

LAKELAND ELEMENTARY

Student/Parent

Handbook

2022-2023



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Lakeland Elementary School Staff

Mr. Mitch Towne	Superintendent
Mrs. Trish Bauer	Principal
Mr. Justen Cooper	Counselor
Mrs. Peggy Keith	Elementary Secretary

Teaching Staff

Mrs. Keri Towne	Kindergarten A (KA)	
Mrs. Michelle Nepple	Kindergarten B (KB)	
Mrs. Amber Tack	Kindergarten C (KC)	
Mrs. Becky Neuenschwander	1A	
Miss Amber Eager	1B	
Mr. Jameson Rohaus	2A	
Ms. Rebekah Mount	2B	
Mrs. Amy Collins	3A	
Mrs. Megan Swaters	3B	
Mrs. Amy Batschelett	4A	
Mrs. Sara Fellhoelter	4B	
Mrs. Kelly Gotsch	5A	
Mrs. Stacy Ordal	5B	
Mrs. Megan Knight	6A	
Mrs. Jessica Fellhoelter	6B	
Mrs. Lisa Gurley	Music	
Mrs. Elizabeth Lee	Band	
Coach Kuchta	P.E.	
Mrs. Erica McMillan	Art	
Mrs. Liana Bennett	Title I/Gifted/Literacy Skills	
Ms. Amber Jurgensmeyer	Nurse	
Mrs. Sara Fellhoelter	P.A.T.	
Mrs. Sarah Vincent/Mrs. Cara Cooper/Mrs. April Hills		Preschool
Mrs. Cathy Roberts/Mrs. Deb Duncan/Mr. David Strange		Special Education
Mrs. Dena Cambers/Mrs. Allie Dull		Speech Services

Board Members

Mr. Matt Meeker	President
Mr. Jim Neuenschwander	Vice President
Mrs. Renee Baker	Treasurer
Mrs. Emily Baker	Member
Mrs. Christl Brownlee	Member
Mr. Matt Hughes	Member
Mr. Jackson Ketterman	Member

ACADEMICS AND STUDENT RECORDS

School Hours

School is in session between 8:05 a.m. and 3:30 p.m. Parent cooperation is requested in observing these times.

PARENTS: Children will need to walk to their classrooms on their own. Thank you for your assistance in keeping our school safe!

Teachers have a planning period each day. They can be reached by calling the office and setting up a time for a return call or a conference. Please do not come to the school unannounced to meet with a teacher. All meetings during the school day/before/after should be prearranged.

Arrival Time: Students cannot be in the building before 7:45am

Tardies: Any student who arrives after 8:05 a.m. must report to the office for a tardy slip before being allowed in the classroom. Please try to ensure that students are on time for school. If tardiness is a problem, corrective measures will be taken after examining the situation. All tardies will count against perfect/excellent attendance.

Early Leave: If a parent needs to pick up a student before regular dismissal time, the student must be signed out in the office. Students will be called to the office for dismissal. Parents will not be allowed to pull their students directly from the classroom.

Dismissal Procedure

Elementary students are dismissed approximately at 3:30 p.m. If there is to be **ANY** change in a student's regular procedure for going home, there needs to be a note brought to the office or a phone call from a parent/guardian. Word of mouth from the student will not be enough to change the student's regular bus route. If there is no prior contact made, the student will be sent on their **REGULAR** route.

Afternoon Bus Route Changes: Please keep these changes to a minimum to limit confusion. Make contact with the office as soon as you are aware of the need for a change, otherwise we **CANNOT** guarantee that the message will be delivered in time. **TO GUARANTEE BUS CHANGES ARE DELIVERED IN TIME, PLEASE CALL THE OFFICE BY 2:00.** The end of the school day is often very busy, early changes would help guarantee the notes are delivered.

Bus Notes: If you need to make a bus change, the following information needs to be written on the note sent to the office. Notes turned in by the student in the morning are preferred if possible.

- The date of the bus change
- Student Name
- Teacher Name and Class
- Name of Person that is picking student up
- A current phone number

Parking and Student Pick-Up Procedures

North Side: The North side of the building by the elementary front entrance is where students will be picked up and dropped off if they are not riding the bus.

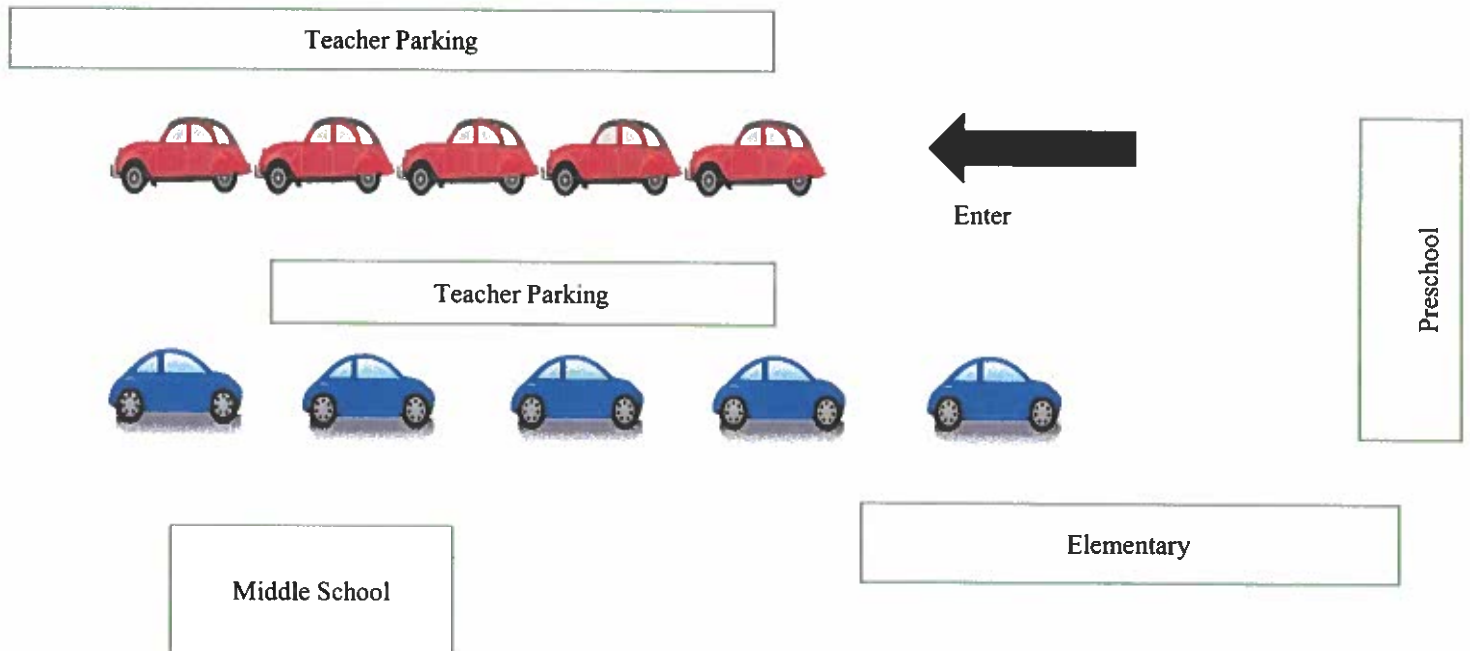
South Side: The South side of the building is where the buses will load and unload. Parents are NOT to drop off students here. Please do not park in this area for the safety of all children. These doors will remain locked at all times.

Pick-Up Procedure for Car Riders

Car riders will be dismissed first from their classes and will be at the north elementary entrance by 3:25 where a staff member will be located. Parents need to stay in their vehicles, and a staff member will send students out to their appropriate ride. If the student is a daily car rider, the staff member will simply check off the sign out sheet as to whom the child was picked up by. If needed, the staff member may ask for a signature when picking up a student.

Students will be dismissed to parents as parents are lined up. As the parents drive through, (as diagramed below), the staff member will call the students to the front. Prior arrangements must have already been made to pick up a student at this time. NO students will be pulled off a bus without a prior note. If the staff member does not recognize the person picking up the student, they may be asked to park to the side and go into the office to talk to the office secretary.

Any parent, who needs to talk to someone in the office, will need to pull to the side and park to go into the building to talk to the secretary. The traffic of pick-up needs to flow smoothly so it will not allow for a delay for questions.



School Records

Legal names will be used for all school documents.

GRADE CARDS: Grade cards are issued at mid-term and at the end of the quarter.

Any student failing more than two (2) courses at the end of the spring semester can be considered for retention. The student's academics, behavior, work ethic, motivation, and overall character may be factored into the decision to retain.

CHANGE OF ADDRESS: If a student moves during the school year, he/she must report the change to the office immediately. In order to keep the office files up to date; it is necessary to have the student's residence, mailing address and telephone number. This information may be updated online in SIS on the parent portal.

WITHDRAWAL FROM LAKELAND: Please give the office 24 hours notice before withdrawing a student to transfer to another school. At that time, a transfer sheet for the next school will be prepared by the student's teacher. The parent/guardian must return all school books and pay all outstanding charges at the time of the student's withdrawal.

Attendance Policy

Missouri Compulsory Attendance Law requires all students of ages 7-17 to be in regular attendance. Excessive absences (10 or more days in a semester) will be referred to the respective county juvenile office after the parent/guardian has been notified of the student's activities and given a chance to improve the situation. The responsibility for school attendance and promptness to class is that of the student, but also, at this age, that of the parent/guardian. The parent/guardian and the school shall share the cultivation of these attributes.

The following procedures have been established for students attending school at Lakeland R-III:

- To earn credit for a course or become eligible for promotion to the next grade-level, a student must have an attendance rate of 93% or better in each course. Any student missing more than five (5) school days in a particular course during a semester must make-up the time missed. A full school day of being absent would equate to 7 hours to be recovered. Students failing to recover attendance time will not receive credit for the course(s).
- Classifications of absences:
 - The following do not count towards the five (5) days a semester include: school-sponsored activities, school approved college days, funerals, school nurse holds the student from attending school, home-bound services, long-term doctor's care (with documentation), and hospitalizations of two (2) or more days.
 - The following do count towards the five (5) days a semester and must be made up: doctor and dentist appointments, trancies, prearranged absences such as family trips, and any other call-in reasons parents would excuse their student from school.
 - School administration makes the final decision for classification of absences.
- Any time that has been missed can be recovered through the following methods:
 - Saturday School Dates from 9am-Noon
 - Tutoring before or after school, or summer school
 - Community service: students may also recover up to 3 days (19.5 hours)
 - Community service must be unpaid, unrelated to any legal or school discipline, and completed and submitted to the principal within the same deadlines as all other recovery methods. Signed documentation must be submitted from the

community service supervisor including the number of hours served, what the student did during the time, and contact information of the supervisor.

- Students may serve their time early by attending any of the recovery methods, especially when they know they will miss school for prearranged absences at a later time such as doctor's appointments, family vacations, etc.
- Truancy: Any student who is absent from school without parent or administration approval will be considered truant.
- When a student is absent except for a school activity, the following procedures will be followed:
 - If a student is absent from school, one of the student's parents should call the school before 9:00 AM or soon thereafter. Parents are to inform the school of the reason for the student's absence.
 - A student not in attendance for at least 4 consecutive full class periods will not be allowed to attend or participate in extra-curricular activities unless excused by the principal.

MAKE-UP WORK AFTER AN ABSENCE

1. Students will have the same number of school days they were absent to complete make-up work unless they are counted truant or OSS. Make-up work not completed during the allotted time will be recorded as a zero.
2. Assignments or tests which were announced prior to the student's absence will be due the day the student returns to school, even if the class does not meet that day. Students who know in advance that they will be absent (family vacation, school activity) will be required to complete assignments before the absence.

PRE-ARRANGED ABSENCE MAKE UP WORK: Students going on school sponsored activities or with a pre-arranged absence, which will require them to miss some part of a school day, must obtain the work for the missed classes BEFORE going on the trip or missing school.

LONG-TERM PREARRANGED ABSENCE POLICY: Parents must make a request for a prearranged absence. This request can be made in writing or by a phone call. The purpose of this request is so that a student may keep up with their work. When a student will be gone for an extended amount of time, this is to be approved by the principal. Students must obtain all work prior to the prearranged absence and have all work completed upon return. Prearranged absences will count toward the totally number of days missed in a semester. Any prearranged absence days that contribute to a student missing more than 5 days in a semester must make up the required time.

APPROVED COMMUNITY SERVICE AGENCIES: Students wishing to complete community service to make up for absences or to earn credit for work while suspended out of school (OSS) must complete the community service through an approved agency. Approved agencies include: churches, community centers, city/town government agencies, animal shelters, senior centers, and other nonprofit organizations such as the Samaritan Center or Salvation Army. Students may volunteer for Lakeland Youth Athletic Association events to make up regular absences, but not while on OSS as students are not allowed on school ground while suspended out of school. It is recommended students should always get approval from school administration before beginning community service to ensure it is through an approved agency.

PERFECT ATTENDANCE: Perfect attendance is defined as having no time absent from the regular school day. All minutes missed except for a school sponsored activity will count against perfect attendance. The Lakeland R-III School District values education and realizes that students need to be in attendance as much as possible. To help encourage attendance the district may provide incentives on perfect attendance.

Parent Conferences

Teachers have a planning period each day. They can be reached by calling the office and setting up a time for a return call or a conference. Please do not come to the school unannounced to meet with a teacher. All meetings during the school day/before or after school should be prearranged.

A parent-teacher conference is required at the end of the first quarter for parents to receive the first quarter's grade card. These conferences are considered a valuable part of a child's education and are encouraged throughout the year as the need arises. Please contact the teacher to make an appointment to discuss concerns at times other than the first quarter parent/teacher conferences. Third quarter parent/teacher conferences will be scheduled as needed for students struggling academically or behaviorally.

Parent/school communication is a vital part of your student's education. Please look in the parent/teacher green communication folder that will be sent home with your child daily. Here is a good place to put any notes to the teacher. Also, assignment notebooks in 5th and 6th grade are a good way to check the progress of your child's work as well, and to leave messages if needed.

Grades

Grade cards are issued to students once each quarter. First quarter cards are given to parents at parent/teacher conferences. Second and third quarter cards are sent home with the students, and fourth quarter cards are mailed home. Progress reports are given to all students regardless if they are experiencing academic difficulty or failure. Students are expected to complete and turn in daily assignments to maintain satisfactory grade average. Grade cards will be held each quarter until all library fines or lunch charges are paid.

Kindergarten grades are based on a checklist of skills accomplished.

Grading Scale for Grades 1-4:

A	94-100%	C	73-76
A-	90-93%	C-	70-72
B+	87-89%	D+	67-69
B	83-86%	D	63-66
B-	80-82%	D-	60-62
C+	77-79%	F	0-59

Literacy Skills, Art, PE, and Music will use the following scale for Grades K-6:

E – Excellent	S – Satisfactory
U – Unsatisfactory	

Band will give letter grades for 5th and 6th grades.

Honor Roll

Third through sixth grade students are eligible for the "A" or "B" Honor Roll. In order for a student to be on the "A" honor roll, they must maintain a 3.67 G.P.A. and have no more than one "C" for the quarter and no grade below a "C-". For a student to be on the "B" honor roll, they must maintain a 3.00 G.P.A. and have no more than two "C's" (includes C+, C, C-). Students with D's and/or F's for the grading period will not be eligible for honor roll.

Retention

Students in Grade 1-6 can be retained if they make failing grades (F) for two consecutive semesters in two or more of the core academic classes.

Due to the No Child Left Behind and Senate Bill 319, any fourth grade student tested at the end of summer school following their fourth grade year who is not reading at the third grade level shall be retained. Students will be preliminarily tested using the STAR reading test and those not qualifying will be retested using an additional standardized test. Students in danger will be placed on Reading Improvement Plans beginning as early as third grade. Parents will be made aware of the possibility of retention at the start of school.

Possible Retention:

A student in Grades 1-6 making a combination of F's and deficient grades for one semester is considered in danger of retention.

A student in kindergarten is in danger of retention if a substantial part of their progress report is marked as "needs improvement" or a significant number of skills are not mastered.

Students considered in danger of retention will be referred to a committee consisting of the principal, grade level teachers, and any other certified personnel pertinent to the student's situation. The parents/guardians will receive a letter informing them of the decision to retain a student. The following criteria will be discussed for students in danger of retention:

- Student Performance/Below Grade Level Status
- Grades in All Subject Areas
- Achievement and Diagnostic Tests
- Teacher Opinion Relating to Student's Skills
- Social Maturity

Student Recognition

Student of the Month: This program recognizes students for their accomplishments. Each K-6 teacher picks one student based on various criteria such as study habits, quality of work completed in the classroom, behavior, attitude, and manners. The teacher completes a form and turns it into the office. Each month the Students of the Month are announced over the intercom to the entire elementary. The students will each lunch with the principal, watch a movie, receive a picture, can of soda, special treats, and lots of praise. Each student's picture and name is displayed in the main hallway by the water fountain.

Birthdays: Students will be recognized for their birthday by the office. Students will receive a special nametag to wear for the day, a birthday pencil and a prize from the birthday box. Summer birthdays will be recognized during other months of the year. Students with a birthday during a weekend or holiday will receive their recognition on the last day of school before the weekend or holiday.

"Catch 'em Being Good": Whenever a teacher observes a student doing something that shows courtesy, responsibility, or good manners, they will give them a "I caught you doing good" slip. It is the student's responsibility to turn these slips into the office or to the principal. There will be a special drawing on Friday of the names that have been turned in.

Student Dress

The responsibility for the appearance of the students of Lakeland R-III rests with the parents and the students themselves. Students should dress appropriately for school, while wearing clothes that comply with health and safety standards and do not interfere with the learning environment.

Students may wear shorts that are mid-thigh in length. Clothes displaying alcohol or tobacco advertising, sexual overtones or excessive violence may not be worn. Midriffs, halters, tube tops, spaghetti straps and short skirts (above mid-thigh) are **NOT** allowed. Hats and sunglasses are **not** to be worn in the school building at any time unless it is a special event

PE: Tennis shoes or rubber-soled shoes are to be worn during PE class. Shoes with black soles are not allowed on the multi-purpose floor.

WEATHER: Please listen to weather forecasts before dressing your child for the school day. Students will have a minimum of a 15-minute recess outside on most days. Shorts of appropriate length can be worn on hot days. Students should wear gloves, coat, and hat on cold winter days. In the event of severe wind chill, extremely cold temperatures, or rain, students will stay inside for recess.

Lost and Found

Lost and found items will be kept in the elementary office. Please check the lost and found periodically throughout the school year for items that may belong to your child. Outerwear articles of clothing such as coats, hats, gloves should be labeled with the child's name. This helps to return lost items to their original owner. Items will be removed at the end of each quarter.

Student Property

Students are responsible for personal items that are brought to school. No items are to be given, sold, or traded to any other student. Students should not carry money other than for lunches, milk, or other school purposes. Lunch and milk money should be turned into the teacher at the beginning of the school day.

Items Not Allowed at School: Toys, trading cards, skate boards, skates, wheel backpacks, shoes with wheels, hard balls, bats, balls (unless student has permission to bring for everyone to share at recess), water guns, knives, guns, beepers, laser lights, chains (hooked to wallets), and any other device that would be disruptive or dangerous to others.

Consequences for Having Above Items at School: (Unless dangerous item)

- 1st offense - Item will be taken and returned to student at the end of the day
- 2nd offense - Item is not returned.

Appropriate items may be brought to school for share time in the classroom. If an item is brought to school for this reason, it must be kept in a backpack until time to share with the class. There should be no loose balls on the school bus, or other items that are listed above.

TEXTBOOKS: Students are often provided textbooks by the school district. All books that are the property of the school should be kept in good condition. All lost and defaced books are reported to the office. Books that are lost, damaged, or torn will be charged for replacement. Students should check and note any concerns upon receiving their books to the teacher immediately.

Recess Rules

1. Obey ANY teacher who is on recess duty.
2. Remain in playground area where staff can clearly see students.
3. Avoid mud puddles or other standing water.
4. Do not leave the playground without permission.
5. Do not throw rocks, dirt, sticks, mud, or snowballs.
6. Remain seated on all playground equipment.
7. Do not ride double or run under the swings.
8. Do not stand on or jump off the top of equipment.
9. Only climb on equipment designed for climbing.
10. No fighting or inappropriate language.
11. Any student who is injured at school should report immediately to the supervising teacher and an accident report should be written. The student may be sent to the office for first aid or in an emergency, another student should be sent to get help. The supervising teacher never leaves the other students unsupervised.
12. Students should watch for signals to line up by the supervising teacher. The sign may be by voice, hand motion, whistle, bell, etc.
13. No talking in the halls. Students should walk quietly to and from recess.
14. No students should be on the playground unless supervised by a teacher.
15. Any student who cannot follow recess rules may lose recess privileges for any part, or the remainder of the school year. Safety is our first concern.

Early Dismissals and Cancellations

Lakeland R-III District has early dismissal days built into the calendar for teacher in-services and vacation days. Please check the school calendar and mark these early release times on your calendar. Also, check the monthly newsletter for updates.

When school is released early due to weather or other circumstances that were not prearranged on the school calendar, the school will follow the instructions on the Enrollment Form. If time allows, and a telephone number is provided, the office will call parents of Kindergarten and first grade students at a minimum, to inform them of the early dismissal.

The superintendent or his designee may dismiss school to weather, unsafe conditions, or any other justifiable reason. School cancellations are posted via local TV news stations, the radio, email, and Facebook. Here are some local places to look:

Clinton Radio Station – KDKD 1280 AM & 95.3 FM

Clinton Radio Station – KLRQ 96.1 FM

Kansas City TV Stations-Springfield Radio and TV Stations

The school also now sends out notification via text message. Please make sure your current number is on file in order to receive these messages. Please do not call the school or school personnel at home to ask about school cancellations. Listen to the stations late in the evening and early in the morning for cancellations.

LUNCH CHARGES: Students will be notified routinely of ALL lunch balances, positive or negative. Students with any negative balance after April 15, will not be allowed to attend any field trips or participate in sports day

Breakfast, Lunch, and Milk Program

Daily Prices:

Breakfast:	Grades K thru 6	\$1.10
Lunch:	Grades K thru 4	\$2.05
	Grades 5 thru 12	\$2.30
	Milk	\$.40

Free and Reduced Breakfast and Lunch: Free and reduced breakfast and lunch applications are distributed to all students at the beginning of each school year and upon enrollment of new students.

Other Information: Students may bring a cold lunch from home. K-4 students are not allowed to bring soda pop as part of their lunch and are not allowed to buy soda pop at school anytime during the school day.

LUNCH REFUNDS:

Lunch refunds will not be given for balances of \$10.00 or less.

Bus Procedures

SCHOOL BUS REGULATIONS: Any child who lives a mile or more from their assigned attendance center is eligible to be transported by school bus. Safety is the priority for all our drivers. Any student in violation of school policies or jeopardizing the safety of anyone on or in the surrounding vicinity of a Lakeland School bus will be subject to discipline ranging from a changing of seating arrangement to removal from the bus.

The bus driver should document all discipline problems and parent contacts on the Bus Discipline Conduct Form. Copies of the completed form are given to the parent/guardian, principal, and bus driver. Students should follow the rules when unloading the bus at bus stops along the route. Before crossing in front of the bus, students are to stop and wait for a signal from the bus driver. The majority of fatal accidents involving students riding buses occur when students are crossing in front of the bus and are not seen by other cars. Any student who does not follow this rule will lose his/her riding privileges.

Safety is our first concern and we encourage all parents to work with our bus drivers and support them. We need the parent's help and support in providing students with a safe ride to and from school. Lakeland R-III School District expects students to follow bus rules. The primary purpose of our transportation service is to safely deliver students to and from school. The responsibilities of the school bus driver are so great that we need complete cooperation from parents and their children in order to operate safely and effectively. Recording devices are now on all regular bus routes.

District Bus Rules:

1. Board and exit the bus in an orderly manner. When loading, stay back from the bus at least 10 ft. until it is completely stopped. Do not rush toward the bus.
2. Sit in your assigned area or seat.
3. Stay seated. Do not get up and move around, or turn around to visit with others behind you.
4. Talk quietly. Loud talking, screaming, etc. will not be tolerated.
5. Inappropriate language is unacceptable anywhere at school or on the school bus.
6. Students are never to extend arms or head out of the bus windows.
7. The use of alcohol, drugs, or tobacco is strictly prohibited.

8. Students are not to eat or drink on the bus.
9. All school supplies (pens, pencils, scissors, glue, glitter, etc.) are to stay in the backpack.
10. Students will not take or bother other student's belongings (Backpacks, purses, caps, coats).
11. Common courtesy is expected of all students.
12. Students are to follow the instructions of the bus driver.
13. Parents are never allowed on the school bus.

Health

The Health Services Program provides students with health screenings for vision, hearing, dental, height, weight, blood pressure, and head lice. The school nurse will also examine, treat, and direct the care for your child in the event of illness, injury, or emergency. The disclosure of confidential health information within the school is limited to information to serve the student's health and education interests. Your child's health history is important to allow the best care at school. Any new or existing health conditions that affects a student's ability to participate in school activities, is the responsibility of the parent/guardian to notify the school. A student medical health history form is required to be kept on file in the health office. The nurse will contact you if your child needs an emergency action plan in place to be safe at school.

Parents/guardians are responsible to make the school aware of any illness or injury a child might have. If a student becomes too ill to remain in class, you will be contacted by phone and asked that you come to school and pick up your child. Parent/guardian contact numbers must be provided and updated when changed. According to Lakeland R-III Board Policy, no student may attend school while infected by a suspected contagious disease or while liable to transmit such disease after having been exposed to it. The school may request a student suspected of having a disease, or being able to transmit a disease, to be examined by the school nurse or a physician, and to be provided a written statement of health before the student returns to school.

Communicable Diseases Requiring Exclusion from School:

- Chicken Pox - 7 days after appearance of skin eruption or longer if not dry scabbed
- German Measles (Rubella) - 5 days after appearance of rash
- Impetigo - Until lesions are healed or documented under doctor's treatment
- Measles - During cold symptoms & 7 days after appearance of rash
- Mumps - 9 days following onset of swelling
- Scabies - Doctor's note stating student under treatment
- Red or Inflamed Eyes - Doctor's note stating student under treatment or until eye is clear
- Rashes - Must be excluded until student brings doctor's note stating diagnosis and that the student may attend school or until rash is clear
- Strep Throat - On antibiotic 24 hours before returning to school. Doctor's note stating treatment
- Vomiting/Diarrhea that may be associated with a communicable disease
- Fever - In many illnesses where body temperature is elevated to **100 degrees** or above, the child should remain home until the temperature has been normal (98.6 degrees) for **24 hours**. Parents will be notified when a child at school is found to have a temperature of 100 degrees or above.

Nurse's Office Hours: Lakeland R-III School District has a school nurse on a full-time basis Monday through Friday from 8:00 a.m. - 3:30 p.m. Please contact her at 644-2223 ext. 106 with health questions or concerns. A current student medical information form **must** be on file in the nurse's office before the school nurse can administer any medications to your child.

Immunizations: Proof of current immunizations, or the appropriate current exemption card for a student, must be furnished to the school before students will be allowed to attend school. The state of Missouri requires an official card from a medical provider, public health office, or Bureau of Immunizations Department to be on file in the student's school health record for any immunization exemption. Failure to comply with this regulation will result in the student being excluded from school attendance until the appropriate card is on file.

Head Lice: Lakeland R-III follows a **No Nit Policy**. Periodic head lice checks for students will be conducted throughout the school year. Students with head lice or nits will be sent home with a letter and instructions concerning treatment procedures. To properly rid the home of the head lice, a thorough cleaning of the environment (vehicle, carpet, pillows, furniture, etc.) as well as the child's hair must be treated. Sometimes it may include treating everyone in the household with lice killing shampoo. Parents/guardians are expected to provide transportation for their child if the student is sent home due to live lice or nits. Students will not be readmitted to school without a note stating the student is **free of head lice and nits** from the Health Department, doctor, or by being checked by the school nurse. An adult **must bring** the student to the school with the note stating the student has no lice or nits, or to be checked by the school nurse, before the student will be readmitted to school. Adults should wait with the student to make sure the student will be readmitted, before leaving the school. Students, who do not return to school after 3 days, will be reported to the proper authorities.

VARNISH PROGRAM: A preventive dental program is available through the district and the Missouri Department of Health and Senior Services. A licensed dental professional will screen your child's teeth, and a trained volunteer will apply a thin protective coating of fluoride varnish to your child's teeth as a preventive measure approximately four to six-months apart. Fluoride varnish has been proven to be effective in preventing, reducing, and stopping small areas of early tooth decay. More information on the varnish program will be in the students' packets that they take home.

Over-the-counter medication may only be administered with parental permission. A completed student medical information form with a list of specific over-the-counter medications identified, must be on file before any medication may be administered. Consecutive daily use of any over-the-counter medications will be reported to parent/guardian. Use of medication that might mask a health problem, or send the wrong message to students regarding drug use, will be discouraged. Any student requiring more than 5 over the counter medications in a month will be referred to their medical care provider for evaluation, unless a note from a licensed health care provider is received.

All medication for students must be brought to school in the original container. Duplicate bottles may be requested from your pharmacy at no charge. The district requests that only sufficient medication for administration during school hours be brought to school. Medication should be scheduled so as many doses as possible are given at home (i.e. three times daily: before school, after school, bedtime). All medications provided by the parent/guardian must be picked up by the last day of school. Any unused, discontinued, or outdated medications will be returned or destroyed at the end of the school year.

All prescription and over-the-counter medications that are approved for administration are to be kept in the nurse's office or in the building office. Medication will be administered with adult supervision only. It is the parent/guardian's responsibility to bring medication to school and explain what the medication is for. If the parent is unable to bring medicine to the school, they must contact the school nurse or the administration to make special arrangements for the medication to be brought to the school nurse by the student's bus driver. The bus drivers will not accept medicine from students without prior notification from the nurse or administrator.

Accident Reports: Any accident that occurs at school should be reported to the teacher or office so proper procedures can be applied. This includes first aid, as well as filling out an accident report, and the parent/guardian will be notified of what happened. If emergency medical attention is needed, and the school is unable to locate the parent/guardian, an ambulance will be called to take the student to the emergency room.

It is the parents'/guardians responsibility to provide the school nurse with the Asthma Action Plan of their student with Asthma that require prescription inhalant medications before the medication can be given to the student at school. Student's may not self-carry Asthma medications at school without a written doctor's self-carry order on file in the health office, one new order every new school year.

Students that require prescription Epi-pen injections for life threatening allergic reactions must provide the Epi-pen in the original box with the original prescription label. All Epi-pen users require a life threatening allergy care plan to be signed by a licensed health care provider on file annually.

If it is medically necessary for a student to carry emergency medication during school hours for self-administration, there must be a self-carry physician order brought to school.

EMERGENCY PROCEDURES AND INFORMATION

FIRE DRILL: Fire drills are held periodically throughout the school year. At the sound of the alarm, students are guided by their teacher to leave the building in an orderly manner and assemble in a predetermined area at least 100 feet from the building.

TORNADO SAFETY: If a tornado warning should occur during the school day, the students will be moved to the safest area of the building. Parents are requested not to come to school during a tornado warning to pick up their children. Parents are also requested not to telephone the school while the warning is in effect.

STUDENT DISCIPLINE

CORRECTIVE ACTIONS AVAILABLE FOR USE:

DETENTION: Students may be assigned detentions to be served after school as a consequence for their behavior. Detentions range from 15-45 minutes in length and are to be served in the designated location. Any student not cooperating with the detention as it is intended will be subjected to further disciplinary action.

INTERVENTIONS: Interventions may include the use of a variety of disciplinary consequences to correct a student's behavior. This may include, but is not limited to, school service, loss of privileges, Saturday school or other discipline deemed to be appropriate for the situation.

IN-SCHOOL SUSPENSION: Students serving a suspension in-school have lost the privileges of an ordinary student. Students in ISS may not attend class; participate in after-school activities etc. These students are assigned to a supervised room where they are isolated from their peers. Students are required to work on assignments and are given full credit for completed assignments. In addition, students are not allowed to use any personal electronic devices, this includes but is not limited to; cell phones, tablets, MP3 players, Ipods, and hand held gaming devices. **Excessive days of ISS (10 or more) may result in a student being suspended out of school.**

OUT OF SCHOOL SUSPENSION: Students suspended from school are temporarily not members of the student body. Consequently, these students are not permitted to participate in or attend any school-sponsored activity, home or away, whether such activity is held on a regular school day or on a weekend. Suspended students are not permitted on the school grounds for any reason without prior approval of the principal. Any student receiving OSS is not eligible to attend field trips during the semester they were suspended.

****Students who are suspended out of school (OSS) may make up all assignments from home provided the student also completes 3 hours of community service for each day the student is suspended out of school. Documentation of community service including the number of hours served, contact information for the supervisor, and a description of services completed is due within 5 school days of returning to school from suspension. Students may recover up to 10 days of OSS through community service a year. Any days after the 10th day of OSS cannot be made up and all credit for schoolwork will be lost.**

The above-mentioned behaviors and consequences only serve as a guide in handling discipline problems. The principal and the superintendent reserve the right to vary from the discipline code guidelines in extreme cases.

CODES FOR STUDENT DISCIPLINE

ISS – In-School Suspension
OSS – Out of School Suspension
LA – Legal Authorities
LT – Possible Long-Term Suspension

Student Discipline Code

CATEGORY I WEAPONS: The following items are not allowed on school property or any activity, home or away: Any device including but not limited to blackjack, concealed firearm, firearm, explosive weapon, gas gun, knife, chains, knuckles, projectile weapon, rifle, shotgun, spring gun, or switchblade.

	All Offenses
Grades K- 12	1-180 days OSS or expulsion; Possible LA

CATEGORY II WEAPONS: The following items which are considered potentially dangerous and are not allowed on school property or any school activity: pocket knives, ammunition, lighters, fireworks, smoke bombs, mace, pepper spray, look alike weapons or other items that are considered potentially dangerous.

	All Offenses
Grades K- 12	1-180 days OSS or expulsion; Possible LA

DRUGS AND ALCOHOL: Students who are in possession, use, selling, attempting to sell, or are under the influence of drugs or alcohol while on school ground are subject to discipline. This includes illegal drugs, controlled substances, “look alike” drugs, or paraphernalia. Students disciplined for this behavior may lose some extracurricular eligibility. Students with prescriptions or daily medications (including aspirin, birth control, etc.) should have a parent bring the items to the school nurse to have distributed at school. **NO STUDENTS ARE TO SELF-MEDICATE ON DISTRICT PROPERTY.**

	1 st Offense	2 nd Offense
Grades K- 12	Up to 10 days OSS; LA, Possible LT	10 days OSS; Possible LT, report to LA

ACADEMIC DISHONESTY: Students are to complete their own work. Any student submitting work that is not their own will result in discipline. This includes (but is not limited to) cheating, plagiarism, copying, or being in possession of a teacher’s tests, answer keys, etc.

	1 st Offense	2 nd Offense	3 rd Offense
Grades K- 12	Zero on assignment; Interventions	Zero on assignment; Parent Conf; 1-5 days ISS	Zero on assignment; 1-10 days ISS; Possible loss of course credit

ASSAULT: Students may be disciplined if they (1) attempt to cause or recklessly cause physical injury to another person; (2) with criminal negligence, cause physical injury to another person by means of a deadly weapon; (3) purposely places another person in apprehension of immediate physical injury; (4) recklessly engages in conduct which creates a grave risk of death or physical injury to another person; (5) knowingly causes physical contact with another person knowing the other person will regard the act as offensive; (6) states verbal threats to another person that create a reasonable fear of injury. Digitally submitted threats or attempts to intimidate another person may be included in this policy.

	1 st Offense	2 nd Offense	3 rd Offense
Grades K- 12	1-10 days ISS/OSS; Possible LT; Possible LA	5-10 days ISS/OSS; Possible LT; LA	10 days OSS; Possible LT; LA

ASSAULT OR THREATS TOWARDS FACULTY/STAFF: Any aggressive verbal, written, or physical contact with a staff member that intentionally harms that person’s mental, emotional, or physical well-being. This includes the use of electronic media such as computers and cell phones.

	1 st Offense	2 nd Offense
Grades K - 12	1-10 days ISS/OSS; Possible LA;	5-10 days OSS; Possible LT; LA

BULLYING & CYBERBULLYING: "Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of, but is not limited to, physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. **Bullying by students is prohibited on school property, at any school function, or on a school bus.** "Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager."

	1 st Offense	2 nd Offense	3 rd Offense
Grades K-12	Interventions; 1-5 days ISS/OSS	1-10 days ISS/OSS	1-10 days OSS; Possible referral to LA; Possible LT

CELL PHONES and other ELECTRONIC DEVICES: The use of cell phones in the classroom is prohibited. Disciplinary action will be taken if cell phone is used or seen.

	1 st Offense	2 nd Offense	All Subsequent Offenses
Grades K - 6	Device confiscated & Phone is sent home to Parents with a Note from the School	After school detention & Device confiscated & Parent Picks Up Phone from School	ISS /Parent Picks Up Phone from School. Student may lose right to bring phone to school

DEFIANCE: Refusal to follow instructions, being untruthful, unwillingness to cooperate, or insubordination towards faculty/staff.

	1 st Offense	2 nd Offense	3 rd Offense
Grades K-6	Interventions; 1-3 days ISS	1-5 days ISS / OSS	3-10 days ISS/OSS

DISRUPTIVE SPEECH / CONDUCT: Possession of inflammatory material, speech, or conduct on school property or during school activities which detracts from or disrupts the learning environment sufficiently to cause a referral to be made to an administrator. Offensive personal hygiene may be considered disruptive to the learning environment.

	1 st Offense	2 nd Offense	3 rd Offense
Grades K-6	Interventions	Interventions; Up to 2 days ISS	Interventions, 1-5 days ISS/OSS

DRESS CODE VIOLATIONS: Student should be dressed to be a professional student. Shoes should be worn at all times. Hooded sweatshirts may be restricted if individual students use them to conceal restricted items or use them as headgear. No head gear of any kind (hats, caps, bandannas, etc.). No clothing portraying or promoting tobacco, drugs, alcohol, sexual references, or other inappropriate symbols are allowed. Clothing should cover midriff, cleavage, and/or undergarments. Sunglasses are not to be worn in the building. Clothing that causes a disruption to the learning environment will not be allowed. Students may not bring blankets into the school building. **IF YOU ARE COLD, DRESS ACCORDINGLY** (i.e. bring a jacket) Administration reserves the right to make the final decision on the appropriateness of any item of clothing.

	1 st Offense	2 nd Offense	3 rd Offense +
Grades K-6	Warning; Changing of apparel	Interventions; Changing of apparel	1-5 days ISS/OSS

EXCESSIVE ISS: Students who have earned ten (10) or more days of ISS during the school year may be assigned OSS in lieu of ISS regardless of the listed consequences for the various offenses listed in the handbook.

	Any Offense After 10 Days of ISS have been assigned and served
Grades K- 12	Administration has the discretion to assign OSS in lieu of ISS. The number of days of OSS assigned shall not exceed the possible number of ISS days allowed in the policy.

FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION, OR OTHER

DISCIPLINARY CONSEQUENCES: Students who are suspended out of school or expelled may not be on or near district property or places where district events are being held.

	All Offenses
Grades K - 12	Warning, Detention, ISS, 1-180 days OSS or expulsion; Possible LA

FIGHTING: Discipline will be taken on those who fight at school. Additional discipline may be assigned to anyone provoking or initiating a fight. One side fighting or additional aggression may result in the classification of assault rather than fighting. "Horse play" may be considered as a lesser category than fighting, but may still result in discipline.

	1 st Offense	2 nd Offense	3 rd Offense +
Grades K - 6	Interventions; After school detention; ISS/OSS	Interventions; After school detention; 1-5 days ISS/OSS	1-10 days ISS/OSS; Possible LA; Possible LT

FIREWORKS OR OTHER INCINDIARY DEVICES: Possession or use of fireworks, firecrackers, and smoke bombs on school property.

	All Offenses
Grades K - 12	1-10 days ISS/OSS; Possible LA; Possible LT

HARASSEMENT: Intentionally placing a student in a situation where mental or physical harm can take place. This may include verbal, written, or physical aggression, or racial remarks.

	1 st Offense	2 nd Offense	3 rd Offense +
Grades K - 6	Interventions; 1-3 days ISS	1-10 days ISS/OSS; Possible LA	1-10 days ISS/OSS; Possible LA; Possible LT

INDECENT EXPOSURE: Intentionally exposing one's own body parts normally which are normally covered or forcibly exposing body parts of another person which are normally covered.

	All Offenses
Grades K - 12	1-10 days ISS/OSS; Possible LA; Possible LT

MISUSE OF COMPUTERS: Defacing or misusing computers; looking through unauthorized files, including but not limited to: sending unauthorized messages on the network, bypassing district content filtering program, unauthorized use of software or hardware, violation of copyright laws, or tampering with computer settings.

	1 st Offense	2 nd Offense	3 rd Offense +

Grades K - 12	Interventions; Possible 1-10 days ISS/OSS; Possible loss of computer privileges; Possible LA	1-10 days ISS/OSS; Possible loss of computer privileges; Possible LA; Possible LT	1-10 days OSS; Loss of computer privileges for 1 year; LA; Possible LT
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NUISANCE ITEMS: Unapproved use of items such as video games, CD players, iPods, MP3 players, toys, and other items distracting to the educational environment. ****The use of any of these items while in ISS will result in one additional day of ISS.**

	1 st Offense	2 nd Offense	3 rd Offense +
Grades K - 12	Warning; Device confiscated & returned at end of school day	30 min detention; Device confiscated & returned at end of day	1-5 days ISS; Device confiscated & parent must pick-up device

PUBLIC DISPLAY OF AFFECTION: Display of affection such as kissing and/or other forms of personal contact have no place in school. It causes embarrassment for other students, staff members, and guests in our building.

	1 st Offense	2 nd Offense	3 rd Offense +
Grades K - 12	Interventions; Up to 5 days ISS	Interventions; 1-5 days ISS	1-5 days ISS/OSS

SEXTING OR POSSESSION OF SEXUALLY, EXPLICIT, OR VIOLENT MATERIAL: Students may not possess or display, electronically or otherwise, sexually explicit, or violent material including, but not limited to pornography or depictions of violence or explicit death or injury.

	All Offenses
Grades K - 12	Confiscation; Interventions; 1-10 days ISS/OSS; Possible LA; Possible LT

SEXUAL HARASSMENT: Inappropriate behavior which portrays sex or sexual conduct in a manner offensive to community standards. Words, spoken or written, touching or other physical conduct of sexual nature violate this guideline.

	1 st Offense	2 nd Offense	3 rd Offense +
Grades K - 12	Interventions; 1-10 days ISS/OSS; Possible LA, Possible LT	1-10 days ISS/OSS; Possible LA; Possible LT	1-10 days OSS; LA; Possible LT

STEALING: Stealing or attempting to steal private or school property.

	1 st Offense	2 nd Offense	3 rd Offense +
Grades K - 6	Interventions; 1-5 days ISS/OSS; Restitution; Possible LA	1-5 days ISS/OSS; Restitution; Possible LA	1-10 days ISS/OSS; Possible LA; Restitution; Possible LT

TARDIES: Students must be in the classroom when the bell rings or they will be considered tardy. Tardy records are kept by semester.

	Tardy #3 – 5	Tardy #6 & #7	Tardy #8 or more
Grades K – 6	Warning	30 Minute After school Detention	Office Referral – 1 day of ISS

TOBACCO & OTHER INHALANTS: The use or possession of tobacco products and other inhalants such as e-cigarettes on school grounds is prohibited. This includes (but is not limited to) the use or possession of cigarettes, lighters, and chewing tobacco.

	1 st Offense	2 nd Offense	3 rd Offense +
Grades K - 12	2 days ISS	4 days ISS	2-10 days OSS

TRUANCY: Is defined as the act of staying out of school, or a specific class without parent or school permission. This includes leaving the building and/or campus without permission from parents or the office. Parents will be notified by phone, mail, or email. School attendance is compulsory up to the age of 17.

	1 st Offense	2 nd Offense	3 rd Offense +
Grades K - 12	Interventions; Up to 2 days ISS / OSS	4 days ISS / OSS	4-10 days ISS / OSS

VANDALISM: Willful damage or attempts to damage any property, real or personal, belonging to school, staff, or students.

	1 st Offense	2 nd Offense	3 rd Offense +
Grades K - 12	Intervention; restitution; up to 10 days ISS/OSS; possible LT or expulsion	Intervention; restitution; 5 to 10 days ISS/OSS; possible LT or expulsion	10 days OSS; Possible LT; Possible LA; Restitution

VERBAL ABUSE AND/OR DISRESPECT TOWARDS FACULTY/STAFF: Any verbal or physical act that is disrespectful to a staff member. This includes, but is not limited to, the use of profanities, verbally or physically mocking a teacher, rude behavior, or any other conduct deemed to be disrespectful by the faculty and/or administration.

	1 st Offense	2 nd Offense & Subsequent Offenses
Grades K - 12	Interventions; 1-10 days ISS/OSS; Possible LA	1-10 days ISS/OSS; Possible LT; Possible LA

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

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

**MISSOURI REVISED STATUES -- 1994
PUBLIC DISPLAY OF EXPLICIT SEXUAL MATERIAL**

1. A person commits the crime of public display of explicit sexual material if he knowingly:
 - A. Displays publicly explicit sexual material; or
 - B. Fails to take prompt action to remove such a display from property in his possession after learning of its existence
2. Public display of explicit sexual material is a Class A misdemeanor unless the person has pleaded guilty to or has been found guilty of an offense under this section committed at a different time, in which case it is a Class D felony.
3. For purposes of this section, each day there is a violation of this section shall constitute a separate offense.

Annual Asbestos Notification

This notification is to inform you that the Asbestos Hazard Emergency Response Act (AHERA) (40 Code of Federal Regulations 763) requires the Lakeland R-III School District to inspect its buildings for asbestos, and to develop a management plan for those asbestos-containing materials that were located within its buildings. The latest three-year re-inspection was in the Spring of 2013. Lakeland R-III School District is in compliance with all requirements, pertaining to AHERA.

Each of our school buildings has been inspected for asbestos-containing materials by EPA accredited inspectors. The results of these inspections/re-inspections are included in the management plans that are on file in the district's main office.

Evidence suggests that the mere presence of asbestos in a building does not necessarily pose a hazard. Research indicates that unless asbestos is disturbed, allowing fibers to become entrained into the air, the potential health consequences appear to be negligible. Our goal is to control the disturbance of asbestos-containing materials and the release of fibers into the air in our schools.

During the past year, periodic surveillance reports have indicated no response action has been necessary. The Lakeland R-III District has conducted no other activities regarding asbestos. During the upcoming year, the District plans no activities involving the disturbance, repair, removal, enclosures, and/or encapsulation. The next periodic surveillance will be completed prior to the Spring of 2016.

Should you have any questions regarding the inspection/re-inspection results, response actions take or the management plans, please contact the district office and ask for the asbestos program manager.

Mitch Towne
Superintendent

Dear Parent of Guardian:

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

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

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

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

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

Special Education 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 goal, 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 Steps 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 require amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education 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 services are provided in compliance with the requirement of 34 CFR 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 reside in the district or whose parent/legal guardian resides in the district. This 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.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

**PUBLIC NOTICE SECTION 504
OF THE
REHABILITATION ACT OF 1973**

Section 504 is an Act prohibiting discrimination against anyone with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities, including activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Lakeland R-III School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices of the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, afford access to educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, she or he has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review her/his child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If you have any questions, please feel free to contact the Lakeland R-III Special Services Director for the school district at 417-644-2223.

**Lakeland R-III Schools Public Announcement
Surrogate Parent Program**

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent as such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from, the district's surrogate parent contact person, the person responsible for the district's special education program.

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lakeland R-III School district, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lakeland R-III School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Lakeland R-III School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sport activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Lakeland R-III School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by the end of the first complete week of school. Lakeland R-III School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received

Lakeland R-III School District

**SEXUAL HARASSMENT PROHIBITED
NOTICE
TO ALL EMPLOYEES AND STUDENTS
REGARDING SEXUAL HARASSMENT**

The Lakeland R-III School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. graphic verbal comments about an individual's body
3. sexual jokes, notes, stories, drawing, pictures or gesture
4. spreading sexual rumors
5. touching an individual's body or clothes in a sexual way
6. displaying sexually suggestive objects
7. covering or blocking of normal movements
8. unwelcomed sexual flirtation or propositions
9. acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District's Title IX Coordinator is

Adam Collins, Principal
12530 Lakeland School Drive
Deepwater, MO 64740
417-644-2223 ext. 301

DESE'S TITLE IX COORDINATOR

Federal regulations (the office of Civil Rights) require the Department of Elementary and Secondary Education to notify all local education agencies about our Title IX coordinator. Local education agencies must then post this information in a place where students, parents and employees are likely to see it. DESE's Title IX coordinator is Ms. Jean Cole.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. Inquiries related to Department programs may be directed to: Title IX Coordinator, Jefferson State Office Building, 5th floor, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480; telephone 573-751-4581.