

## **General Information**

### **Lockwood Elementary School**

Telephone: 417-232-4528

Fax: 417-232-4875

Website: [www.lockwoodschoools.org](http://www.lockwoodschoools.org)

Mascot: Tigers

Conference: Southwest Conference (SWC)

Membership: Missouri State High School Activities Association

### **Lockwood R-1 Mission Statement**

The mission of the Lockwood R-1 School District is to provide safe, appropriate, and comprehensive learning experiences for each student, to nurture individual potential, to promote self-esteem and to encourage individual growth in order to create lifelong learners who will be personally successful, informed, and productive citizens of their ever changing world.

### **Board of Education**

Mr. Larry Coose	President
Mr. Kirk Neill	Vice President
Mr. Adam Whitesell	Secretary/Treasurer
Mrs. Tina Schnelle	Member
Mrs. Nichole Ogden	Member
Mr. Robbie Patterson	Member
Mr. Willie Stefan	Member

### **Administration**

Superintendent	Mr. Clay Lasater	<a href="mailto:clasater@tigersk12.org">clasater@tigersk12.org</a>
Principal	Mrs. Elizabeth Wison	<a href="mailto:ewilson@tigersk12.org">ewilson@tigersk12.org</a>
Counselor	Mrs. Kara Eggerman	<a href="mailto:keggerman@tigersk12.org">keggerman@tigersk12.org</a>

## Elementary Faculty

Preschool	Ms. Kari Glenn	kglenn@tigersk12.org
Kindergarten	Ms. Jessie Toler	jtoler@tigersk12.org
First Grade	Mrs. Jodi Graves	jgraves@tigersk12.org
Second Grade	Ms. Kimmie Aaron	kaaron@tigersk12.org
Third Grade	Mr. Kristopher Bruce	kbruce@tigersk12.org
Fourth Grade	Mrs. Megan Allison	mallison@tigersk12.org
Fifth Grade	Mrs. Sarah Scott	sscott@tigersk12.org
Sixth Grade	Ms. Kylie Wakefield	kwakefield@tigersk12.org
Sixth Grade	Ms. Rylee Neill	rneill@tigersk12.org
Title I Reading	Mr. Michael Blackford	mblackford@tigersk12.org
Title I Math	Mrs. Tanya Roethemeier	troethemeier@tigersk12.org
Special Education	Mrs. Bobbi Abbiatti	babbiatti@tigersk12.org
Art	Ms. Amy Paterni	apaterni@tigersk12.org
Computers	Mr. Jason Smith	jsmith@tigersk12.org
Library	Mrs Rebecca Cossins	rcossins@tigersk12.org
Music	Mr. Luke McKinney	lmckinney@tigersk12.org
P.E.	Mrs. Kara Graves	kgraves@tigersk12.org

## Elementary Support Staff

<b>Secretary</b>	Mrs. Heather Neill	<b>School Nurse</b>	Mrs. Lori Duesterhaus
<b>Paraprofessionals</b>	Tammy Weathers	Sarah Obert	Meleeah Hayne
Cody Brewer		<b>PAT</b>	Sarah Baugh
<b>OPAA! Foods</b>	Kamey Baker	<b>PAT</b>	Amy Schnelle
<b>Maintenance</b>	Perry Ellis	<b>Custodial</b>	Steve Gilleland

## **Section I-General Policies**

### **Admission of Resident and Non-Resident Students**

May be found on the School Website: [www.lockwoodschoools.org](http://www.lockwoodschoools.org), File JECA, JECA-AF, JECB, and JECB-AP.

### **Board Policies**

May be found on the School Website: [www.lockwoodschoools.org](http://www.lockwoodschoools.org)

### **Compulsory Attendance**

The law requires all children between 7 and 17 years of age, or 16 years of age if fewer than 16 credits toward graduation have been earned, to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term. Parents, guardians or other persons having legal custody of a student may obtain a court order requiring students to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18. In addition, the Lockwood R-1 School District provides educational programming for all students between the ages of five (5) and seven (7) and beginning at the age of three (3) for students qualified for special education services. The district may also provide preschool and adult education programs.

Once enrolled in the district, the district expects the student to attend regularly and for the student's parents/guardians or other adults having charge, control or custody of the student to communicate regularly and honestly with the district regarding the student's absences. Because the Lockwood R-1 School District Board and staff strongly believe that regular attendance is important in gaining the most from the educational experience and because state law requires district staff to report all instances of abuse and neglect, the district will make every effort to ensure students are attending school as required by law. These efforts include, but are not limited to: accurately recording attendance, creating procedures for regular communication with parents regarding attendance, investigating truancy, and reporting suspected incidences of educational neglect to the Children's Division (CD) of the Department of Social Services.

### **Due Process**

This booklet has explained the major disciplinary problem areas and the actions that may result for those students who will not follow the rules. All students are entitled to due process. This means that no action will be taken against a student until everyone has presented the facts involved, and a judgment has been made. There are certain procedures which students must follow if they do not agree with the school actions. A student has the right to an explanation of the charges against him or her, an opportunity to present his or her side of the case and an opportunity to appeal as provided by school or state law.

Hopefully, students will never be in a situation where they need the protection of due process. If however a student does become involved in a suspension or expulsion both the student and his/her legal guardian, upon request, will be given a more detailed description of the due process procedure. Students will have knowledge of all charges against them and have the opportunity to express their side of any incident in which they may be involved. If the student is dissatisfied with any decision, he/she has the right to appeal through the following channels:

1. Principal shall schedule a conference with the student and any staff members involved in attempting to resolve the problem. Parent/Guardian may be involved in the conference, or a later conference for parent/guardian may be scheduled at the discretion of the principal.
2. Superintendent: If the problem is not resolved to the satisfaction of the student and/or Parent/guardian, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action to be taken.
3. Board of Education: If the student and/or the parent/guardian are not satisfied with the action of the Superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

### **Non-Discrimination Policy**

Applications for admission and employment, students, parents of elementary and secondary school students, employees, source of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Lockwood R-I School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment in its programs and activities. Any person having inquiries concerning Lockwood R-I compliance with the regulations implementing Title V.I, Title IX, or section 504 is directed to the Superintendent.

### **Notifications of Public Insurance**

#### **Parent/Guardian Notification to Access Public Insurance**

Dear Parents/Guardians:

For a number of years, Missouri has participated in a federal program called Medicaid School-Based Services. The program helps school districts by providing partial reimbursement for some medically related services listed on a student's individualized educational program (IEP). Under the Individuals with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided by the school.

In 2013, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification. So what does that mean?

**What will you be asked to do?**

You will be asked to give your consent in writing one time to release information from your child's education records, including information about the services you receive through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

**What type of information will be in the consent form?**

The consent form must tell you the personally identifiable information that may be disclosed, such as your child's name, date of birth, Social Security number (if provided), Medicaid number or other identification, disability type, IEP and evaluations, types of services, times and dates of service, and progress notes. The consent form must also tell you the purpose of the disclosure (e.g. payment from MO HealthNet) and the agency that will get the information.

**What does it mean if you give your consent?**

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and the IEP services may be shared with the MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g. physician scripts, referrals) in order to access your MO HealthNet benefits.

**Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?**

You cannot be required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

**Will your consent affect your family's MO HealthNet benefits?**

No. Reimbursed services provided by your school district do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in MO HealthNet programs.

**What if you change your mind?**

You have the right to withdraw consent to disclose your child's personally identifiable information to the MO HealthNet Division for billing purposes at any time.

**Will your consent or refusal to give consent affect your child's IEP services?**

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

**What if you have a question?**

Please call your school district's Special Education Department with questions or concerns.

**Public Notice**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected as having a disability and in need of

special education even though they are advancing from grade to grade. The Lockwood R-1 School District assures that they will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Lockwood R-1 School District assures that they will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Lockwood R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purpose of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA).

The Lockwood R-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Act (IDEA). This plan contains the agency's policies and procedures identifiable information and the Agency assures that the services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent's office during regular school hours.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age 21 that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the service provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Lockwood R-1 School District.

\* This notice will be provided in native languages as appropriate\*

## **Privacy Rights**

Under the Family Educational Rights and Privacy Act, the following guidelines apply to educational records:

1. Directory information may be disclosed if public notice has been given. The types of personally identifiable information must be designated as directory information (name, grade, address, etc.). A parent or eligible student has the right to refuse to let the school publish this information. They must notify the school in writing not to release the information within 2 weeks of official enrollment.
2. Parents have free access to records until the student is 18 or longer if the student is a dependent.
3. The student has access after turning 18.
4. Third parties having access are: school officials with legitimate interest; (audit or program evaluators; persons connected with application for financial aid; persons conducting studies for tests or instructional improvement (no identifiable information); accrediting organizations, DFS/Foster parents (if custodial); and court order or subpoena; and those with parental consent.
5. The school must keep records of requests and grants to access—except to parents, students, school officials, and others with consent.

## **School Closing**

On those occasions when Lockwood R-1 School District is forced to cancel classes due to inclement weather, a district wide “BLAST” call will be made by the Superintendent of Schools. School cancellations will also be on local television and radio stations.

## **Search and Seizure**

The administration shall conduct a search of students or property owned by students if there is probable cause or good reason to believe a school rule or policy has been violated. In most cases, searches will only be considered if there is evidence of drugs, alcohol, or weapons. A general search of students lockers may be made by school administration if there is prior information available justifying the search.

At the reasonable discretion of the school administration, the police may be involved when the evidence of criminal activity is uncovered or when the student refuses to cooperate with the school administrators conducting the search. The student’s parents shall be notified if police involvement is requested. A student who refuses to cooperate will be subject to immediate suspension. The student body will be notified at the time of an unscheduled drug dog search to remain in classrooms during the search.

### **Senate Bill 319**

Section 162.670-162.999 RSMo requires that students not be promoted to the next grade level unless they have a “reading level at or above one grade level below the student’s grade level.” Students with Individual Education Plans (IEPs) are exempt from this requirement. High School students in grades 9-12 are also exempt because promotion for secondary students is based upon credits earned. Limiting the use, for accreditation purposes, of MAP scores from students with limited English proficiency. Elimination of the “retest” requirements for students scoring at “Step 1” on the MAP exams. Board Policy IKE outlines procedures to follow in other decisions regarding student promotion or retention.

### **Student Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released. Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

*General Directory Information* – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school



districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information* – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and email address and the parents' addresses, telephone numbers and email addresses.

### **Student Rights**

It should be understood that the student does not divest himself/herself of his/her constitutional rights when entering Lockwood R-I School, so long as he/she does not disrupt the educational process or impose upon, endanger, or deprive others of their rights. No student will interfere with the learning, safety, welfare, or property of another.

Each student is required to accept responsibility for his/her own conduct, and in so doing, accept the responsibility for the consequences of his/her own choice.

### **Student Withdrawal from School**

Any student desiring to leave Lockwood Schools must notify the school office. It is the responsibility of the parent/guardian to confirm the student's withdrawal. After a student has made the proper withdrawal, a transcript of credits earned will be sent to the school of his request.

### **Title IX**

Any student who believes they have been discriminated against, denied a benefit or excluded from participation in any school district activity on the basis of sex, in violation of Title IX may file a written complaint with the building principal who will give it to the superintendent.

## **Section II-Academic Policies**

### **Anti-Bullying policy updates to include: HB 1583**

Seven (7) specific sections

1. Anti-Bullying Statement: The school district believes in all students being

provided a safe learning environment that is free of bullying behaviors.

2. Employee Statement: All employees that become aware of bullying will report it to the proper channels necessary.

3. Bullying reports are to be made and filled out accordingly. Office referral paperwork in conjunction with the building principal and or counselor.

4. Procedures for a prompt investigation will be followed on any reports of bullying.

5. Any retaliation for reports of bullying will be investigated and prohibited according to discipline policy.

6. The policy will be publicized by the district on the district website and in the policy handbook.

7. All staff will go thru training thru annual PD (professional development) regarding anti-bullying procedures and reporting

### **Counseling Services**

The major goal of the counselor is to support students on an individual or small group basis to achieve each child's potential. One of the ways this is accomplished is through counseling. Counseling is providing information and clarification to parents, teachers, and students to help them work through the normal problems of life. School counseling is not a diagnostic process and it is not psychotherapy. Students with severe emotional problems may be referred to the appropriate outside agencies.

### **Grading Scale**

Lockwood R-I Elementary recognizes the grading scale below for grades 4-6. Special symbols and terms appropriate to the educational program may be used to indicate student progress.

Grades will be based on many factors such as: text assignments (both oral and written), class participation, special assignments, research activities, projects and special circumstances. Grading will not be used as a tool for disciplinary action.

A	95-100	C	73-76
A-	90-94	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	59 and below

K-2 will use standards based grading reports.

## **Homework**

It is a practice of Lockwood R-I Elementary that homework is at the discretion of the individual teacher. Teachers are encouraged to be aware of the assignments that other teachers are giving so that an undue amount of homework does not pile up on the student on a particular night. Math and Reading Logs will be sent home with students to provide extra practice in those areas. These are not for a grade but will definitely help students to grow academically.

## **How Parents Can Help**

Every parent wants the best for his/her child. It is important for a child to feel the support and unified efforts of home and school to insure his/her success. Parents can help the district insure a successful education for each student by:

1. Supporting the school. Maintain a positive attitude about education, school, and the teachers. If a problem occurs at school, work with the school to find a solution.
2. Insist upon regular attendance and punctuality.
3. Become acquainted with your child's teachers and cooperate closely with him/her. Make a point of seeing grade reports at each grading period.
4. Attend all meetings for parents. Learn "what is going on at school" so you can discuss schoolwork and activities at home.
5. If at all possible, provide the student with a "private" study area at home-a place where he/she may study without interruption.
6. Check on homework preparation. Very few students can finish all their work at school.
7. Read the handbook completely. It answers many questions that parents have and explains the consequences should unwise decisions be made.
8. The school welcomes opportunities to work with parents. Feel free to call the office at any time to arrange a conference. The number is (417) 232-4528.

## **Honor Roll**

Lockwood R-I Elementary recognizes outstanding students for academic success at the end of each quarter and semester. Students are recognized for achieving the "A Honor Roll" and the "A-B Honor Roll". Names are published in the Greenfield Vedette and students are recognized at school.

## **A/B Honor Roll Parties**

Students in grades PK-3rd will be eligible if they've had positive academic progress with standards based grading and no office referral behaviors in accordance with teachers discretion in conjunction with agreement with the principal on the office referral and discretion of behaviors. \*\*Teachers K-6 can direct specific students deemed as ineligible due to behaviors at discretion with the principal that can be told they aren't eligible and won't be allowed to attend celebrations including field trips.

Students in grades 4th-6th will be eligible if they've had positive academic progress with A's and B's and no office referrals.

### **Library Services**

The library is provided for study, research, and reading. It is therefore necessary that a quiet and orderly atmosphere be maintained at all times. Conduct should be such that no person interferes with or infringes upon the rights of others. Students are permitted and encouraged to check out library materials. The school librarians establish loan guidelines. Students are expected to pay for lost or damaged materials.

### **MOCAP**

The Missouri Virtual Instruction Program (MOVIP) transitioned to the Missouri Course Access and Virtual School Program (MOCAP) as a result of updates to Section 161.670, RSMo. What Is a MOCAP Course? Section 162.1250, RSMo sets out the requirements for all virtual courses. Not all virtual courses are approved MOCAP courses. Courses listed on the MOCAP Course Catalog have been checked for compliance by the Department of Elementary and Secondary Education (DESE). The local education agency (LEA) must vet all other virtual courses to ensure that statutory requirements have been met. In order for students to enroll in MOCAP courses, LEAs must have a secure method to send a student's MOSIS ID and date of birth to courseware providers. In accordance with state law, the district's MOCAP policy is posted on the district website.

### **Parent-Teacher Conferences**

Lockwood R-I School knows the importance of student success through involvement and communication of school and home. Therefore, the district conducts Parent-Teacher Conferences to discuss student progress twice per year. The district provides evening hours to accommodate busy schedules. The district also encourages parents/guardians to arrange additional conferences, as needed, to keep informed of student progress.

### **Report Cards**

Report cards are issued (grades 4-6) in each subject at the end of every nine-week period which is referred to as a quarter. There are four quarterly grades given and a first and second semester grade given in each subject area. Students in Kindergarten through 3rd Grades receive a report card explaining levels of mastery on objectives or goals set by the district for that particular grade level. (Standards Based Grades)

Student Progress Reports (grades K-6) will be sent to parents at mid-quarter as well. All parents have access to PowerSchool to monitor their child's performance for grades 4-6. Teachers may send other notifications periodically to let parents and students know of the progress being made. Parents should contact the office, classroom teacher, and/or counselor to arrange a conference where deemed necessary.

### **Retention/Promotion**

Students that fulfill the requirements of the grade level completed will be promoted to the next grade level. If these requirements are not met, the student may be a candidate for retention. Teachers have developed Essential Outcomes for both Reading and Math for each grade level.

These Essential Outcomes will be used to help determine if students are in need of retention. A copy of the Essential Outcomes can be picked up in the elementary office or from the classroom teacher. The retention of a student will be based on ability, attendance, maturity level, and reading ability.

When it is the opinion of the classroom teacher and the principal that it is in the best interest of an elementary student, he/she may repeat a grade. A conference will be arranged with the child's parents to consider this possibility. After reviewing all circumstances, the principal will make the final decision on the basis of what is best for the individual child.

### **Special Education Services**

Lockwood R-I School provides a free and appropriate public education to all handicapped children as required by the Missouri State Education Handicapped Act (P.L. 94-142). The district provides the following special education services.

Speech: Provide students with speech therapy or language development exercises when speech or language skills interfere with communication.

Learning Opportunities Class: Provide instruction for students who have specific areas requiring a program of learning methods adapted to the student's needs.

Individual Progress Class: Provide instruction to students who generally perform below the level of their peers and require specialized instruction for maximum development.

### **Tests and Examinations**

Suitable assessments are given in the various courses at intervals determined by the teachers. Assessments may be used to determine each pupil's retention of knowledge and skills or to measure the nature of his/her abilities, extent of understanding, or ability to think. All of these are important in educational growth and development. Every student should strive to do his/her best on these tests.

Both tests and examinations serve as a means of learning as well as measuring devices. Standardized tests which measure a student's overall achievement in certain areas or which measure a student's capacities and aptitudes are given at various times during the school year. Results of these tests are recorded and become a part of the educational record.

## **Section III-Attendance policies**

### **Definitions**

*Attendance* – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

*Parent* – A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

*Tardy* – A student is tardy if the student arrives after the expected time class or school begins, as determined by the district. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

*Truancy* – A student is truant if the student is absent from class or school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

### Attendance Standards

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with a written excuse from the parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with a written excuse from the parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with a written excuse from the parent. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with written excuses from parents.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuses from parents.
7. Out-of-School suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are unexcused.

## Consequences for Violations

### *Grades K–6*

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions. Contact will be made with parents/guardians about excessive absences via letters and phone calls. Excessive absences will have to be reported to the Juvenile Office or the Missouri State Hotline. Tutoring can be utilized to help make up for time that students have missed.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

### **Arrival at School and Breakfast**

School instruction begins promptly at 8:00 a.m. Students who do not ride a bus, but eat breakfast in the cafeteria, should arrive after 7:40 a.m. and report immediately to their classroom or designated area. Students will be dismissed for breakfast by a teacher. They should then report immediately to their classroom. Students will be required to be in the classroom by 8:00 am. If they arrive at their classroom after 8:00 a.m. they will receive a tardy. If they arrive after 8:10 a.m. to their classroom, they will be marked absent. It is important that students arrive and eat breakfast in a timely manner in order to not be late for class.

### **Arrival and Dismissal Procedures**

Lockwood R-I Elementary will begin at 8:00 and dismiss at 3:20 p.m. Locust Street is restricted for bus loading and unloading. Students riding in vehicles should be dropped off and picked up in the circle drive on the south side of the school building. Our pick up and drop off line is a **no passing zone** unless you have a school official that is directing you to go around. **During the school day, students are not permitted to be dropped off at the west entrance / Locust Street area. This would be from 7:30 a.m.-3:30 pm. This leaves the west entrance open for buses, deliveries, and school personnel. If arriving during the school day, please enter through the doors on the circle drive by the office.**

Walkers and bike riders will arrive and will be dismissed following the departure of the buses from the front entrance. Students walking or riding bikes should use the crosswalks when crossing the streets near the school. A crossing guard will be on duty at the Highway 160 crosswalk each evening. Bikes are not to be ridden on sidewalks or in the crosswalks. Students

are to respond promptly and courteously to the crossing guard's directions. Skateboards or electric skateboard/skating devices are not permitted at school. No wheelie shoes.

### **After School Changes**

It is important that the school is notified of any changes that will be made to your child's after school plans. In the event that a change needs to be made, the parent/guardian needs to call the change into the office or send a note to the office that morning. We ask that changes be called in to the office as early in the day as possible. The information has to go from the office to the teachers, bus drivers, and administration. An email is sent out to all faculty and staff at 2:30 p.m. with all changes. **Having the information prior to 2:30 p.m. decreases confusion and the chance of miscommunication for any change.** If the school is not notified of a change, the child will be required to follow their regularly scheduled after school dismissal plan.

### **Extra-curricular Activities**

Students participating in school sponsored or sanctioned activities will not be considered absent from school. However, students should remember that class work takes preference over extra-curricular activities. When participating in extracurricular activities a student's regular class work must be done to the teacher's satisfaction. This includes class notes, assigned questions, or other assigned work to compensate for missed class work and time. Students must be passing in all classes in order to participate in extracurricular activities/sports. The guidelines for participation are to follow district policy of having all passing end of previous quarter grades on all subject areas. (This is in accordance with the grading scale of a D-60% or above.)  
\*\*\*\*Students that have an F at the time will not be permitted to leave the school during school hours for any extracurricular events. (Example: Athletic events, field trips)

### **Make-up Work Policy**

If a student is absent from school, missed work shall be made up by the student's own initiative. It is the student's and parents' responsibilities in the event of absences to contact the teachers to obtain the assignments. The request must be made upon return to class—not days or weeks later. If you want to pick up your child's work, you need to contact the office first thing in the morning. Then you will be able to pick up the work after 1:00 pm that day. This allows the teachers time to compile the student's work. Time recommended for completion of assignments will be one day for each day missed in accordance with the late assignments policy. All make-up work must be completed outside the regular class period.

### **Late Work**

It is important that all assignments are turned in to make sure students are practicing and understanding the content they are being taught in class. If students have missing work, they may be pulled from their second recess (K-3), Study Hall (4-6), or other free time in order to complete their missing work. This applies to missing work after the recommended completion time is over as well as any work that didn't get completed while they were in attendance at school.



### **Perfect Attendance**

To be considered for perfect attendance, a student must be in school every day that school is in session. A student may miss up to three (3) hours in a year and still be considered for perfect attendance. If they have more than 3 hours missed, they can be excused from them as long as the absence is related to disabilities or required religious observances.

### **Residency**

To enroll at Lockwood R-I School, a student's parent/guardian must provide proof of residency within the boundaries of the Lockwood R-I School District and the domicile of the student is the domicile of the parent/guardian. Students must also have on file a birth certificate number, social security number, immunization records, and transcripts from all previous schools before enrolling at Lockwood R-I School. The student's parent/guardian must provide a statement indicating whether the student attempting to enroll has ever been suspended/expelled from previous schools for an offense in violation of the school board policies relating to weapons, alcohol, drugs, or assault. A student or parent who submits false information regarding residency or withholds information commits a class A misdemeanor. No student is to be readmitted or enrolled in a Missouri school district if the student has been convicted of 1st or 2nd degree murder, distribution of drugs to minors, 1st degree arson or kidnapping. Also any student who has been adjudicated in juvenile court to have committed the above mentioned actions or has not been convicted or adjudicated, an indictment of information has been filed against the student alleging he/she committed one of these crimes, he/she will not be admitted or enrolled in a Missouri school district.

### **Custody**

If a parent has sole custody, and the non-custodial parent is not to see the child, the school must have a legal document stating this. **We cannot deny a parent access to a child unless we have a legal document.**

### **School Day Defined**

The school day may be defined as the period of time beginning with arrival at school and ending with the dismissal of classes and the departure of the students from the school premises. Also, all students who remain after school for extracurricular activities are regarded as having extended the regular school day until these activities end and the student leaves the school premises. While students are at school, at any time, they are under supervision of school personnel and subject to all practices, rules, and regulations of the Lockwood R-I School District. Students that leave the school premises and then return to school for a school sponsored activity, either at school or away, are regarded as continuing a part of the school day, and are subject to the rules of the school. Classes begin at 8:00 a.m. and are dismissed at 3:20 p.m.

### **Student Withdrawal from School**

Any student desiring to leave Lockwood R-I School must notify the school office. It is the responsibility of the student to have the parents confirm the student's withdrawal. After a student has made the proper withdrawal, a transcript of credits earned will then be sent to the school of his request.

### **Tardy Policy**

Tardiness is defined as not being in your seat when the bell rings for class to begin. Tardiness of more than ten minutes will be considered an absence.

1. If you arrive late to school, report to the office to sign in before going to your locker or classroom.
2. During the day, if you arrive late to class, you will be marked down as tardy. It will be entered into PowerSchool if you are tardy.
3. If a teacher has detained you, ask that teacher for a note explaining the tardiness and give it to your next teacher.
4. Upon multiple unexcused tardies in a semester, a student will meet with the principal and consequences will be applied as needed. Parents will be notified by letter of excessive tardies. Possible consequences could include laps at recess or morning detention.

4th-6th grade students can receive tardies for being late for class since they will be switching on a bell schedule. Kindergarten through 3rd grade do not switch classes so they can only receive tardies if they are late for school in the morning.

### **Visitor's Policy**

All visitors to the building and persons wishing to talk with a student or faculty member, regardless of the reason, must go to the principal's office for permission before proceeding. All visitors must sign in and out and prominently wear a "Visitor" badge, provided at the office, upon each visit. All visitors must be cleared through the administrative office. Teachers shall not allow visitors in their classrooms without clearance. Parents and other visitors will not be permitted to disturb class unless brought to a classroom by a member of the administration. At no time will student visitors be allowed to visit classes.

## **Section IV-Discipline Policies**

### **Student Code of Conduct**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the school. 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 specific penalty. The most severe punishment will be issued for the serious violations of prohibited conduct and more serious disciplinary action will be applied to repeat violations. It is possible that more than one disciplinary action may be involved in a violation or for engaging in prohibited conduct.

Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequences are judged by the

superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on playgrounds, parking lots, school transportation, or at a school activity whether on or off school property

This handbook not only defines all the offenses on the following pages, but also explains what action will be taken if you choose to break a rule. Students are responsible for knowing the steps outlined in the policy and to also acquaint their parents with them. These steps apply unless at the discretion of the administration the student's action requires more or less discipline than stated in the policy.

It is the responsibility of the Lockwood R-1 School District to report all crimes occurring on school grounds to law enforcement, including but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement.

First or second degree murder under §§ 565.020, .021, RSMo. Voluntary or involuntary manslaughter under § 565.024, RSMo. Kidnapping under § 565.110, RSMo.

First, second, or third degree assault under §§ 565.050, .060, .070, RSMo. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo. Forcible rape or sodomy under §§ 566.030, .060, RSMo.

Burglary in the first or second degree under §§ 569.160, .170, RSMo. Robbery in the first degree under § 569.020, RSMo.

Possession of a weapon under chapter 571, RSMo. Distribution of drugs under §§ 195.211, .212, RSMo. Arson in the first degree under § 569.040, RSMo. Felonious restraint under § 565.120, RSMo.

Property damage in the first degree under § 569.100, RSMo. Child molestation in the first degree pursuant to § 566.067, RSMo. Sexual misconduct involving a child pursuant to § 566.083, RSMo. Sexual abuse pursuant to § 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

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

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity that is required by law to be reported to law enforcement officials.
3. Any offense that results in Out-of-School-Suspension for more than ten (10) school days.

### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Lockwood Elementary School defines behaviors on 3 different levels. There are Level 1 behaviors that are behaviors that teachers would address in their classrooms first. If these behaviors become repetitive or extreme in nature, then they would be immediately sent to the principal.

The **Level 1** behaviors are defined below:

#### **Academic Dishonesty**

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

**Disrespect to School Personnel**

Acts of disrespect directed toward school personnel; disrespectful or abusive language, talking back, or gesturing.

**Failure to Care for or Return District Property**

Loss, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

**Inappropriate Language**

Using words that are considered inappropriate on school property on a continual basis

**Inappropriate Drawings/Writings**

Using drawings or writings/words that are considered inappropriate on school property on a continual basis

**Lack of Effort**

Persistent inattentiveness, lack of effort to complete or turn-in assigned class work or exams, failure to have required materials, and failure to dress for physical education.

**Littering**

Throwing, placing, or causing to be placed or thrown, any glass, bottles, cans, garbage, or rubbish of any kind on school property or any road right of way adjacent to school property without the consent of the school.

**Outside Beverages**

Beverages bottles, cans, or containers brought onto school grounds.

**Any other behavior that is distracting to the learning process that does not fall under any Level 2 or 3 category****Consequences for Level 1 behaviors will escalate in this order or are dependent based on severity and subsequent offenses:**

In-class consequences by teacher, run laps/sit out some/all 2nd recess (1 lap is equivalent to 5 minutes of recess, laps can be increased based on each subsequent incident), parent/teacher conference, office referral, principal/parent conference, apology letter, detention, Saturday School, In School Suspension (1-3 days), Out of School Suspension (1-10 days), Expulsion

**Level 2** behaviors are behaviors that result in immediate office referral but do not constitute violation of the Safe Schools Act.

The **Level 2** behaviors are defined below:

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)**

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

**Disruptive Dress and Grooming**

Dress and grooming determined to be indecent, disruptive, distracting, or inappropriate as school apparel, or that which constitutes a threat to health, morals, and safety, or is disruptive of school discipline or the instructional effectiveness of the school in accordance with board policy.

**Habitual Misconduct**

Persistent and repeated misconduct in violation of the foregoing standards, after the exercise of various disciplinary options, may be viewed as a serious violation.

**Inappropriate Language**

Using any words that are not school appropriate around or towards any other students or staff

**Nuisance Items**

Possession or use of items such as toys, games, MP3 players and other electronic devices (including mobile phones) and portable media players that are not authorized for educational purposes.

**Public Display of Affection**

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

**Consequences for Level 2 behaviors will escalate in this order or are dependent based on severity and subsequent offenses:**

restitution/confiscation (if applicable), principal student conference, run laps/sit out some/all 2nd recess (1 lap is equivalent to 5 minutes of recess, laps can be increased based on each subsequent incident), apology letter, detention, Saturday School, In School Suspension (1-3 days), Out of School Suspension (1-10 days), Expulsion

**Level 3** behaviors are behaviors that result in immediate office referral and are in direct violation of the Safe Schools Act.

The **Level 3** behaviors are defined below:

**Assault**

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.
2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

**Bullying and Cyberbullying (see Board policy JFCF)**

**General**

In order to promote a safe learning environment for all students, the Lockwood 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.

**Definitions**

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

### *School Day*

Any day on the school calendar when students are required to attend school.

### *Designated Officials*

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

### *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.

Any student who has been subjected to bullying, or who has witnessed or has knowledge of bullying, is 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, to the principal or designee of the building attended by the majority of the participants in the incident.

### *Investigation*

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from 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, and 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.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

### *Policy Publication*

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

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

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

paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

**Extortion**

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

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

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences." As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

**Fighting (see also, "Assault")**

Definition - mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**Gambling**

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

**Gangs**

Gang activities, whether verbal, written, or symbolic, which substantially disrupts the educational environment.

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

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

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

### **Hazing (see Board policy JFCF)**

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

### **Incendiary Devices or Fireworks**

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

### **Inciting a Public Disturbance**

Inciting or contributing to a public disturbance on school property or at a school event.

### **Obscene Manifestation**

Any obscene manifestation, verbal, written, or gestured, directed toward another person.

### **Sale, distribution or possession of obscene or pornographic material**

Material is considered obscene or pornographic if it:

1. Its predominant appeal is to encourage interest in sex
  1. It depicts or describes sexual conduct in a patently offensive way
  2. It lacks serious literary, artistic, political or scientific value

### **Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material**

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

**Theft**

Definition - theft, attempted theft, or knowing possession of stolen property.

**Threats or Verbal Assault**

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

**Tobacco**

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.
2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

**Unauthorized Entry**

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

**Vandalism (see Board policy ECA)**

The willful damage of or the attempt to cause damage to real or personal property belonging to the district, staff or students.

**Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.
2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
3. Possession or use of ammunition or a component of a weapon.

**Consequences for Level 3 behaviors will escalate in this order or are dependent based on severity and subsequent offenses:**

restitution/confiscation (if applicable), principal student conference, run laps/sit out some/all 2nd recess (1 lap is equivalent to 5 minutes of recess, laps can be increased based on

each subsequent incident), apology letter, detention, Saturday School, In School Suspension (1-3 days), Out of School Suspension (1-10 days), Expulsion

**\*\*Law enforcement will be contacted when deemed necessary by policy and situation**

### **Additional Discipline Policies**

#### **Bus or Transportation Misconduct (see Board policy JFCC)**

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, transportation privileges may be suspended or revoked.

Blue Card warning system: The bus driver will turn in a blue card that will detail an explanation of the students behavior or misconduct.

The school discipline policy will apply to behaviors on the bus as well as in the building. Repeated or severe offenses could warrant students being removed from the bus for a short period of time or for the remainder of the year based on the student's conduct.

#### **Technology Misconduct(see Board policy EHB and EHB-R)**

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/block device.

**\*\*Teachers have the right to take away devices such as chromebooks from student usage and provide paper copies of assignments in place of lessons.**

#### **Consequences for Technology Misconduct will escalate in this order or are dependent based on severity and subsequent offenses:**

Device privileges revoked, restitution/confiscation (if applicable), principal student conference, run laps/sit out some/all 2nd recess (1 lap is equivalent to 5 minutes of recess, laps can be increased based on each subsequent incident), apology letter, detention, Saturday School, In School Suspension (1-3 days), Out of School Suspension (1-10 days), Expulsion

## **Additional Discipline Concerns**

The Lockwood School reserves the right to pursue disciplinary or legal action for behavior that is subversive to good order and discipline in the school even though such behavior is not specified in the preceding written rules.

It should be noted here that there are certain rules and regulations protecting the rights of school personnel as well as rights of students. It is the law of Missouri that any parent/guardian or other person who shall visit any school and abuse or insult any management staff in the presence of the students thereof shall be guilty of a misdemeanor. It is also the law that any person who shall abuse or insult a teacher while such teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and subject to punishment for the violation of that law. These laws apply whether or not the teacher is on school grounds as long as the teacher or other school personnel is performing his/her duties in accordance with his/her contract with the school.

It should also be noted that there is a specific law in Missouri that provides that any person or persons who shall by any boisterous or other conduct disturb or annoy any school in the state, or any person who is not a student who, after being duly notified to keep off the school grounds during school hours by the Board of Education, Superintendent, or the Principal in charge of the school, shall continue to trespass on or go upon said grounds whether at break or during sessions of school shall be guilty of a misdemeanor and be reported to local law enforcement.

## **Section V-Student Dress Code**

The Board of Education expects student dress and grooming to 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:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots, or other types of footwear.
3. Dress and grooming will not disrupt the educational environment.
4. 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.

5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.
6. Biker shorts, boxer shorts, or layered shorts are not permitted.
7. Shirts and blouses are to be properly buttoned.
8. Shirts with cut-off sleeves, oversize sleeve openings, undershirts, midriff, or bikini top of any kind or variety are not permitted. All tops, shirts, blouses and dresses must be 3" wide on the shoulder.
9. Tops that are worn untucked must come below the waistband of the pants or shorts.
10. Hats, caps, bandannas or sunglasses are not to be worn in the school building.
11. Writing or emblems on clothing that are obscene, immoral, degrading, or suggestive, may not be worn. Writing that refers to drugs, alcohol or tobacco on clothing is prohibited.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

## **Section VI-Food Service**

The cafeteria at Lockwood R-I School provides Type A-lunches in accordance with the School Lunch Section of the State Department of Education. Lunch periods are announced at the beginning of each school term for each respective class.

Lockwood R-I Elementary operates a closed lunch hour. Lunches should not be brought to school at the beginning of a lunch shift. Parents bringing lunches for students must bring the lunch directly to the office for check-in, this will prevent disturbance to the educational process. All students must eat in the school cafeteria or designated areas whether they purchase a school lunch or bring their lunch to school.

With a closed lunch hour, students will not be able to go to lockers or use hallways until the end of the lunch period because of the different classes that will be in session.

The following procedures should be followed during lunch:

1. Students are to walk to the lunchroom.
2. Students must assume the responsibility for keeping the cafeteria orderly and clean.
3. All paper cartons and napkins should be placed in the receptacles provided.
4. Empty plates and utensils should be taken to the proper place.
5. Students should remain in the cafeteria unless using the restroom.



### **Student Lunch Charges**

Students are to make deposits into their accounts according to their needs. Individual meals can also be bought daily. Students are encouraged to make deposits into their accounts by 8:00 a.m. in the office. Students may charge up to ten dollars. The office will send periodic notices of lunch account status.

### **Free and Reduced Lunches**

Lockwood R-I Schools participate in the Free and Reduced Price Lunch Program, authorized through the U.S. Department of Agriculture. The standards of eligibility for student participation are that of the U.S. Department of Agriculture. Information relative to eligibility and application forms is provided to all students during enrollment or on the first day of each school term. Students may obtain an application form from the office at any time throughout the year.

**\*\*All students will qualify for free lunch and breakfast during the 2021-2022 school year due to a program the school qualifies for.**

### **Section VII-Health Policies**

Students are not to go to the nurse's office without permission from the classroom teacher or office staff except in cases of an emergency. If the illness appears to be serious, efforts will be made to contact parents. If the parents cannot be reached, the emergency number listed on the child's enrollment/registration papers will be called. **Each parent/guardian should make sure that the emergency number is listed and kept current.** The parent/guardian may indicate on the card if they are willing for school personnel to authorize medical treatment in those cases when parents cannot be reached.

### **District Wellness Program**

The primary goals of the Lockwood R-I School District's wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. The following procedures will guide the implementation of the district wellness program.

#### **Nutrition Guidelines**

The district is committed to ensuring that all foods and beverages sold, provided or made available to students on school campuses during the school day support healthy eating and create an environment that reinforces the development of healthy eating habits. For that reason, and as required by law, the district has set the following nutrition standards for its meal programs,

competitive foods and beverages sold outside the meal programs, and other foods and beverages provided or made available to students during the school day.

For the purposes of this procedure, the school day is the time period from the midnight before to 30 minutes after the official school day. These meal standards do not apply to food sold at other times, such as evening or weekend events.

#### *Nutrition Standards for Meal Programs*

The food sold to students as part of the district's meal programs will meet the requirements of the U.S. Department of Agriculture (USDA).

#### *Nutrition Standards for Competitive Foods and Beverages*

The foods and beverages sold and served during the school day outside the reimbursable school meal programs (competitive foods and beverages) will meet or exceed the USDA Smart Snacks in School (Smart Snacks) nutrition standards. These standards will apply in all locations any time foods and beverages are sold to students during the school day, which includes, but is not limited to, foods and beverages sold in vending machines, school stores, and snack or food carts; à la carte options in cafeterias; and food and beverages sold through district-sponsored fundraising, including fundraising by student-initiated groups, unless an exemption applies, as described below.

#### *Fundraising Exemption to Nutrition Guidelines*

Unless otherwise prohibited by Board policies or limitations on marketing, the following are exemptions to the rule requiring that foods sold as fundraisers meet USDA standards:

1. Foods sold off campus, outside the school day or to nonstudents do not have to meet the USDA standards.
2. Foods that do not meet USDA standards and are not intended for consumption at school may be delivered during the school day, and order forms for such food may be distributed during the school day, to the extent that these activities otherwise comply with district policies and procedures.
3. Each school building within the district may hold up to five one-day fundraisers per school year on district property during the school day that involve the sale of foods that do not meet USDA standards.

#### *Nutrition Standards for Foods and Beverages Provided to Students during the School Day*

All foods and beverages the district provides or makes available to students during the school day will meet or exceed the Smart Snacks nutrition standards. This includes, but is not limited to, foods and beverages provided or made available to students for celebrations, classroom parties and birthdays, regardless of the source of the food. The district will provide parents/guardians and district employees a list of foods and beverages that meet the Smart Snacks nutrition standards and a list of healthy party ideas, including nonfood celebration ideas.

Foods and beverages should not be used as a reward or withheld as punishment.

### *Water*

Students will have access to safe and unflavored drinking water throughout the school day in every district facility used by students. Free, safe and unflavored drinking water will be available to students during mealtimes in the places where meals are served

### **Immunizations**

The Missouri School Immunizations Law (19 CRS 20-28.010) states that students cannot enroll in or attend school unless they are properly immunized or are exempted and provide satisfactory evidence of such immunization or exemption. If your child has received additional immunizations during the summer, please send the date-day, month, and year-to the district health clerk. State law requires that if a child's immunizations are NOT up-to-date on the first day of school, he/she will be sent home. There is no longer a grace period.

1. DPT (3 doses—1 after 4th birthday)
2. Polio (3 doses—1 after 4th birthday)
3. Rubella (K-6, 1 dose on or after 1st birthday)
4. Measles (K-5, 2 doses on or after 1st birthday, grades 6-12 + 1dose on or after 1st birthday)
5. Mumps (1 dose on or after 1st birthday)

Contagious conditions follow the State guidelines. No student may attend school until written doctor's permission and/or nurse's permission is granted on the following illnesses: Chicken pox, impetigo, pertussis, ring worms, strep throat, and head lice.

### **Illness**

A child who has a temperature elevation or shows signs of illness should be kept at home. He/she should be fever free, vomit free, and diarrhea free for 24 hours and be in normal health before returning to school. If your child has a health condition or is taking medication that could cause the symptoms above but is not contagious, please contact the health office to exempt them from this. Any contagious disease should be reported to the school office immediately.

### **Prescription and Non-Prescription Medications**

The school nurse/health clerk will administer medication that is to be given to a child at school.

All medication should be delivered to the school by the parent or other designated adult. Prescription medication must be kept in the current prescription bottle. Specific written instructions stating the exact dosage, the hour of the day to be given, and the termination date should accompany both prescription and non-prescription medicine. Over-the-counter medication may be administered by the nurse/clerk if provided by the parent and brought and maintained in the office. Parents must provide written permission for the nurse/clerk to administer these and all medications.

## **Section VIII-Student Activities**

### **Athletic Drug, Alcohol and Tobacco Policy**

A student athlete has four years of eligibility by the standards set by the MSHSAA and the Lockwood R-I Board of Education. The offenses of the student athlete shall be cumulative through the athlete's four years of eligibility. Middle School students participating in any extracurricular activities must also follow these guidelines. To be eligible to participate in any extracurricular activity including organizations and dances a student must agree to enter the drug testing pool. Drug testing will be done randomly throughout the school year and students will be randomly chosen by an outside testing agency.

1. Violations - the coach, law enforcement authority, or school administrator must confirm any violation committed by an athlete.
2. Suspension –
  - a. Suspension for the individual student athlete will begin with the first and or subsequent scheduled date or dates for which that individual student athlete is scheduled to play. The suspension will begin from the time that disciplinary action is taken, and will continue until suspension is complete.
  - b. A student athlete who is on suspension, will be allowed to practice with their team, and must meet team obligations during the time of 1<sup>st</sup> and 2<sup>nd</sup> offense of suspension.
  - c. A student athlete must fulfill their suspension before they are allowed to participate in the next sport season.
  - d. Suspension time will be determined during the sport season in which that student athlete is participating and the number of offenses incurred. We have three sports seasons: Fall (football and volleyball), Winter (boys and girls basketball), and Spring (baseball and softball, boys and girls track, golf).
3. If a student athlete during the school year helps obtain, uses, or is in possession of alcoholic beverages or dangerous drugs, the athlete will be ineligible from scheduled athletic date or dates. Ineligibility will be determined on a percentage of scheduled athletic date or dates for which that individual participates or represents. (An athlete's school year starts with the first practice of the Fall sport season and ends with the last Spring sport season's contest.)

- a. **First offense** - 10% of scheduled athletic dates in the sport season that the individual student athlete is scheduled to play. For co-curricular activities, such as FFA, FCCLA, school dances, etc., the student is ineligible for the next event in that specific activity.
- b. **Second offense** - 50% of scheduled athletic dates in the sport season that the individual athlete is scheduled to play. For co-curricular activities, such as FFA, FCCLA, school dances, etc., the student is ineligible for the next two events in that specific activity.
- c. **Third offense and subsequent offenses** - one calendar year of suspension from all activities from the date of disciplinary action.

**(Scheduled athletic dates = total regular season dates scheduled + tournament dates)**

**For an athlete that is participating in both baseball/softball and track, the dates will be combined. Example (24 dates) = 12 suspension dates. (If a baseball/softball game and a track meet fall on the same date, it will be counted as one (1) contest date.)**

Student activities are an important part of the total educational program. All participants must be a good citizen of the school and community and be in compliance with all school rules and regulations set forth in the student handbook and Board of Education policies.

Students are not permitted on school premises after school hours, unless accompanied by an authorized sponsor.

Any student in the Lockwood R-I School District may participate in any part of the school's extracurricular program provided they meet the eligibility standards set forth below and are entered into the drug testing pool.

### **Early Dismissal**

No student will be allowed to leave school during the day to participate in an extracurricular activity if they have a 59% or lower in any class. For a student to be allowed to miss school their grades must all be above 59% as of 2:30 PM the school day before the activity. Students must also have all work completed in order to be able to leave the school. Students may be exempt for some activities due to the nature of the event. This will be determined by the elementary principal.

In order to represent Lockwood School in an interscholastic competition, a student must meet all eligibility requirements of the MSHSAA as well as the following school requirements:

1. If a student is absent or suspended from school, he/she is not eligible to participate, practice, attend, or play in a contest or activity on that day, unless special permission is granted by the principal.

2. Students must follow additional rules as set by the teacher/coach.
3. A student must attend school the last four (4) periods of the day that he/she is to participate in a co-curricular activity, unless the activity is on Saturday. A student who is absent and has previously requested and received an approval from the principal is not affected.
4. Because of the standard of quality we expect in any student representing Lockwood R-I School, any student can be declared ineligible at any time by the administration of the school for frequent violations of school regulations.

### **Extracurricular Activity Trips**

All trips must be approved and placed on the school calendar. The school has the authority to prescribe the means of transportation to all school events. To participate, you must ride in school-approved transportation or receive permission from the building principal for other means of transportation.

### **Activity Accounting**

All money handled by the various clubs, classes, or organizations shall be channeled through the Activity Account of Lockwood R-I School District funds. The money collected by the different groups shall be turned into the principal's office no later than 1:00 p.m. for proper accounting and banking. Requests for the expenditures of the different funds should be made by the proper authorities of the school. Groups wishing to know the balance on hand of any particular fund may get this information by calling the office of the bookkeeper.

### **School Publications**

All school publications are provided as educational endeavors and are subject to approval by the staff member in charge of all publications and the administration.

### **Assemblies**

Student assemblies are held to provide information or for student recognition. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, and talking during the program. Any student who does not cooperate is subject to discipline procedures and exclusion from future programs.

### **Bus Regulations**

The bus drivers are given the authority to maintain discipline necessary to make bus transportation a safe and pleasant experience for everyone. Bus drivers are authorized to assign seats if needed. Students who do not follow the rules and/or are disrespectful to the driver or other students may lose their privilege of riding the bus.

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the window at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the vehicle nor out the window.
15. Students shall keep feet off the seats.
16. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in close vicinity of a bus stop while students are waiting for the bus, or immediately after the students disembarked.

### **Field Trips**

Field trips are usually taken near the completion of each school year. Field trips are a great incentive for students. Students with unsatisfactory or failing grades, missing assignments, excessive absences and/or students that have been identified by the principal to be a constant disruption with poor or inappropriate behavior that includes multiple office referrals-will not be allowed to participate in field trips/extra activities/field day.

Students riding the bus to school events are expected to ride the bus back. Failure to secure permission from the sponsor to return with your parents or individuals designated by the parent, in person, may forfeit your privilege of riding the bus to extra-curricular events. Permission to do so otherwise will be granted only upon the personal request of a student's parent/guardian.

### **Guest Pass for Senior Citizens**

Senior Citizens of the district, persons fifty-five (55) years of age and older may be given a senior citizen guest pass which shall permit them to attend all home athletic activities of the schools, including high school and middle school, free of charge. Senior citizens may receive their pass at the principal's office located in the high school. The guest pass shall represent a small token of appreciation for all the work and support they have done for the schools over the years. The guest pass will not be honored at fundraising events for school organizations or any other events where the Missouri State High School Activities Association's regulations prohibit the use of guest passes, such as District Tournaments.

### **School Spirit**

School spirit means more than wholesome cheering at a game. It means upholding the standards of the school and supporting school activities without ridicule or constant complaining. A student who is loyal will never bring discredit to the school. Loyalty may be shown by the promptness and willingness with which the student meets school obligations, and conduct in corridors, classrooms, assemblies, and on the street.

Pride in the personal appearance of the student body is reflected in the neatness and appropriateness of dress.

There will be situations that are not specifically mentioned in this publication. In these instances the individual should display conduct in the manner, which will bring credit to the school. The student is responsible to the school for proper conduct at all school-sponsored activities, both home and at other locations. Likewise, every member of the faculty has the obligation to act in the interest of good conduct both in the classroom or where any school activity is in progress, and a suggestion by any teacher designed to further good conduct should be followed.

### **Sportsmanship**

It is important that coaches, sponsors, teams, and individuals who have the privilege of representing Lockwood Schools, do so in a sportsmanlike manner. Good sportsmanship and a sense of fair play do not interfere with winning success. School extracurricular activities allow students the opportunity to develop physical skills, to interact with students from other schools, to develop self-discipline, and to perform before an audience. Many other aspects of life are



taught and promoted through interscholastic activities, and none are more important than good sportsmanship.

### **Student Conflicts**

Should the scheduling of extracurricular activities create a conflict with student participation, the sponsors should resolve the conflict along with the building principal. As a general rule, the level of participation will be the deciding factor. For example, a contest takes precedence over a practice, or a state sponsored contest will take precedence over a school-scheduled event. The building principal will always make the final determination. **At no time will students be required to decide which event to participate.**

### **Suspension from School**

A student may not rejoin interscholastic activities until the situation has been cleared up to the satisfaction of the coaches/sponsors and administrator. Additional rules and provisions will be made at the organizational meeting of the various activities. Students are expected to know all provisions of the Lockwood R-I Public Schools Good Conduct Regulations. Ignorance of regulations is not an excuse for violations.

If a student "quits" an activity without any notification it is understood he/she will not take part in any organized activities the remainder of the school year. "Dropping" an activity must be in mutual agreement between the coach/sponsor and the student. A committee composed of the principal and the coaches/sponsors involved will make the above decisions concerning participation. Parents will be notified as to the outcome of this meeting.

### **Transportation to Assemblies/Programs**

There are a few times a year that students will need to be transported to the high school for program practice or assemblies such as the Veteran's Day Assembly. Students will be allowed to be taken by bus to those events unless a parent contacts the office at the beginning of the year to notify them that they do not want their child to ride the bus for those events.

## **Section IX-Miscellaneous**

### **Bringing Items to School**

Students should not bring articles to school, which are fragile, or of great value. Toys, including sport and game equipment should be left at home. Teachers will instruct the classes as to when they may bring items to share with the class. Parents should always check with the teacher and

administrator if there are questions. Pets will not be allowed to visit the school, due to allergies and safety of students and animals. The school district is not responsible for lost, damaged, or stolen items.

### **Electronic Devices**

Radios, cassette players, compact disc players, headphones, pagers, laser pens, i-pods, mp3 players, video games and other such devices are not allowed at school or on school buses. If students must bring a cell phone to school, it should be kept in the student's backpack or locker. The use of cell phones is not permitted during class, between classes, during lunch or recess, without prior approval from the building principal. If there is a specific project where one of these items is needed, prior approval must be obtained from the principal. The school is not responsible for lost, damaged, or stolen items.

Cell phones have become very popular in today's society as a means for instant communication by phone or text messaging. In order to protect the learning environment and the students' safety, cell phones are not to be used during the school day and should be **OFF** and in the student's **locker or bag**. If a student needs to make a phone call, they are to report to the principal's office to use the school phone. We also ask that the parents/guardians call the principal's office to leave a message or to communicate with their child/children. The school is not responsible for any lost, damaged, or stolen devices.

The Cell phone policy established by the Lockwood R-1 Elementary:

**First Offense:** principal conference, phone taken away for the remainder of the school day

**Second Offense:** principal conference, detention, phone taken away until a parent/guardian can pick it up from the office

**Third and Subsequent Offenses:** principal conference, One (1) day In-School Suspension, cell phone privileges suspended for the remainder of the school year.

### **Emergency Messages**

Lockwood R-I Schools does not provide a message delivery system. Only in an extreme emergency may a class be interrupted to deliver a message to a student. Only emergency calls from parents/guardians will be considered for delivery.

### **Fire and Tornado Drills**

Directions for fire and tornado drills and other emergency procedures have been developed for each building and posted in each classroom. Each teacher will give students specific instructions for each classroom. In the event of an actual emergency, students are reminded to keep calm, quiet, and follow the directions of the teacher.

### **Flowers/Balloons/Gifts**

Deliveries of Flowers, balloons, and other items for special occasions will not be accepted at the elementary school office. Individuals should make other arrangements for delivery locations for the above mentioned items. This includes items delivered by parents and/or guardians.

### **Food/Drink**

Students may not eat or drink in the hallways or the classrooms. Food may be eaten only during breakfast and lunch in the cafeteria. Exceptions to this policy will be made on specific occasions or during extreme weather conditions by the administration. Water bottles are allowed in the classroom with teacher discretion. Only water may be in the containers and fully closed lids must be utilized. Teachers may sometimes use food or drink in order to complete an educational activity within the classroom.

### **Fundraisers**

All organizations must have their fund raising projects approved by the principal.

### **Lockers**

School lockers are the property of the Board of Education and are provided for the convenience of the students to use during the school day. Sometimes two students may need to share a locker. The student or students assigned to a locker are responsible for the care of that locker. Students are not allowed to change lockers without approval of the office. Bottles, cans, cups, or any liquid container will not be kept in the lockers. Money and other valuables should not be kept in the lockers. If students wish to put a lock on the assigned locker, a key or combination must be provided to the office.

### **Lost and Found**

The lost and found is maintained through the elementary school office. Students who either find or lose articles should report to the office. The loss of property may be minimized by placing the owner's name on every article. Articles left in lost and found will be kept until the end of the quarter. All unclaimed articles will be sent to local charities or disposed of properly.

### **Teacher's Workroom**

Students are not permitted in the teacher's workroom at any time without teacher or para supervision.

### **Telephone Usage**

The telephone is not to be used by students at any time without direct permission by the administrator. Permission will only be granted in an emergency situation. Leaving assignments, gym clothes, and/or making after-school plans are not considered emergencies. Students are not allowed to answer the telephone in any classroom.

### **Section X–Definitions**

1. Detention: After school detention will be held on an as needed basis. Students who are given after school detention will report to a teacher immediately following school. Students will remain until 4:30 p.m. The school will not be responsible for transporting students to their home from detention. No one will be excused from their assigned detention. Students assigned to detention/homework academy will be given 24 hours notice, so that the student and parents can make arrangements for transportation. The school will not be responsible for transporting students to their home from detention. No one will be excused from their assigned detention. Students will not be excused from detention to participate in or attend an athletic or extracurricular event. The penalty for failing to attend detention on the assigned day will be Saturday school.
2. Saturday School: Saturday School will be held as needed from 8:30 a.m. until 12:00 p.m. It is up to the discretion of the administration (Principal and or Superintendent) in deciding what dates are actually designated for Saturday School.
3. In-School Suspension (ISS): The student is to attend the school day at the usual time. However, the student will be contained to a specific area and supervised. He/she will be given assignments to complete or the district handbook to copy in order to better understand the violations that occurred and the penalties that apply. \*\*\*Any student receiving multiple days of ISS can be sent to attend ISS in the alternative classroom located at the Lockwood R-1 High School-New2018.
4. Out-of-School Suspension (OSS): The student is to remain out of school with no credit on any work. Extracurricular activities and attendance at any school function is prohibited.