbooks for all course work free of charge. If a book is lost or damaged, the student is responsible for the replacement costs.

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 check-out 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 to equal 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.



Gifted Program (C. A. T. S.)

Our gifted program is known as C.A.T.S. (Creative and Talented Students). If you are interested in more information about this program, please contact the office.

Grade Reports

Board Policy File IK

Grade reports will be issued every nine weeks. To help you keep track of what your child is learning, weekly Plans/Objectives for each subject will go home with your child every Monday. Midway of each nine week grading period, teachers will provide a progress report to each individual student in grades 2-6. Kindergarten & first grade teachers will send home letters at the beginning of the year explaining their reports. The student's grade will be based on their class work, class participation, and regularly administered assessments/ tests prepared by the teacher. The first report card will be the percentage earned during the first nine weeks. The second report card will be the percentage earned during the second nine weeks and so on. Semester grades are determined by averaging the two quarter grades (and a mid-term or final if applicable). All report cards for first and third quarters will be picked up at Parent/Teacher Conferences. All progress reports and second and fourth quarter report cards will be mailed home.

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

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

Honor Roll

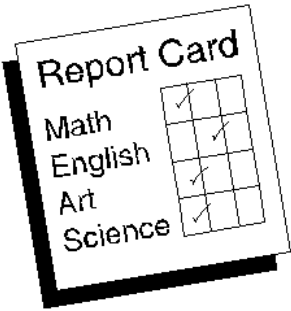
High Honors/Principal's Honor - The attainment of an A or A- grade. This will not be an average of all grades.

Honors - The attainment of a 3.0 Grade Point Average and NO letter grade of a 'D' or 'F'

Parent - Teacher Conferences

Communication between the school district and the parents is essential for a child to be successful in their educational program.

For the convenience of all parents, conferences are scheduled at the end of the first and third quarter grading periods. All parents are invited to visit or schedule an appointment at any time throughout the year.



Good Behavior Day

Good Behavior Day is an activity sponsored by the elementary. Students in grades Preschool through 1st qualify for this honor by having no discipline referrals to the office. Eligibility for this activity is determined in the first and third quarters.

P. T. O.

The Parent-Teacher Organization is an integral part of the Lesterville School District. The PTO is an organization of parents, teachers, and community members who unselfishly give of their time, talents, and energy. The efforts of this group and these individuals make the Lesterville School District a successful, caring place.

As a parent, YOU are encouraged to join this group. Anything that the community members of Lesterville and the surrounding area are able to offer their children makes the educational process that much stronger.

*Please feel free to contact the Lesterville Elementary or High School offices for more information regarding meeting dates and places.

Academic Excellence

Academic Excellence is an activity sponsored by the Lesterville PTO. Students in grades 2 through 6 qualify for this honor by making all A's and B's, no discipline referrals, and showing good citizenship. Eligibility for this activity is determined in the first and third quarters.

Health Services / Medication at School

Board Policy File JHCD

Our school provides health services under the direction of a Med Tech. Health services are available to all children in the school.

Emergency telephone numbers MUST be available where the person responsible can be reached.

The main purpose of this is to help us locate the parents in event of illness or emergency involving a child. Hospitals and private doctors will not give emergency medication or treatment or perform any kind of surgery except when the parent or guardian is present. It is very important that we be able to locate you at any time. Please list phone numbers of neighbors who will know where you are for emergency calls and who may pick up your child when he/she feels ill and you are not at home. In special cases, you may wish to call and give office personnel a number where you can be reached during the day. Also, please list on the student health inventory form any allergies or serious medical problems of which the school should be apprised.

If a student needs to see the Med Tech, they must get permission from the classroom teacher, except in cases of emergency.

The nurse keeps a record of immunizations and other health information, in accordance with Missouri Law. It is unlawful for students to attend school unless their immunizations record is complete and up-to-date.



For the safety of our students, we attempt to discourage the administration of medication during school hours and request, if possible, for medication to be scheduled for home administration. **Children are not permitted to carry any type of medication to and from school or in school.** Parents must bring the medication in the original container labeled and dated by the pharmacist with only those doses to be given at school. Medication to be administered for more than ten days requires a physician's order. Forms for this and over-the-counter medicine are available in the Med Tech's office and the elementary office. The proper form must accompany the medication on the first day it is to be administered. This ruling is also in accordance with Missouri Law. **Medication MUST be brought to the office or clinic and never left in the classroom, on the teacher's desk, or in the student's lunchbox or backpack.** Please call the school Med Tech at (573)637-2201 extension 112 or the elementary office at (573)637-2201 extension 1 to notify of the medication.

Students with a fever of over 100 degrees (pending circumstances could be a lower temp) will be confined to the Med Tech's office until arrangements can be made for them to be picked up. Transportation cannot be provided for sick children. A student that contracts a contagious disease or condition, such as pink eye, chicken pox, ringworm, impetigo, or head lice will be sent home from school and must remain at home until the condition or disease is corrected.

Screenings for vision, hearing, and scoliosis are conducted throughout the school year for early detection and treatment of abnormalities.

Attendance / Tardy

Board Policy Files JEA, IICA

The Lesterville School District believes it is imperative that children attend school on a regular and ongoing basis. The learning process is a continuous act that requires student participation. 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. When attendance is poor, the student is at risk of not progressing to the next grade level. Habits developed in school often carry over to the workplace. It is recognized that, at times, there are events, which are beyond the control of the student, which have to be taken into account. Therefore, the Lesterville Elementary School Attendance Policy is established to

Attendance / Tardy continues...

Board Policy Files JEA, IICA

encourage maximum student participation while allowing for the realities of everyday life. The policy is encouraging, yet flexible, to allow students the opportunity to continue their learning. **To encourage good attendance and to help the students gain the most from their education, the following attendance/tardy policy is authorized.**

An absence for any reason will be counted as an absence unless it falls under the waived absence criteria. 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 attend summer school. If the absence qualifies as a waived absence, parents or guardians of students are required to send notes or medical excuses to the school with students on the day following the absence indicating the reason(s) for the absence.

Consequences for Excessive Absences:

Each student's attendance record is checked on a regular basis during the school year. The following procedures will be followed in dealing with attendance in the Elementary School:

Intervention Strategy #1

Absences beyond 5 days per semester are considered excessive.

When absences exceed 5 days, parents will be sent a notification letter and a copy of absence records. Parents may be asked to provide more information about absences and/or make a plan to improve attendance.

Intervention Strategy #2

Absences beyond 7 days per semester are considered critical to the student's progression to the next grade level. From this point on, students will not be allowed to make up missed work. Parents will be asked to attend a conference with school personnel. Notification will be made to the Division of Family Services Personnel and/or Juvenile authorities.

If the parents are unable or unwilling to help improve attendance, the principal may:

1. Refer the problem to the Superintendent of Schools.
2. Notify the Child Abuse Hotline of neglect/abuse concern.

Appeal Process

The student or parent may request a hearing before the Attendance Committee, which will consist of the principal, counselor, and classroom teachers, to discuss any extraordinary circumstances contributing to the excessive absences. Decisions of the Attendance Committee may be appealed to the Superintendent of Schools using the regular procedures.

Waived Absences (do not count towards attendance policy)

Absences created due to participation in and/or attending a siblings school-sanctioned activity

Absences created due to death in the immediate family (parent(s), grandparent(s), sibling(s), and any other family member residing with the student).

Absences created when a student cannot attend school due to hospitalization/homebound.

Absences created by court subpoena

Attendance / Tardy continues...

Board Policy Files JEA, IICA

Being on time is an important responsibility for every individual. If a student is late to school, he/she is missing out on valuable learning time and may interrupt the educational process for other students. If an emergency situation causes a student to be late for class, the following procedures should be followed.

1. Parent/Guardian **MUST** accompany the student and sign them in at the Elementary office.
2. Go to class and begin study time as quickly and quietly as possible.
3. Repeated, consistent, and/or unnecessary tardies (No more than 4 tardies allowed in a semester)
Parents of elementary students are responsible for getting their child/children to school on time.
Excessive tardies will be reported to DFS and/or Juvenile Authorities.

(Any student checking in after 7:58 AM will be considered Tardy - Breakfast STOPS at 7:53am)

* Students Leaving School During School Hours

Requests for students to be excused from classes early should be made only when absolutely necessary. When such a request is necessary, the parent/guardian should send a written statement the morning of the request and include the following information.

1. Date and parental signature
2. Reason for request (i.e. orthodontist, dentist, doctor, etc.)
3. Requested time of departure
4. Who (usually only parents/guardians/or immediate family) will be taking the student.

This is for the protection of your child!

5. The parent/guardian must come to the office to meet the student.

All children **MUST** be signed out in the elementary office. Children will remain with the teacher until notified by the office personnel.

Make-up Assignments

*When students are unable to attend school, it is the student's responsibility to obtain information regarding missed assignments. The number of days to "make-up" the missed assignments will equal the number of days the student was absent from that class. If tests were announced before the student was absent, the student will be expected to take that exam on the day he/she returns to school. If missing work isn't turned in during the specified time frame allowed, a 10% deduction will apply for each additional day.

Absences on Day of a School Sponsored Activity

*Students who are absent on the day of, or any part of the day of, a social, athletic, or school-sponsored activity (this includes a field trip) shall not participate in this event. Extenuating circumstances will be considered if a parent, teacher/coach, administrator conference is requested.

Attendance Incentive

Any student who misses four (4) days or less during the entire year shall be eligible to have his/her name included for a chance to win one of the following:

1 \$20.00, 1 \$10.00, 1 of 2 \$5.00 cash drawings. Eligibility will be on the following basis.

- 4 days - Name put in one time
- 3 days - Name put in two times
- 2 days - Name put in three times
- 1 day - Name put in four times
- 0 days - Name put in five times

Any student having **Perfect Attendance** and **NO tardies** will receive a special award at the end of the year.

Attendance / Tardy continues...

Board Policy Files JEA, IICA



QUARTERLY ATTENDANCE INCENTIVE REWARDS- Any student having missed 4 (four) hours or less, no more than 1 (one) discipline referral per quarter and no more than 2 (two) tardies each quarter will be eligible for a quarterly attendance pass or movie day to be determined by the administration.

***** Students moving into the district during the school year must be in attendance for a full quarter, no more than (1) one discipline referral and no more than (2) two tardies in order to qualify for an attendance reward.**

CLASS FIELD TRIP requirement- Any student having *more* than 3 (three) discipline referrals during the school year (**Depending on the severity of the discipline, it will be to the discretion of the administration whether it is less than 3 (three)**), will not be allowed to attend the class field trip.

* After School Activities

For the safety of our students, no student is allowed to stay after school without direct supervision. If a school-sponsored activity is being conducted, parents will be notified prior to the scheduled after-school activity.

Students who forget materials or need to return to school after hours should do so only with their parent/guardian/or other responsible adult.

Discipline / Student Behavior

Board Policy Files JG-R, JGB, JGD, JGA, JFCJ, JFCF, AC, AC-R, JFCH, JHCD, ECA, JEDA

Cooperation between the school and home is the key to a child's success in academic growth and positive self-image.

The school needs your influence and support in creating an appropriate atmosphere for learning. Children who come to school to learn seldom have problems with school rules. They have a good attitude toward school. Unfortunately, some children do not have good attitudes. The behavior of these children creates problems for everyone.

The elementary school is charged with the responsibility of forming appropriate attendance and behavior patterns so children have an understanding of behavior expectations as they progress through school.

Discipline / Student Behavior continues...

Board Policy Files JG-R, JGB, JGD, JGA, JFCJ, JFCF, AC, AC-R, JFCH, JHCD, ECA, JEDA



The school and every classroom should be a place where orderly learning is possible and expected. To establish and maintain a safe and proper atmosphere for learning, certain rules and standards of conduct are important. Children should be made aware of what is acceptable and unacceptable behavior and all school personnel should work together to see that unacceptable behavior is addressed and corrected in a firm and fair manner.

Possible Misconduct Requiring Specific Discipline Actions:

- Possession or Use of Weapons/Fireworks
- Continuous classroom disruption
- Failure to complete homework assignments
- Rude, discourteous behavior
- Possession or Use of tobacco/alcohol/drugs
- Continuous misbehaviors/disruptions
- Failure to comply with school/classroom regulations
- Tardiness
- Horseplay
- Telling lies
- Cheating
- Abusive language
- Failure to follow directions
- Lack of classroom materials
- Fighting
- Stealing
- Violation of Bus rules
- Vandalism
- Threats to others - NO Tolerance - subject to corporal punishment, ISS or OSS, etc.)

(Principal, classroom teacher, reporting teacher, and counselor will be included in the details and severity of decision making (age, nature, context, etc.)

-Bullying * 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.

Discipline / Student Behavior continues...

Board Policy Files JG-R, JGB, JGD, JGA, JFCJ, JFCF, AC, AC-R, JFCH, JHCD, ECA, JEDA

Possible Levels of Disciplinary Responses:

- Withdrawal of Privileges
- Parent Conference
- In-school suspension
- Suspension from extra-curricular activities
- Detention at recess, lunch, or after school
- Corporal Punishment
- Out-of-School suspension
- Alternate Placement

AFTER-SCHOOL DETENTION (Board Policy File JGB): After-school detention will be served from 3:15-4:15PM.

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. Only in reasonable form and upon the recommendation of the principal. A witness must always be present, and parents will be contacted prior to paddling and followed up by mail after the fact. In the event that corporal punishment is refused by parent/guardian, the child will take an alternative punishment in lieu of corporal punishment. This decision will stand. It is important to note that when a student is suspended out of school, the work they miss is recorded as a zero, and is not allowed to be made up. Restraint - 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.

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 the 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.

Discipline / Student Behavior continues...

Board Policy Files JG-R, JGB, JGD, JGA, JFCJ, JFCF, AC, AC-R, JFCH, JHCD, ECA, JEDA

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 at the Alternative School. Placement decisions will be made by the administration.

General Rules for ALL Areas of the Elementary School

1. Follow directions the first time they are given.
2. Keep hands, feet, and all other parts of your body to yourself
3. Use appropriate language at all times.
4. Fighting is not allowed. "Play fighting" will be considered the same as fighting.
5. Weapons of any kind will not be allowed at school.
6. Do not bring toys or other personal items to school unless the teacher has requested these items.
7. Littering will not be tolerated anywhere on the school grounds.
8. Keep noise level to a minimum in the halls. Noise disrupts the learning process for everyone else.

Playground Rules

Playground duty teachers will enforce the following rules (classroom teachers will discuss these with their children and make sure they are understood):

1. Students are to obey the teacher on duty at all times.
2. Students are to stay off the grass by the High school building and Pre-school.
3. Students are not to play "tackle" or any game following the tackle format.
4. Students - no rough play, (ex. wrestling.)
5. Students - no climbing up the slide - you must use ladder.
6. Students - no playing in, on or among the trees/fence
7. Students must show respect for the volleyball and basketball equipment as well as good sportsmanship with each other.
8. Students - no pretend guns and no pretend shooting
9. Teachers are to use their best judgment and stop any behavior that appears to be dangerous.
10. The teacher on duty will determine when the outside recess is to be called off.

Cafeteria Rules

Cafeteria duty teachers will enforce the following rules (classroom teachers will discuss these with their children and make sure they are understood):

1. Wait quietly in line in the order assigned by the teacher.
2. Keep your hands to yourself (both in line and at the table).
3. Walk to your assigned table.
4. Speak in soft voices. Do not yell.
5. Glass containers are not allowed. Sodas or juice in plastic bottles, cans or thermos bottles are approved if they are part of the student's lunch. NO containers will leave the cafeteria unless it is a thermos.
6. Children who put extras on their trays will be expected to eat what they take.
7. Food may not be taken out of the cafeteria.
8. Follow the directions of the teacher on duty.
9. Clean up your space after eating.
10. Children should report any problems to the duty teacher.
11. Children will not be dismissed to go back to the classroom unless they have the classroom teacher's permission.

Classroom Rules

Discipline will be approached in a preventive and positive way. Each individual teacher will decide upon appropriate rules and regulations that will be used in their respective classrooms. They will follow the same general procedures that are set for the school district. However, they will be allowed the latitude to determine any other reasonable rules and any consequences that are needed in order to best maintain their classroom.

Teachers will handle the discipline in their classrooms and any area in which they happen to be during the day. Each child will be dealt with individually in all discipline matters. The action taken will be dependent on the seriousness of the problem and/or the frequency of the problem areas. **NO CHILD WILL BE ALLOWED TO DISRUPT THE LEARNING PROCESS!**



Bus Rules / Transportation

Board Policy File JFCC

Transportation provided by the Lesterville R-IV School District is a privilege extended to the students for the purpose of assisting parents and students in the educational process. As with all privileges, however, the attendance responsibilities must be fulfilled for the safety of all involved. Therefore, the following rules and regulations have been established so that all students who choose may continue to receive free transportation to and from their regular classes and extra-curricular school activities when provided.

1. Students must obey the driver AT ALL TIMES.
2. Students must sit in their assigned seats and remain seated at all times when the bus is moving.
3. Students must be on time to catch the bus. The driver cannot wait.
4. Students must stand on the side of the road a safe distance from the traffic -parents/guardians are requested to assist in monitoring this.
5. Possession or use of tobacco is prohibited.
6. Students should keep the bus clean. No waste paper or trash is to be left on the buses.
7. Bus routes are established by the administration in order to serve the greatest number of students in the most efficient manner possible. Bus routes cannot be changed without the approval of the administration.
8. When a student changes residence, he/she is requested to report this to the office so that appropriate transportation arrangements can be made.
9. NO food or drinks are allowed on the buses (this includes candy).
10. Ongoing bus misconduct could result in being suspended from the bus for a length of time determined by the principal.

Bus Rules / Transportation continues....

Board Policy File JFCC

BUS NOTES

10. Students may ride only the bus to which they are assigned. Bus drivers **must have** a note from the office before students will be allowed to ride another bus or to get off at a destination other than the designated area on school records.

*Special requests **by the parent/guardian** to ride another bus must be presented to the Elementary office.*

Such request MUST be in writing.

IN CASE OF EMERGENCY, a telephone call from the parent/guardian to the Elementary office will be honored. **Please call before 2:00PM.** Please remind your child that they will NOT be allowed to call home at the last minute to make after-school arrangements to visit a friend.

When students repeatedly disobey the rules and regulations stated above and specified by the bus driver, the student may be suspended from riding the school bus. It is then the responsibility of the parent/guardian to provide transportation for the student.



Extra-Curricular Activities

Board Policy File IGD

The Lesterville R-IV School District recognizes the importance of its role in the community and the value of teaching students community involvement. As such, the school district provides a variety of extra-curricular activities for the education and entertainment of the students and patrons. While participating and attending these activities, the students involved and all spectators are expected to behave in a manner representing the Lesterville Community in a positive light. All school rules, with appropriate modifications for the type of activity, will be followed. Expectations of behavior for customary rules of courtesy and etiquette will also be followed.

Ballgame behavior should be enthusiastic and sportsmanlike with good-natured competition apparent. Students and patrons should support the local team with no negative gestures or comments for the opposing team. Students and/or patrons who choose to conduct themselves in an inappropriate manner will lose the privilege to attend extra-curricular activities at this school.

The following practices should be followed in addition to the general rules of appropriate conduct.

1. Stay off the gym floor at all times.
2. Students should watch the games and must stay with their parent(s) and/or guardian(s) who are responsible for them.
They may NOT play in the lobby area during an activity/ball game.
3. Be courteous to others. Please remember! By your attitude and behavior, you are representing the entire Lesterville community. The visiting players and fans are the guests of this school and community.

Extra-Curricular Activities continue...

Board Policy File IGD

Extra-Curricular Activities -- Participation

An extra-curricular activity is any school-sponsored activity which takes place outside of the normal school day. The sponsoring team/group will set requirements for attendance and behavior relative to continued participation in the activity. This definition includes all activities held outside regular school hours.

Eligibility requirements will be set by the sponsors/coaches with the approval of the administration. Parents will be notified in advance of these requirements, and all students must abide by the criteria. Lack of fulfillment will result in ineligibility of the student to participate.

Transportation for extra-curricular activities is the responsibility of the student and parent/guardian for all home activities. Transportation will be provided for some activities which take place at other schools. Guidelines for transportation to and from activities will be set by the sponsor and administration. Students will be required to ride the bus to the activity (extenuating circumstances will be considered on an individual basis). Students may ride home with parents if signed out with the supervising teacher/coach/administrator. Please be prompt when picking up children.

Eligibility for Participation in Extracurricular Athletics

Students are eligible for participation in athletic events under the following requirements:

1. Please refer to the Athletic Handbook for the appropriate season.
2. Behavior standards meet school requirements.
3. Attendance requirements have been followed.

Holiday Celebrations

Parents are welcome to attend designated elementary celebrations throughout the school year. Holiday Celebration information sheets are sent home in the enrollment packets that are picked up at Open House or sent home with your child the first day they are in attendance. Parents/Guardians are welcome to send holiday treats with their child. You may also like to send a treat for your child's birthday. Please contact your child's teacher for more information (ex. good time to bring, # of current students etc.) However, **for safety reasons, NO homemade items are allowed.** Must be a store bought item [store bought-Establishment Inspected by Health Department]
Suggestions: (individually packaged/store bought snack cakes, cupcakes, cookies, ice cream bars, ice cream sandwiches, bag candy)

Parents/Guardians/Guests attending a school function with other children who are not students at Lesterville R-IV School are responsible for monitoring these children/guests. This is not the classroom teacher's responsibility.

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.

Breakfast and Lunch Program

Board Policy Files EF, EFB

Students should pay for meals in advance. Applications are available for assistance - free or reduced meals. All applications and information contained therein is kept confidential. Additional information is available on request. Parents/Guardians will receive a notice when their child has charged \$50.00 for meals. If this is NOT paid within a week, your child will ONLY be served peanut butter. Arrangements can be made with the Superintendent if payment cannot be made at this time.

	BREAKFAST		LUNCH	
	Full Price / Reduced		Full Price / Reduced	
PRESCHOOL	.80c	.30c	\$2.01	.30c
Grades K-8	.90c	.30c	\$2.01	.30c
Grades 9-12	.90c	.30c	\$2.01	.40c
Adult/Guest	.90c	N/A	\$2.01	N/A

*Extra Milk .35c / Extra Juice .35c

MEAL SCANNING: Our Food Service Director is in charge of maintaining meal records. Students will record their meals through our biometric scanning system. Preschool student meal records are maintained manually by the classroom teacher and Food Service Director.

Volunteer Program

The elementary welcomes you and your child back to school! Our volunteer program is one that involves the students, teachers, parents, and community members working together to provide support in many areas of the school. There are many times throughout the year that your help and assistance is needed and greatly appreciated. Please look for the volunteer sign up sheet at Open House. If you miss it, you may stop by the elementary office and sign up any time during the school year.

Bullying Policy

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 designates 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 incidences, 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.

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

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV(A), Title V

² In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

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 3 pm 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

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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
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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 e-mail 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 v. 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 e-mail 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 e-mail 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 e-mail 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)

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

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

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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)

AHERA Annual Asbestos Re-inspection Report

The Lesterville R-IV School was re-inspected in accordance to 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. Shawn Maize 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. 4.

Lesterville R-IV Schools

Mr. Jeremy Myers, Superintendent

www.lesterville.k12mo.us

Home of the Beareats

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 you 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

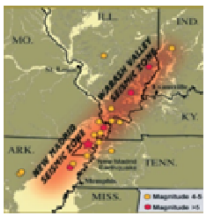


Earthquake Safety For Missouri's Schools

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 on 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 un-reinforced 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, 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

Mr. 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

School/Community Relations

Administrative Procedure

KK-##

Visitors to District Property / Events – (Public Conduct on District Property)

In order to ensure a safe and orderly environment in which our students can maximize their educational and social development, the following regulations are enacted with respect to the conduct of adult visitors:

1. Verbally aggressive behavior, which would include, but not limited to, threats, intimidation, and profanity, will result in limited access to school premises and school activities for up to one (1) year. The length of the restriction will be determined by the Superintendent of Schools.
2. Physical or violent behavior will result in a ban by the Board of Education from school premises and activities, indefinitely or for a specific period of time as determined by the Board of Education, and will be referred to law enforcement.
3. Failure to comply with restricted access provided in these regulations will result in the filing of civil and/or criminal charges.

1st Incident: - The individual will receive a warning by letter from the superintendent. The incident will be documented and remain on file permanently.

2nd Incident: - The individual will be suspended from all activities, home and away, for a period of 30 school days.

3rd Incident: - The individual will be suspended from all activities, home and away, for 365 calendar days. The individual is responsible for setting up a meeting with the Superintendent to meet with the Board of Education to become reinstated. The third offense will be reported to authorities.

****An incident is at the discretion of the Lesterville R-IV Administration. Any act that is in the realm of unsportsmanlike conduct with regards to officials, coaches, game personnel, and general attendance of a school activity is considered an incident. Depending on the severity of the incident, the Lesterville R-IV School District has the right to waive this policy and take further action.**

During any period of prohibition, the visitor will not be allowed on district property. The superintendent may make exceptions for parents, guardians, or custodians of students enrolled in the district if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian, or custodian will be supervised at all times. The superintendent may make exception for visitors to attend a meeting of the Board or its committees but is not obligated to do so. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of policy.



School Fight Song

On the east of the Ozark Mountains
Neath the suns warm glow
Lies the home of the Lesterville Bearcats
Finest place we know.
May we cheer for our traditions
Hold our honors high
Ever guard our name in glory
Live and do or die.
Yay, Rah, Bearcats!
Yay, Rah, Bearcats!
Yay, Rah, Bearcats!



