

Lamar West Elementary School

Student Handbook

2023 – 2024



600 Walnut

Lamar, MO 64759

District Website www.lamar.k12.mo.us

West Elementary Office 417-682-3567

West Elementary Fax 417-682-9675

Lamar R-I School District: Vision and Mission Statement

Belief: We believe that learning is a continuous lifelong process that starts in the home and is nurtured in the public school system, with this district providing a positive, safe learning environment.

Mission: The mission of the Lamar R-I School District is to provide quality education for all students that will impact their lives with meaningful purpose and successful direction.

Welcome!

Dear Students and Families,

I would like to take this opportunity to welcome you to West Elementary School. I am thrilled to have your child as a student. It is an honor to be a part of your child's education while they are here at West Elementary. Our goal at West Elementary is to provide a safe and positive environment for our 3rd, 4th, and 5th grade students in the Lamar R-I School District. In our school we value doing what is best for kids.

Policies and procedures are an important part of any school building. This document will provide you with information and procedures that will help students and families have a successful year. Detailed Lamar R-1 School Board Policies can be accessed at www.lamar.k12.mo.us.

At West Elementary we believe in the importance of family involvement in a child's education. When children see the partnership between school and home, it is very powerful! Communication is important for families and children to work together. We will communicate and keep you informed about what is going on in the classroom mostly through newsletters, notes, emails, and Class Dojo. Please find out from your child's teacher how you can best support him/her in your child's education. Be sure to ask your child questions about their day to show them you are interested and that school is important. Please feel free to contact your child's teacher or me with any questions or concerns.

I look forward to a wonderful school year as we partner together for the success of your child!

Mrs. Carlie Brown
Principal

Administration

Superintendent: Dr. Zach Harris
Director of Special Services: Mrs. Piper Stewart
West Elementary Principal: Mrs. Carlie Brown

Lamar R-1 School Board

President: Dr. Justin Ogden
Vice President: Dan Whyman
Member: Christy Heins
Member: Bobby Bronson
Member: Brian Griffith
Member: Jeremy Fowler
Member:
Board Secretary: Claire Plank

Faculty and Staff

Third Grade

Mrs. Jessica Achey
Mrs. Cheryl Givens
Miss Shanda VanKirk
Mrs. Angela Weber

Fourth Grade

Mrs. Kenda Haun
Miss. Erica Schnelle
Mrs. Katie Kaderly
Mrs. Kori O'Sullivan

Fifth Grade

Mrs. Kelly Hull
Mrs. Melissa Morey
Mrs. Jessica Miller
Mrs. Jessica Stahl

Physical Education

Mr. Ryan Walke

Art

Ms. Melissa McKarus

Music

Noel French

Library

Mrs. Jennifer Shaw
Miss Kelly Crockett,
Library Paraprofessional

Certified Faculty

Mrs. Mendy Kinney,
Counselor
Mrs. Amanda Query,
Title 1 Reading
Mrs. Shannon Hill,
Title 1 Math

Mrs. Andrea Fast,
Speech Pathologist
Mrs. Lindsay Harris, Speech
Implementer

Ms. Marina Wimer,
Special Education
Mrs. Angela Cornell,
Special Education
Mrs. Teresa Shelton,
Gifted Education

Support Staff

Mrs. Sharon Parker, Secretary
, Paraprofessional
Mrs. Tina VanKirk, Paraprofessional
, Paraprofessional
Ms. Emily Cannon, Paraprofessional

Mrs. Sheena Brooks, LPN, School Nurse
Mr. Jerry Davis, Title 1 Paraprofessional
Mrs. Frankie Murphy, Paraprofessional

School Information

Daily Time Schedule

7:30 – Office and Front Doors Open

7:57 – Classes Begin

3:03 – Classes Dismiss

3:15 Buses Leave

4:00 Office Closes

The West Elementary doors will not be unlocked before 7:30 AM. Any student arriving before 7:30 AM will not be under school supervision. Supervisors are on duty until 3:15 PM. All students need to be picked up or released to walk home by that time. Do not drop off or leave children at the school during unsupervised times without special permission.

Grading Scale

Letter Grade	Percentage
A	100-96
A-	95-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-0

Dismissal of School

At West Elementary, parents can pick up their children on Walnut Street in front of the school. People driving cars will stay in their car, staff members will radio into the school, and staff will send the corresponding child outside. Cars will pull as far forward as possible. Anyone walking up to the school to pick up a child will go to the north door. A staff member will radio into the school and the child will be sent to the north door.

District personnel will monitor the parking lot and other locations where students board the district's transportation or meet parents or others. At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or

whether a person is authorized to transport the student. Otherwise the district will assume that the student knows with whom he or she may leave.

Dismissal of school will be made by an announcement through an automated message system and over these stations:

Television Stations: **KOAM-TV, KODE-TV, and KSNF-TV**

Radio Stations: **96.9, 102.5, 92.5, 93.9, and 97.9**

You will receive an automated call announcing school closings, therefore be sure the school has your **correct** contact number. In case of dismissal during the school day per a health concern, inclement weather, flooding, exceptional emergency circumstances, or other natural disasters, an announcement will be made over radio and television before the actual dismissal.

The West Elementary Alternative Method of Instruction (**AMI**) will be 5 days of collaborative lessons assigned by grade level teachers on an on-line learning system. All parents invited to join the chosen on-line communication tool (i.e. Dojo) and given the login information for many web-based recommended learning resources. The goal of the **AMI** plan is to embed learning activities focused on reinforcement of critical learning standards, enrichment activities, or support for further skill development. Printed packets of the same essential skills will be available upon parent request.

Visitors

Parents or legal guardians are welcome to visit the school at any time. They are requested to come to the principal's office upon entering the building. Prior arrangements should be made for conferencing with teachers or visiting a classroom. Students from other schools are not permitted to visit classes on regular school days. Social visits from out-of-school personnel are not permitted. **Refer to Policy KK; Administrative Procedure KK-AP(1)**

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Missouri Compulsory Attendance Law

Every parent, guardian or other person in the State having charge, control, or custody of a child between the ages of seven and seventeen years shall cause the child to attend regularly some day school, public, private, parochial or parish, not less than the entire term which the child attends. (Missouri School Law 167.031) Parents or guardians are responsible to notify the school office when a pupil is absent, giving a reason for the absence. Students absent due to medical/dental appointments should bring a note from the doctor's office to provide documentation for the absence. Upon return to school, the student must first check in at the Principal's office to clarify absence records and obtain admittance. **Any student arriving at school after classes have started must obtain an admit slip from the office before reporting to class.** If your student is going to be absent, please call West Elementary to let the office know. Students will have at least 2 days to make up work from being absent, but the teacher is allowed to make accommodations based on student needs.

Parents will be notified by mail each semester if their child(ren)'s attendance is considered at risk of educational neglect. Parents will be notified again if the student has excessive unexcused absences, **without medical documentation. In this situation, proper documentation will be reported to the juvenile authorities.**

Moving Into the District:

There is a one day waiting period for students transferring into Lamar R-1 after parents fill out enrollment papers. During this time records are obtained and class placement is determined.

Student and School Safety

In emergency response situations including fire, earthquakes, etc. parents/guardians will be notified of procedures and information through the schools normal way of communication.

Building Security:

All visitors are to sign in with the building office and receive a visitor's pass. This pass is to be worn the entire visit and returned to the office before leaving the building.

Refer to School Board Policy ECA-1; Administrative Procedure ECA-1-AP(1)

Students are not permitted to bring any item(s) which could pose a threat to other students or create a distraction in the school.

Refer to School Board Policy JFCJ

Safety Drills:

Drills are held each semester for fire, tornado, lockdown, evacuation, and earthquake. Students will be informed of the appropriate action to take in an emergency. In addition, procedures for fire and weather drills are posted in each classroom.

Additionally, emergency evacuation drills on school buses will be conducted for all students in grades kindergarten through six at least once per semester with the first drill completed prior to October 31.

Refer to School Board Policy EBC-1; Administrative Procedure EBC-1-AP(1)

Phone Calls:

Using, displaying or turning on cell phones, or any other electronic communication devices and audio and visual recording during the school day is not allowed unless the teacher has authorized use for a class activity. **If students need to contact their parents, they can call them from the office. Parents are encouraged to contact the school office if they need to reach children rather than calling or texting a student during the school day.**

Refer to School Board Policies GBCC, KKB, and EHB-AP1

Health Services

The Lamar West Elementary Health Services Program promotes the health of its students and staff by providing a safe and healthy environment through the delivery of health services. It is very important that parents fill out the Health Information Form every year and keep the school nurse informed of any changes in the student's health status.

Refer to School Board Policy JHC and KB-AP1

Illness and Accidents:

If a student becomes ill or is injured at school, every attempt will be made to notify the parent/guardian. If the parent/guardian cannot be reached, the student's emergency contact will be notified. It is very important that two emergency phone numbers be provided for your student and that these numbers are kept up-to-date. In the event of an emergent illness or injury, first aid will be given and emergency medical personnel (911) will be called. The parent/guardian will also be notified. The Lamar R-1 district

will not be financially responsible for subsequent treatment or costs incurred as a result of transporting the student to a medical facility.

A student who has a fever of 100 degrees (F) or higher will be sent home. Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

Refer to School Board Policy EBB

Medication:

The Lamar R-I School District prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy.

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

Over-the-Counter Medications:

The district may administer over-the-counter medication to a student if the district has received permission to do so from the parent/guardian. Over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications:

The district may administer prescription medication to a student if the district has received permission to do so from the parent/guardian and appropriate direction on how the medication is to be administered. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Refer to Policy JHCD; Administrative Procedure JHCD-AP(1); Form JHCD-AF(2)

Head Lice Policy:

In keeping with the District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school **only** to the minimum extent necessary for treatment. Refer to School Board Policy **JHC**; Administrative Procedure **JHC-AP(2)**

Lamar R-I Discipline Policies:

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense that may result in the use of 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. 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 the law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, and school buses or at a school activity whether on or off school property. Conduct, which can be verified to the satisfaction of the principal by a student away from school grounds, which could result in the student creating disturbances or a danger at school, may be restricted or suspended from school. All suspensions can

either be in-school or out-of-school depending on the grade level of the student and the administrator's discretion. Consequences may be increased or decreased depending on the circumstances at the administrator's discretion. Suspended students are prohibited from being within 1,000 feet of the school if the students committed an act of violence, drug-related activity, or other specified offense. The Lamar R-1 School District works cooperatively with the police department and will notify police when a crime occurs on school property.

West Elementary is a Positive Behavior Intervention Systems School (PBIS). As such, we follow the included discipline matrix. The teacher will inform students of all eight (8) areas and behavioral expectations which are posted throughout the building. All appropriate Discipline Policies and Administrative Procedures will be reviewed and considered as part of the action taken towards consequences for violating school rules.

Lamar West Elementary Behavior Expectations Matrix

Get	All Locations	Classrooms	Hallways	Cafeteria
Respectful	<ul style="list-style-type: none"> * Follow directions from staff * Ask Permission before touching another's belongings * Use appropriate tone, volume, and words when speaking. * Honor the personal space of others 	<ul style="list-style-type: none"> * Participate positively * Raise hand to be recognized * Listen carefully to instruction * Accept ideas of others in a supportive and non-threatening way. * Leave room clean with materials put away 	<ul style="list-style-type: none"> * Keep hands, feet, and other objects to yourself. * Walk quietly and stay to right side while traveling from place to place. * Hold doors open for people * Keep hall clear of trash and materials 	<ul style="list-style-type: none"> * Keep hands, feet, and other objects to yourself. * Use good manners. * Listen to speaker/announcements * speak quietly
Responsible	<ul style="list-style-type: none"> * Be on time. * Have good attendance * Take care of yourself. * Report problems or dangerous situations to adults * Follow dress code. 	<ul style="list-style-type: none"> * Write lessons in agenda (5th) * Know when assignments are due. * Hand in assignments on time * Use class time for learning * Accept consequences without arguing or complaining. 	<ul style="list-style-type: none"> * Keep your locker/cubby clean. * Get to your destination promptly * Report problems to adults 	<ul style="list-style-type: none"> * Keep cafeteria clean. * Clean tables when finished * Remain seated until excused * Push chair in * Stack trays neatly
Ready	<ul style="list-style-type: none"> * Bring appropriate materials to school * Know what is expected in your classes for day * Return forms and papers as needed 	<ul style="list-style-type: none"> * Arrive with a positive attitude * Have materials out and ready * Bring agenda to class (5th) * Have assignments done * Prepared for tests and quizzes * Return weekly folder promptly 	<ul style="list-style-type: none"> * Face forward * Keep up with your class. 	<ul style="list-style-type: none"> * Stay in single file line. * Bring your own lunch, lunch card, or money for lunch. * Take all your belongings when you leave

Get	Waiting Areas	Bathrooms	Playground	Bus
Respectful	<ul style="list-style-type: none"> * Keep hands, feet, and other objects to yourself * Follow adult directions * Speak quietly 	<ul style="list-style-type: none"> * Respect privacy of others * Speak quietly * Place paper towels in the trash 	<ul style="list-style-type: none"> * Keep hands feet, and other objects to yourself * Keep area clean. * Be a good sport * Invite others to play 	<ul style="list-style-type: none"> * Keep hands, feet, and other objects to yourself * Use appropriate language * Greet and thank bus driver. * Keep bus clean.
Responsible	<ul style="list-style-type: none"> * Sit and stay * Ask permission to leave area 	<ul style="list-style-type: none"> * Flush! * Wash hands with soap. 	<ul style="list-style-type: none"> * Stay in approved areas * Ask permission to leave playground * Gather equipment 	<ul style="list-style-type: none"> * Follow driver's instructions * Stay seated and facing forward * Keep belongings in appropriate place * Report problems to adults * Save food and drink for home

Ready	<ul style="list-style-type: none"> * Take all your belongings. * Line up quickly. 	<ul style="list-style-type: none"> * Use restrooms at breaks. * Be quick 	<ul style="list-style-type: none"> * Line up quickly when whistle is blown. 	<ul style="list-style-type: none"> * Arrive on time * Line up single file to enter and leave bus * Be ready to exit with materials * Know which bus you are riding
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Arson:

Starting a fire or causing an explosion with the intention to damage property or buildings.

- **First offense:** 10-180 days suspension or expulsion, notification to law enforcement and documentation in the student's discipline record.
- **Subsequent offense:** 10 day suspension to expulsion, notification of law enforcement officials, and documentation in student's discipline record.

Assault:

Attempting to cause injury to another person, intentionally placing a person in reasonable apprehension of imminent physical injury.

- **First offense:** 1-180 days suspension or expulsion, notice to law enforcement officials, and documentation in the student's record.
- **Subsequent offense:** 10-180 days suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Attempting to kill or cause serious physical injury to another.

- **First offense:** Expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

Bullying and Cyberbullying:

In order to promote a safe learning environment for all students, the Lamar R-I 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.

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.

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 cyberbullying that uses 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 sufficient nexus to the educational environment the behavior materially and substantially disrupts the education environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Reporting Bullying

- School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action.

Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

- Students who have been subjects to bullying, or have witnessed or have knowledge of bullying are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.
- If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, the principal or designee of the building attended by the majority of the participants in the incident.

Consequences

- Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out of school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent.
- The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.
- Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

Refer to School Board Policies JFCF, JFCG

Cell Phones and Electronic Devices:

Cell phones and other electronic devices are not permitted during the school day. Devices inappropriately handled will be collected by the teachers or principal and placed in the office until the principal releases them to the parents to be taken home. If students need to bring devices to school for before/after school activities, they need to make sure all devices are turned off and put away in a safe place from the time you enter the building until you leave the building.

- **First offense:** Confiscation of device. Parents will pick the device up in the office.
- **Subsequent offense:** 1 day of in school suspension. Confiscation of device. Parents will pick the device up in the office.

Dress Code:

Lamar West Elementary recognizes the value of allowing and encouraging individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress and grooming should be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

- Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
- All students must wear shoes, boots or other types of footwear.
- Dress and grooming will not disrupt the educational environment.
- Hats will not be worn in the building.

- Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
- Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

Starting in 5th Grade, implementation of the Middle School dress code guidelines will be enforced.

Student dress should be modest and appropriate for the school setting. Specific guidelines in some areas are listed below.

1. Students' general appearance must be clean and include clothing that is in good condition and appropriate for a school setting.
2. Shorts and skirts should not be an educational distraction. Shirts with cut-off sleeves are not allowed. No undergarments are to be visible at any time. All clothing should be free from holes that expose areas that the dress code requires to be covered. No skin is to be visible between tops and bottoms. Tops that expose cleavage are not to be worn - exception – girls may wear tank tops with a two-inch shoulder strap). Boxer shorts are not to be worn as shorts.
3. Unacceptable attire would include T-shirts, etc., which promote cigarettes, alcohol, sex, or other actions which are considered inappropriate in an education facility.
4. Footwear shall be worn at all times.
5. Hair should be clean and well-groomed: not of a nuisance to the education process.
6. Body piercing shall not present a safety risk or create a disturbance to the educational process. If the appearance is detrimental to the learning environment upon the administration's judgment, an adjustment, covering, or removal will be expected.
7. Special costume type dress is not permitted unless there is a special day designated. Students who are not properly dressed will be requested to correct their dress.
8. No hats, bandanas, hoods, do-Rags, or other head coverings are allowed to be worn in the building.
9. The final decision as to what is acceptable lies with the administration.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. Final decision as to what is acceptable lies with the administration.

- **First offense:** Conference with the student and principal. Students will be required to change clothes.
- **Subsequent offense:** Conference with the student and principal. Students will be required to change clothes. Parent contact. 1 day of ISS.

Refer to School Board Policy JFCA; Administrative Procedure JFCA-AP(1)

Disparaging or Demeaning Language:

Verbal, written, pictorial, or symbolic words or gestures meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

- **First offense:** Principal/Student conference, and/ or 1-10 days suspension.
- **Subsequent offense:** 1-180 days suspension, or expulsion, and possible documentation in the student's discipline record.

Disrespectful Conduct Or Speech:

Verbal, written, pictorial, or symbolic language or gesture directed at a staff member that is rude, vulgar, defiant, or considered inappropriate to public settings.

- **First Offense:** Principal/Student conference, 1-10 days suspension.
- **Subsequent Offense:** 1-180 days suspension, or expulsion, and possible documentation in student's discipline record.

Drugs/Alcohol:

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

- **First Offense:** 1-180 days suspension, notification to law enforcement officials, and documentation in student's discipline record.
- **Subsequent Offense:** 10-180 days suspension to expulsion, notification to law enforcement officials, and documentation in student discipline record.

Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs and/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 Substance Act.

- **First Offense:** 11-180 days suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Extortion:

Threatening or intimidating any student for the purpose of obtaining money or anything of value.

- **First offense:** Principal/Student conference, 1-10 days suspension.
- **Subsequent Offense:** 1-180 days suspension to expulsion, and possible documentation in student's discipline record.

False Alarms:

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

- **First offense:** Principal/Student conference, 1-180 days suspension, or expulsion, and possible documentation in student's discipline record;* immediate report to law enforcement.
- **Subsequent Offense:** 1-180 days suspension, or expulsion, and possible documentation in student's discipline record; immediate report to law enforcement

Fighting:

Fighting is defined as: mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

- **First Offense:** Principal/Student conference, 1-180 days out-of-school suspension, and possible documentation in student's discipline record.
- **Subsequent Offense:** 1-180 days suspension, or expulsion, and possible documentation in student's discipline record; immediate report to law enforcement.

Public Display Of Affection:

Public display of affections is any physical contact which is inappropriate for the school setting.

- **First Offense:** Principal/Student Conference, 1-180 days suspension, and possible documentation in student's discipline record.
- **Subsequent Offense:** 1-180 days suspension, and possible documentation in student's discipline record.

Sexual Harrassment:

Use of verbal, written or symbolic language that is sexually harassing.

- **First Offense:** Principal/Student conference, 1-180 days suspension, or expulsion, and possible documentation in student's discipline record.
- **Subsequent Offense:** 1-180 days suspension, or expulsion, and possible documentation in student's discipline record.

Physical contact that is sexually harassing.

- **First Offense:** Principal/student conference, 1-180 days suspension, or expulsion, and possible documentation in student's discipline record.
- **Subsequent Offense:** 1-180 days suspension or expulsion, and documentation in student's discipline record.

See Board Policy AC and regulation AC-R

Technology Misconduct:

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.

- **First Offense:** 1-180 days suspension, suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record.
- **Subsequent Offense:** 1-180 days suspension, expulsion, suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record.

Violation other than those listed in "1" of Board policy EHB and regulation EHB-R, administrative procedures or etiquette rules governing student use of district technology.

- **First Offense:** 1-180 days suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record.
- **Subsequent Offense:** 1-180 days suspension, expulsion, suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record.

See Board policy EHB and regulation EHB-R

Theft:

Theft or attempted theft is the willful possession of stolen property.

- **First Offense:** Principal/Parent/Student Conference and/or 1-180 days suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record; and restitution for the stolen property
- **Subsequent Offense:** 1-180 days suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record; and restitution for the stolen property.

Tobacco:

The possession of any tobacco products on school grounds, school transportation, or at any school activity is prohibited.

- **First Offense:** Principal/Student conference and/or suspension, confiscation of tobacco product, possible notification of law enforcement officials.
- **Subsequent Offense:** 1-10 days suspension, confiscation of tobacco product, possible notification of law enforcement officials.

Truancy:

Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians

- **First Offense:** Principal/Student conference or 1-3 days in-school suspension.
- **Subsequent Offense:** 3-10 days in-school suspension and possible notification of the juvenile officer.

See Board policy JEDA

Vandalism:

Vandalism is the willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.

- **First Offense:** Principal/Student conference and/or 1-180 days suspension, or expulsion, possible notification to law enforcement officials, possible documentation in student's discipline record; * and restitution of damaged property.
- **Subsequent Offense:** 1-180 days suspension or expulsion, notification to law enforcement officials, documentation in student's discipline record, and restitution of damaged property.

See Board policy ECA

Weapons:

Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 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.

- **First Offense:** 1-180 days suspension, or expulsion, possible notification to law enforcement officials and possible documentation in student's discipline record.
- **Subsequent Offense:** 11-180 days suspension or expulsion, possible notification to law enforcement officials and documentation in student's discipline record.

Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930 (g)(2).

- **First Offense:** One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials, and documentation in student discipline records.

Birthdays/Holidays

A treat may be given to the class honoring a child's Birthday. **Arrangements must be made previously with the classroom teacher.** Teachers plan their instruction time a week ahead of time. Treats may be served at the end of the day or at the teacher's convenience.

Treats For All Parties:

Student Allergies: Please note that all treats and food items for any school party or activity must be commercially prepared, in the original sealed container, and have the label of contents. No home-made treats will be served to our students. **NO EXCEPTIONS.**

Refer to School Board Policy JHCF

Invitations:

Home party invitations should not be passed out at school unless the whole class is invited. This will help prevent the possibility of hurt feelings and added tasks during the school day. The school is not asking that private parties include the entire class, however, if they do not include the entire class, parents/students will need to choose other avenues of distributing invitations. The teacher will pass out the invitations at the end of a school day. The teacher's focus is on instruction.

Gifts:

No gift will be given to students until after 2:50 p.m. Gifts will not be delivered to the classrooms. Deliveries (example: balloons, flowers, etc.) will not be allowed on the buses and should be picked up in the office within 24 hours of delivery. If gifts are not picked up within that 24 hour period, they will be discarded.

Pets

Most pets are gentle and would not harm a child; however, the excitement of a large group of children might cause him to harm a child in self-defense. Pets should not be permitted to follow children to school. Special science projects (live) may be brought to school by parents with the previous consent of

the teacher for observation but should not be left for the entire school day. Any pets brought into the school must be on leashes or in a cage.

Transportation of Students

Transportation for Lamar R-1 School District is part of the school day. Student behavior and expectations are the same as in any other school setting. Bus drivers are members of the staff and have the same responsibility concerning students as other school staff.

The major goal of transportation is safety. Student goals are respect for others, orderly loading and unloading of the bus, and using good manners at all times leading to safety for all.

Discipline Procedure for Transportation:

Student misconduct on the bus beyond the domain of the driver will be reported to the Director of Transportation and/or building principal. In grades 3-5 the following procedure will be followed:

- **1st Conduct Report:** A preliminary bus conduct report will be issued explaining the safety or misconduct violation. Parents will be contacted.
- **2nd Conduct Report:** A conduct report will be issued and another conference will be held between the student, transportation director and/or building principal. Parents will be contacted.
- **3rd Conduct Report:** A conduct report will be issued. The student will be returned home on the bus and not allowed to ride the bus for three (3) consecutive days. Parents will be notified.
- **4th Conduct Report:** Student will be returned home on the bus and not allowed to ride the bus for ten (10) consecutive days. Parents will be notified.
- **5th Conduct Report:** Student and parents will meet with the superintendent and transportation director and/or principal. The bus driver may also meet with all parties when deemed necessary. They will reach a decision as to when bus privilege may be resumed. Students may be given an assigned seat on the bus, after-school detention, in-school suspension, etc. in order to resolve a problem.

Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

Library Services

The school library will be open each day. Students may check out/return books at specific times designated by the Media Specialist and classroom teacher. Students who leave the library with materials without checking them out will not be allowed future use of the library. Students are encouraged to use the library to check out books, to do research work, or to study. Students are also encouraged to be respectful and responsible of the library resources by returning items on time and in good condition.

Federal Programs

Lamar East Primary & West Elementary is a Title I School-wide schools. The District receives federal funding for reading, English Language Arts, and math classes under Title I provisions. Title I teachers are certified personnel. Notification of Parents Right to Know:

https://cdn5-ss18.sharpschool.com/UserFiles/Servers/Server_183431/File/Our%20District/District%20Office/Parents%20Right%20To%20Know.pdf

Refer to Policy GBL

The Lamar R-I School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be

violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution. The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.
2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy. The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.
3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

Refer to Policy KLA

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migratory or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

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

Participation:

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

Refer to Policy IL

Sexual Health Instruction

The Board of Education recognizes that parents/guardians should be the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.

Notice and Opt-Out:

The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

Refer to policy IGAEB

Lamar R-I School District Philosophy

This district respects the dignity of the individual and aspires to challenge each student and staff member to develop to the fullest extent of their ability. On all matters the best interest of the student shall receive the highest consideration.

This school district is committed not only to the enhancement of knowledge and skills, but also to develop ideas, personalities, attitudes and values. These aspirations are best realized when the home and school work in concert to provide for the needs of the students.

This school district expects a condition of mutual respect, which will prevail among all parties involved in the educational process, with a competent professional staff effectively participating in planning. We seek a school program characterized by intellectual curiosity; excellent instruction; genuine warmth and empathy for students, free exchange of ideas, continuous in-service growth for staff and objective evaluations.

These ideals can be realized only in a democratic society where freedom is tempered with self-restraint and where active participation is paired with mutual responsibility. In providing for the youth of our schools, we will strive for:

Teachers...who are superior
Techniques...that are scientifically research based.
Thinking...that places education first in our plans for the future.

Parent(s)/Guardian(s):

This handbook has been developed to provide each student and their parent/guardian with a well-defined guideline of the district's procedures and policies. Please sign and date this page; thus, indicating that you have read and understand our school's policies and regulations.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____