

Student Handbook

2025-2026

Laclede County C-5 School District
Joel E. Barber School



"once a buckskin, always a buckskin"

Laclede County C5 School District

16050 Hwy KK Lebanon, MO 65536

417.532.4837 (p) 417.588.2100(f)

jeboffice@jebk8.com

District Information

Mission Statement:

The mission of the Laclede County C-5 School District is to empower Buckskins to be the change, be lifelong learners, and to be productive citizens.

Vision Statement

The vision of the Laclede County C-5 School District is to create a community focused on engaging learning experiences, meaningful relationships, and success through personal growth.

Priority Focuses for the 2023 - 2026 School Years:

- Finances and Facilities
- School and Community
- Teaching and Learning

District Administration

JEB Board of Education

Melissa McCormick, President
Aaron Semsch, Vice President
Bruce Fulkerson
Bob Hall
Landon Hall
Brad Reed
Chad Wolken

District Administration

Rachelle Jennings, Superintendent
Kyle Starnes, Principal
Lindsy Jones, Assistant Principal

Please note: This handbook provides guidance and guidelines for students and their parents. However, in every instance in which there is a governing board policy, the board policy always governs and supersedes any statement in the handbook. In each instance

in which a governing policy exists, this handbook will cite that policy for the readers' convenience.

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2025-2026 School Calendar

August 2025						
S	M	T	W	T	F	S
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September 2025						
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November 2025						
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January 2026						
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Laclede County C-5 District	
Joel E. Barber School	
16050 Highway KK	
Lebanon, MO 65536	
417-532-4837 FAX 417-588-2100	
Aug 5-7	NEW Teacher PD Days
Aug 11-15	Professional Development Days
Aug 14	OPEN HOUSE 4-6pm
Aug 18	First Day of School
Sept 1	NO SCHOOL - Labor Day
Sept 5	Friday - IN SESSION
Sept 19	Professional Development Day
Oct	End of 1st Quarter
Oct 17	Professional Development Day
Oct 23-24	Parent-Teacher Conferences (4-8pm & 8-11am)
Nov 7	Professional Development Day
Nov 26-28	Thanksgiving Break
Dec 5	Professional Development Day
Dec 19	Dismissal at 1:30pm
Dec 19	End of 2nd Quarter/1st Semester
Dec 22-Jan 2	Christmas Break
Jan 5	Back to School
Jan 23	Professional Development Day
Feb 13	Friday - IN SESSION
Feb 27	Professional Development Day
Mar	End of 3rd Quarter
Mar 23-27	Spring Break
May 15	Professional Development Day
May 18	8th Grade Graduation
May 19	Kindergarten Promotion
May 21	End of 4th Quarter, Last Day of School
May 25	Memorial Day
May 27	Summer School Starts
June 25	Last Day of Summer School
School Board Meetings	
Aug 14	JEB Cafeteria at 6pm
Sept 11	JEB Cafeteria at 6pm
Oct 9	JEB Cafeteria at 6pm
Nov 13	JEB Cafeteria at 6pm
Dec 11	JEB Cafeteria at 6pm
Jan 15	JEB Cafeteria at 6pm
Feb 12	JEB Cafeteria at 6pm
Mar 12	JEB Cafeteria at 6pm
Apr 9	JEB Cafeteria at 6pm
May 14	JEB Cafeteria at 6pm
June 11	JEB Cafeteria at 6pm
July 9	JEB Cafeteria at 6pm

February 2026						
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March 2026						
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May 2026						
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July 2026						
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PK-4th Grade Classroom Parties	
Oct 30	Fall Party at 2:30pm
Dec 19	Christmas Party at 12:30pm
Feb 13	Valentine's Party at 2:30pm

Days in Session			
Aug	8	Jan	16
Sept	18	Feb	17
Oct	18	Mar	14
Nov	14	Apr	18
Dec	13	May	12
1st Semester	71	2nd Semester	77

Calendar Details	
148 Days	
7.5 Hours Per Day	
1,108 Hours <small>Accounts for early release on 12/13</small>	
12 Days of Professional Development	

School Closed	Days IN SESSION	NEW Teacher PD Days
Parent-Teacher Conferences	Days of Summer School	Professional Development Days

JEB Faculty

Preschool	Brooke Foreman Sherri Perkins Brittney Falzone, Paraprofessional Bailey Cooper, Paraprofessional	Jr. High	Kacie Cramer - Math Rod Howe - Social Studies Dan Dearborn - Science Randy Sproat - Communication Arts Devon Zimdars - P.E./Weights
Kindergarten	Kelly Cook Rachel Daniel Jessica Joiner *Grandpa George Wells	Specials	Arlena Armstrong - P.E. Rachael Johnson - STEM Library Hillary Bennett - Art Michelle Reid - Music
First Grade	McKenzie Begley Jenna Holldorf Haley Wasmer	Reading Recovery	Candice Tyre
Second Grade	Carrie Green Heather Hazelwood Ingrid Starnes	Intervention	Kayla Daniel, Paraprofessional Deanna Jennings, Paraprofessional Alayna Starnes, Paraprofessional Madysen Tietze, Paraprofessional
Third Grade	Emily Hicks Ashley West	Special Services	Candice Davis Janessa Deskins Barbara Elson Melissa Willoughby Julie Carr - Gifted/Algebra Sandy Harvey, Process Coordinator Kali Williams, Paraprofessional Tiffany Todd, Paraprofessional Jamie Heinrichs, Paraprofessional Preston McHolland, Paraprofessional Kendra Shine, Paraprofessional Darcey Hammer
Fourth Grade	Karen Barker Stacey Corneau Cecilia England		
Middle School	Shawna Glendenning Jacala Hartman Brittany Hedges Jennifer Robertson Kyle Rhoades - P.E/Athletic Dir. Kiley Villarreal	Speech Parents As Teachers	Kelli Lamkins

Office Staff

Rachelle Jennings, Superintendent
 Kyle Starnes, Principal
 Lindsy Jones, Assistant Principal
 Mike Mobley, School Protection Officer
 Jodi Shoemaker, HR Coordinator

Aleah Bench, Community Outreach Specialist
 Jean Domingue, Assistant Bookkeeper
 Kimberly Michael, Administrative Assistant
 Eric Tietze, Technology Director
 Jentry Tyre, Administrative Assistant

Transportation Staff

Shaun Haley, Transportation Maintenance Supervisor

Kayla Butcher
 Cheri Case
 Steve Domingue

Joseph Douglass
 Kim Heisz
 Dusty Hill

Steve Stacy
 Rebecca Tussing
 Aaron Willoughby
 Melissa Willoughby

Kitchen Staff

Edith Percy, Food Service Coordinator

Custodial Staff

Kim Heisz, Maintenance and Custodial Supervisor

PROCEDURES

A-B Honor Roll

Joel E. Barber staff and community are proud of students' hard work and want to recognize them frequently. Middle School and Junior High students will be recognized for their academic successes in all classes quarterly. Students must have all A's and B's on their quarterly progress reports to qualify for A-B Honor Roll.

Artificial Intelligence (AI)

The Laclede Co. C-5 School District understands that Artificial Intelligence (AI) is becoming more common in our ever-changing technological world. To help students become responsible technology citizens, our district will implement times in which students can use AI in a closely monitored manner. We encourage parents to discuss with children the appropriate uses of AI and the potential consequences for misuse. Our district will implement disciplinary action as needed for misuse of AI, as qualified under appropriate discipline topics such as, but not limited to plagiarism. Please see Board of Education Policies EHBD and EHBD-AP(1) for more information or contact Technology Director, Eric Tietze.

Behavior and Expectations

Students are expected to be productive citizens while at school or on school grounds. As such, students will be expected to adhere to the following Buckskin Behavior Matrix, this includes during extra-curricular activities and sports events on our campus or on another campus in which our school is represented.

	BE The Change (Respectful)	BE Lifelong Learners (Learner)	BE Productive Citizens (Responsible)
Classroom	<ul style="list-style-type: none"> ● Use appropriate voice levels ● Raise your hand to speak ● Follow adult directions ● Use kind words 	<ul style="list-style-type: none"> ● Participate in class ● Remain seated ● Walking feet 	<ul style="list-style-type: none"> ● Complete work on time ● Keep work area neat ● Clean up after yourself
Hallway	<ul style="list-style-type: none"> ● Keep hands and feet to yourself ● Be quiet 	<ul style="list-style-type: none"> ● Walking feet ● Stay on the right ● Side of the hall 	<ul style="list-style-type: none"> ● Go directly to your location
Cafeteria	<ul style="list-style-type: none"> ● Use table manners ● Inside voices ● Raise your hand for assistance 	<ul style="list-style-type: none"> ● Model appropriate behavior ● Listen for staff directions 	<ul style="list-style-type: none"> ● Eat only your food ● Report spills ● Keep your area clean
Bathroom	<ul style="list-style-type: none"> ● Wait your turn ● Allow privacy ● Clean up after yourself 	<ul style="list-style-type: none"> ● Follow procedures ● Return to class promptly 	<ul style="list-style-type: none"> ● Wash your hands with soap and water ● Keep water in the sink ● Report spills
Assemblies	<ul style="list-style-type: none"> ● Be attentive ● Eyes on speaker ● Applaud appropriately 	<ul style="list-style-type: none"> ● Keep on topic ● Contribute positively ● Raise hands 	<ul style="list-style-type: none"> ● Enter and exit in an orderly manner ● Sit appropriately ● Place hands in your lap
Playground	<ul style="list-style-type: none"> ● Share and take turns 	<ul style="list-style-type: none"> ● Use equipment correctly 	<ul style="list-style-type: none"> ● Line up quickly

	<ul style="list-style-type: none"> ● Use kind words ● Enter/Exit building quietly 	<ul style="list-style-type: none"> ● Keep dirt, rocks, and sticks on the ground ● Watch out for others 	<ul style="list-style-type: none"> ● Clean up equipment
Bus	<ul style="list-style-type: none"> ● Take seat immediately ● Speak softly to seat partner 	<ul style="list-style-type: none"> ● Model appropriate behavior ● Follow adult instructions 	<ul style="list-style-type: none"> ● Keep the bus clean ● No eating or drinking ● Face forward ● Keep aisle clear
Pick-Up	<ul style="list-style-type: none"> ● Walk ● Carry backpacks on shoulder 	<ul style="list-style-type: none"> ● Follow safety procedures 	<ul style="list-style-type: none"> ● Stay in designated area ● Load promptly

Care of School Property

Buildings, buses, books, lockers, technology, etc., are all part of school property to be used by the students as a means of aiding in their education. Students who deface or lose school property will be required to pay the cost of repair or replacement. Some offenses of destruction, vandalism, etc. are considered Safe Schools violations and serious offenders may be suspended or expelled from school or may receive a juvenile referral and/or police report depending on the degree of the offense. *See the discipline handbook for additional information about destruction of property.*

Code of Ethics

The Laclede County C-5 School District calls upon each member of the school community to exercise ethical behavior and instill moral courage within each student. Adherence to the Code of Ethics of the Laclede County C-5 School District will cultivate integrity, initiative, and responsibility, allowing each person to achieve his or her potential as an effective citizen, thereby contributing to the common good.

The Code of Ethics is defined by the following core values:

- Honesty: being truthful, sincere and forthcoming.
- Integrity: adhering to an internalized code of ethics.
- Citizenship: being part of a community, working together to create positive differences
- Kindness and Compassion: demonstrating courtesy, care and mercy.
- Responsibility: exercising one's ability to meet an obligation or standard.
- Open-mindedness: choosing to consider the perspective of others.
- Fairness and Justness: acting with impartiality and honesty; making decisions based on fact and reason.
- Respect: acknowledging the inherent worth of self, others and surroundings.

Homecoming Candidates

Nomination for Homecoming Candidacy will be as follows:

- Junior High students will be given a list of all 8th grade boys and all 8th grade girls.
- Junior High students will vote for their top 5 boys and top 5 girls.
- Votes will be tallied by the office staff and the 5 boys and 5 girls with the most votes from that list will be nominated as candidates.
- Junior High students will vote by secret ballot for their winning candidate from the top 5 lists.
- The office will again tally votes and the winning candidates will be announced at the corresponding game.

Homecoming will take place during Boys Basketball season.

Discrimination

The Laclede County C-5 School District does not discriminate against any employee or student on the basis of race, sex, religion, disability or age. Allegations of discrimination or harassment by a student or employee may be made to the school administration for compliance coordinator contact. Sexual harassment (unwanted attention of a sexual nature) and discrimination (biased practices based on race, sex, religion, disability or age) are illegal and will be reported to the appropriate authorities.

Dress Code

The Board of Education and Administration expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. Students caught to be in violation of the school dress code standards will be brought to the nurse to change clothing, will meet with the principal, and parents/guardians will be contacted.

- Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments (bra, tank top, sports bra, etc) may be shown.
- No apparel displaying messages that are gang-related, sexually explicit, advertising alcohol or tobacco, advertising drugs or drug paraphernalia, double meanings, obscene or vulgar, violent, or advocating illegal activities is permitted.
- Hats, hoods, etc. will not be allowed during school hours. Students wearing hoodies should have hoods down during school hours.
- Blankets, snuggies, and other “blanket” type items will not be allowed in the school; other than preschool nap mat items. Items will be confiscated if brought to school.

* Multiple offenses for dress code violations will result in disciplinary action.

Emergency School Dismissal

The JEB administration makes every effort to inform parents as quickly as possible of school closings and early dismissals. Parents will be notified via school messenger phone call and/or text message; as well as, via social media and local radio and television stations. In the event of inclement weather, or early dismissal, students will follow their regular transportation routine unless the office is otherwise notified.

Parents should be enrolled in text alerts from the district and have current and accurate phone numbers on file with the office to ensure timely notification and communication.

Enrollment and Age Requirements

Children must be of appropriate age when enrolling in school. According to the Missouri Department of Education, children must meet the following age requirements by July 31st of the year the student will be enrolling.

- Preschool - 4 years of age
- Kindergarten - 5 years of age
- 1st Grade - 6 years of age

In the state of Missouri, enrollment is defined as where a child lays his/her head at night. Parents **must** prove residency in the district in which they intend to enroll their child. Accepted forms of Proof of Residency are as follows: Current Utility Bill, Current Lease/Rental Agreement, Mortgage/Deed. Students not living in the district in which they intend to enroll

may not legally enroll in that district. It is a crime to falsify residency documents.

Parents may petition to enroll with tuition-based enrollment by requesting a determination meeting with the Superintendent, Dr. Rachele Jennings. The determination meeting will take into account several factors to determine the best interest of the student in regards to enrollment. A determination meeting does not guarantee enrollment will be granted in the Laclede Co. C-5 School District.

Exemption from P.E. and/or Recess

Students may be exempt from participation in recess or P.E. for short periods of time not exceeding 3 days with written note from a parent or guardian. Injuries or illnesses requiring a longer exemption from activities must be confirmed with a doctor's note.

Federal Programs

The Laclede County C-5 School District disseminates to parents, in accordance with Federal and State Guidelines, complaint procedures for all Federal Programs; as well as, keeps parents informed of their child's involvement in any additional support provided through Title 1 Reading and Math services. The standard Federal Programs forms and procedures for Laclede County C-5 can be found on the district website or you can obtain paper copies by contacting the superintendent via email at rjennings@jebk8.com.

Field Trips / Extracurricular Activities (JGB)

In the event that academic field trips are planned, parents will receive notification via written communication from the classroom teacher or field trip sponsor. All students attending any Joel E. Barber field trips must have a signed permission slip on file before each field trip, students without a signed permission slip on file will not be permitted to attend the field trip. Permission slips will be available to sign through Tyler SIS Parent Portal.

Any student having unserved ISS or OSS is ineligible to attend field trips and extracurricular activities. Students will not be permitted to attend field trips if they receive and/or serve after-school detention, ISS, or OSS on the day of the event. The administration, in conjunction with teachers and individual parents may determine a child's eligibility to participate in field trips.

Parents wishing to attend a field trip as a chaperone, with teacher permission, must have a current background check on file in the Joel E. Barber school office prior to attending the field trip. Parents are responsible for the expense of the background check. Instructions for completing an approved background check can be obtained in the Joel E. Barber school office.

Foster Students

Students placed in foster care or temporary guardianship situations will be educated according to state guidelines. The district Foster Care Coordinator (the school counselor) will work with administration to determine the best interest of the student in regards to school of origin, as well as working with the transportation department to determine transportation needs and accommodations for school of origin. Foster care students will have equal access to sports, activities, and other extracurricular activities.

Graduation (8th Grade)

JEB graduation is a privilege for participating students. Students who have earned 10 days of OSS or more during their 8th grade year may not be eligible to attend 8th grade graduation and accompanying activities (class trip, etc) as determined through discipline meetings with the superintendent. Additionally, students serving any amount of OSS or ISS during the time of any activity (including graduation) will not be eligible to attend.

Graduation Honors

In the interest of encouraging and recognizing outstanding academic achievement, the top students of the graduating class will be recognized. Students who earn a cumulative 3.7 or higher grade point average for 7th and 8th grade will be recognized as Honor Students. Additionally, the top student in each graduating class will be awarded the Valedictory Medal of Excellence. The student with the second highest GPA in each graduating class will be awarded the Salutatory Medal of Excellence. Students who did not attend JEB for both 7th and 8th grade, must have a transcript with calculable grades to be eligible for Valedictory, Salutatory status, and/or honors. Honors will be determined by using the student data system grade point average totals. Students will not be permitted to graduate with honors if they have received 10 or more days of OSS during their 7th or 8th grade year.

Guidance and Counseling

Guidance and counseling services are available to students and are provided by a certified school counselor. These services include individual counseling, career and education counseling, and testing. Students may request services directly, or teachers, administrators, or parents may refer them for counseling.

Homeless Students

Laclede County C-5 School District will attempt to identify and provide instruction for any and all homeless children in our district. Homeless status is defined in accordance with state guidelines and with assistance from the district McKinney-Vento Homeless Coordinator. All homeless students will be immediately enrolled in school. District personnel and the district McKinney-Vento Homeless Coordinator will work to eliminate barriers, provide resources and basic school supplies/requirements, and assist with transportation as needed. The district McKinney-Vento Homeless Coordinator will consider and determine the best interest of the student in regards to school of origin, as well as working with the transportation department to determine transportation needs and accommodations for school of origin. Homeless students will have equal access to sports, activities, and other extracurricular activities.

Homework (grades 4-8)

All students are accountable for their academic success. Students at Joel E. Barber will have homework. It is expected that students will have their homework completed and ready to turn in on the date required. If a student is absent, the student has the same number of days absent to turn the work in. Example: A student is absent for 2 days, the student has 2 days to complete the work without penalty.

ID Badges (Grades 5-8)

All students will be issued an ID badge at the beginning of the school year. Students in grades 5-8 must have their badges in possession at all times. Badges will be used for lunch scanning and for library check-in/out. Students may purchase

replacement badges at a cost of \$3 per badge. Students not having a badge for library or lunch will be required to serve lunch detention for each day the badge is missing.

Lunch and Breakfast Program

All students requiring special meals secondary to a medical condition will have on file certification from a medical authority. The certification will verify the need for the special meal and prescribe the alternate food(s) and forms(s) needed, as well as a signature from the physician.

The Joel E. Barber school district participates in CEP(Community Eligibility Provision) which allows the school to provide a healthy breakfast and lunch each day at no charge for ALL students. Applications for free and reduced meals will be collected from ALL students. Collection of this data is required to maintain our district-wide free and reduced status. Failure to collect applications from every family could result in the district being disqualified from utilizing this program.

Lost and Found

Anything lost or found should be reported to the office immediately. To help eliminate confusion, children's coats, sweaters, etc., should be name-marked for identification. Such markings will increase chances of children finding lost items. Lost and found items are collected by the school counselor and will be discarded or donated at the end of each term.

Media

All students will be featured in media and press releases, including social media, unless the front office receives a request in writing from a parent or guardian requesting otherwise. A request to not be featured in media may include any publication put out by the school district, including yearbook and school newspaper.

Mental Health Services

Joel E. Barber School has an on campus School Counselor to provide day-to-day support for students and counseling services and lessons. Mental Health Services in the Laclede Co. C-5 School District are provided through a partnership with Compass Health Services. Parents interested in receiving services can obtain a consent form in the front office.

Mr. and Miss Buckskin Requirements

1. No Semester D's or F's during grades 6-8.
2. Students are involved in at least one school sponsored activity (Student council, Band, Athletics, etc).
3. No Out of School Suspension (OSS) during grades 6-8.
4. Exemplifies monthly character traits.

Mr. and Miss Buckskin selection process: Using the list of students who meet the preceding criteria, 6th-8th grade teachers will select up to 5 boys and 5 girls from the list of eligible students in September that they deem most fitting to be a candidate. Students vote for finalists during the 1st week of December and the winning candidates will be announced during May.

National Junior Honor Society

The process for the National Junior Honor Society Selection is as follows:

- Students will be considered on the basis of scholarship, leadership, character, and service. It should be noted that a student's behavior on and off campus will be taken into consideration.
- In order to be eligible for consideration into membership, students who are sixth graders must have a minimum grade point average through the previous semesters of 3.5 based on a 4.0 scale.
- To be eligible, a student must have attended Laclede County C-5 School the full semester prior to consideration.

All eligible students will be notified and will receive information sheets to complete as well as instructions for completion, eligibility, and final selection processes. Students will undergo an application review process with a panel of Laclede County C-5 staff members.

Students will be disqualified from NJHS participation if they receive a suspension at any time during their service or if they receive 3 office behavior referrals resulting in disciplinary action.

Parties

School parties, grades PreK – 4, will be limited to three: Fall Party, Christmas Party, and Valentine's Day Party. Parties normally will be scheduled for the last hour of the day from 2:15 pm - 3:15 pm. Any parent or guardian attending will be required to request a party wristband prior to party day. **Parents and guardians should be aware of the limited space in the classrooms and restrict visitors to parents/guardians and non-school aged siblings.** Special circumstances can be reviewed by the principal via email, phone, or appointment prior to party day. **All treats provided for school approved parties must be prepackaged and store bought. Homemade treats will not be accepted.**

Children will not be permitted to give parties for teachers during the school day, nor will students be allowed to solicit money from classmates to buy a group gift. Giving a gift from an individual student to his/her teacher is a personal matter and should be handled individually.

Student birthdays will not be celebrated during the school day, and as such, parents may not send treats, cupcakes, toys, etc. to school for birthdays. Deliveries will not be accepted for student birthdays or other celebrations. Birthday party invitations may not be passed out at school.

Permanent Records

Permanent records for each student are kept on file through the student information system. Student records contain attendance, grades, health records, standardized test scores, family records, and any other information important to students' success in school.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Elementary and Secondary Education concerning alleged failures by the district to meet requirements of the Family Rights and Privacy Act (FERPA). The requirements provided in FERPA are stipulated in the public notice in this handbook.

Parents/guardians may request printed copies of student records in accordance with the Sunshine Law. Requested records must be processed within 72 hours. All printed materials will be subject to a 10 cent per page printing fee for any printed records above 10 pages.

Phone Procedures

The Laclède Co. C-5 Administrative Team understands that in our current world students will have cell phones at their disposal and in their possession. However, it is our belief that students learn best with minimal disruptions to the learning environment. The Laclède Co. C-5 School District has a procedure in place for cell phones, smart watches, and other similar devices. Students **are not** permitted to have cell phones or smart watches in their possession during school hours. If a student needs a cell phone for after-school purposes, those must be kept in lockers/backpacks and **off** during school hours. Students caught in violation of this procedure will be subject to disciplinary action, see Cell Phone Use/Misuse (COMC) under the Computer/Electronic Device Use section of the student discipline section in the student handbook.

In addition, cell phones use in bathrooms and locker rooms is strictly prohibited and will be subject to disciplinary action under a safe school violation. Social media use for children under the age of 13 is illegal and will not be permitted within the walls of the Laclède County C-5 School District. Students found in violation of this will be subject to disciplinary action and reporting to proper social media platforms for the minor's account to be disabled.

Cell phones, smart watches, or other electronic devices **will not** be permitted during any district or state testing windows.

The office staff will deliver all important and emergency telephone calls and messages to students and teachers. Students are not permitted to make phone calls except in cases of emergency or as directed by faculty or staff. **Students will not be called from class to accept phone calls. If you wish to speak to your child in person during the school day, you will need to check them out from the office and check them back in when you are finished.**

Pick-Up/Release Procedures

Pickup students will be released at 3:25 pm daily and bus riders will be released at 3:30 pm. Any student needing to change their daily routine **must** have a parent call the office prior to 2:45 pm. Transportation changes will not be accepted after this deadline, except in the case of an emergency. Additionally, parents who need to pick up their students before the end of the day, should make every attempt to complete that before 3:00 in order to not interfere with end of day procedures. **Parents must call the office to report changes, reports from students of changes without a note or call from a parent will not be accepted.**

Playground Temperature Guidelines

Students go outside at each recess unless they have a note from parents giving a reasonable excuse for them to stay inside.

Hot Weather Guidelines:

- Temperature/Heat Index less than 95 degrees- Normal recess will be held.
- Temperature/Heat Index 95-100 degrees- Outdoor recess will be limited to 10 minutes or use indoor recess.
- Temperature/Heat Index 101-104 degrees- Indoor recess.

Cold Weather Guidelines:

- There will be outdoor recess until the temperature or wind chill is 32 degrees or below.

Release of Students During School Day

Students are not permitted to leave the school grounds by themselves at any time during the school day. Parents requesting release of a child for dental/doctor appointments or for emergencies must make the request in the office. **Parents/guardians should come to the office in person with a valid photo ID for student release.** Early pickup and late arrival will affect a student's attendance, all students will be expected to adhere to the attendance policies outlined in this handbook.

Progress Reports

Progress reports will be emailed to parents quarterly, and at quarter midterms. In addition to the report form, numerous other means of reporting to and involving parents in planning for the child's growth are utilized. Kindergarten classes have parent-teacher conferences at the end of the first quarter rather than sending home a progress report. **Parents should have, on file in the office, current email addresses to expedite communication. Grade reports will only be printed on a case-by-case, limited basis.**

The Laclede County C-5 Joel E. Barber school district uses the following 4-point grading scale, where A = 4 points, B = 3 points, C = 2 points, and D = 1 point.

95 - 100	A	4.00
90 - 94	A -	3.67
87 - 89	B +	3.33
83 - 86	B	3.00
80 - 82	B -	2.67
77 - 79	C +	2.33
73 - 76	C	2.00
70 - 72	C -	1.67
67 - 69	D +	1.33
63 - 66	D	1.00
60 - 62	D -	0.67
0 - 59	F	0.00

Remediation and Intervention

Laclede Co. C-5 School District implements a Care Team Review Process for student academics and behaviors. Remediation and Intervention techniques will be explored, with retention being considered a last resort. All decisions will

be made by a team that includes parents, teachers, and administration.

Restricted Access

By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the children UNLESS one of them has a signed court order that indicates otherwise. The school has no legal right to refuse biological parents access to their children and/or school records, unless a court mandates otherwise. If a parent has a signed, current court order limiting the other parent or any other person, the school MUST HAVE A COPY of the court order on file.

Safety Procedures

Buildings and grounds are monitored daily for safety concerns and students and staff regularly practice safety drills. In the event the district has been advised to take shelter for storms or other emergency events, students will be held in a safety shelter until the event expires. Parents always have the right to pick their children up from the school, but will be advised to join us in the shelter for safety reasons.

SB 319

Senate Bill 319 requires districts to assess and provide intervention for students reading one grade level or more below their current grade by fourth grade. Any student reading more than two grade levels below during their fourth grade year will receive a reading intervention plan.

School Pictures

Pictures are taken in color each fall. A picture of each child is needed to use in the office for identification and permanent records. All children should have pictures taken for permanent records, but no parent is required to purchase pictures.

Selling Merchandise at School

Selling of personal merchandise for personal profit or gain will not be allowed on the Joel E. Barber campus or school buses.

Special Areas of Instruction

Special education services classes are provided for any child in the district who has special needs. The groups are kept small to permit more individualized instruction. Classes are available for: speech therapy, learning disabilities, and educable mentally handicapped, trainable mentally disabled, severely developmentally disabled.

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty, regardless of the child's disability. The public school also assures that it will provide information and referral services for infants and toddlers eligible for Missouri's First Steps Program. Disabilities include: learning disabilities, mental retardation, behavior disorders, emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf, blind, autism, early childhood special education, and traumatic brain injury.

Testing

The Missouri Assessment Program (MAP) has been developed by the Missouri State Department of Education for grades

three through eight. This test and other standardized test instruments are used to measure students' achievement and cognitive progress levels to meet eligibility and/or State mandated standards. They are administered each spring during our annual test-window.

Visitors

Parents/guardians wishing to join their child for school lunch must come to the school office with a photo ID. **Anyone not having a photo ID will not be permitted to enter the building. Parents may visit with teachers only by making a prior appointment. Teachers will not be called out of class to visit with parents without prior appointment. Administrators make every effort to meet with parents/guardians or concerned community members when needed; however, busy schedules may restrict last minute or drop-in visits. Anyone wishing to meet with administration is encouraged to call and set an appointment first.**

Virtual Learning

Eligible students may enroll in the Department of Elementary and Secondary Education (DESE) approved courses at the district's expense unless the district determines that it is not in the best educational interest of the student to take the course. A parent/guardian who disagrees with the district's decision may appeal to the School Board and then to DESE. The law does not require the district to pay for virtual courses above and beyond full-time enrollment in the district, and the district cannot collect state aid for a student beyond full-time attendance.

The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in virtual courses offered by the district or through MOCAP. These enrollment periods and registration deadlines will be strictly enforced unless the superintendent or designee determines that an exception is warranted due to circumstances such as a change in a student's health or the long-term suspension of a student. Enrollment periods and registration deadlines must align with the district's academic calendar and assessment schedule to the extent practicable.

A student or parent/guardian must notify the student's principal or designee before the student may enroll in a district-sponsored virtual course or a MOCAP virtual course through the district. The student will be enrolled unless the principal or designee, in consultation with the student's parents/guardians and relevant staff, such a school counselor or district special education director, determines that there is good cause to refuse the student's enrollment in the course. For enrollment in a MOCAP course, good cause is limited to situations where it is not in the best educational interest of the student to enroll in the course. Students or parents/guardians who disagree with the principal's or designee's determination about a MOCAP course can appeal the decision to the Board of Education and the DESE.

Students taking courses virtually are subject to district policies, procedures, and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying, and cyberbullying.

The statute requires school districts and charter schools to have a policy that sets out the process for students to enroll in virtual courses.

Virtual Enrollment Eligibility

In accordance with state law, the district will pay for the cost of student enrollment in virtual courses as long as:

1. The student has approval for enrollment in accordance with this policy, and
2. Taking the course does not cause the student to exceed full-time enrollment in the district.

In addition to the requirements listed above and in accordance with law, a student is eligible to enroll in a MOCAP course through the district if:

1. The student resides in and is enrolled in the district on a full-time basis;
2. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a

MOCAP course*, and

3. The enrollment is approved by the principal or designee.

* A student will be excused from this requirement if he or she has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester. The district is not obligated to provide students computers, equipment or internet access to take a MOCAP course unless otherwise required by law to accommodate a student with a disability.

Absences, Attendance, and Tardies

The Laclede Co. C-5 School District values regular attendance and strives to keep every student in good standing. According to the Missouri Department of Elementary and Secondary Education, excused absences do not exist and students are either present or absent. Our district understands that life sometimes happens in unexpected ways and has made the decision as a district to allow grace for families experiencing illness or other extenuating circumstances. With this in mind, we will do our best to work with every family in any possible way; however, due to state guidelines, we have set the following guidance for when our district will be required to take action against absences and which absences will qualify as an excused absence for our district.

Excused absences for the Laclede Co. C-5 School District will be any absence that occurs as a result of the school nurse sending a child home, any absence that is accompanied by a doctor's/dentist's/therapist's note, absences accompanied by a program from a service for the death of a family member (limitations for days excused will be set on a case-by-case basis due to specific circumstances). Absences that do not fall within these boundaries may be reviewed by the district attendance officer and district administration for case-by-case approval. **Please note** that vacations will never be considered an excused absence for our district even if work is received from teachers ahead of time.

Any student arriving to class after 7:45 am or leaving before 3:30 pm will be considered as a late arrival and/or early departure. The morning drop-off line will close at 7:40 am. Students dropped off after that time will need to be checked in at the office. Late arrivals and early departures **will count against** a student's attendance if a doctor's note does not accompany the check-in/check-out.

Students must maintain 90% or higher attendance to remain in good standing. Listed below are the attendance steps that will be taken in our district for absences.

- 95% = 8 Days per year (*2 days per quarter*)
 - Letter home via email and paper
- 90% = 15 Days per year (*3.75 days per quarter*)
 - Moved to Attendance monitoring status
 - Receive letters/emails regularly
 - **Preschool students** will be reviewed for potential dismissal from the program
- 88% = 18 Days per year (*4.5 days per quarter*)
 - **Referral** to Juvenile Office
 - **Potential referral** to DFS and Prosecutor
 - **Must have dr note for every absence or have school nurse excuse absences**
 - **Preschool students** will be dismissed from the program
- 80% = 30 Days per year (*7.5 days per quarter*)
 - **Automatic referral** to DFS, Juvenile, **and** prosecutor's office
 - **Must have dr note for every absence or have school nurse excuse absences**
- Any student falling below 80% attendance will be submitted to a review team for the possibility of being retained from advancing to the next grade.

Students who are on track to fall below a certain level of attendance monitoring will be subject to a review and parents will be required to attend either an in-person or phone conference with the district attendance officer and district administration.

Guidelines for Attendance

The staff and administration make every effort to assist families in documenting absences to avoid further action. The JEB administration understand that unavoidable situations occur and as such have created the following guidelines for parents:

- Parents or guardians must call in all absences (sick at home, doctor/dentist visits, etc.) by 9:00 am each day.
- Students will have the same number of days absent to make up assignments. *For example, Sally is absent for two days. Sally will have two days to complete make-up work.*
 - Work assigned prior to an absence and due during an absence will be due upon the student's return to school. No additional days will be given for work assigned prior to and due during an absence.
 - In the event of a planned absence, students are responsible for requesting work before the absence and all work will be due upon the student's return to school. No additional days will be given for work during planned absences.
- Vacations should be planned during school breaks and will be considered unexcused. All work assigned and due during a student vacation will be due on the first day of the student's return.

Requesting Work for Absences

Students may request work when absent for 2 days or more. Work requests must be made by 12:00pm and will be available after 4:00 pm.

Tardies

Students who are tardy to class during the school day are subject to disciplinary action as outlined in the discipline section of the student handbook.

Middle School and Junior High students are given time between classes to collect their supplies and transfer to the next class. The first two weeks of school will be considered a learning period where students learn to open lockers, collect supplies, and transfer to classes in a timely manner. After this learning session, students are expected to be in their seats and prepared when the bell rings. Students will receive two warnings each semester.

Extracurricular Activities

Participation in extracurricular activities is a valuable educational experience and should be looked upon as a reward for academic success. All student grades will be looked at minimally at the end of each quarter. Students who failed to meet academic standards on the previous grade check will have the grade in question viewed each subsequent week to determine eligibility. The check will be based on semester grades. Any student who falls below a 70% in any class will be ineligible until the weekly check. The ineligibility of a student may not exclude the student from participating in practices. All Joel E. Barber academic policies are secondary to MSHSAA academic policies.

Joel E. Barber may offer the following extracurricular activities:

- Archery (6th-8th)
- Baseball (6th-8th)
- Basketball, Boys (6th-8th)
- Basketball, Girls (6th-8th)
- Cheerleading (6th-8th)
- Choir (6th-8th)
- Football (6th-8th)
- NJHS (7th-8th)
- Student Council (7th-8th)
- Track, Co-Ed (6th-8th)
- Volleyball, Girls (6th-8th)
- Wrestling (6th– 8th)

NOTE: All students will have an Extra-Curricular Participation Acknowledgement form which will be passed out at the beginning of each sports season. This will need to be signed by a parent or guardian and on file with the extra-curricular teacher/sponsor before they will be allowed to participate in extracurricular events.

Sportsmanship

Good sportsmanship is expected from all Joel E. Barber families and students. Since parents are the first teachers, we encourage adults to model good sportsmanship for our youngest Buckskins in all arenas.

- Respect for Opponents
 - The opponent should be treated as a guest, greeted cordially upon arriving, given the best accommodations, and accorded with tolerance, honesty, and generosity.
- Respect for Official
 - Officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability.
- Knowledge and Understanding of Rules
 - Familiarity with the "current" rules of the game and the recognition of their necessity for a fair contest are essential.
- Self-Control
 - Good sportsmanship requires one to understand his own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior.
- Appreciation of Skill in Performance
 - Applause for an opponent's good performance is a demonstration of generosity and goodwill that should not be looked upon as treason.

Health and Wellness

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing, or electronically and regardless of the type of record or method of storage.

FERPA

All administrators will ensure that student and employee health information is protected from intentional or unintentional use or disclosure in violation of law. Administrators and employees will limit incidental use or disclosures made while using the information for otherwise valid reasons.

Child Abuse(Mandated Reporters)

Joel E. Barber C-5 School will allow access, as prescribed by law, to any student by Family Services when that organization is investigating a suspected child abuse case. The school district will not notify the parent of such contact. Teachers and administrators are under direct mandate by state law to report any and all suspected child abuse cases. There is no provision for discretionary judgments.

COMMUNICABLE DISEASES

The following attendance guidelines must be followed closely concerning children with communicable diseases.

- Chickenpox: Exclusion for 6 days after the appearance of the rash.
- Conjunctivitis (Pink Eye): Children should not attend during the acute stage (itching, burning, and matting of the eyes); or until 2 doses of antibiotic treatment has been administered and is accompanied by a note from a doctor stating a return date.
- Tinea Corpus (Ring Worm): Infected children under adequate and continuous medical supervision may attend school. Clothing or bandages should cover lesions.
- Erythema Infectiosum (Fifth Disease): Exclusion for 24 hours after fever has subsided.
- Impetigo: Exclude until skin lesions are healed, or until 24 hours after medical treatment starts.
- Influenza: Exclude for duration of fever, plus an additional 24 hours without fever reducing medication, and until the child is able to resume routine daily activities.
- Head Lice: See head lice heading.
- Scabies: Exclusion until the day after adequate treatment is completed.
- Streptococcal sore throat and Scarlet Fever: Exclusion until at least 24 hours after beginning antibiotic treatment and free of fever for 48 hours without fever reducing medication. Prescribed treatment should be completed.
- MRSA: Unless directed by a physician, students with MRSA infections will not be excluded from attending school. Exclusion from school will be reserved for those with wound drainage that can't be covered and contained with a clean dry bandage. Students with active infections will be excluded from activities where skin-to-skin contact is likely to occur (e.g., sports) until their infections are healed.

We ask that students and parents adhere to these guidelines. Students are not to attend school or any school sponsored activity (school musicals, presentations, field trips, etc.) until the above criteria has been met.

Parents/guardians are encouraged to call the school nurse for questions regarding communicable diseases or to receive instructions regarding school exclusion for other communicable diseases.

NOTE: Criteria for exclusion from school are based on the recommendations from the Department of Health and Senior Services.

CONDITIONS REQUIRING A NOTE FROM A DOCTOR

- A doctor's note is required for a student to stay in numerous recesses.

Fever Policy

Children experiencing a fever must remain out of school for the duration of the fever, plus an additional 24 hours after fever has subsided **without fever reducing medication**. Parents will be called for any student having a fever of 100 degrees or higher **or** any student with a low-grade fever and additional symptoms.

Head Lice

In keeping with the Laclede County C-5 School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with active head lice infestations will be excluded from school only to the minimum extent necessary for treatment. **Students being excluded for lice infestation will not be permitted to ride the school bus until they have been cleared by the school nurse.** Students with excessive absences due to lice infestation, or in cases where treatment is not secured in a timely manner, may be reported to the Juvenile Department and/or Division of Children's and Family Services.

NOTE: Parents/Guardians must ensure there is a point-of-contact on file in the school office that has a working phone and permission to pick-up students in an emergency; e.g., students with head lice are segregated from other students and may not ride the bus home.

Hygiene

Students are expected to practice good grooming and hygiene while in school. If poor hygiene is an issue and causes a disruption to learning, the student will be referred to the school counselor or school nurse. The student may be offered hygiene products, the opportunity to take a shower, or have laundry washed for them.

Health Procedures

In case of illness or accident at school, first aid will be given pending direction from parents, guardians, or personal physicians. Up-to-date and accurate information should be provided on the health services form in case of emergency.

IMMUNIZATION LAW

Missouri State Law (Section 210.003 RSMo) required children to be adequately immunized before attending school. All student immunizations must be up-to-date or in progress by the first day of school in order to attend. New students enrolling in school must show proof of immunization status prior to starting classes.

SB 341: Preschool Enrollment and Immunizations

In accordance with state law, a parent or guardian may request notification from the district if there is a child currently enrolled in a building that houses a preschool program who has received an exemption from immunizations. **This new law impacts only students located in buildings that house a preschool program.** Please keep in mind confidentiality

laws prohibit us from revealing the name of the student, the classroom the child is enrolled in, and the type of exemption the child has on file. Parents/Guardians of students at Esther Elementary may request a form for notification from the school office.

Insurance

The school **does not** carry insurance on students. Each school year, a low cost accident insurance policy is offered to all students. Although schools have no stated liability in case of accident for students who voluntarily participate in extracurricular activities, they are glad to offer this liberal policy, which pays a significant portion of the expenses incurred in accidents. A student may be insured for the school year against accidents occurring between the home and school, either on or off the bus as well as accidents, which occur while the student is en-route to or from, or participating in, school sponsored activities. Students participating in athletics must be covered by accident insurance

Medication

Any medication a student needs to take during the school day needs to be brought in by the parents and given to the nurse. **At NO time should a student carry medication in their bags, pockets, etc. or on the school bus.** Any medication brought to school must be labeled with complete instructions given as to possible reactions, etc. It should be kept in the original container with the original label. Medications will not be given unless authorized by a physician, parent, or guardian. **Parents/guardians must pick up all unused medication at the end of each school year.**

Medication should be given at home whenever possible. However, if the physician's orders indicate it must be given during school hours, the medication may be administered at school by complying with the following instructions:

PRESCRIPTION MEDICATION:

1. When a student is to receive prescription medication during school hours, the parent or guardian must provide the medication in the original prescription bottle, plainly marked with the following:
 - a. Student name
 - b. Physician's name
 - c. Pharmacy
 - d. Prescription number
 - e. Date
 - f. Name of medication, dosage, and time medication is to be given
2. We must have a written request from the parent/guardian to give the medication. The request should include:
 - a. Student's name
 - b. Physician's name
 - c. Date, name of medication, dosage, time medication is to be given
 - d. Parent/guardian
3. If there is a change in the type of medication dosage, or time medication is to be given, a physician's order may be requested.
4. Please do not leave more than 5 tablets of prescription medication at the school unless it is an antibiotic or daily medication.

NON-PRESCRIPTION MEDICATIONS

1. If it is necessary for a child to take daily non-prescription medication, a written request from the parent/guardian and/or a physician order must be provided. The parent/guardian request and physician order should include the following:

- a. Student's name
 - b. Physician's name
 - c. Date
 - d. Name of medication, dosage, and time medication is to be given
 - e. Parent/guardian signature or physician signature
2. Do not leave more than 24 tablets with the school nurse.
 3. If there is a change in the type of medication, dosage, or time medication is to be given, a physician order is required

NURSE

The school nurse shall promote improvement in the general health of school children and staff, and promote a safe and sanitary environment.

Nursing activities include, but are not limited to the following:

- Assess, plan, and implement coordinated school health services;
- Establish and maintain comprehensive school health records;
- Assess the health and development status of students;
- Identify students with special health concerns and develop health care plans with students and families;
- Provide care for illness and injury;
- Provide for safe medication administration;
- Monitor communicable disease prevention and control programs, exclusion of students with communicable diseases, and reporting of designated diseases;
- Establish and maintain immunization records and comply with state laws, rules, and regulations regarding immunization requirements;
- Conduct health screenings including: vision, hearing, and dental, and make appropriate referrals when health concerns are identified and provide follow up if needed;
- Monitor school environment to identify hazards and work to correct any identified concerns or problems;
- Assist and participate in the development and implementation of crisis intervention plan;
- Identify students at risk for potential emergencies and work with the students and families to create an emergency action plan;
- Collaborate and work with other school personnel and members of the community to promote a safe and sanitary environment, and promote improvement in the general health of school children and staff.

Transportation

All transportation changes (bus or pick-up passes) **must** be received in the main office by 2:45 pm. To allow for adequate end-of-day transitions, passes will not be accepted after this time except in the case of emergency. Students **MAY NOT** change procedures without a note/phone call to the office from a parent/guardian, including switching to a different bus or stop on the same bus. Students are not to get off the bus except at their regular stop on their way to or from school.

To prevent overcrowding on buses, no more than 5 students may have permission to ride to another student's stop. ALL students needing to change transportation plans, must have a phone call or signed note from a parent/guardian in the front office.

Bus Regulations

Riding the bus is a privilege. Improper conduct on the buses will be reported to the principal or superintendent with steps to correct the problem. Students should know and follow the bus rules found in the Buckskin Behavior Matrix. Students, including High School students, who do not obey the rules or the driver will face disciplinary action and/or will be denied the privilege of riding. Animals, flowers in glass containers, inflated balloons, playground balls, ball bats, and any other object deemed inappropriate by the bus driver are not permitted on the buses. Except for field trips, eating or drinking (other than water) is not allowed on school buses.

When unloading, students must walk 10 feet out in front of the bus and observe the directions of the driver. When crossing a highway, pass in front of the bus at the driver's signal. Students should never stand in the roadway while waiting for the bus. Students are to be at their bus stop waiting for the bus. This ensures the shortest ride time for all students.

ALTERNATIVE METHODS OF INSTRUCTION APPLICATION

LEA NAME (I-O)	Laclede Co. C-5 * 053114
I have selected the appropriate LEA name from one of the three fields above. *	Yes
LEA PROGRAM CONTACT *	Rachelle Jennings
CONTACT PHONE *	(417) 532-4837
CONTACT EMAIL *	rjennings@jebc5.k12.mo.us
1. On days that the district implements the AMI plan, the LEA is (check all that apply): *	<ul style="list-style-type: none"> • Reviewing and reinforcing previously taught skills
2.a. How will the LEA communicate the purpose and expectations of AMI to students and parents through multiple methods? (check all that apply) *	<ul style="list-style-type: none"> • Student handbooks • Website • Email • Online Platform such as Google Classroom
2.b. When will the LEA communicate the purpose of AMI days? (check all that apply) *	<ul style="list-style-type: none"> • Early in the school year • With reminders at least quarterly
3. How will the LEA communicate the implementation of AMI days to students and parents? (check all that apply) *	<ul style="list-style-type: none"> • Social media • Email • Phone call • Text • Other (Please describe)
Describe:	TV stations such as KY3.
4. On AMI days, the LEA will use the following types of materials and assignments to effectively facilitate teaching and support learning for the benefit of students (check all that apply): *	<ul style="list-style-type: none"> • Textbooks • Library/classroom library books • Packets/worksheets • Manipulatives • Learning games • Teacher created materials •
Describe:	
5. On AMI days, attendance will be determined by the completion of lessons and activities in the following manner (check all that apply): *	<ul style="list-style-type: none"> • Completion of lessons and activities turned in the next day of attendance • Electronic submission of lessons and activities on the AMI day or the next day of attendance • Log of electronic/web-based/app activity

Describe:

Teachers will log student attendance for the AMI day in Infinite Campus

6. The LEA provides instruction on AMI days using the following methods (check all that apply): *

- Teacher's notes with instructions and examples
- Downloaded instructions to thumb drive/flash drive
- Downloaded instructions to a device
- Virtual instruction (Synchronous, Asynchronous)
- Instruction provided through a learning management system

7. The students are engaged in learning on AMI days using the following methods: *

- Independent practice and application of previously taught concepts
- App or web-based software to teach/reinforce concepts
- Virtual instruction (Synchronous, Asynchronous)
- Assigned reading, study, or activity to introduce new concepts
- Teachers will present material via paper packets or online such as Google Classroom

8. The LEA provides equitable access to instruction to all students. If electronic methods will be used, the LEA is providing students with (check all that apply): *

- Chromebook

9. How are students accessing the internet? (check all that apply) *

- Parent provided connection
- Other (please describe)

Describe: *

For students that live in remote locations with no internet access, packets of work are provided for them.

10. The LEA assures that the instructional plan for AMI days for students with disabilities is documented in each student's individualized education program (IEP) according to the guidance developed by DESE's Office of Special Education.

- I confirm that our district's AMI Plan meets this requirement.

Guidance for implementing AMI for students with disabilities is available [here](#). *

11. How will the LEA ensure that teachers and other certified personnel are available to communicate with students on AMI days? (check all that apply)

- Email
- Platform (Seesaw™, Google™, etc)
- Messaging/chat through learning management system
- Messaging through other electronic means (Remind™, etc.)

Note: If internet is not provided by the LEA, please check other and explain. *

I confirm that this plan will favorably impact teaching and learning. Administrators and teaching staff at all participating attendance centers are knowledgeable of and agree to comply with the provisions of Section 171.033, RSMo, and this application.

Rachelle Jennings

The typed name of the superintendent below serves as the official signature on this form. *

Date *

June 12, 2025

School, Parent, and Family Engagement Policy

The Laclède County C-5 School District receives Title 1, Part A funds based on the district-wide free and reduced lunch program status. In accordance with the guidelines set by that program, and with parent feedback, our district has created a School, Parent, and Family Engagement policy that established expectations and objectives for meaningful parent engagement activities within the district.

Objective:

To host activities a minimum of four times per year that allow opportunities for parents to engage in the learning environment, establish the foundations of healthy parent involvement, and support the academic and social-emotional development of students within the district.

Expectations:

- The district will host a minimum of four parent engagement activities each year.
- The district will utilize a parent survey each year to establish the effectiveness of each engagement activity; as well as, provide opportunities for feedback about potential future activities.
- The district will host a yearly Fall Title 1 meeting to allow parents to learn about the program and ask questions of the Federal Programs staff.
- The district will provide information in a format that is understandable and uniform, including alternate formats upon request and within reason to the extent possible.
- The district will provide an annual review meeting in the Spring to discuss and plan engagement policies and Local Education Agency (LEA) plans and gather feedback about the program.

Federal Programs documents and Complaint Procedures will be distributed annually in the student handbook and on the district website (www.jebk8.com) or can be obtained by contacting Federal Programs Director, Dr. Rachelle Jennings at 417-532-4837.

Public Notice

Parents Right to Know

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

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

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

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

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

PUBLIC NOTICE OF RIGHTS UNDER

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are: 1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
2. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records, including discipline records, without consent to officials of another school district in which a student seeks or intends to enroll.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5920

PUBLIC NOTICE OF RIGHTS UNDER

The Protection of Pupil Rights Amendment

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

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

These rights transfer to students from parents for students who are 18 years old or an emancipated minor under State law.

Laclede County C-5 School District has policies regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Laclede County C-5 School District will directly notify parents of these policies at least annually in the Handbook at the start of each school year and after any substantive changes. Laclede County C-5 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation for the specific activity or survey. Laclede County C-5 School District will make this notification to parents at the beginning of the school year if the District had identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

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

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

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, home-schooled children and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Laclede County C-5 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Laclede County C-5 School District assures that it will provide information and referral service necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Laclede County C-5 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/Guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged Failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Laclede County C-5 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Joel E. Barber School during regular school business hours.

This notice will be provided in native languages as appropriate.

Laclede County C-5 School

District Directory Information Notification

The Laclede County C-5 School District has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) name, (2) age, (3) participation in officially recognized activities and sports, (4) weight and height of members of athletic teams, (5) dates of attendance, (6) degrees and awards received, (7) most recent previous school attended by the student, (8) photograph, (9) [address and phone number for armed forces recruiters only as required by Federal Law or for cooperation with law enforcement].

Directory information may be disclosed by the Laclede County C-5 School District for any purpose at its discretion without the consent of a parent, a student or an adult student. Parents of students and adult students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

As a parent/guardian or eligible student, you are entitled to:

- inspect and review the student's educational record
- request changes to the educational records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights
- consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without such consent; and
- obtain a copy of this policy and guidelines which are available in the District Central Office.

Any parent/guardian or eligible student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the Laclede County C-5 School District assumes that neither a parent of a student or an adult student objects to the release of the directory information designated.

Technology Procedures

OVERVIEW

Mission Statement

Buckskins empower each other to: be the change, be lifelong learners, be productive citizens.

Vision Statement

The District is “Committed to Excellence” and student engagement is a key component. Chromebooks, computers and tablets provide a set of digital tools to prepare students for their future. Internet access provides a wealth of educational content specifically designed for students. Teachers use these tools to communicate, collaborate and provide differentiated learning experiences for students.

This document, covering technology procedures and expectations, is in addition to the Laclede C-5 District Board Policies EHB: TECHNOLOGY USAGE and EHB-AP(1) located on the website jebc5.k12.mo.us. All students and responsible parents/guardians are expected to follow the procedures outlined in this document. **Parents/guardians and students are expected to sign the Technology Acceptable Use Policy and Fee Agreement.**

Violations of these procedures and expectations will result in student disciplinary action.

If a parent/guardian does not want their student to use technology, a signed document must be presented to the technology director at the beginning of the school year each year or upon enrollment. These will be kept on file and students will be denied access.

If students should not be photographed or included in online social media posts, the parent/guardian must submit a signed document to the technology director stating this preference each year at the beginning of the school year or upon enrollment.

AMI SNOW DAY EXPECTATIONS FOR STUDENTS

Students in **grades 2 - 4 will receive paper packets of work** to be completed and returned to school for credit. Chromebooks **will not** be taken home.

Students in **grades 5 - 6 will follow teacher directions.** Some classes may receive paper packets to return, others may take Chromebooks home to complete work assigned through Google Classroom. Classroom teachers will proactively monitor the weather and let the students know the procedure.

Students in **grades 7 - 8 will use their devices at home** to complete and turn in assignments as normal.

DEVICE DAILY USE

Students in PK - 1st grades will have daily access to tablets, Chromebooks and computers in the classroom and computer lab. Device apps and websites will be chosen to be educationally age appropriate.

Students in grades 2 - 8 will be assigned a Chromebook for classroom use at the beginning of the school year. The Chromebooks will be labeled and become the responsibility of the student. Educational content and online experiences will be selected to reinforce and enhance grade level educational outcomes.

Students in **grades 2 - 4 will leave their assigned Chromebook at school.** Chromebooks will not go home with the students. Classrooms have charging stations and students will need to make sure their Chromebook is connected to a charger in their classroom at the end of the day.

Students in **grades 5 - 6 will leave their assigned Chromebook at school,** making sure that the devices are connected to classroom charging stations at the end of each day. **Special permission from the teachers will be required for Chromebooks to go home.**

Students in **grades 7 - 8 will leave their assigned Chromebook at school,** making sure that the devices are connected to classroom charging stations at the end of each day. **Special permission from the teachers will be required for Chromebooks to go home.**

Students in **grades 7 - 8 are responsible for providing their own computer mice and headphones.**

DEVICE CARE EXPECTATIONS FOR STUDENTS

Students are responsible for the general care of all school-owned technology devices they use. This includes Chromebooks, tablets, computers, headphones, mice, multimedia and peripheral devices. As such, they are expected to treat devices with care and respect.

In grades PK - 1, students have access to tablets, computers, Chromebooks, mice and headphones. The technology expectations include:

- To handle all technology with care.
- Students should not hit a tablet with any object.
- Students should take care not to drop the tablet.
- When using a computer or Chromebook, students should avoid hitting multiple keys at the same time or poking the monitor or screen with any object.
- Technology should be cleaned frequently using wet wipes and a soft cloth or paper towel to dry.
- Students should follow all technology expectations of the classroom teacher.

In grades 2 - 8, students have access to Chromebooks, computers, tablets, multimedia devices, mice and headphones. Technology expectations for grades 2 - 8 include:

- To handle all technology with care.
- Take measures to protect monitors and screens from rough treatment.
- District technology **labels may not be removed** by students.
- Students may **not deface the device surface** by applying stickers, using pen or marker or in any other way defacing the surface.
- Devices should not be thrown or tossed carelessly, even if in a computer bag.
- Students may **not use another student's device without permission from the teacher.**
- Students are responsible to **make sure that their Chromebook is plugged in and charging before leaving at the end of the day.**
- Students should not leave the device unattended in a high-traffic area.

- Each classroom is equipped with additional mice and headphones for student use. Students are responsible to return these devices to the teacher at the end of the hour or day, as the situation warrants.
- Students are **expected to use school-owned technology while at school, not personal technology devices.**
- Students are **not to use their personal devices except with permission from the classroom teacher.**
- Technology should be cleaned frequently using wet wipes and a soft cloth or paper towel to dry.
- Follow any and all other technology expectations of the classroom teacher.

INTERNET AND NETWORK EXPECTATIONS FOR STUDENTS

Laclede County C-5 School District provides filtered Internet access for educational purposes for students. As such, all users should be aware of and follow these guidelines:

- Students are expected to use **only their assigned JEB Google Education technology account** on Chromebooks.
- Students should **not share usernames or passwords** with others.
- Internet content is filtered through Lightspeed Systems, a content and monitoring filter designed specifically for schools. However, students and parents/guardians/caregivers should not expect any system to flawlessly prevent access to inappropriate content. All responsible measures have been taken. The administration is aware of the dangers of inappropriate content and continually monitors all systems to keep students safe.
- **A user does not have a legal expectation of privacy. By using the District's technology network and resources, all users are consenting to having their electronic communications and use monitored by the District.**
- Students are **not to attempt to circumvent the safety of network content filtering and monitoring, attempt to hack into school networks or in any other way attempt to damage or manipulate school networks and infrastructure.**

ONLINE EDUCATIONAL EXPECTATIONS FOR STUDENTS

Students are responsible for using the technology for educational purposes. Failure to follow these expectations will result in disciplinary action.

- Students are expected to stay on tasks assigned to them by the teacher.
- Students are **expected to use technology responsibly for educational purposes.**
- Students will **not use technology to engage in activities for personal financial gain.**
- Students will **not attempt to access inappropriate content.**
- Students will **not use technology resources to create, send or store content that is inappropriate or objectionable.** This includes content deemed by the administration to be racist, sexist, obscene or defamatory toward others for race, religion, color, gender, handicap, etc.
- Websites, applications and content are subject to the administration's discretion.

RESPONSIBILITY FOR TECHNOLOGY ABUSE OR DAMAGE

Students are responsible to keep school-owned technology in good working order. Failure to follow these expectations will result in disciplinary action.

- Any **device malfunction or damage must be immediately reported** to the classroom teacher and technology director.
- Accidental damage will be repaired up to **two times throughout the school year.** Subsequent damages will be charged to the parent/guardian as defined in this document.
- Parents/guardians will be responsible for the **entire cost of repair/replacement to student devices that are intentionally damaged,** if determined intentional by school administration.

TECHNOLOGY VIOLATIONS

Violations of this document will result in disciplinary action as defined below.

- Minor offenses such as moving off task, sharing login information, playing games or accessing content without permission or careless handling of the technology will result in a temporary suspension of technology use as determined by the teacher or technology director.
- Repeated negligent or careless misuse of technology hardware resources that results in technology damage will result in temporary suspension of technology privileges for up to 2 days, as determined by the teacher, principal or technology director.
- Repeated access of inappropriate content will result in temporary suspension of technology privileges and/or suspension as determined by the administration.
- Serious infractions include: attempts to bypass network filtering, assisting others to bypass filtering, accessing inappropriate content on purpose, network hacking, intentional technology damage or other behavior deemed serious by administration. These actions will result in long-term technology suspension and/or suspension as determined by the administration.

TECHNOLOGY FEE DETAILS

The Laclède C-5 School District recognizes the need to protect the school technology investment. **The annual Technology Fee for 2023/2024 school year is \$10, due by the last business day in August each school year and may be paid with cash or online through the Parent Portal. The maximum premium per family is \$30. Failure to pay the Annual Technology Fee holds parents/guardians responsible for full replacement costs of both intentional and unintentional damages.**

WHAT IS COVERED BY THE FEE	WHAT IS NOT COVERED
<ul style="list-style-type: none"> • Accidental damage, such as drops will be covered up to 2 incidents • Chargers (Limit 1 per year) • Spills • Liquid submersion • Fire/flood/lightning/natural disaster • Vandalism (requires school report) • Theft (requires school report) • Damages to loaner/replacement device 	<ul style="list-style-type: none"> • Purposeful or negligent damage as determined by administration • Damage incidents beyond the allowed limit of 2 per year must be covered by parent/guardian • Lost or misplaced charger beyond the allowed limit of 1 per year • Picking keys off is intentional damage • If a student moves out of District and does not return device, parent/guardian is responsible for replacement cost of device

REPLACEMENT COSTS

ITEM	REPLACEMENT COST
Chromebook	\$246
Charger/Power Adapter	\$25
Wired Mouse Replacement	\$5
Headphone Replacement	\$10
Chromebook Hinge Cover Replacement	\$25

Chromebook Bottom Case Cover Replacement	\$35
Chromebook Lid Replacement (Does not include screen)	\$50
Chromebook LCD Screen Replacement	\$50
Chromebook Mainboard Replacement	\$246 (requires replacement of Chromebook)
Keyboard/touchpad	\$79
Power/Volume key/Audio Jack	\$29
iPad/Samsung Tablet	\$250
Laptop Computer	\$450
Computer Monitor	\$120

TECHNOLOGY FEE AGREEMENT

The **\$10 per student technology fee is an annual payment** for coverage of accidental damage (up to 2 incidents/year), theft, or damage by natural disasters. I understand the technology fee payment is **non-refundable**. The annual coverage begins the date of enrollment or start of school and ends at the end of the academic year. This fee will need to be paid at the beginning of the school year, each year, for as long as the student is enrolled at Laclede County C-5 School District.

Students new to the District during the school year outside of the enrollment window will have an opportunity to sign and pay the Technology Fee Agreement at the time of school enrollment.

- Technology fee per student: \$10
- Maximum premium per family: \$30

FREQUENTLY ASKED QUESTIONS

DEVICE QUESTIONS

Will the District provide any accessories for Chromebooks, computers or tablets?

- Yes, headphones and mice are available, but students are encouraged to bring their own.

Are Chromebooks safe?

- Yes, however, as with any technological device, adult supervision is recommended. Content filtering and monitoring software from Lightspeed Systems provides advanced content protection for students. For more information visit www.lightspeedsystems.com.

Can students use personal email accounts on school-owned computers?

- No, students should only be using Google Education jebc5.k12.mo.us accounts on school-owned devices.

How often does a Chromebook need to be charged?

- Chromebooks need to be charged nightly. The average length of a charge is 8 hours.

Can students download or add software to their Chromebooks?

- No, only District-approved apps can be added.

What if the device is stolen?

- Parents/guardians and students **must report the stolen device immediately.**

- A charge of **\$75 will be charged for lost/stolen devices**. If the fully functional device is found or returned to school, the \$75 will be reimbursed.

TECHNOLOGY FEE QUESTIONS

Who is in charge of collecting the payments?

- The Student Information System Infinite Campus will be used to facilitate the financial transaction.

How much is the technology fee? (paid every school year)

- Technology fee per student: \$10
- Maximum premium per family: \$30

If a student leaves the District, will the technology fee be refunded?

- No, the technology fee is non-refundable.

OTHER QUESTIONS

Is digital citizenship taught at Laclede County C-5 School District?

- Yes, all students are required to participate in online activities relating to digital citizenship and online safety as age appropriate.
- Students are instructed to contact a trusted adult with any concerns about online safety.

What about privacy?

- The Laclede County C-5 is responsible for protecting and safeguarding the confidentiality of student information and uses reasonable measures to safeguard protected personally identifiable information applicable with federal, state and local laws regarding privacy and obligation of confidentiality including the Family Educational Rights and Privacy Act (FERPA)
- Google Apps for Education is governed by a detailed privacy policy to protect the privacy of its users of these core tools. Under our Terms of Service Agreement with Google, they are obligated to comply with FERPA regulations.
- Additionally, Laclede County C-5 School District will never remotely access the camera or microphone of any District assigned device.
- Students are reminded that **a user does not have a legal expectation of privacy in the user's electronic communications or other activities, including, but not limited to, voice mail, email, access to the Internet, Drive contents or network drives.**

JEB LIBRARY POLICY AND PROCEDURES OVERVIEW

MISSION STATEMENT

Buckskins empower each other to: be the change, be lifelong learners, be productive citizens.

VISION STATEMENT

Our school district is committed to provide a community focused on creating meaningful relationships and personal growth through engaging learning experiences. To ensure the school district's vision, the library will provide intellectual and physical access to materials in different formats for every student and staff member. The library will foster and stimulate interest in reading, viewing and using information and ideas to ensure that students and staff are effective users and seekers of these ideas and information.

Policy IIAC: INSTRUCTIONAL MEDIA CENTERS/SCHOOL LIBRARIES

The Board believes that instructional media centers/libraries are a fundamental part of the educational process. The district meets individual learning needs, provides flexible and innovative learning experiences and encourages independent learning by providing sufficient resource options to students and staff.

It is the goal of the Board of Education to provide circulating material, reference resources and electronic media to meet or supplement the needs of the students and teachers in the school system. The district shall strive to meet the school media standards as prescribed by the Missouri Department of Elementary and Secondary Education.

The district librarians, teachers and administrators have the responsibility of recommending and selecting materials for the district, in accordance with state and district guidelines, and reconsidering or reviewing the district's collection as needed. The same criteria used to select new materials for the district will be used to determine whether the district will accept any gift of materials or to determine the selection of materials purchased with a monetary gift from an individual or group.

District librarians will organize and maintain the district's collection and aid students and staff members in locating resources.

The superintendent or designee will create procedures as needed to enforce the district policies and administer the district's media centers and libraries.

Intellectual Access

The library media program serves as a point of access to information and ideas for students as they acquire critical thinking and problem-solving skills. Students and educators served by the library media program should have access to resources and services free of constraints resulting from artificial barriers. Students will have access to library media selected and available in accordance with district policy and library media guidelines.

Confidentiality

Individually identifiable library records will be confidential as required by law. Individually identifiable library records of a student will be considered an education record under federal law and will be released in accordance with Board policy.

Individually identifiable library records of persons other than students will not be released to any person other than the person identified in the record or to district employees who need to know the information to perform their duties for the district. However, these records may be released upon written request by the person identified in the record or in response to a court order upon a finding that the disclosure is necessary to protect the public safety or to prosecute a crime.

As used in this policy, a "library record" is any document, record or other method of storing information retained, received or generated by a library that identifies a person or persons as having requested, used or borrowed library material and all other records identifying the names of library users. The term "library record" does not include non identifying material that may be retained for the purpose of studying or evaluating the circulation of library material in general.

GOALS

1. Encourage all of our students to form a lifelong reading habit for both information and pleasure. They will also recognize that library materials are organized into 10 main classes, as exemplified in the Dewey Decimal System, and will be able to use this system effectively along with our Destiny Online Catalog.
2. The school district will implement the following goals aligned with the American Association of School Librarians:
 - Learning activities that foster in students the abilities to select, retrieve, analyze, evaluate, synthesize, create, and communicate "information in all formats and in all content areas of the curriculum".
 - "Physical access to information".
 - Learning experiences in "communications media and technology"
 - Consultation with teachers in designing instruction.
 - Learning resources and activities that accommodate "differences in teaching and learning styles, methods, interests, and capacities".
 - Access to a "full range of information beyond the school building".
 - Learning resources "that represent diversity of experiences, opinions, and social and cultural perspectives and to support responsible citizenship in a democracy" (American Association of School Librarians and Association for Educational Communications and Technology 1998, pp. 6–7).

POLICIES FOR USE OF THE LIBRARY BY STUDENTS

1. The library will be open Monday through Thursday from 7:15 a.m. to 3:45 p.m.
2. Each grade, kindergarten through 4th grade, is scheduled for 50 minutes per week. Pre-school classes will be scheduled for 25 minutes per week. Middle school and junior high open library times are scheduled for 50 minutes, Monday through Thursday during the 7th period. Students will visit the library with permission from their 7th hour elective teacher. This schedule is prepared by the principal prior to the beginning of the school year.
3. Students will be allowed to check-out the following number of books at one time:
 - K: One book
 - 1st to 3rd grade: Two books
 - 4th grade: Three books
 - 5th to 8th grade: Four books

If more books are needed for research or special projects, arrangements can be made with the librarian.

4. Books are checked out for one week. They may be renewed once, with the exception of Mark Twain or Truman Nominees (they may be renewed twice). Overdue notices will be sent to families when books are not returned on time. This will happen generally once every two weeks. No fines will be charged for overdue books.
5. The student will be responsible for all materials checked out in his/her name.
6. Books not returned must be paid for by the student's parents or guardians. The cost of the lost book will be the library's original cost for the book. Damaged books must also be paid for by the student's parents or guardians. The librarian will determine the amount assessed for damages.
7. If a student habitually abuses his/her library privileges, restrictions may be made at the discretion of the librarian and administration.
8. All checkouts are done through an automated system, currently Follett Destiny Library Manager.
9. Internet access is available to students with permission from their teacher and the librarian.
10. Students are expected to follow our school's Behavioral Matrix during their visit to the library.
11. Students are encouraged to request books and materials to add to the library collection. These books will be added to our "Wish List" in Destiny.

POLICIES FOR USE OF THE LIBRARY BY TEACHER AND STAFF

1. Faculty members may check out any number of books and/or materials for up to 30 days. After 30 days, the books will need to be renewed.
2. Teachers must check out all materials at the circulation desk and be responsible for loss.
3. If a faculty member wishes to place a book on hold, they may contact the librarian and he/she will be notified as soon as the book is available.
4. Teachers and faculty members may request any book or materials through the Laclede County Library Outreach Program. Any requested book or material will be delivered to the school every Thursday. This program is optional and an Outreach library card will be provided to all staff that are interested at the beginning of each school year.
5. The librarian is available to assist the teacher in preparing a resource list for use in teaching a certain subject area. The teacher should notify the librarian at least two weeks before the resource is needed. Reading lists for recreational reading will also be provided as requested.
6. Faculty members are encouraged to request books and materials which would be useful additions to their curriculum. The librarian will add the titles to the "Wish List" in Destiny.
7. Individual students or small groups may be sent to the library to study during scheduled open library time and with a note from their teacher indicating what work they are to do while in the library.

Regulation IIAC-R1: INSTRUCTIONAL MEDIA CENTERS/SCHOOL LIBRARIES - SELECTION AND RECONSIDERATION OF MATERIALS

(Selection and Reconsideration of Materials)

The district will obtain materials for the district's media centers and libraries that are current, address the curriculum needs of district instructors and provide the learning resources needed by district students. District librarians, teachers and administrators are responsible for the selection and reconsideration of materials for the district's media centers and school libraries in accordance with the objectives listed in this regulation. Suggestions for the selection and reconsideration of materials will be reviewed at least annually. The superintendent or designee will adopt procedures as needed to accomplish the goals of this regulation.

Objectives for the Selection of Library Materials

Library materials will be selected in accordance with the following objectives:

- Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- Provide background information that will enable students to make intelligent judgments in their daily lives.
- Provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
- Provide materials representative of the contributions to our American heritage from the many religious, ethnic and cultural groups.
- Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.
- Use existing special criteria for the selection of all kinds of materials, such as films, CDs, tapes and books, for all subject areas. The general criteria that may be applied to all acquisitions are as follows:
 - Material should have permanent or timely values.
 - Information should be accurate.
 - Material should be presented in a clear manner.
 - Material should be authoritative.
 - Material should have significance.
- The above-mentioned criteria will also apply to the acceptance of any gift of materials or to the selection of materials purchased with a monetary gift from an individual or group.

Reconsideration

Library materials will be reconsidered and, if necessary, removed from district media centers and libraries in accordance with the following guidelines:

1. The material is outdated or factually incorrect.
2. A more thorough or more complete resource exists.
3. The resource no longer supports the district's curriculum objectives.
4. The resource is not used by either staff or students.
5. The resource is not recommended by district librarians, teachers or administrators.

Procedures for Meeting Challenges of Materials

The following procedure shall be used to handle criticisms of selection:

1. Individuals or groups voicing objections shall be offered copies of this statement and copies of “**Request for Reconsideration of Instructional Materials.**”
2. Individuals or groups voicing objections shall be requested to submit their criticisms on the “**Request for Reconsideration of Instructional Materials**” to the Superintendent. The Board of Education shall be informed, the principal of the school in which the complaint originated shall be informed; and the members of the professional staff involved in the selection of the materials questioned shall be informed.

3. A committee of five shall review complaints and make recommendations to the Board of Education. This committee shall include the principal of the school involved, the director of curriculum or the Superintendent, and three faculty members who will be appointed by the director of curriculum or Superintendent.
4. The committee shall judge the challenged material as to its conformity to the above objectives and criteria for selection.
5. The Superintendent shall announce the committee's recommendation regarding the complaint and report them directly to the Board of Education.

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

This form is for use by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of an instructional material.

Date: _____

Name: *(Anonymous complaints will not be accepted)* _____

Group representing (if any): _____

Phone: _____ E-mail Address: _____

Address: _____

Material Being Challenged: _____

Title: _____

Author: _____

Publisher & Date of Edition: _____

Name of School/Classroom material was used: _____

Is the resource part of the curriculum, library collection, or other? _____

What brought this resource to your attention? _____

Did you read the entire book? _____ Yes _____ No

If not, what percentage did you read/view, or what parts?

What concerns do you have about the resource?

What do you feel might be the result if a student reads/views this material?

For what age group would you recommend this material? _____

What would you like the school to do about this material?

_____ Do not assign it to my child _____ Withdraw it from all students _____ Reconsider it

Student Discipline

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** Offenses listed in italics indicate an offense that could or does require a referral to the juvenile office or Sheriff's Office. These items could also be classified as Safe Schools Violations.

Discipline Handbook

Student Code of Conduct and Discipline Policies

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours. (JG)

Application (JG)

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

Enforcement (JG)

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

Detention and/or In-School Suspension of Students (JGB)

The provisions of detention or an in-school suspension program for student violations of policies, rules and procedures shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the in-school suspension program. These assignments, and the determination of the time period for them, shall be determined by the principal, or his or her designee.

Corporal Punishment (JGA-2)

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Laclede County C-5 School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

Student Suspensions and Expulsion (JGD)

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school district. This observance of school policies, rules and procedures is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period.

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

Suspensions (JGD)

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
 - c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
 - d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
 - e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
 - f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions For More Than 180 School Days and Expulsions (JGD)

Only the Board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent must:
 - a. tell the student, either orally or in writing, what misconduct he or she is accused of;
 - b. if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion;
 - c. give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the

case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)

- a. the superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.
 - b. upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Student Discipline Hearings (JGD)

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a disciplinary hearing. In addition, student discipline hearings also will be held upon a written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

Remedial Conference (JGD)

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence" as defined in § 160.261.2, RSMo., and Board policy JGF, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement

applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

Discipline of Students with Disabilities (JGE)

It is the goal of the Laclede County C-5 School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

The superintendent or designee will provide all district employees training on violence prevention, the district's discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to the superintendent or designee the authority to contact the district's legal counsel for legal advice or training on the district's responsibilities.

Discipline Reporting and Records (JGF)

In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

Definitions (JGF)

The following definitions and terms apply to this policy:

- ***Act of School Violence/Violent Behavior*** – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.
- ***Serious Physical Injury*** – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
- ***Serious Violation of District's Discipline Policy*** – One or more of the following acts if committed by a student enrolled in the district.
 - Any act of school violence/violent behavior.
 - Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
 - Any offense that results in an out-of-school suspension for more than ten school days.

- **Need to Know** – Relates to school personnel who are directly responsible for the student’s education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.
- **School or District Property** – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

Reporting to School Staff (JGF)

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student’s individualized education program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement authority in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

Reporting to Law Enforcement Officials (JGF)

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement agency. The following acts are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First-, second- or third-degree assault under §§ 565.050, .060, .070, RSMo.*
 - a. Immediate reporting of third-degree assault under § 565.070, RSMo., may not be required if an agreement with law enforcement exists.
5. Rape in the first or second degree under §§ 566.030, .031, RSMo.
6. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs and distribution of drugs to a minor under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

* Immediate reporting of third-degree assault under § 565.070, RSMo., may not be required if an agreement with law enforcement exists.

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third-degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement agency and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

Reporting Third-Degree Assault (JGF)

The superintendent and the appropriate local law enforcement agency may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third-degree assault. If such an agreement exists in the district, the principal shall report third-degree assaults to the appropriate local law enforcement agency in accordance with the agreement.

Student Discipline Records (JGF)

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten days or longer and expulsions.

Confidentiality (JGF)

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

Liability (JGF)

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's policies, including the Board's discipline policies, or when reporting to the appropriate supervisor or other person acts of school violence or threatened acts of school violence, pursuant to law and district policy.

Code of Conduct (JG-R1)

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

Nondiscrimination in Application of Policies (JG-R1)

The Laclede County C-5 School District prohibits discrimination on the basis of race, color, national origin, sex, age, disability or military status in its programs and activities as required by: Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1975, 42 U.S.C. Section 6101, the Americans with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Uniformed Services Employment and Reemployment Rights Act and Missouri Law.

Reporting to Law Enforcement (JG-R1)

It is the policy of the Laclede County C-5 School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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 days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record (JG-R1)

The principal, designee, or other administrators or district staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences (JG-R1)

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Extended Summary Suspensions (JG-R1)

An asterisk * within the scope and sequence of a discipline consequence indicates that the potential exists for an extended summary suspension or a suspension of greater than ten days. In accordance with state statutes § 160.261, § 167.161 and § 167.171 RSMo. and Board of Education policy JGD, Section VI, student suspensions of greater than ten days require a Review Meeting before the superintendent or designee. Extended summary suspensions can be up to 180 school days.

Impact on Grades (JG-R1)

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

PROHIBITED CONDUCT AND CONSEQUENCES (JG-R1)

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. 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.

****Conferences with student and parent notification will take place with each level of discipline.**

ACADEMIC MISCONDUCT (ACAD)

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, including using artificial intelligence (AI) to complete work, and claiming it as your own. **See Board of Education policy EHBD for information on AI use in education.**

Elementary (PK - 4)

- First Offense
 - Warning
 - Replacement Assignment Given
- Second Offense
 - Lunch Detention
 - Replacement Assignment Given
- Third Offense
 - 1 day ISS
 - 25% Grade Reduction
 - Replacement Assignment Given
- Subsequent Offenses
 - 3 days ISS
 - 50% Grade Reduction
 - Replacement Assignment Given

Middle School / Junior High (5-8)

- First Offense
 - After-School Detention
 - Initial Assignment Void
 - Replacement Assignment Given
- Second Offense
 - After-School Detention
 - 25% Grade Reduction
 - Replacement Assignment Given
- Third Offense
 - 2 days ISS
 - 50% Grade Reduction
 - Replacement Assignment Given
 - Not eligible to graduate with honors
- Subsequent Offenses
 - 3 days ISS - 5 days OSS
 - 50% Grade Reduction
 - Replacement Assignment Given
 - Not eligible to graduate with honors

ALCOHOL/DRUGS

Alcohol/Drugs/Paraphernalia violations are divided into two offense categories. *School Police Report may be required.* See Board of Education policy JFCH and JHCD. Suspensions may be reduced with the successful completion of a substance abuse assessment.

Possession or Use of Illegal/Prescription Alcohol/Drugs (ALPO, DRG1)

Elementary (PK - 4)

- First Offense
 - 4 days OSS
- Second and Subsequent Offenses
 - 8 days OSS*

Middle School / Junior High (5-8)

- First Offense
 - 10 days OSS* (may be reduced to 5 days with successful completion of substance abuse assessment)
- Second and Subsequent Offenses
 - Up to 180 days OSS or expulsion

Possession or Use of Over the Counter Medication (OCPS)

Elementary (PK - 4)

- First Offense
 - Warning
- Second Offense
 - Lunch Detention
- Third Offense
 - 1 Day ISS
- Subsequent Offenses
 - 3 Days ISS

Middle School / Junior High (5-8)

- First Offense
 - Lunch Detention
- Second Offense
 - After-School Detention
- Third Offense
 - 1 day ISS
- Subsequent Offenses
 - 3 days ISS

Sale or Distribution of Illegal/Prescription Alcohol/Drugs (ALCO, DRG2)

This may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

Elementary (PK - 4)

- First and Subsequent Offenses
 - 10 days OSS
 - Up to 180 days OSS or expulsion

Middle School / Junior High (5 - 8)

- First and Subsequent Offenses
 - 10 days OSS
 - Up to 180 days OSS or expulsion

Sale or Distribution of Over the Counter Medication (OCSA)

This may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

Elementary (PK - 4)

- First Offense
 - 1 day ISS
- Second Offense
 - 3 days ISS
- Third and Subsequent Offense
 - 4 days ISS
- Subsequent Offenses

- 4 days ISS up to 8 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - 3 days ISS
- Second Offense
 - 4 days ISS
- Third and Subsequent Offense
 - 8 days OSS*

ARSON

The intentional and knowing use of fire on Laclede County C-5 School District property that may or may not cause damage to district property or property of others; or, the attempt to commit arson. Arson violations are divided into two offense categories.

Class I Arson Offense (ARS1)

Characterized by arson that causes no appreciable property damage, injury to persons, or interruption to the educational or extracurricular process; or, an attempt to commit arson.

Elementary (PK - 4)

- First Offense
 - Restitution if applicable
 - 3 days ISS
- Second Offense
 - 3 days OSS
- Subsequent Offenses
 - 4 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - Restitution if applicable
 - 4 days ISS
- Second Offense
 - 4 days OSS
- Subsequent Offenses
 - 4-8 days OSS

Class II Arson Offense (ARS2)

Characterized by arson that causes property damage, injury to persons, or interruption to the educational or extracurricular process. This may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

Elementary (PK - 4)

- First and Subsequent Offenses
 - Restitution if applicable
 - 8 days OSS *

Middle School / Junior High (5 - 8)

- First Offense
 - Restitution if applicable
 - 8 days OSS
 - Up to 180 days OSS or Expulsion

ASSAULTIVE BEHAVIOR

Intentionally or recklessly causing injury to another. Assaultive behavior is divided into nine categories. This may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

Class I Assaultive Behavior (ASB1)

Assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct AND does not meet the definition of Class II Assaultive Behavior. ***School Police Report is required.***

Elementary (PK - 4)

- First Offense
 - 3 days ISS
- Second Offense

- 4 days OSS
- Subsequent Offenses
 - 8 days OSS*

Middle School / Junior High (5 - 8)

- First Offense
 - 3 days ISS
- Second Offense
 - 4 days OSS
- Subsequent Offenses
 - 8 days OSS *

Class II Assaultive Behavior (ASB2)

Assaultive behavior toward a person who does not indicate a desire to fight [and thereafter does not engage in such conduct] which causes significant physical injury (i.e. stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person). *School Police Report is required.*

Elementary (PK - 4)

- First Offense
 - 3 days OSS
- Subsequent Offenses
 - 3-10 days OSS *

Middle School / Junior High (5 - 8)

- First Offense
 - 4 days ISS
- Subsequent Offenses
 - 8 days OSS *

Class I Fighting (ASF1)

Physical conflict involving two or more participants which does not cause significant physical injury (i.e. stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person) to any person engaged in the physical conflict. *School Police Report is not required.*

Elementary (PK - 4)

- First Offense
 - 3 days ISS
- Second Offense
 - 3 days OSS
- Third and Subsequent Offenses
 - 4 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - 4 days ISS
- Second Offense
 - 4 days OSS
- Third and Subsequent Offenses
 - 8 days OSS

Class II Fighting (ASF2)

Physical conflict involving two or more participants, which causes significant physical injury, as defined above, to any person engaged in the physical conflict. *School Police Report is required.*

Elementary (PK - 4)

- First Offense
 - 4 days OSS
- Subsequent Offenses
 - 8 days OSS *

Middle School / Junior High (5 - 8)

- First and Subsequent Offenses
 - 8 days OSS

Threatening to Fight (ASF3)

Expression of the intent to engage in assaultive behavior toward another. *School Police Report is not required.*

Elementary (PK - 4)

- First Offense
 - Warning
- Second Offense
 - Lunch Detention

- Third and Subsequent Offenses
 - Up to 1 day ISS

Middle School / Junior High (5 - 8)

- First Offense
 - Lunch Detention
- Second Offense
 - After School Detention

- Third and Subsequent Offenses
 - 1-3 day ISS

Assaultive Behavior Toward a School Personnel (ASB3)

Assaultive behavior toward a school district employee whether the conduct occurs on or off school district property; or threatening to engage in assaultive behavior toward a school district employee whether the conduct occurs on or off school district property; or verbally or physically intimidating conduct toward a school district employee whether the conduct occurs on or off school district property. ***School Police Report is required.***

Elementary (PK - 4)

- First Offense
 - 4 days OSS
- Subsequent Offenses
 - 8 days OSS *

Middle School / Junior High (5 - 8)

- First and Subsequent Offenses
 - 8 days OSS

Assaultive Behavior Toward a Non-Student (ASAN)

Assaultive behavior toward non-students, including but not limited to student teachers, visitors, voters, volunteers, law enforcement personnel; threatening to engage in assaultive behavior toward non-students; or verbally or physically intimidating conduct toward non-students on school property or at school sponsored event. ***School Police Report is required.***

Elementary (PK - 4)

- First Offense
 - 4 days OSS
- Subsequent Offenses
 - 8 days OSS *

Middle School / Junior High (5 - 8)

- First and Subsequent Offenses
- 8 days OSS

Threats of Violence Toward a Person (ASBS)

School Police Report is required.

The verbal, written, or physical communication of a threat to:

- inflict serious physical injury or death upon any person;
- bring a Class III Weapon (as defined in Board of Education Policy JFCJ) or a Class II Explosive Device onto school district property or in the immediate vicinity thereof;
- possess a Class III Weapon or Class II Explosive Device while traveling to or from school;
- bring a Class III Weapon or a Class II Explosive Device onto a vehicle operated by or for the school district for the transportation of student;
- bring a Class III Weapon or Class II Explosive Device to a district-sponsored or district-directed activity; or
- use a Class III Weapon or a Class II Explosive Device on any person.

Elementary (PK - 4)

- First Offense
 - 4 days OSS
- Subsequent Offenses

- 8 days OSS *

Middle School / Junior High (5 - 8)

- First and Subsequent Offenses
 - 8 days OSS

Threat of Violence Involving Property (ASBV)

The verbal, written, or physical communication of a threat to inflict serious property damage upon school district property, or property which is located on school district property, by use of a Class III Weapon, a Class II Explosive device, or by use of fire. *School Police Report required.*

Elementary (PK - 4)

- First Offense
 - 4 days OSS
- Subsequent Offenses
 - 8 days OSS *

Middle School / Junior High (5 - 8)

- First and Subsequent Offenses
 - 8 days OSS

BULLYING/CYBERBULLYING

See Harassment Section.

BUS SAFETY VIOLATIONS (BUSS)

Disciplinary action for bus violations will be logged in congruence with student discipline violations.

Category A

- Boarding or exiting the bus unsafely, to include crossing in front of or behind the bus
- Standing while bus is in motion or not being properly seated
- Changing seats while bus is in motion
- Obstructing an empty seat, door, stairs, or aisle
- Disruptive/excessive noise
- Public Display of Affection (PDA)
- Eating, drinking, chewing gum
- Littering
- Getting on or off the bus at a bus stop other than the assigned bus stop
- Delaying the bus route

Elementary (PK - 4)

- First Offense
 - Warning
- Second Offense
 - 1 - 4 day bus suspension
- Third Offense
 - 5 day bus suspension
- Fourth Offense
 - 10 day bus suspension
- Sixth Offense
 - Suspension of Bus Riding Privileges for the remainder of the school year.

Middle School / Junior High (5 - 8)

- First Offense
 - 1 - 4 day bus suspension
- Second Offense
 - 5 day bus suspension
- Third Offense
 - 10 day bus suspension
- Subsequent Offenses
 - Suspension of Bus Riding Privileges for the remainder of the school year.

Category B

- Failure to comply with bus driver or other adult's instruction
- Horseplay
- Spitting
- Damage, theft, or pilfering <\$100 (restitution required)
- Disturbing, insulting, harassing, or bullying other students
- Using profane or obscene language or gestures

Elementary (PK - 4)

- First Offense
 - Warning
- Second Offense
 - 1 - 4 day bus suspension
- Third Offense
 - 4 day bus suspension
- Fourth Offense
 - 8 day bus suspension
- Fifth Offense
 - Suspension of bus riding privileges for the remainder of the school year.

Middle School / Junior High (5 - 8)

- First Offense
 - 1 - 4 day bus suspension
- Second Offense
 - 4 day bus suspension
- Third Offense
 - 8 day bus suspension
- Fourth Offense
 - Suspension of Bus Riding Privileges for the remainder of the school year.

Category C

- Disrespect to staff members - profanity (verbal or written), disrespectful language (threatening or nonthreatening) or obscene gestures
- Full or Partial nudity
- Interfering with driver
- Hitting, biting, pushing, kicking, tripping, spitting on someone
- Vandalism, damages, or theft >\$100 (restitution required)
- Tobacco use or possession
- False accusation

Elementary (PK - 4)

- First Offense
 - 1 - 4 day bus suspension
- Second Offense
 - 4 day bus suspension
- Third Offense
 - 8 day bus suspension
- Fourth Offense
 - Suspension of bus riding privileges for the remainder of the school year.

Middle School / Junior High (5 - 8)

- First Offense
 - 4 day bus suspension
- Second Offense
 - 8 day bus suspension
- Third Offense
 - Suspension of Bus Riding Privileges for the remainder of the school year.

Category D

- Fighting/Assault
- Sitting in Driver's seat/tampering with controls
- Throwing objects at, within, or out of the bus
- Sticking objects or body parts out of the window/door
- Threatening bodily harm to another person – verbal or written
- Having pornography on the bus

Elementary (PK - 4)

- First Offense
 - 4 day bus suspension
- Second Offense
 - 8 day bus suspension
- Third Offense
 - Suspension of bus riding privileges for the remainder of the school year.

Middle School / Junior High (5 - 8)

- First Offense
 - 8 day bus suspension
- Second Offense
 - Suspension of Bus Riding Privileges for the remainder of the school year.

Category E

- Any action that leads to a bus accident
- Possession or use of weapons or other prohibited items
- Lewd or indecent acts
- Possession of illegal substances
- Causing injury to another person
- Alcohol use or possession
- Bomb threat

Elementary (PK - 4)

- First Offense
 - School suspension/expulsion proceedings initiated Discipline Report submitted to appropriate authorities

Middle School / Junior High (5 - 8)

- First Offense
 - School suspension/expulsion proceedings initiated Discipline Report submitted to appropriate authorities

Bus Infraction Notes

1. All rule infractions are cumulative in most cases for the school year. A series of minor infractions may result in serious consequences.
2. All misconduct must be evaluated on a case by case basis. The administration reserves the right to alter the consequences due to the severity, frequency, or previous warnings regardless of sequence or frequency of misconduct.
3. Possession of weapons, prohibited items, controlled substances or representations of controlled substances, alcohol, or other serious incidents will be reported to the appropriate authorities and may result in suspension or expulsion from school in addition to loss of bus privileges.
4. Restitution may be required for all damages resulting from student action including, but not limited to, vandalism, fighting, theft, throwing objects, or other damages.

COMPUTER/ELECTRONIC DEVICE USE

Unauthorized Use of Computers/Electronic Devices (COMP)

- use of a school district computer, handheld device, or any computer system to access, without authorization, a database, computer network, or computer system owned by the school district or any other person or entity;
- use of a computer, handheld device or any computer system at school to download or review data or other materials from a database, computer network, or computer system, with or without authorization, when access or downloading such data is prohibited, is pornographic or advocates violence or civil disobedience;
- use of a school district computer, handheld device, or any computer system to do, attempt to do, any of the following:
 - bypass a District web filter (CIPA filter);
 - install any executable file on a district servers or a computer;
 - run unauthorized files from district servers;
 - access a proxy server (anonymizer);
 - obtain and/or store images that, in the opinion of the district, are inappropriate in nature;
 - download and/or store music and/or movie files on district servers;
 - engage in other activity that is prohibited by the district or the administration of the school.

Elementary (PK - 4)

- First Offense
 - Conference up to Lunch Detention
- Second Offense
 - 1 days ISS
- Third Offense
 - 3 days ISS
- Fourth and Subsequent Offenses
 - 4 days ISS

Middle School / Junior High (5 - 8)

- First Offense
 - Conference up to 1 day ISS
- Second Offense
 - 3 days ISS
- Third Offense and Subsequent Offenses
 - 4 days ISS

Tampering with Computer Equipment or Data (COMT)

School Police Report is required. The modification or destruction of data or programs that reside or exist internal to a district computer, computer system or computer network; or

- The modification or destruction of programs or supporting documentation residing or existing external to a district computer, computer system or network; or
- Disclose or take data, programs or supporting documentation that resides or exists
- internal or external to a district computer, computer system or computer network; or
- Entry into a district computer, computer system or computer network to intentionally examine information about another person or entity, in the opinion of the district including, but not limited to the following offenses.
- Gaining access tools (e.g. Nwperak, Legion).
- Privilege escalation and back door tools (e.g. Getadmin, John the Ripper, Netcat).
- Enumeration tools (e.g. Smurf, Teardrop, Syndrop).
- Countermeasure tools (e.g. BlackICE, Realsecure).
- Scanning tools (e.g. Fping, UPD scan).
- Any other tools that could be used to bypass district computers or other security systems.

Elementary (PK - 4)

- First Offense
 - 4 days OSS
- Second and Subsequent Offenses

Middle School / Junior High (5 - 8)

- First Offense
 - 4 day ISS
- Second and Subsequent Offenses
 - 8 days OSS *

Class I Inappropriate Use of Electronic Device (COM1)

The act of using electronic devices to create, record, or display confidential or private events. This would include the filming, recording, or display of situations including but not limited to:

- acts of violence;
- disruptions to school environment;
- images of staff without permission;
- or other acts prohibited by the school disciplinary code, including printing violations.

Elementary (PK - 4)

- First Offense
 - Warning
- Second Offense
 - Loss of Device
- Third Offense
 - Lunch Detention
- Subsequent Offenses
 - 1-3 days ISS

Middle School / Junior High (5 - 8)

- First Offense
 - Lunch Detention
- Second Offense
 - Loss of Device
- Third Offense
 - After-School Detention
- Subsequent Offenses
 - 1-3 days ISS

Class II Inappropriate Use of Electronic Device (COM2)

The distribution of video, digital images, sound, pictures, or other recording of confidential or private events. This would include the filming, recording or display of situations including but not limited to:

- acts of violence;
- disruptions to school environment;
- images of staff without permission;
- or other acts prohibited by the school disciplinary code, including printing violations.

Elementary (PK - 4)

- First Offense
 - Loss of Device
- Second Offense
 - Lunch Detention
- Third Offense
 - 1 day ISS
- Subsequent Offenses
 - 1-3 days ISS

Middle School / Junior High (5 - 8)

- First Offense
 - Loss of Device
- Second Offense
 - 1 day ISS
- Third Offense
 - 3 days ISS
- Subsequent Offenses
 - 3-5 days ISS

Cell Phone Use/Misuse (COMC)

Cell phone, or smart watch, use or misuse that does not constitute an inappropriate use of an electronic device is defined as using a cell phone during non-permitted times or in a way that causes a disruption to the learning environment. Cell phones may be used during class times when the instructor has given permission for learning purposes.

Elementary (PK - 4)

- First Offense
 - Warning. Phone Confiscated. Student may pick up the phone at the end of the day from the office.
- Second Offense
 - Phone confiscated and turned in to the office. Student may pick up the phone at the end of the day from the office, parent may be contacted.
- Third Offense
 - Phone confiscated and turned in to the office. Parent may pick up the phone at the end of the day from the office.
- Subsequent Offenses
 - Lunch Detention. Parent may pick up the phone at the end of the day from the office.

Middle School / Junior High (5 - 8)

- First Offense
 - Warning. Phone confiscated. Student may pick up the phone at the end of the day from the office, parent may be contacted.
- Second Offense
 - Phone confiscated and turned in to the office. Parent may pick up the phone at the end of the day from the office.
- Third Offense
 - Lunch Detention. Parent may pick up the phone at the end of the day from the office.
- Subsequent Offenses
 - After School Detention. Parent may pick up the phone at the end of the day from the office.

DEFIANCE OF OR DISRESPECT FOR AUTHORITY

Defiance of Authority or Insubordination (DEF1)

Refusal to comply with a reasonable request or direction of district personnel or others in authority where there is no expressed disrespect for authority.

Elementary (PK - 4)

- First Offense
 - Lunch Detention
- Second Offense
 - 1 day ISS
- Subsequent Offenses
 - 3 days ISS

Middle School / Junior High (5 - 8)

- First Offense
 - Lunch Detention
- Second Offense
 - After-School Detention
- Third Offense
 - 1 day ISS
- Subsequent Offenses
 - 3 days ISS

Disrespect for Authority (DEF2)

Overt conduct that exhibits a lack of proper respect for district personnel or others in authority, including incivility, irreverence, impudence, discourteousness or profanity directed toward any person in authority; or such conduct toward any Laclede County C-5 School District employee during or in conjunction with any district-sponsored or district-directed activity either on or off district property.

Elementary (PK - 4)

- First Offense
 - Warning
- Second Offense
 - Lunch Detention
- Third Offense
 - 1 day ISS
- Subsequent Offenses
 - 3 days ISS

Middle School / Junior High (5 - 8)

- First Offense
 - Lunch Detention
- Second Offense
 - After-School Detention
- Third Offense
 - 1 day ISS
- Subsequent Offenses
 - 3 days ISS up to 2 days OSS

DESTRUCTION OF PROPERTY/VANDALISM

Conduct that destroys, mutilates, vandalizes or defaces objects, buildings, materials or property belonging to the Laclede County C-5 School District or district personnel wherever the property is located; or toward property of others that is located on district property. Destruction of Property/Vandalism is divided into two offense categories.

Class I Destruction of Property/Vandalism (DES1)

Conduct that involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.

Elementary (PK - 4)

- First Offense
 - Restitution
 - 1 - 3 days ISS
- Second Offense
 - Restitution
 - 4 days ISS
- Third and Subsequent Offenses
 - Restitution
 - 4 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - Restitution
 - 1 - 4 days ISS
- Second Offense
 - Restitution
 - 8 days ISS
- Third and Subsequent Offenses
 - Restitution
 - 8 days OSS *

Class II Destruction of Property/Vandalism (DES1)

Conduct that involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of one hundred dollars (\$100.00) or more in the opinion of the building administration. Class II Destruction of Property/Vandalism Offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis. *School Police Report is required if value exceeds \$750.00.*

Elementary (PK - 4)

- First Offense
 - Restitution
 - 3 days OSS
- Second Offense
 - Restitution
 - 4 days OSS
- Third and Subsequent Offenses
 - Restitution
 - 8 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - Restitution
 - 4 days OSS
- Second Offense
 - Restitution
 - 8 days OSS
- Third and Subsequent Offenses
 - Restitution
 - 8 days OSS *

DISORDERLY CONDUCT

Riotous, rowdy, disruptive or unruly conduct.

Disorderly Conduct (DISR)

Riotous, rowdy, disruptive or unruly conduct that breaks up the order or progress of the educational process in or out of the classroom; or the general use of non-directed profanity in the classroom.

Elementary (PK - 4)

- First Offense
 - Loss of Privilege
- Second Offense
 - Lunch Detention
- Subsequent Offenses
 - Up to 1 day ISS

Middle School / Junior High (5 - 8)

- First Offense
 - Lunch Detention
- Second Offense
 - After-School Detention
- Subsequent Offenses
 - 1 - 3 day ISS

Hazardous Conduct (DISP)

Conduct that creates or has the potential to create a dangerous, hazardous, or harmful situation. *School police report may be required.*

Elementary (PK - 4)

- First Offense
 - 1 - 4 days OSS
- Second Offense
 - 5 - 8 days OSS
- Third and Subsequent Offenses
 - 8 days OSS *

Middle School / Junior High (5 - 8)

- First Offense
 - 1 - 4 days OSS
- Second Offense
 - 5 - 8 days OSS
- Third and Subsequent Offenses
 - 8 days OSS *

Group Disorderly Conduct (DISG)

Riotous, rowdy, disruptive or unruly conduct that breaks up the order or progress of the educational process, or district-sponsored or district-directed activities, where two or more persons are involved and/or act in concert including gang related behavior or attire. Also includes conduct that creates or has the potential to create a dangerous, hazardous, or harmful situation. *School Police Report may be required.*

Elementary (PK - 4)

- First Offense
 - 1 - 4 days OSS
- Second Offense
 - 5 - 8 days OSS
- Third and Subsequent Offenses
 - 8 days OSS *

Middle School / Junior High (5 - 8)

- First Offense
 - 1 - 4 days OSS
- Second Offense
 - 5 - 8 days OSS
- Third and Subsequent Offenses
 - 8 days OSS *

DRUGS

See Alcohol/Drugs policy.

DRESS CODE

See Inappropriate Apparel (INAA)

EXPLOSIVE DEVICES

Possession of Class I Explosive Device(s) (EXPO)

The possession of fireworks which are otherwise legal to possess. *School Police Report is required.*

Elementary (PK - 4)

- First Offense
 - 3 days OSS
- Second and Subsequent Offenses
 - 3 - 10 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - 3 days OSS
- Second and Subsequent Offenses
 - 3 - 10 days OSS

Use or Attempted Use of Class I Explosive Device(s) (EXPU)

The use or attempted use of fireworks which are otherwise legal to possess. *School Police Report is required.*

Elementary (PK - 4)

- First Offense
 - 4 days OSS
- Second and Subsequent Offenses
 - 8 days OSS *

Middle School / Junior High (5 - 8)

- First Offense
 - 8 days OSS
- Second and Subsequent Offenses
 - 8 days OSS *

Class II Explosive Devices (EXP2)

The possession or use of explosives, incendiary devices, bombs or similar devices; or possession of materials to manufacture such devices in whole or in part; or possession of instructions or directions for the manufacture of such devices or other explosive devices. Class II Explosive Devices Offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis. *School Police Report is required.*

Elementary (PK - 4)

- First and Subsequent Offenses
 - 8 days OSS *

Middle School / Junior High (5 - 8)

- First and Subsequent Offenses
 - 8 days OSS

EXTORTION (EXTO)

Gaining or attempting to gain something of value from another by compulsion, by actual force, or by threats that place the person in fear. *School Police Report is required.*

Elementary (PK - 4)

- First Offense
 - 1 day ISS
- Second and Subsequent Offenses
 - 3 days ISS

Middle School / Junior High (5 - 8)

- First Offense
 - 4 days ISS
- Second and Subsequent Offenses
 - 8 days OSS

FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY (FAIP)

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

Elementary (PK - 4)

- First Offense
 - Restitution
 - Loss of Privilege
- Second Offense
 - Restitution
 - Lunch Detention
- Subsequent Offenses
 - Restitution
 - 1 day ISS

Middle School / Junior High (5 - 8)

- First Offense
 - Restitution
 - Lunch Detention
- Second Offense
 - Restitution
 - After-School Detention
- Subsequent Offenses
 - Restitution
 - 1 day ISS

FAILURE TO MEET OR SERVE CONDITIONS OF DETENTION/SUSPENSION (FAIS)

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.

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 student or district employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy. Report to law enforcement for trespassing if expelled.

Elementary (PK - 4)

- First Offense
 - 1 day ISS
- Second Offense
 - 3 days ISS
- Subsequent Offenses
 - 4 days ISS

Middle School / Junior High (5 - 8)

- First Offense
 - 1 day ISS
- Second Offense
 - 3 days ISS
- Subsequent Offenses
 - 4 days ISS

FALSIFICATION OF INFORMATION OR RECORDS

Giving False Information / Falsifying School Records Offense (FAL1)

Falsely altering any record maintained by the Laclede County C-5 School District; or filing, processing or using false information with the district with the intent to deceive district personnel.

Elementary (PK - 4)

- First Offense
 - Conference - 2 days ISS
- Second Offense
 - 1 - 3 days ISS
- Third Offense
 - 1 - 3 days OSS
- Subsequent Offenses
 - 3 - 8 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - Conference - 2 days ISS
- Second Offense
 - 2 - 5 days ISS
- Third Offense
 - 3 days OSS
- Subsequent Offenses
 - 4 - 8 days OSS

Forgery Offense (FAL2)

Conduct that consists of making and/or using a signed document that is purported to have been signed by another. ***School Police Report may be required.***

Elementary (PK - 4)

- First Offense
 - Conference - 2 days ISS
- Second Offense
 - 1 - 3 days ISS
- Third Offense
 - 1 - 3 days OSS
- Subsequent Offenses
 - 3 - 8 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - Conference - 2 days ISS
- Second Offense
 - 2 - 4 days ISS
- Third Offense
 - 3 days OSS
- Subsequent Offenses
 - 4 - 8 days OSS

FILING A FALSE EMERGENCY REPORT

Knowingly giving false information to any law enforcement officer, security officer, fire department officer, school district employee or other person who deals with emergencies that an emergency is occurring or has occurred.

Filing a False Emergency Report is divided into two offense categories.

Class I Filing a False Emergency Report Offense (FEM1)

Filing a False Emergency Report that does not disrupt any educational, extracurricular activity or the school environment such as a false 911 call. ***School Police Report is required.***

Elementary (PK - 4)

- First Offense
 - Conference - 3 days OSS
- Second and Subsequent Offenses
 - 8 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - 1 - 4 days OSS
 - Charges Filed
- Second and Subsequent Offenses
 - 8 days OSS
 - Charges Filed

Class II Filing a False Emergency Report Offense (FEM2)

Filing a False Emergency Report that disrupts an educational or extracurricular activity or the school environment such as pulling a fire alarm or making a bomb threat. ***School Police Report is required.***

Elementary (PK - 4)

- First Offense
 - 8 days OSS *

Middle School / Junior High (5 - 8)

- First Offense
 - 8 days OSS *
 - Charges Filed

GAMBLING (GAMB)

Conduct that stakes or risks something of value upon the outcome of a contest of chance or a future contingent event, such as sporting events, not under the student's control or influence, upon an agreement or understanding that the student will receive something of value in the event of a certain outcome. *School Police Report is required.*

Elementary (PK - 4)

- First Offense
 - Conference - 3 days ISS
- Second and Subsequent Offenses
 - 3 - 8 days OSS *

Middle School / Junior High (5 - 8)

- First Offense
 - Conference - 3 days ISS
- Second and Subsequent Offenses
 - 3 - 8 days OSS *

GANG/SECRET ORGANIZATIONS RELATED BEHAVIOR/ATTIRE (GANG)

School Police Report at Officer discretion.

Elementary (PK - 4)

- First Offense
 - Conference - 3 days ISS
- Second Offense
 - 3 - 8 days OSS *
- Subsequent Offenses
 - 8 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - Conference - 3 days ISS
- Second Offense
 - 3 - 8 days OSS *
- Subsequent Offenses
 - 8 days OSS

HARASSMENT

Conduct that violates Board of Education policies AC, Staff and Student Harassment; ACA, Sexual Harassment - Students; JFCF, Hazing and Bullying; or GBH, Staff/Student Relations. Harassment is divided into four offense categories.

Inappropriate Non-Physical Harassment Offense (HARN)

Harassment that is inappropriate verbal, written or nonverbal, non-physical conduct such as demeaning comments or jokes concerning a person's race, color, religion, sex, national origin or disability, or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.

Elementary (PK - 4)

- First Offense
 - Conference - 3 days ISS
- Second Offense
 - 1 day ISS - 3 days OSS
- Subsequent Offenses
 - 3 - 4 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - Conference - 3 days ISS
- Second Offense
 - 3 day ISS - 4 days OSS
- Subsequent Offenses
 - 5 - 8 days OSS

Inappropriate Physical Harassment Offense (HARP)

Harassment that is physical in nature including hazing or physical tormenting of a person because of the person's race, color, religion, sex, national origin or disability, or conduct such as "pantsing", or physical sexual advances or other physical conduct of a sexual nature that does not constitute sexual misconduct. Inappropriate Physical Harassment Offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

Elementary (PK - 4)

- First Offense
 - Conference - 3 days OSS
- Second Offense
 - 3 day ISS - 4 days OSS
- Subsequent Offenses
 - 1 - 8 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - 2 days ISS - 3 days OSS
- Second Offense
 - 3 -8 days OSS
- Subsequent Offenses
 - 8 days OSS *

Bullying and/or Cyberbullying (HARB)

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to; physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Elementary (PK - 4)

- First Offense
 - Loss of Privilege AND
 - Conference - 3 days ISS
- Second Offense
 - Loss of Privilege - 3 days OSS
- Subsequent Offenses
 - 1 day ISS - 8 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - Conference - 2 days OSS
- Second Offense
 - 3 days ISS - 4 days OSS
- Subsequent Offenses
 - 5 - 8 days OSS *

Hazing Offense (HARH)

Any activity, on or off district grounds, 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 include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to, acts of physical brutality, whipping, beating, branding, exposing to the elements, forced consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or tryout for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Elementary (PK - 4)

- First Offense
 - Lunch Detention
- Second Offense
 - 1 day ISS
- Subsequent Offenses
 - 3 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - After-School Detention
- Second Offense
 - 3 days ISS
- Subsequent Offenses
 - 4 days ISS

INAPPROPRIATE APPAREL (INAA)

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX.

Elementary (PK - 4)

- First Offense
 - Change of Attire
 - Conference
- Second Offense
 - Change of Attire
 - Loss of Privilege
- Subsequent Offenses
 - Change of Attire
 - 1 day ISS

Middle School / Junior High (5 - 8)

- First Offense
 - Change of Attire
 - Conference
- Second Offense
 - Change of Attire
 - After-School or Lunch Detention
- Subsequent Offenses
 - Change of Attire
 - 1 - 3 days ISS

INAPPROPRIATE LANGUAGE (INAL)

Obscenities and/or name calling do not show respect for the rights of others. Students showing this type of behavior will be subject to the following offenses.

Elementary (PK - 4)

- First Offense
 - Warning
- Second Offense
 - Lunch Detention
- Subsequent Offenses
 - 1 day ISS

Middle School / Junior High (5 - 8)

- First Offense
 - Lunch Detention
- Subsequent Offenses
 - 1 day ISS

NUISANCE ITEMS (NUIS)

Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

Elementary (PK - 4)

- First Offense
 - Confiscation
 - Conference
- Second and Subsequent Offenses
 - Confiscation. Principal/Student conference, detention, ISS, or 1-10 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - Confiscation. Principal/student conference, or ISS
- Second Offense
 - Confiscation. Principal/Student conference, detention, ISS, or 1-10 days OSS

PUBLIC DISPLAY OF AFFECTION (PUBD)

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

Elementary (PK - 4)

- First Offense
 - Warning
- Second Offenses
 - Lunch Detention
- Subsequent Offenses
 - 1 day ISS

Middle School / Junior High (5 - 8)

- First Offense
 - Lunch Detention
- Second Offense
 - 1 day ISS
- Subsequent Offenses
 - 3 days ISS

SEXUAL MISCONDUCT

Sexual Misconduct is addressed in board policies AC and ACA in accordance with Title IX Guidelines. Sexual Misconduct is divided into four offense categories. *School Police Report is required.* All Sexual Misconduct Offense categories below may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

Sexting and or Possession of Sexually Explicit, Vulgar, or Violent Materials (SEXT)

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.

Elementary (PK - 4)

- First Offense
 - Confiscation. Principal/Student Conference and ISS up to 1-180 days OSS
- Second and Subsequent Offenses
 - Confiscation. ISS and/or up to 1-180 days OSS or expulsion.

Middle School / Junior High (5 - 8)

- First Offense
 - Confiscation. Principal/Student Conference and ISS up to 1-180 days OSS
- Second and Subsequent Offenses
 - Confiscation. ISS and/or up to 1-180 days OSS or expulsion.

Class I - Sexual Misconduct (SEX1)

The exhibitionist, video, digital, or print display of a person's genitals, buttocks or the female breasts. Drawing of and/or creating a person's genitals, buttocks or the female breasts.

Elementary (PK - 4)

- First Offense
 - 1 - 3 days OSS
- Second Offense
 - 3 - 5 days OSS
- Subsequent Offenses
 - 6 - 10 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - 1 - 3 days OSS
- Second Offenses
 - 3 - 5 days OSS
- Subsequent Offenses
 - 6 - 10 days OSS

Class II - Sexual Misconduct (SEX2)

Conduct that is of a sexual nature by or between students that involves the intentional physical contact with a person's clothed or unclothed genitals, buttocks or the breasts of a female.

Elementary (PK - 4)

- First Offense
 - 1 - 5 days OSS
- Second and Subsequent Offenses
 - 6 - 10 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - 1 - 5 days OSS
- Second and Subsequent Offenses
 - 6 - 10 days OSS

Class III - Sexual Misconduct (SEX3)

Conduct that is of a sexual nature by or between students such as sexual intercourse, oral sex and masturbation.

Elementary (PK - 4)

- First and Subsequent Offenses
 - 10 days OSS *

Middle School / Junior High (5 - 8)

- First and Subsequent Offenses
 - 10 days OSS *

TARDIES (TARD)

Students must be in their assigned class or lunch period prior to the tardy bell.

Elementary (PK - 4)

- NOT APPLICABLE

Middle School / Junior High (5 - 8)

- 1 - 2 tardies
 - Warning
- 3 - 6 tardies
 - Lunch Detention
- Subsequent Offenses
 - After-School Detention

THEFT

Taking property of the LaCleda County C-5 School District or others.

Class I Theft (THF1)

Conduct that involves a theft of property that has a market value or replacement cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.

Elementary (PK - 4)

- First Offense
 - Restitution AND
 - Loss of Privilege - 3 days ISS
- Second Offense
 - Restitution AND
 - 1 day ISS - 3 days OSS
- Subsequent Offenses
 - Restitution AND
 - 1 - 8 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - Restitution AND
 - 1 day ISS - 3 days OSS
- Second Offenses
 - Restitution AND
 - 3 - 4 days OSS
- Subsequent Offenses
 - Restitution AND
 - 5 - 8 days OSS

Class II Theft (THF2)

Conduct that involves a theft of property that has a market value or replacement cost of one hundred dollars (\$100.00) or more in the opinion of the building administration. *School Police Report is required.*

Elementary (PK - 4)

- First Offense
 - Restitution AND
 - 1 - 3 days ISS
- Subsequent Offenses
 - Restitution AND
 - 4 days ISS - 3 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - Restitution AND
 - 3 - 4 days OSS
- Subsequent Offenses
 - Restitution AND
 - 5 - 8 days OSS

Receiving Stolen Property (THFS)

Conduct that involves receiving, retaining or disposing of property of another person, for the purpose of, or having the effect of depriving the person of the property and with the knowledge or belief that the property was stolen. *School Police Report is required.*

Elementary (PK - 4)

- First Offense
 - Restitution AND
 - Conference - 3 days ISS
- Second Offense
 - Restitution AND
 - 1 day ISS - 3 days OSS
- Subsequent Offenses
 - Restitution AND
 - 1 - 8 day OSS

Middle School / Junior High (5 - 8)

- First Offense
 - 1 day ISS - 3 days OSS
- Second Offense
 - 3 - 4 days OSS
- Subsequent Offenses
 - 5 - 8 days OSS *

TOBACCO/VAPING (TOBA/TOBV)

Possession or use of any tobacco products, electronic cigarettes/vapes, 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.

Elementary (PK - 4)

- First Offense
 - 1 day ISS
- Second Offense
 - 3 days ISS
- Third Offense
 - 4 days ISS
- Subsequent Offenses
 - 1 day OSS

Middle School / Junior High (5 - 8)

- First Offense
 - 2 days ISS
- Second Offense
 - 4 days ISS
- Subsequent Offenses
 - 1 day OSS

TRUANCY

Out of Assigned Area (OASA)

When a student is not in the proper place/location at the proper time during the school day according to his or her schedule or teacher permission.

Elementary (PK - 4)

- First Offense
 - Warning
- Second Offense
 - Loss of Privilege
- Subsequent Offenses
 - Lunch Detention

Middle School / Junior High (5 - 8)

- First Offense
 - After-School Detention
- Subsequent Offenses
 - 1 day ISS

Truancy (TRUA)

Intentionally failing or refusing to attend or follow attendance procedures or removing oneself from attending class or other scheduled school activities where attendance is mandatory including, but not limited to, leaving campus without permission; arriving after the expected time class or school begins, as determined by the district. ***Juvenile Report required for excessive/chronic absences.***

Elementary (PK - 4)

- First Offense
 - Lunch Detention
- Second Offense
 - 1 day ISS
- Subsequent Offenses
 - 3 days ISS

Middle School / Junior High (5 - 8)

- First Offense
 - After-School Detention
- Second Offense
 - 1 day ISS
- Subsequent Offenses
 - 3 days ISS

WEAPONS

All Weapons offense categories below may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis. For the purposes of our policy, a knife does not include any ordinary “pocket knife” with no blade more than four inches in length (571.010.12). Any knife with a blade less than four inches will be defined as a weapon IF it is used to injure or threaten or to damage property. ***School Police Report may be required.***

Class I Weapons Offense (WEAX, WEAQ)

Possession or use of any weapon as defined in Board policy JFCJ #3, #4, and #5:

- A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
- All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
- Any object designed to look like or imitate a device as described in 1-4

Elementary (PK - 4)

- First Offense
 - 1 day ISS up to 10 days OSS
- Second Offense
 - 3 days ISS up to 10 days OSS
- Subsequent Offenses
 - 1 - 10 days OSS

Middle School / Junior High (5 - 8)

- First Offense
 - 1 day ISS up to 10 days OSS
- Second Offense
 - 3 days ISS up to 10 days OSS
- Subsequent Offenses
 - 1 - 10 days OSS

Class II Weapons Offense (WEAH, WEAK, WEAQ, WEAR, WEOF)

Possession or use of any weapon as defined in Board policy JFCJ #1 and #2. (***This constitutes a Safe Schools Violations. A School Police Report is required.***)

- A firearm as defined in 18 U.S.C. § 921.
- A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.

Elementary (PK - 4)

- First Offense
 - 1 calendar year OSS and/or expulsion, modified by the Board upon recommendation by the superintendent.
- Subsequent Offenses
 - Expulsion

Middle School / Junior High (5 - 8)

- First Offense
 - 1 calendar year OSS and/or expulsion, modified by the Board upon recommendation by the superintendent.
- Subsequent Offenses
 - Expulsion

Possession of or use of ammunition or a weapon component of a weapon (WEXX)

Elementary (PK - 4)

- First Offense
 - ISS or 1 - 180 days OSS, or expulsion
- Subsequent Offenses
 - 1 - 180 days OSS with recommendation for extended suspension and/or expulsion

Middle School / Junior High (5 - 8)

- First Offense
 - ISS or 1 - 180 days OSS, or expulsion
- Subsequent Offenses
 - 1 - 180 days OSS with recommendation for extended suspension and/or expulsion

In-School Suspension (ISS)

ISS is an alternative to suspension which allows students to remain in a detention room at school rather than being sent home. In-School Suspension carries with it closure from activities/programs similar to out-of-school suspension. Suspension will end at the end of the school day of the last day of suspension, except that students participating in extracurricular activities, including all MSHSAA contests and events, will not be allowed to participate in any activity or contest on the last day of the ISS, regardless of the time spent in ISS. Students serving an in-school-suspension who are referred to the office for disciplinary reasons will be required to serve the remainder of their ISS as an out-of-school suspension and may face further disciplinary action per the Code of Conduct.

Out-of-School Suspension (OSS)

The school principal has the right to suspend for a period up to 10 school days. In these cases, an informal hearing between the school administrators, students, and other appropriate persons will be conducted. During this hearing, the student would be given notice of the charges against him/her and given an opportunity to present his/her version of the incident. If the student denies the charges, he/she will be given an explanation of the facts which form the basis of the proposed suspension. If, after the hearing is completed, the administrator decides that a suspension is necessary, it will become effective immediately. The parents or guardian will be notified in each case of a suspension. The Superintendent has the right to revoke a suspension. The school principal has the right to recommend to the Superintendent of Schools a suspension of up to 180 school days. Should this occur, both the student and the student's parents will be notified of the recommendation. Part of this notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it is conducted by the Board of Education through the Superintendent of Schools. Students, while under suspension, are prohibited from participation in, or attendance at, any school-sponsored activities or programs. Suspension will end at the end of the school day of the last day of suspension, except that students participating in extracurricular activities, including all MSHSAA contests and events, will not be allowed to participate in any activity or contest on the last day of the OSS.

Expulsion

The principal and/or Superintendent have the right to recommend to the Board of Education that a student be expelled from school. Should this occur, the student and the student's parents will be notified of the recommendation. Part of this notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it will be conducted by the Board of Education.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17

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

1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17

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

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

School-Home Compact for Title 1 Services

Laclede Co. C-5 School District, Joel E. Barber School

The Laclede Co. C-5 School District is a Schoolwide Title 1 Program. This means that services in this program can be provided to students in all grades regardless of participation in Title 1 Services. Our district utilizes Title 1 Funds to supplement salaries for four (4) staff members, provide supplies for family engagement activities, and purchase licensing for the state-required iReady Diagnostic Screener.

This document will establish the relationship and shared responsibility between the school, parents, and students.

School Responsibilities

- Convene an annual meeting to explain the Title 1 program, inform parents of their right to be involved, and receive feedback about the program and activities;
- involve parents through a minimum of quarterly parent involvement activities;
- provide timely information about the Title 1 program and student achievement;
- participate in quality and meaningful professional development;
- make school a welcoming place for students and families;
- and provide a positive learning environment.

Parent Responsibilities

- ensure regular attendance and prompt school arrival;
- check child's backpack and folder nightly for important information;
- establish healthy sleep and homework habits;
- support school policies and procedures;
- communicate regularly with my child and school personnel;
- respect school staff, students, and other parents.

Student Responsibilities

- attend school regularly, be on time, and be prepared to learn;
- complete and return homework assignments;
- work to the best of my abilities;
- have a positive attitude in school and at school events;
- be responsible for myself and my space;
- study and read daily at home;
- work well with friends and school staff.

Ongoing opportunities for meaningful communication and involvement are provided through emails, phone calls, and in-person meetings and conferences.

Signature: _____ Date: _____

By signing the student handbook agreement page, you agree that your child may receive intervention services as necessary throughout the school year. Parents will be notified by letter when their child has been receiving services from a Title 1 teacher.

1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17

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

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

1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17

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

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

PARENT SIGNATURE PAGES

1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17

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

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

1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17

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

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

Handbook Acknowledgement Form

I, _____ (Parent/Guardian) have read and understand the items outlined in the Laclede Co C-5 Joel E. Barber Student Handbook. I understand that my child will be held to the academic and behavior standards outlined in this handbook.

I have spoken with my child and made sure my child understands the expectations outlined in this handbook.

Student Full LEGAL Name: _____ Grade: _____

Parent Signature: _____ Date: _____

1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17

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

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

PARENT/GUARDIAN & STUDENT ACKNOWLEDGEMENT OF TECHNOLOGY PROCEDURES AND FEE

My student and I have read and understand the responsibilities of using technology at Laclede County C-5 School District. I agree to allow Laclede County C-5 School District to grant my student access to Google Workspace for Education core services as well as additional Google services and third party applications deemed necessary and appropriate by Laclede County C-5 School District. **I agree to pay the technology fee of \$10 per student and the fee DOES NOT cover INTENTIONAL DAMAGE. Parents/guardians are responsible for replacement costs of intentional damage to school-owned technology.**

Date: _____

Student's Full Name:

First Name: _____

Last Name: _____

Grade (please circle): PK K 1 2 3 4 5 6 7 8

Student's Signature: _____

Parent/Guardian Name:

First Name: _____

Last Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Email Address: _____

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs	
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General Information <ol style="list-style-type: none">1. What is a complaint under ESSA?2. Who may file a complaint?3. How can a complaint be filed?	
Complaints filed with LEA <ol style="list-style-type: none">1. How will a complaint filed with the LEA be investigated?2. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department <ol style="list-style-type: none">1. How can a complaint be filed with the Department?2. How will a complaint filed with the Department be investigated?3. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals <ol style="list-style-type: none">1. How will appeals to the Department be investigated?2. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17

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