




LICKING R-VIII SCHOOL DISTRICT

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*Home of the*  
**WILDCATS**

*2020-2021 Elementary Student Handbook*

## Licking R-VIII School Calendar 2020-2021



JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

18, 19, 20 & 21 - Teacher Workdays

25 - First Day of School

7 - No School - Labor Day

25 - No School - PD Day

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

12 - No School - PD Day

16 - End of 1<sup>st</sup> Quarter

27 - P/T Conferences

29 - P/T Conferences

30 - No School

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23- 27 Thanksgiving Break

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

18 - End of 2<sup>nd</sup> Quarter

21 - Jan 4 Christmas Break

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 - Teacher Workday

5 - School Resumes

15 - No School - PD Day

18 - No School - Martin Luther King Jr. Day

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 - No School - President's Day

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

12 - End of 3<sup>rd</sup> Quarter

22-26 Spring Break

29 - Classes Resume

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2 - No School PD Day

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

16- Graduation Day

20 - Last Day of School & End of 4<sup>th</sup> Quarter

21 - Teacher Workday

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Total Days in Attendance 164  
Teacher Workshop/Meetings 10  
174  
(10 Incentive Weather Days Built In)

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## Letter of Introduction

Dear Students and Parents/Guardians:

This handbook is presented to all students and their parents/guardians for a better understanding of the school and its function. To provide the best education possible, the staff and administration must depend upon both the students' and parents'/guardians' cooperation for a safe and academically structured environment. Thus, the guidelines found in this handbook are designed to represent a basis of mutual understanding between the elementary school personnel and the families and their students who attend this school.

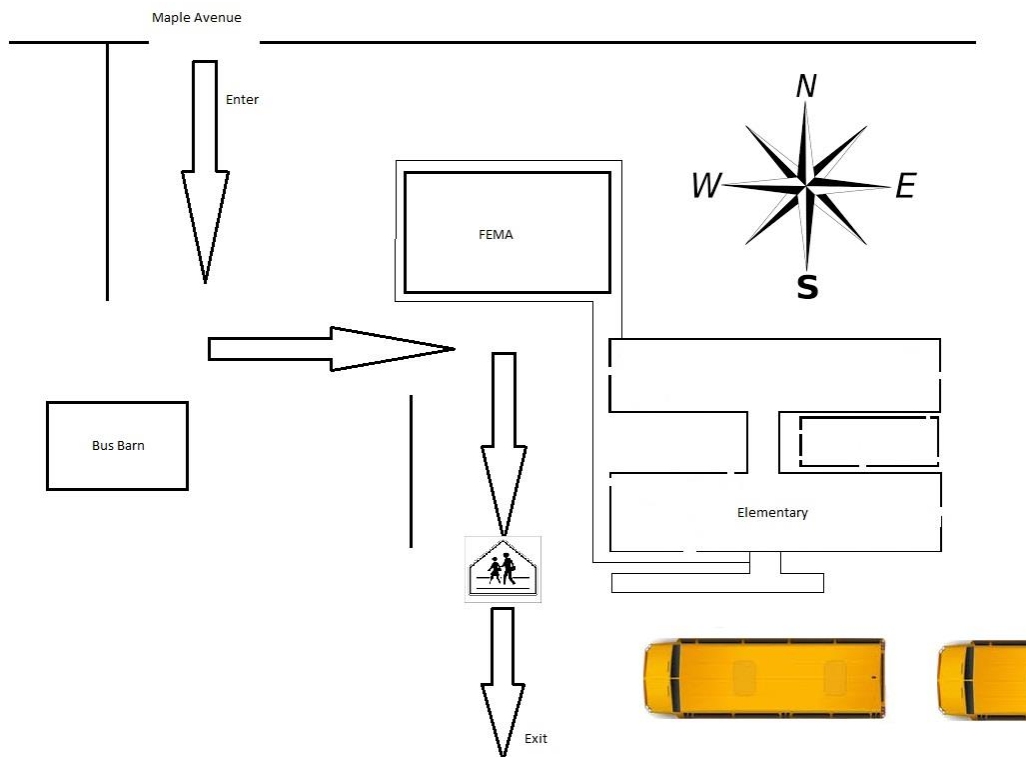
Understandably, this handbook cannot cover every aspect of daily student behavior; however, it shall serve as a basic guide for the routine handling of student's behavior. Incidents which may occasionally occur, but not covered in this handbook, shall be dealt with on an individual basis by the teachers and administration. I hope many of your questions will be answered and that this handbook will serve as a guide to acquaint you with various district policies and/or procedures. We also hope that you will take the time to read the handbook in its entirety and discuss the information with your child(ren).

**Students and parents should read this handbook.** Parents/guardians should read it and discuss its contents with their children. If there are any questions about the material presented, please contact the Elementary Principal's office at (573) 674-3211 at any time or visit the Licking R-8 School District website at [www.licking.k12.mo.us](http://www.licking.k12.mo.us) for further policy references and clarification.

Bradley Cooper  
Elementary Principal  
Licking R-VIII School District  
[bcooper@licking.k12.mo.us](mailto:bcooper@licking.k12.mo.us)  
Licking, MO 65542

**School Arrival**

- A. The school day will begin at 8:10 am. Students will be allowed to their rooms at 7:40 am. Students that are eating breakfast will be urged to return to class when the 8:05am warning bell rings. All students must be in their room by 8:10 am to allow the teacher to promptly begin instruction.
- B. Buses are scheduled to arrive at the school between 7:40 and 8:00 am. Students who walk, ride bikes, or come with parents should not arrive at school prior to **8:00 am**. However, as a matter of convenience, those students whose parents must be at work earlier than the above times may enter the main entrance at **7:30 am and supervision will be provided**.
  - a. Please note: There will be **no supervision of students on district property before 7:30 am**. Only drop students off after this time please.
- C. After the building is opened at 7:30 am, students will wait in the cafeteria until 7:40 am (when breakfast is available). All miscellaneous tasks (eating breakfast, paying for meal charges, obtaining materials, etc.) must be performed before 8:10 am.
- D. Students in Grades 5-6 are not permitted to go out onto the playground in the mornings until their classroom teacher arrives and permits his/her students to do so. Students are not allowed on the playground without the proper supervision of their classroom teacher/qualified designee.
- E. **The circle drive will be blocked off from 7:40 am until 8:10 am, allowing all buses to drop off students at the front door safely. Prior to this change all drop offs have been allowed to utilize the circle drive, however some traffic issues have occurred leaving buses out in the road, has prompted the board of education to make some changes. We are no longer allowing any traffic in this area while the students are unloading the buses. If a parent decides to transport their student(s) in the morning, please utilize the parking lot entrance at the north end of the elementary campus (north of the FEMA Gym) off Maple Avenue. You may enter the parking lot through this entrance and continue around the west side of the FEMA Gym into the main parking area. Continue South and utilize the crosswalk at the west side of the elementary cafeteria to drop your student(s). No student(s) will be allowed to be dropped off at any other location(s). When leaving the parking lot please yield to bus traffic exiting the circle drive and utilize the south exit onto College Avenue to exit the premises. Please note the image below:**



### School Dismissal

- A. The dismissal bell will ring at 3:23 pm. All classroom teachers will accompany their class out to the loading and unloading landing where students can safely load the buses.
- B. Students that are being picked up or walk will remain in the cafeteria until either a parent arrives, or all the buses have left the parking lot. Students are not allowed to cross the parking lot without a parent while buses are loading and unloading.
- C. **Parents are asked to wait in the cafeteria to pick up students.** It is important to keep our lobby clear to allow all students to exit the building safely. We also ask that you do not stand in the cafeteria doorway because students will need to be able to enter and exit the cafeteria safely and orderly.
- D. The circle drive will be blocked off from 2:30 pm until all buses have left the parking lot. Parents who are picking up their students will need to park in the lower parking lot. If parents would like to use the circle drive to pick up their students, they will need to do so after all the buses have left the parking lot. We are no longer allowing any traffic in the area while the students are loading the buses.

### Bus Changes/Notes to Students

The goal of the Licking R-VIII School District is to provide students with a safe opportunity for education. One service that the school district provides is the ability to ride the school bus to and from school. To provide adequate/safe transportation for Licking R-VIII students the elementary office **will no longer accept bus changes/notes after 2:00 pm.**

This change will enable the school district to provide quality assurance that all students have been properly notified what their plans will be after school (students that will be picked up prior to the 3:12 pm are excluded from this rule). It will also allow the office staff plenty of time to produce appropriate documentation for required changes.

Any changes that are required to be made to a student's transportation plans after 3:00 pm will result in the student being pulled from the bus and parents/guardians will be able to pick them up from the elementary office. Bus routes will not be changed for any reason after this time.

### Cafeteria

- A. Food Service: The Licking R-VIII School District will provide nutrition services that make the maximum contribution to health, nutrition, and education of our children by:
  - o Providing well prepared meals served in a safe, pleasant environment,
  - o Offering and encouraging wise food choices,
  - o Contributing to the overall district education setting.
- B. Students who bring their lunch must take it to the cafeteria. Students will be notified of meal prices at the start of the year.
- C. Students will observe appropriate table manners and be courteous while eating in the cafeteria.
- D. All balances must be paid before students receive report cards and resume the privilege of charging for the following year.
- E. Parents who wish to take their student(s) out for lunch must sign them out through the office. All occasions in which students are not participating in a school activity (field trip, sporting event, etc.), absences will be calculated within the student's attendance record.
- F. Elementary students are not permitted to go to The Store, across from the school, during the school day. **No exceptions.**

### Junior High and High School Campus

Elementary students are not permitted to go to the Junior High and High School campuses unless permission is received from the Elementary principal's office. Elementary Band students are exempt from this rule during scheduled band time(s).

### Telephone Use

The telephones in the offices are for school business only. They may be used to obtain instructions from a parent or guardian about important matters. Students are not allowed to use the telephone except in an emergency. Asking a parent to bring forgotten homework assignments, books, projects, or PE clothes is NOT considered an emergency. Students will not be called out of class to answer a telephone call from home except in an emergency. Messages from parents will be delivered to students directly from the office at the end of the day or other convenient time. Students should not ask to use the phone to call and ask if they can stay all night or walk/ride home with a friend or family member. Matters such as this can be taken care of off school property. The office must be notified of any

changes to a student's daily routine by note or telephone call regarding such matters from parents or guardians. Parents should also limit their phone messages to students concerning items which must be taken care of during the school day. The school discourages cell phones from being brought to school at any time. The school is not responsible for the loss or damage of personal items.

### Student's Personal Property

- A. Students should mark their personal belongings with their names. Items which are too small to mark with your name should have a distinguishing mark, such as an (X) or another symbol that you can readily remember if asked to identify them. Students should check in the Lost & Found Box located in the lobby for lost and found items.
- B. Students should always consider the loss of valuable personal objects before they are brought to school. Sport equipment for playground use, can be brought with permission by the classroom teacher. Purses, billfolds, and other items that contain money should be closely guarded by each individual student. Items that are not allowed on school property will be confiscated and must be picked up by a parent or guardian. Do not leave valuable unattended or in another student's care.
- C. Students are not to bring items to school for the purpose of selling, trading, or leasing. This includes soliciting to sell catalog or mail order items. Permission must be obtained through the Elementary Office for the sale of community fundraisers.
- D. Students who ride bikes to school must park them immediately upon arriving at school and will not be permitted to use them again until school is out each day and walkers are released. All students should park their bikes using the bike rack located in the front of the elementary building.
- E. Students must have permission from the principal or teacher before bringing pets and/or animals to school. Any animal permitted to be brought to school must have an educational basis before such request will be granted. Animals are not allowed on any school bus, without permission from the principal.

### Cellular Devices

- A. The use of cell phones, camera phones, beepers, and other cellular devices (collectively referred to as "cellular devices") at school is **strictly prohibited**. Students shall not send or receive communications to or from these devices while on school property during the school day or while participating in an off-campus school sponsored instructional activity except with permission from an authorized school official. Under this policy, the term "school day" shall be defined to include all hours from 8:00am-3:23 pm, Monday-Friday. **However, students remaining after school shall not be permitted the use of cell phones outside the definition of a "school day" (i.e. school cafeteria after school, after-school tutoring, etc.).** Students must further ensure that their cellular devices are turned off completely and stowed away during school hours.
- B. **Students in violation of this policy shall be subject to disciplinary action of up to a one (1) day in-school suspension of the first offense and up to a ten (10) day out of school suspension for any subsequent violation.** In addition, school officials will confiscate the cellular device of the student who violates this policy. The cellular device shall be returned only to the student's parent or legal guardian or, if the student is age 18, to the student at the end of the school day.
- C. If a student chooses to bring a cellular device to school, the above stipulations apply, and the Licking R-8 School District will NOT be responsible for loss of property due to either student misplacement of device, damage, theft, etc.
- D. Furthermore, cell phone use, for any reason is not permitted during the times listed above. The district cannot and will not allow students to contact parent(s) for reasons of forgotten items, sickness, making plans after school, or any other intention for communication through cellular device. Any communication in leu of the Elementary Office to students may cause a lack of communication between the district and parent/guardian(s) that may result in a lack of supervision or insufficient safety of a student before, during, or after school.

### Additional Prohibition on Camera Phones

The Licking R-VIII School Board desires to protect students' personal privacy in accordance with law. Thus, students are prohibited from using camera phones or other cellular devices to take photographs or to record photographic images (both in audio or video formats), whether in digital or other form, in any manner during the school day. In addition, even outside of the school day, students are prohibited from using such camera phones/photographic devices in any school room, which shall include classrooms, offices, locker rooms, restrooms, and any other school facility or location at which students have a reasonable expectation of privacy. Students who use such camera phones/photographic devices to record photographic images in violation of this rule are subject to an out of school suspension for up to 180 school days for the first offense. In addition, the actions of such students may be reported to law enforcement.



### School Property

All students are encouraged to be proud of their school and campus and accept the responsibility of taking care of the school's property. The taxpayers of the Licking R-VIII School District have provided the needed equipment and facilities so that our students can obtain an education. Students who deface, damage, or lose school property may be required to pay for the damage or loss. This includes loss or damage to textbooks, which is beyond normal use.

### General Student Conduct

- A. Students are expected to act in accordance with the rules and regulations of this school. The following rules are established to promote an academic environment in which all students can receive the best education possible. **Breaking the rules will result in disciplinary action.**
- B. The following is a list of general student conduct rules:
  - Follow the directives of teachers and other staff.
  - Act and always respond to teachers and other staff with respect.
  - Be kind and fair to classmates.
  - Do not use obscene or improper language either written or verbally.
  - Do not use or possess any form of tobacco at school.
  - Do not fight at school.
  - Do not bring items to school, which are harmful to other students and school property, such as knives, matches, fireworks, ammunition, etc.
  - Attend school on a regular basis, do not be late to school and classes.
  - Respect school property.
  - Do not use or possess drugs, narcotics, or intoxicating beverages on the school property.
  - Do not have or use toys or devices (such as water guns) which cause a disruption in the classroom.
- C. Students should exercise good sportsmanship and cooperation while playing on the playground. Rough contact games, such as football, dodge ball, and soccer are not permitted at school unless properly supervised by a physical education teacher. Hard baseballs, softballs, and footballs are not permitted at school.
- D. Students must use all playground equipment in the proper manner for which it was designed. The following will not be allowed:
  - Climbing up the slide backwards.
  - Standing up on the slide.
  - Sliding down the poles on the slides and swings
  - Jumping out of the swings.
  - Hanging upside down on the bars.
  - Running through the halls is not permitted.
- E. All students have the right to attend Licking Elementary School without the threat of personally degrading and/or potentially dangerous pranks. Consequently, harassment of one student by another student or group of students will in no way be tolerated. Student clubs are not permitted.
- F. The Licking Elementary School Discipline Policy is on pages 11-17.
- G. Students should take pride in their campus. Those who litter or vandalize property will be required to clean up the litter and if necessary, repair and pay for damages done to the school property.

### Suspension

Out of School Suspension is the removal of the student from the regular school environment, not allowing the student to come to. In addition, they are not allowed to be on or around the school campus, including participation or attendance at any extra-curricular activity sponsored by the school. Suspension from school is an action that requires a great deal of consideration by the building administrator, however, under certain circumstance the administrator may suspend a student from school for 1-10 days to protect the safety and academic environment of the other students. Further information on suspension is in the Discipline Policy.

### Appearance & Dress

- A. Dress, personal appearance, and grooming must be clean and conform to appropriate health, safety, and sanitation standards.
- B. Clothing must be appropriate and not distract from the normal school environment. Halter tops, mesh shirts, shirts with spaghetti string straps, belly shirts, etc. are not permitted.
- C. Students may wear modest length shorts. Tight or nylon “biker” type shorts are not permitted.
- D. Writing on shirts and hats must be worn in good judgment. Alcohol or tobacco writing on clothing is not permitted. Also, bandanas, insignias, or designs worn on jackets and clothing which represents membership in a gang type club or organization are prohibited.
- E. Any sunglasses/headgear/dress that is non-conductive to the learning environment of the Licking Elementary School will be asked to be removed or taken home and not brought back onto the school’s property in order to protect the learning environment.
- F. Students must wear tennis shoes for P.E.

### Bus Rules

Students must always obey the bus driver.

- A. Students must remain seated while the bus is in motion.
- B. Students must never stick their arms, legs, or head out of bus windows.
- C. The same rules pertaining to safety and behavior in the regular classroom environment apply to all students while riding the bus.
- D. Any damage to the school bus should be reported at once to the driver.
- E. Students are not permitted to smoke or chew tobacco on school buses.
- F. Balloons are not permitted on the bus.
- G. Students must bring a note from home or parents/guardians must contact the principal’s office by phone or personal visit for a student to make a bus change or be excused from riding the bus.

**NOTE:** IN THE EFFORT TO ENSURE SAFETY FOR ALL BUS STUDENTS, DISRUPTIVE BEHAVIOR WILL NOT BE TOLERATED.

PLEASE SEE THE DISCIPLINE POLICY AND DISCUSS WITH YOUR CHILD THE RESPONSIBILITY REQUIRED TO RIDE THE BUS.

### Attendance

Regular attendance is very important to all students who want to do their best in school. All students are required to be in attendance more than 90% of the time that school is in session. Students who do not attend regularly find it difficult to keep up with class instruction and assignments. Due to its importance the following procedures are established when a student must be absent:

- A. Parents are asked to call/personally contact the school concerning their child’s absence. It is always beneficial if prior notice can be given to allow the teacher a chance to work out a schedule of make-up work for the period missed. It can be very difficult for faculty to produce missed homework on the same day of the absence. However, if requested, the school will try to accommodate the request. The Elementary Office phone number 573-674-3211. If contact has not been made by a family member/guardian, a school liaison will attempt to contact the family for further explanation of the absence(s).
- B. The principal may require further explanation for any absences. Trips with parents where the student’s presence is necessary or other reasons when prior arrangements have been made with the principal are required.
- C. Students may not leave school unless the parent/guardian or someone designated by the parent/guardian comes to the office and properly signs them out. Students may not leave school on their own judgment.
- D. After the first incidence in which a student skips school, the principal may require either or both parents/guardians/local law enforcement and/or juvenile officer to bring the student back to school before he/she is re-admitted into his/her classes.
- E. **If a student is excessively absent, (more than 10% or more than 6 days per semester) the principal will contact the parent/guardians by mail, phone, or personally to discuss the educational welfare of their child. Attendance records are checked on a daily basis. The office will send letters to the parents of students at the designated attendance marking periods (per semester) and will receive an auto-populated letter regarding their students(s) attendance at 6, 8, and 10-day absenteeism. These marking periods will start over at the beginning of each semester. Excessive absences and compulsory situations will utilize outside agencies, such as the Texas County Children’s Division, Texas County Juvenile Office or**

**Texas County Prosecuting Attorney’s Office in order to reprimand compulsory attendance issues. District policy will be followed during the reporting of compulsory reprimands.**

- F. Regardless of the reason for absence, the student will be given a reasonable amount of time to make up the work missed. However, **it is the responsibility of the students to contact teachers when they return and plan for make-up work.** On extended absences, parents should contact the school for student assignments. At this time, building administration may discuss homebound/homeschool options to address the needs of each student’s circumstances.
- G. If a student who goes home for lunch becomes ill or will be unable to return for other emergency reasons, he/she must have a parent/guardian call the school the same day verifying his/her knowledge of the student’s absence.
- H. When a student has been enrolled for at least one quarter, they are eligible for the Outstanding Attendance Award(s) that will be declared per quarter. Students absent one day or less are eligible for the Outstanding Attendance Award. Perfect Attendance Awards will be given to students who miss no school for the entirety of the quarter.

Pursuant to Section 167.031 RSMO., it is the responsibility of the parent, guardian, or other person having charge, control, or custody of a child between the ages of seven and sixteen years, to cause said child to regularly attend school. Furthermore, Section 167.111 RSMO., lists school personnel as officials who are to report and enforce the compulsory school attendance law.

Therefore, it is the responsibility of said personnel to report violations of this law to the Missouri Children’s Division. Once the Children’s Division has completed an investigation or assessment, the law requires the Division to send its report back to the school district. It is then the responsibility of the school district to forward all necessary information to the Prosecuting Attorney for disposition.

Upon receipt of the initial referral of violation of the compulsory school attendance law, the Prosecuting Attorney will send notification to the parent, guardian, or custodian of the juvenile involved. This notification will outline the responsibility of the parents, as well as the consequences of violating the compulsory school attendance law. The school district will continue to report additional violations as they occur.

May it be understood that the Licking R-VIII School District will abide by, and adhere to, the statutes as outlined above regarding violation of the compulsory school attendance law.

**School Closing for Inclement Weather**

In the event of snow or other inclement weather requiring school to close, notification may be received through the following sources:

1. The Licking R-8 School District will issue a School Reach message with school closing details.
2. Morning of School Day-Lebanon FM 107.9 KCLQ, Rolla FM 105.3 KZNN, Houston FM 99.3 KUNQ
3. Night before School Day-Springfield Television Stations and above radio stations.
4. Facebook may also be utilized to share school closure information. You may follow us at [lickingr8schooldistrict](https://www.facebook.com/lickingr8schooldistrict) .

**Guidance and Counseling**

**Definition:** Guidance and Counseling is an integral part of each school’s total educational program. It is developmental by design and includes sequential activities organized and implemented by certified school counselors with the support of teachers, administrators, students, and parents. The Guidance Program includes the following components:

- o Guidance Curriculum
- o Individual Planning
- o Responsive Services
- o System Support

The program is designed to address the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development.

**Philosophy:** The Licking R-VIII School District believes that a comprehensive K-12 guidance program is a vital part of the overall educational process.

The need of guidance begins with pre-school entrance and continues throughout life. Students develop emotionally and socially, as well as educationally. Therefore, the guidance program must address the issue of growth and development, providing students assistance in their academic, career, and personal development.

The K-12 Guidance Program attempts to reach all students in a preventative rather than a crisis-oriented way. While the program is concerned with all students, it recognizes some individuals have needs that will continue to require special attention.

The emphasis of the program centers on the needs of the student. A goal of the Licking R-VIII Comprehensive Guidance Program is to help the student cope with life. Attempts are made to help the student deal with personal, social, and school related issues as he/she grows and develops. Keeping the best interest of each student in mind, the counselor serves as a resource for parents, teachers, administrators, and other concerned individuals.

### **Participation in State-Wide Assessments**

Information regarding district policy on student participation in statewide assessments is made available in the district's office/district's online policy manual for public viewing. Grades 3<sup>rd</sup>-6<sup>th</sup> will participate in at least one or all the following assessments (MAP, NAEP, LEP, EOC, etc.). Dates of assessments will be announced to the parents or guardians of the participating grade-levels before administration of the test(s). (Currently state law does not allow for students to opt out of statewide assessments.) (20 U.S.C. §6312, §160.570, Policy IL)

### **Special Education and Related Services**

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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, 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 Licking R-8 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, 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 Licking R-8 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Licking R-8 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Licking R-8 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA)

This notice will be provided in native languages as appropriate. (Missouri State Plan, Policy IGBA)

### **Enrollment Procedures**

All children who are five years of age by August 1 will be eligible to enroll in kindergarten that same year. A child must be six years of age by August 1 to enroll in first grade. Parents enrolling children for the first time in our district must present a copy of your child's **birth certificate, social security card, and immunization records**. Children cannot attend school until the nurse has a copy

of your child's immunization records on file. Evidence of enrollment records from previous school attendance will also be required for students who have attended school in another district. A records request form can be obtained in the school office. Licking R-VIII assumes the responsibility of providing access to a free, appropriate public education to all children of the district, including children who are homeless. Every effort will be made to serve homeless and migratory children without regard to residency requirements. (20 U.S.C. §6391, §6812, 42 U.S.C. 11431; Policies IGBCA, IGBCB, IGBH)

### Licking R-VIII Student Medication Policy

Students may require medication for chronic or short-term illnesses during school hours to minimize interruptions in school attendance. When an elementary student is to receive medication during school hours, the parent or guardian must sign a permission form to allow the school nurse to administer the medication. This form is available in the nurse's office and in the elementary office.

- A. Medication must be provided in the original prescription bottle with the following information:
  - a. Student's name and physician's name
  - b. Date
  - c. Name of medication
  - d. Time and duration of administration.
- B. Medication sent in other containers will not be given to students. Non-prescription medicine, such as Tylenol, will be given with parent's permission as indicated on the student enrollment card.

**These guidelines must be followed to ensure the utmost safety in administering all types of medicines.**

- C. Students sent home for health reasons or illness should be well before returning to school.
- D. Students who are unable to participate in gym or to go outside during recess, due to health reasons, must bring a note from home before he/she will be excused from participating in gym, or following routine daily procedures which includes outside play during recess periods.

### Immunizations

All students are to have a completed immunization record at school. The Missouri Division of Health Education has ruled that all children attending public schools are to be in complete compliance with the required immunizations or be suspended from school after one month of non-compliance. State law states that students cannot be enrolled in a school or attend unless the child has been immunized against polio, diphtheria, measles, and rubella. Unless exemptions have been signed by a physician or a parent/guardian and filed with the school. **October 1<sup>st</sup> will be the final date that a student will be allowed to attend school without appropriate proof of immunization provided to the district nurse, unless religious exemption, shortage of vaccine, or any other approved reasoning for non-compliance of this policy.**

### Missouri HealthNet for Kids

The Department of Social Services provides many services for Missouri children through the MO HealthNet for Kids (MHK) Program, the state's healthcare program for children. Two division within the department, the Family Support Division, and the MO HealthNet Division coordinate to provide these services.

Through the MO HealthNet for Kids program, children receive full, comprehensive coverage including primary, acute and preventative care, hospital care, dental and vision care as well as prescription coverage. Whether your child is currently enrolled in MO HealthNet for Kids or you are interested in learning more about the program. For more information log onto <https://dss.mo.gov/mhk/index.htm> . (§208.658, RSMo., Procedure KB-AP1)

### Report Cards

- A. Parent Teacher Conferences will be held during the first quarter only starting the 2020-2021 School Year. Report cards must be picked up by a parent/guardian during such meetings. If a parent/guardian is unable to attend their scheduled conference(s) they will need to make other arrangements with the classroom teacher(s).
- B. The second, third, and fourth quarter report cards will be mailed home to the parents/guardians.

- C. Mid-quarter progress reports will be sent home each quarter. Parents may want to discuss the progress reports with their child. These reports will be handed out to the students to take home unless other arrangements have been made.

**Accidental Insurance**

Accidental insurance may be purchased through First Agency, Inc. This insurance is not required and only covers accidental injuries. This supplemental insurance is not directly associated to the school district in any way. The accidental insurance plan is supplemental to regular family insurance.

**Notice of Free and Reduced Lunch Eligibility Guidelines**

Information regarding Free and Reduced Lunch eligibility will be provided to all students on the night of Open House with their informational packets. At any time, a parent or guardian may request a Free and Reduced Lunch Eligibility Form to determine their eligibility. (7 C.F.R. §245.5, Policy EFB)

**Title IX**

- A. The Licking R-VIII School District complies with Title IX of the Education Amendments of 1972. "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Questions or concerns should be submitted to the Title IX Compliance Officer, Superintendent Cristina Wright at (573) 674-2911. Title IX Coordinator: Mrs. Cristina Wright, Superintendent, Licking R-VIII School District, Licking, Missouri, 65542.
- B. Grievance Procedure: Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district education program or activity, on the basis of sex in violation of this policy, may file a written complaint with the compliance administrator designated above. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board of Education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with the response and his or her reasons underlying such disagreement.

The Board of Education shall consider the appeal at its next regularly scheduled Board Meeting following receipt of the response. The Board of Education shall permit the complainant to address the Board in public or closed session as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following the hearing.

**Title One Complaint Procedure**

- A. Who May Complain: Any parent, teacher, or other concerned individual or organization may file a complaint? (Policy KLA) (20 U.S.C. §6312, Policy GBL)
- B. Procedure:
  - a. A complainant may submit a written complaint to the elementary/secondary principal who will provide a written reply within ten (10) working days.
  - b. If the complainant is not satisfied with the elementary/secondary principal's response, he/she may submit a written appeal to the district superintendent who will provide a written response within ten (10) working days.
  - c. If the complainant is not satisfied with the district superintendent's response, he/she may submit a written appeal to, and/or meet with the local Board of Education that will provide a written response within ten (10) working days after the next regular scheduled board meeting.

If the complainant is not satisfied with the local school board's response, he/she may submit a written appeal to the Chapter I, ESEA Section of the Department of Elementary and Secondary Education.

**No Child Left Behind Non-Public Complaint Procedures**

This guide explains how to file a complaint about any of the programs 1 that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)2. (Policy KLA)

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

**1. What is a complaint under NCLB?**

For these purposes, a complaint is an 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 NCLB.

**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 locally developed and adopted procedures.

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

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

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

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

1. A statement that a requirement that applies to an NCLB 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 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 ten days of the complaint being filed.

**3. Resolution at LEA.** The LEA will then initiate its local complaint procedures to first resolve the complaint at the local level.

**4. Report by LEA.** Within thirty 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 ten 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, and/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 private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint 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 Departments' 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. An independent on-site investigation may be conducted if the Department determines that it is necessary. The 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.

*1 Programs include Title I. A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C Revised 1/15 2 In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.*

**Standard Complaint Resolution Procedure for No Child Left Behind Act (NCLB)/Elementary Secondary Education Act (ESEA)**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB) and the Elementary and Secondary Education Act (ESEA) waiver.

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Educational personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy.

**Notice of Non-Discrimination**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Reorganized School District #R-8 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its program and activities. Any person having inquiries concerning Reorganized School District #R-8 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Cristina Wright, 125 College Avenue, Licking, MO 65542-573-674-2911. Mrs. Cristina Wright has been designated by the Reorganized School District #R-8 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.



**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding.
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Licking R-8 School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Licking R-8 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Licking R-8 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Licking R-8 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, D.C. 20202

(20 U.S.C. §1232h, Policies JHC, JHDA, KI)

### **Public Notice**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goals, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Step Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children please contact the 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). You may contact your local district if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that the services are provided in compliance with the requirement of 34CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who resides in the District or whose parent/guardian resides in the District. The Census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. 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 your school district.

### **Notice of Trauma Informed Curriculum and Rights to Opt-Out**

Under District Policy IGAEB the district is required, in accordance with the law (170.015 RSMo., Policy IGAEB), the district will provide trauma-informed, developmentally appropriate training to students in grades 6<sup>th</sup>-12<sup>th</sup> regarding sexual abuse and how to recognize and report such activities. Notice will be given to parents/guardians before such instruction is given to the 6<sup>th</sup> grade. Please consider this handbook entry as a notice of the parent's rights to request that their student(s) not be subject to this instruction. If a parent/guardian wishes to exercise such rights, please contact district administration in writing with his/her request. For more

information please see the Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative to parents/guardians. (§161.1050, RSMo.) <https://dese.mo.gov/traumainformed>

### **Food Service Notice**

On June 13, 1995, the USDA published the final rule on its School Meals Initiative for Healthy Children. The foundation of the rule is the requirement that, school districts serve meals (lunches and breakfasts) that comply with the recommendations of the Dietary Guidelines for Americans. The applicable dietary guidelines for the Licking R-VIII School District are:

- Eat a variety of foods.
- Limit total fat to 30 percent of calories.
- Limit saturated fat to less than 10 percent of calories.
- Choose a diet low in cholesterol.
- Choose a diet with plenty of vegetables, fruits, and grain products.
- Use salt and sodium in moderation.

To ensure that meals served fully comply with the dietary guidelines, they follow compliance measures have been set:

- Lunches must provide one-third of the Recommended Dietary Allowances (RDA) of protein, calcium, iron, vitamin A, and vitamin C, by specific age/grade groups; with breakfasts providing one-fourth of the RDA for the same by specific age groups.
- Meals will provide specific mealtime energy allowances/ calories for children based upon certain age or grade groups.
- A limit on the percent of calories from total fat to 30 percent based upon the actual number of calories offered.
- A limit on the percent of calories from saturated fat to less than 10 percent based on the actual number of calories offered.
- A reduction in the levels of sodium and cholesterol.
- An increase in the level of dietary fiber.

The district will evaluate the menu's contribution to required nutrition standards and the appropriate levels of nutrients and calories.

### **Notification to Parents of Asbestos Management Plan**

Dear Parents and Employees:

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule [40 CFR Part 763 Subpart E]. This new rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Licking R-VIII School District conducted a complete inspection of its facilities in June of 2006, utilizing the services of MEAD Environmental Associates. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this District (and in the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel, and their representatives, and parents. The District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months and is conducted by MEAD Environmental Associates. A re-inspection of our facilities is required every three (3) years. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

You, as a parent, are encouraged to examine the management plan that affects your child(ren).

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the building of the District for any reason. This District takes very seriously the recommendations made in the management plan.

Thank you for your cooperation and understanding.

### Oops Tutoring

All assignments that are included in the Licking Elementary curriculum have a purpose and are intended to promote the local, state, and federal learning requirements placed upon the students in district attendance. Therefore, students who do not complete all assignments do not (traditionally) only earn a failing grade for incomplete assignments, but also miss out on imperative components of the school year's curriculum when incomplete assignments occur. It is the mission of the school district to not only provide such learning opportunities but hold students responsible for such insufficiencies as failing grades and incomplete assignments.

Oops Tutoring is an after-school program that utilizes a required tutoring time after school to facilitate passing grades and complete incomplete assignments. Student's that are required to stay for Oops Tutoring will be contacted by the student's teacher and given an explanation as to why the date(s) are required for student Oops Tutoring attendance. This date will be set according to the school districts schedule and other factors. Criteria that would earn an Oops Tutoring appointment can include 1 or more missing assignments or a failing grade(s) in any subject at any time felt deem able by district staff and/or administration.

If a student cannot make the required tutoring session(s) than other means including but not limited to in-school-suspension may be utilized to acquire missing work or improvement of failing grades.

### Focus Room

Purpose of the Focus Room:

1. The Focus Room provides a *restorative process* for students who violate school rules/policy.
2. The Focus Room helps students recover and return to learning.
3. The Focus Room provides structure and support to students by holding students accountable to their actions while giving them space in a supportive way (not going to ISS immediately).
4. The Focus Room gives students what they need.

What Happens in the Focus Room?

1. The room is a neutral space.
2. Processing in the Focus Room is only about behavior in the classroom/the reason for the referral.
3. When students arrive in the Focus Room, the manager clearly sets the expectations of the room and tells the student they can take 5 minutes to calm down and clear their mind and be checked in with to process their referral. If the students are not ready, they then are given another 5 minutes, etc. *\*\* On average, students are in the Focus Room for 20-50 minutes at the elementary school level.*
4. The Focus Room manager will go through a specific, one-page document with the student when they are ready. This document is to facilitate the processing conversation about the referral and discuss actions to prevent the referral from happening again. Some example questions the Focus Room manager might ask the student to get the conversation started are:  
"Are you ready to be a learner in the classroom?"  
"Are you ready to make safe decisions?"
5. Students who visit frequently to refocus themselves look at their plan and reflect on if they use the strategies or not and if not, why. They can also adjust their plans as time goes by.
  6. The Focus Room managers work with teachers, families, and administration to communicate issues, track the amount of time spent in the team room, etc.

Process for Using the Focus Room:

1. Reason for Referral: Disruption to their learning or to others
2. Students are referred to the Focus Room by their teachers. Teachers fill out a "referral form" – about a half page, nothing that takes longer than 1 minute to complete. The student brings this referral form to the Focus Room.
3. Teachers must try 2-3 interventions before referring students to the Focus Room. (i.e. BIST, etc.)
4. Students can self-select to visit the team room if they perceive the need. This would need be to be discussed with the teacher and a referral would still need to be filled out and sent with the student. \*\*\* We will monitor the amount of time in the room and adjust plans if it appears students are using the Focus Room option to avoid class.

## Student Discipline

This document establishes appropriate discipline guidelines to maintain an atmosphere where orderly learning is possible and encouraged. The guidelines allow all authorized personnel to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during recess period.

These guidelines will provide clear understanding of action requiring discipline and the resulting consequences. Parents will be notified of discipline actions taken and parent/guardian conferences needed.

The administration will exercise subjective judgment in cases not specifically covered in these guidelines. Actions taken will be as near the appropriate guidelines as possible. “Lying” will be dealt with more severely.

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff is required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

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

- 1. Arson--Starting or attempting to start a fire or causing or attempting to cause an explosion.**
  - a. First Offense: Detention, Focus Room, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
  - b. Subsequent Offense(s): 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
- 2. Assault**
  - a. **Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.**

i. First Offense: Administrative conference, detention, Focus Room, in-school suspension, 1-180 days out-of-school suspension or expulsion.

ii. Subsequent Offense(s): In-school suspension, 1-180 days out-of-school suspension or expulsion.

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

i. First Offense: Expulsion.

**3. Bullying – In accordance with state law, bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.**

i. First Offense: Detention, Focus Room, in-school suspension, 1-180 days out-of-school suspension, and/or juvenile authorities contacted.

ii. Subsequent Offense(s): 1-180 days of out-of-school suspension or expulsion, and/or option of documentation

**4. Cyberbullying – a form of bullying committed by 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 has jurisdiction over cyber bullying that uses the district’s technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district otherwise allowed by law to address the behavior.**

i. First Offense: Detention, Focus Room, in-school suspension, or 1-180 days out-of-school suspension.

ii. Subsequent Offense(s): 1-180 days of out-of-school suspension or expulsion, and/or option of documentation

**5. Bus or Transportation Misconduct – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, transportation privileges revoked for 1-180 days.**

**6. Cellular Devices**

i. First Offense: Detention, Focus Room, in-school suspension, or 1-180 days out-of-school suspension.

ii. Subsequent Offense(s): 1-180 days of out-of-school suspension or expulsion.

**b. The use of cell phones, PDA’s, beepers, and other cellular devices.**

i. First Offense: Confiscation of device, detention, , in-school suspension.

ii. Subsequent Offense(s): Confiscation of device, parent conference/pick-up of device, detention, , in-school suspension, 1-10 days out-of-school suspension.

**c. The use of cameras, camera phones, or other photographic devices to record photographic images in any manner on school property.**

i. First Offense: 1-180 days out-of-school suspension. Subsequent Offense: 1-180 days out of school suspension, expulsion.

**7. Dishonesty**

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

i. First Offense: Nullification of forged document. Administrative conference, detention, Focus Room, in-school suspension, or 1-10 day(s) out-of-school suspension.

- ii. Subsequent Offense(s): Nullification of forged document. Detention, , in-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
- b. Academic cheating or plagiarism**
  - i. First Offense: Administrative conference, student-counselor conference, letter to parent/guardian, no grade/credit for that assignment or period, detention
  - ii. Subsequent Offense(s): Administrative conference, student-counselor conference, letter to parent/guardian, no grade/credit for that assignment or period, Focus Room, in-school suspension.
- 8. Disrespectful or Disruptive Conduct or Speech --Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.**
  - i. First Offense: Administrative conference, letter to parents/guardians, time-out, detention, Focus Room, in-school suspension, or 1-10 days out-of-school suspension.
  - ii. Subsequent Offense(s): Administrative conference, letter to parents/guardians, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 9. Drugs/Alcohol (see Board policies JFCH and JHCD)**
  - a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.**
    - i. First Offense: In-school suspension or 1-180 day(s) out-of-school suspension.
    - ii. Subsequent Offense(s): 1-180 day(s) out-of-school suspension or expulsion.
  - b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.**
    - i. First Offense: In-school suspension, 1-180 day(s) out-of-school suspension.
    - ii. Subsequent Offense(s): 1-180 day(s) out-of-school suspension or expulsion.
  - c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.**
    - i. First Offense: 1-180 day(s) out-of-school suspension or expulsion.
    - ii. Subsequent Offense(s): 1-180 day(s) out-of-school suspension or expulsion.
- 10. Extortion--Threatening or intimidating any person for the purpose of obtaining money or anything of value.**
  - a.** First Offense: Administrative conference, detention, Focus Room, In-school suspension, or 1-10 day(s) out-of-school suspension.
  - b.** Subsequent Offense(s): In-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
  - c.** First Offense: Verbal warning, detention, Focus Room, In-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
  - d.** Subsequent Offense(s): Verbal warning, detention, Saturday detention, in-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
- 11. False Alarms (see also "Threats or Verbal Assault") --Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.**
  - a.** First Offense: Restitution. Administrative conference, detention, Focus Room, In-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.

- b. Subsequent Offense(s): Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 12. Fighting (see also, "Assault") --Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.**
  - a. First Offense: Administrative conference, detention, Focus Room, in-school suspension, or 1-180 day(s) out-of-school suspension.
  - b. Subsequent Offense(s): In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 13. Hazing (see Board policy JFCF) --Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.**
  - a. First Offense: In-school suspension or 1-180 day(s) out-of-school suspension.
  - b. Subsequent Offense(s): 1-180 day(s) out-of-school suspension or expulsion.
- 14. Insubordination--Openly defiant attitude or willful disobedience to school staff.**
  - a. First Offense: Administrative conference, letter to parent/guardian, detention, , Focus Room, in-school suspension.
  - b. Subsequent Offense: Administrative conference, letter to parent/guardian, detention, , Focus Room, in-school suspension(s), 1-5 day(s) out-of-school suspension.
- 15. Public Display of Affection--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.**
  - a. First Offense: Administrative conference, detention, Focus Room, in-school suspension, or 1-180 day(s) out-of-school suspension.
  - b. Subsequent Offense(s): Detention, Focus Room, in-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
- 16. Sexual Harassment (see Board policy AC)**
  - a. **Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.**
    - i. First Offense: Administrative conference, detention, Focus Room, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
    - ii. Subsequent Offense(s): In-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
  - b. **Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching, or fondling of the genital areas, breasts, or undergarments, regardless of whether the touching occurred through or under clothing.**
    - i. First Offense: In-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
    - ii. Subsequent Offense(s): 1-180 day(s) out-of-school suspension or expulsion.
- 17. Technology Misconduct (see Board policy EHB and regulation EHB-R)**
  - a. **Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.**



i. First Offense: Restitution. Administrative conference, loss of user privileges (up to 30 days per incident), detention, Focus Room, in-school suspension, or 1-180 days out-of-school suspension.

ii. Subsequent Offense(s): Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

**b. Violation other than those listed in "a," or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.**

i. First Offense: Restitution. Administrative conference, detention, Focus Room, in-school suspension, or 1-180 day(s) out-of-school suspension.

ii. Subsequent Offense(s): Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

**18. Failure to Meet Conditions of Suspension--Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined, by district policy, as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against being on or near School Property during Suspension." In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.**

a. First Offense: Verbal warning, detention, Focus Room, in school suspension, 1-180 day(s) out-of-school suspension, or expulsion.

b. Subsequent Offense(s): Verbal warning, detention, Saturday detention, in-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.

**The Safe Schools Act provides that each district's discipline policy must address the requirement of bullet 18.**

1. The policy shall provide that any student **who is on suspension for any of the offenses listed in subsection 2 of this section or any act of violence or drug-related activity defined by school district policy as a serious violation of school discipline** pursuant to subsection 9 of this section shall have as a condition of his or her suspension the requirement that such student is not allowed, while on such suspension, to be within one thousand feet of any school property in the school district where such student attended school or any activity of that district, regardless of whether or not the activity takes place on district property **unless:**

(1) Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the superintendent or the superintendent's designee has authorized the student to be on school property;

(2) Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the superintendent or the superintendent's designee has authorized the student to be on school property;

(3) Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the school district where such student attended school; or

(4) Such student resides within one thousand feet of any public school in the school district where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

The listed offenses referred to include:

(1) First degree murder under section [565.020](#);

(2) Second degree murder under section [565.021](#);

(3) Kidnapping under section [565.110](#) as it existed prior to January 1, 2017, or kidnapping in the first degree under section [565.110](#);

(4) First degree assault under section [565.050](#);

(5) Rape in the first degree under section [566.030](#);

(6) Sodomy in the first degree under section [566.060](#);

(7) Burglary in the first degree under section [569.160](#);

(8) Burglary in the second degree under section [569.170](#);

(9) Robbery in the first degree under section [569.020](#) as it existed prior to January 1, 2017, or robbery in the first degree under section [570.023](#);

(10) Distribution of drugs under section [195.211](#) as it existed prior to January 1, 2017, or manufacture of a controlled substance under section [579.055](#);

- (11) Distribution of drugs to a minor under section [195.212](#) as it existed prior to January 1, 2017, or delivery of a controlled substance under section [579.020](#);
- (12) Arson in the first degree under section [569.040](#);
- (13) Voluntary manslaughter under section [565.023](#);
- (14) Involuntary manslaughter under section [565.024](#) as it existed prior to January 1, 2017, involuntary manslaughter in the first degree under section [565.024](#), or involuntary manslaughter in the second degree under section [565.027](#);
- (15) Second degree assault under section [565.060](#) as it existed prior to January 1, 2017, or second degree assault under section [565.052](#);
- (16) Rape in the second degree under section [566.031](#);
- (17) Felonious restraint under section [565.120](#) as it existed prior to January 1, 2017, or kidnapping in the second degree under section [565.120](#);
- (18) Property damage in the first degree under section [569.100](#);
- (19) The possession of a weapon under [chapter 571](#);
- (20) Child molestation in the first degree pursuant to section [566.067](#) as it existed prior to January 1, 2017, or child molestation in the first, second, or third degree pursuant to section [566.067](#), [566.068](#), or [566.069](#);
- (21) Sodomy in the second degree pursuant to section [566.061](#);
- (22) Sexual misconduct involving a child pursuant to section [566.083](#);
- (23) Sexual abuse in the first degree pursuant to section [566.100](#);
- (24) Harassment under section [565.090](#) as it existed prior to January 1, 2017, or harassment in the first degree under section [565.090](#); or (25) Stalking under section [565.225](#) as it existed prior to January 1, 2017, or stalking in the first degree under section [565.225](#)

Additionally, any Acts of Violence or other Acts that constitute a serious violation of the district’s policy (as identified in a district’s policy) are included in the requirement.

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

- a. First Offense: Return of or restitution for property. Administrative conference, detention, Focus Room, in-school suspension, or 1-180 day(s) out-of-school suspension.
- b. Subsequent Offense(s): Return of or restitution for property. 1-180 day(s) out-of-school suspension or expulsion.

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

- a. First Offense: Administrative conference, letter to parents/guardians, detention, Focus Room, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- b. Subsequent Offense(s): Administrative conference, letter to parents/guardians, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**21. Tobacco**

- a. **Possession of any tobacco products on school grounds, school transportation or at any school activity.**
  - i. First Offense: Confiscation of tobacco product. Administrative conference, in-school suspension, or up to 1-10 days out-of-school suspension.
  - ii. Subsequent Offense(s): Confiscation of tobacco product, in-school suspension, 1-10 days out-of-school suspension or expulsion.
- b. **Use of any tobacco products on school grounds, school transportation or at any school activity.**
  - i. First Offense: Confiscation of tobacco product. Administrative conference, In-school suspension, or 1-10 day(s) out-of-school suspension.
  - ii. Subsequent Offense(s): Confiscation of tobacco product. In-school suspension or 1-10 day(s), out-of-school suspension 1-180 days.

**22. Truancy (see Board policy JEDA) --Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.**

- a. First Offense: Administrative conference, letter to parent/guardian, in-school suspension, or up to 1-10 days out-of-school suspension.

- b. Subsequent Offense(s): Administrative conference, letter to parent/guardian, In-school suspension, or up to 1-10 days out-of-school suspension, and or law enforcement referral.
- 23. Unauthorized Entry--Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.**
  - a. First Offense: Administrative conference, In-school suspension, or 1-180 day(s) out-of-school suspension, and/or law enforcement referral.
  - b. Subsequent Offense: 1-180 day(s) out-of-school suspension, law enforcement referral, and/or expulsion.
- 24. Vandalism (see Board policy ECA) --Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.**
  - a. First Offense: Restitution. Administrative conference, detention, in-school suspension, 1-180 day(s) out-of-school suspension, law enforcement referral, and/or expulsion.
  - b. Subsequent Offense: Restitution. In-school suspension, 1-180 day(s) out-of-school suspension, law enforcement referral, and/or expulsion.
- 25. Weapons (see Board policy JFCJ)**
  - a. **Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMO., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.**
    - i. First Offense: In-school suspension, 1-180 day(s) out-of-school suspension, expulsion, law enforcement referral.
    - ii. Subsequent Offense(s): 1-180 day(s) out-of-school suspension, expulsion, law enforcement referral.
  - b. **Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMO., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).**
    - i. First Offense: Law enforcement referral, and/or One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
    - ii. Subsequent Offense(s): Law enforcement referral, and/or Expulsion.

### Notice of Students Rights Regarding Searches

Notice regarding searches: (Constitution, Policy JFG and JFCI when applicable)

- a. Students shall have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas.
- b. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.
- c. The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
- d. Additional searches of bags, purses, coats, electronic devices, other personal possessions, and cars in accordance with law may be conducted in cases when reasonable suspicion is established under facts known by district administration.

### Notice of District Bullying Policy

To promote a safe learning environment for all students, the Licking R-VIII School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. More information regarding bullying can be found in District Policy JFCF. (§160.775, RSMo. Policy JFCF)

**Notice of District Suicide Awareness and Prevention Policy**

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Licking R-VIII School District is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide. More information regarding suicide awareness and prevention may be found in District Policy JHDF. (§170.048, RSMo., Policy JHDF)

**Earthquake Safety at School**

Unlike hurricanes and some other natural hazards, earthquakes strike suddenly and without warning. Nevertheless, if your local schools are in a region at risk for earthquakes, there are things that you can do to reduce the chances that those who attend or work in the schools will be injured, that school property will be damaged, or that school functioning will be unduly disrupted by an earthquake. These activities all fall under the concept of *preparedness*, because to be effective, they must be done *before* earthquakes occur.

Preparing for earthquakes involves (1) learning what should be done before, during, and after earthquakes; and (2) doing or preparing to do those things now, before the next quake. School preparedness requires the participation of administrators, teachers, students, and parents, as well as those who design, build, regulate, and maintain school buildings.

For more information regarding earthquakes and the risk of being involved in an earthquake in your area log onto <https://www.fema.gov/earthquake-safety-school> . (§160.455, RSMo., Policy EBC)

**Tornado and Fire Drills**

In the case of a fire or tornado, it is important that you move to the predetermined safe areas as quickly and quietly as possible. When either signal is sounded, you are to follow the directions of your teachers to ensure your safety. Your teachers will cover with you the proper rules to follow in the case of a fire or tornado. The fire alarm will be a series of short rings of the bells, and the tornado alarm will be a long continuous ring of the bells. Never attempt to take personal belongings with you or to return for such items. If the alarm should sound during playground time or lunch period, the students should promptly go to the area they are assigned to for the next class they are to have. It is always important to stay calm and follow the directions of the teacher.

**Licking R-VIII Elementary School Staff**

**Administration**

Cristina Wright	Superintendent of Schools
Brad Cooper	Elementary Principal
Michelle King	Elementary Administrative Assistant
Casidy Huff	Elementary Administrative Assistant
Amber Stephens	Elementary Counselor
Andrea Denbow	Elementary Counselor Administrative Assistant

**Teachers**

Teresa Clonts	Preschool
Madelyn Sheppard	Kindergarten
Connie Hebblethwaite	Kindergarten
Emilee Hoemann	Kindergarten
Mackenzie Hood	1 <sup>st</sup> Grade
Emery Buehlmann	1 <sup>st</sup> Grade
Telena Haneline	1 <sup>st</sup> Grade
Chelsea Moncrief	2 <sup>nd</sup> Grade
Whitley Hart	2 <sup>nd</sup> Grade
Kerrie Sanchez	2 <sup>nd</sup> Grade
Kaitlyn Baker	3 <sup>rd</sup> Grade
Brandi Huff	3 <sup>rd</sup> Grade
Kendra Goforth	4 <sup>th</sup> Grade
Andrea Coffey	4 <sup>th</sup> Grade
Autumn Case	4 <sup>th</sup> Grade
Michelle Meizler	5 <sup>th</sup> & 6 <sup>th</sup> Grade Social Studies
Nancy Derrickson	5 <sup>th</sup> & 6 <sup>th</sup> Grade Communication Arts
Serena Hagler	5 <sup>th</sup> & 6 <sup>th</sup> Grade Science
Kaylon Buckner	5 <sup>th</sup> & 6 <sup>th</sup> Grade Math
Chrissy Medlock	5 <sup>th</sup> & 6 <sup>th</sup> Grade Reading
Michelle Berry	5 <sup>th</sup> & 6 <sup>th</sup> Grade Computer Lab/Communication Arts
Amanda Wade	4 <sup>th</sup> - 6 <sup>th</sup> Special Education/Resource
Tammy Cooper	K-3 <sup>rd</sup> Special Education/Resource
Delanie Rinne	Art
Jennifer Smith	Physical Education
Lisa Denbow/Linda Smith	Library
TBA	Elementary Music
Amanda Floyd	Title I Reading
Anita Reed	Title I Math
Lois Harris	Speech Implementer

**School Nurse**

Haley Godi	School Nurse
Marcie Ammons	School Nurse

**Elementary Aides**

Kelly Hackman	Behavior Interventionist
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Flo Crisp Candice Shepherd Crystal Keller Kayla Kinder Hailee Buckland Betty Hudson Kandice Liveoak Kim Buckner	Teacher's Aide- Title I Teacher's Aide- Title I Title I Math Aide Teacher's Aide- Special Education Teacher's Aide- Library Teacher's Aide- Special Education Teacher's Aide – Preschool & PAT Personal Aide
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**Cafeteria Staff**

Sandy Maddox Linda Jones Tina Williams Natasha Reed	Cafeteria Head Cook Cafeteria Cook Cafeteria Cook Cafeteria Cook
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**Custodial Staff**

Tony Huff   Wesley Wilson Janie Trout Mark Eyman James Maddox Danny Hurt Kimberly Hurt	Transportation Director   Maintenance Director Custodian Custodian Custodian/Bus Driver Custodian Custodian
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**Student Directory Information for Licking R-VIII School District**

**Student Name:** \_\_\_\_\_

**Grade student is currently in:** \_\_\_\_\_

**Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Student directory information includes student name, bus assignment, participation in school-based activities and sports, honors and awards, parent’s name, and more. (See Board of Education Policy File:JO)**

**Parent/Guardian:**

As the parent/guardian of this student, I have read the Student Directory Information. I understand that by signing this form, I am requesting that my child’s student directory information will not be disclosed. Further, I will meet with my child’s building principal to establish specific information not to be disclosed.

**Parent/Guardian: (Please Print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Directions:** It is up to the students and parents to read the Student Directory Information printed in the Licking R-VIII School District Handbook. If a parent does not want their child’s directory information to be disclosed by the Licking R-VIII School District, they need to fill out and sign the Student Directory Information Form completely and legibly and meet with the appropriate building principal. If there is not a form on file, the Licking R-VIII School District WILL be able to disclose the student’s information. Elementary student forms should be turned into Mr. Bradley Cooper, Elementary Principal, in the Elementary Office. Junior High student forms should be turned into Mr. Doug Dunn, Junior High Principal, in the Junior High Office and Senior High student forms should be turned into Mr. Jarad Rinne, High School Principal, in the High School Office. Any questions should be addressed to the building principal.

(Please tear page out and submit to the appropriate office.)

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## **Catnet Terms and Conditions**

### **Acceptable Use**

The purpose of MORE net, which is our Missouri access to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Licking R-VIII School District. Use of other organization's networks or computer resources must comply with Licking School District rules. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

### **Privileges**

The use of the Cat Net is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Licking School District may request the system administrator to deny, revoke, or suspend specific user accounts to students.

### **Netiquette**

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. If given email privileges, do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal personal addresses, passwords, or phone numbers of students or colleagues.

Note that electronic mail (email) is not guaranteed to be private. People who operate the system do not have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading huge files during prime time; sending mass email messages; annoying other users using the talk or write functions. All communications and information accessible via the network should be assumed to be private property.

### **Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Cat Net, you must notify a system administrator. Do not demonstrate the problem to other users. Do not give your password to any other individual. Attempts to log in to the system as any other user will result in cancellation of user privileges. Attempts to log in the Cat Net as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Cat Net.

### **Vandalism**

Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to modify the workings of a computer other than established by the school district or to harm or destroy data of another user, on the local network or any-where on the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

**Updating your user information**

Cat Net may occasionally require new registration and account information from you to continue the service. You must notify Cat Net of any changes in your account information (address, etc.). Currently, there are no user fees for this service.

**Exception of Terms and Conditions**

All terms and conditions as stated in this document are applicable to the Licking R-VIII School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri, United States of America. Licking Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Cat Net and MORE net is at your own risk. Licking School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Denial to Use Internet at Licking School**

**Student Name:** \_\_\_\_\_

**Grade student is currently in:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

As the parent/guardian of this student, I have read the CatNet Terms and Conditions. I understand that by my signing this form, **my child will NOT be able to use the Internet** in the Licking R-VIII School District.

**Parent/Guardian (Please Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

As the parent/guardian I have read the Terms and Conditions for CatNet. I understand that this access is designed for educational purposes and the Licking School District has taken all available precautions to eliminate controversial material. However, I also recognize it is impossible for the Licking R-VIII School District to restrict access to all acquired on the network. By not signing this form, I hereby give my permission for my child to use the Internet in the Licking R-VIII School District.

Directions: It is up to the students and parents to read the CatNet Terms and Conditions, printed in the Licking R-VIII School District Handbooks. If a parent wants their child denied access to the Internet on school computers, they need to fill out and sign the Denial form completely and legibly. If there is not a form on file, then the student WILL have access to the Internet. Elementary student forms should be turned into Mr. Bradley Cooper, Elementary Principal, in the Elementary Office. Junior High student forms should be turned into Mr. Doug Dunn, Junior High Principal, in the Junior High Office and Senior High student forms should be turned into Mr. Jarad Rinne, High School Principal, in the High School Office. Any questions should be addressed to the building principal.

(Please tear page out and submit to the appropriate office.)