

# Lamar East Primary

## 2022-2023 Student Handbook



# East Primary School

1600 E. Hwy 160

Lamar, MO 64759

417-681-0613

Office Hours: 7:30 - 4:00

Dear Parents and Students,

Welcome to East Primary School. This handbook provides information concerning important dates, policies, and general guidelines for parents. Please keep this handbook to use as a reference tool during the school year. Dates of important events and activities will be identified on a monthly calendar and sent home with students as well as posted on the school website. If you have any questions or concerns at any time regarding the calendar or your student during the school year, please do not hesitate to contact the school.

East Primary is a PBS (Positive Behavior Support) School. Our goal is to help each child develop self-discipline. Parents, teachers, and students must work together to maintain a safe learning environment. The entire staff will teach positive behavior expectations to our students. Students and grade levels who behave positively will be recognized and rewarded. East Primary students are respectful, responsible, and ready!

East Primary School is a Professional Learning Community (PLC). Student and adult learning is our focus. The expectations, instruction, curriculum, programs, and professional development of the school are based on improving student and teacher learning.

We look forward to working with your children. We encourage parents to become involved in their children's school experiences. Together we can create a better learning atmosphere.

Sincerely,

Mr. Zach Lemert  
Principal

**District Policies:** A detailed listing and description of all district policies can be found on the district webpage, [www.lamar.k12.mo.us](http://www.lamar.k12.mo.us)

### Administration

Superintendent	Dr. Zach Harris
Assistant Superintendent	Mrs. Piper Stewert
School Principal	Mr. Zach Lemert

### Lamar R-1 School Board

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

### Faculty and Staff

#### Preschool

Mrs. Kailey Tucker  
Mrs. Jamie Smit  
Mrs. Becky Powell, Para  
Mrs. Rachel Sitch, Para

#### Kindergarten

Mrs. Shelby Johnson  
Mrs. LeAnna Carrol  
Mrs. Scotty Wagner  
Mrs. Melissa Davis

#### 1st Grade

Mrs. Beth Fowler  
Mrs. Brooke Overman  
Mrs. Tammy Morrison  
Mrs. Patricia Griffit

#### 2nd Grade

Mrs. Stacy Heckadon  
Mrs. Morgan Winchester  
Mrs. Katie Bazal  
Miss Nicole Braker

#### Certified Faculty

Mrs. Mendy Kinney, Counselor  
Mrs. Jamie Smitt, PAT  
Mrs. Noel French, Music  
Mrs. Kara Weber, Librarian  
Mrs. Betsy Ulrich, Special Education

Mrs. Ashley Smith, Title Reading  
Mrs. Diane Riegal, Title Math  
Mr. Ryan Walker, P.E.  
Mrs. Melissa McKarrus, Art  
Mrs. Addison Roehrs, Special Education

Mrs. Andrea Fast, Speech Pathologist

Mrs. Lindsay Harris, Speech Implementer

**Support Staff**

Mrs. Jennifer Diggs, Secretary

Mrs. Nina White, Nurse

Mrs. Heather Miller, SPED Para

Mr. James Epple, Title Para

Mrs. Dani Bogar, SPED Para

Mr. Adam Maneval, Day Custodian

Mrs. Rachel Sitch, SPED Para

Ms. Lesia Reno, Night Custodian

Mrs. Amanda Beers, SPED Para

East Primary Student Handbook

Lamar R-1 School District Mission Statement: The mission of the Lamar R-1 School District is to provide a quality education for every student that will impact his or her life with meaningful purpose and successful direction.

East Primary Mission Statement: The staff at Lamar East Primary is committed to providing a positive, predictable and safe learning environment that encourages students and staff to be responsible, respectful, and ready!

East Primary Vision Statement: The East Primary School shall be a cooperative partnership of parents, students, staff, and community who will work together to create an atmosphere that is child-centered and strives to instill a sense of belonging that encourages student success. Students will become productive, respectful citizens who think critically and act responsibly, ready to reach their highest potential.

We are a school that builds upon the strengths and interests of its students; where teachers utilize innovative and creative instructional practices, including technological advancements, taught by a positive, dedicated, nurturing professional staff in a positive environment conducive to learning.

**SCHOOL ADMISSIONS:**

All persons seeking admission to the Lamar R-I School District shall satisfactorily meet the requirements of Board Policy and all academic, age, immunization, health and other eligibility prerequisites as established by Board Policies, rules and regulations and state law.

Children who are entering kindergarten are encouraged to pre-register in the spring prior to the fall semester in which they begin attendance. Kindergarten Round-up will be in the spring. **Children entering the Lamar R-I School District will be required to present official certification of age or some other acceptable proof of age. Kindergarten students must be 5 years old before August 1. All immunizations must be up to date before official enrollment can take place.**

The admission of all students shall be under the direction of the Superintendent, subject to the approval of the Board of Education.

**SCHOOL PLACEMENT:**

Grade level and class placement for a student transferring from another school should reflect the grade/class and/or program of study, which is appropriate to academic, social and emotional needs. Students entering the Lamar R-I School District by transfer from either accredited schools, including home or parochial schools, shall submit evidence of achievement in the grade last attended as a prerequisite to enrollment. **Grade level or class placement of a student may be adjusted on the basis of achievement tests administered by district personnel, or as otherwise provided in Board Policy.** A transcript of an entering student's record shall be obtained from the school last attended. Temporary grade placement may be made on the basis of information furnished on the date of transfer. After receiving and evaluating official records, test results, and other information, **school officials may retain or change the temporary grade placement.** In no case will a student be placed in a grade ahead of where he would be placed had he attended the Lamar R-I School since grade one. However, if after one year's attendance, the initial placement is determined to be inappropriate, the student may be advanced according to the policies of the Board.

## **MISSOURI COMPULSORY ATTENDANCE LAW**

Missouri Compulsory Education Law (statute 167.031) requires all children ages 7 to 17 to be in school attendance.

## **TRANSFERS – MOVING FROM THE DISTRICT:**

Parents should **send written notice 1 week prior to their last day of school attendance** if their child is transferring from our district. Proper paperwork needs to be taken care of to ensure prompt release of records.

## **MOVING INTO THE DISTRICT:**

There is a **one to two day waiting period** for students transferring into East Primary after parents fill out enrollment papers. During this time records are obtained and class placement is determined.

## **STUDENT RIGHTS AND RESPONSIBILITIES:**

The Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

- The right to attend free public schools; the responsibility to attend school regularly and to observe school policies, rules and regulations deemed essential for permitting others to learn at school.
- The right to a quality education: the responsibility to put forth the best efforts during the educational process.
- Civil rights -- including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights.
- The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes, injure his rights.
- The right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that, as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey such interpretation subject to an appeal.

## **DISCRIMINATION:**

The Lamar R-I School District, in compliance with Title IX of the Education Amendments of 1972, has implemented the procedures for students claiming discrimination on basis of Race, Sex, Creed, Color and

National Ancestry.

These procedures are located in the Board Policy Handbook. A copy of this may be obtained upon request.

### **DUE PROCESS:**

Section 167.171 RSMO provides for the following rights:

1. The right to written notice of charges.
2. If the charges are denied, the right to written explanation of the facts supporting the charges.
3. The right to present the student's own version of the incident.
4. The right to hearing before the Board if a suspension imposed is to last more than 10 days.
5. The right to reinstatement pending a Board hearing unless, in the judgment of the Superintendent, the student's presence poses a "continuing danger to persons or property or an ongoing threat of disrupting the academic process."

School must be a place where students are encouraged to learn. Standards of conduct are established by the Board of Education to create an environment in which each student's right to learn is protected.

### **REVIEW OF RECORDS:**

An eligible student (18 years of age or older) or the parents/guardians will have access to the student's records under administrative supervision during those times when school is normally in session unless arrangement for another time has been made in writing. The eligible student or parents/guardians have the unique right to inspect the academic record and are entitled to an explanation of any information recorded on the record. School officials are obliged to define or interpret, but not necessarily justify or defend material contained in student records. Examination of the record will be permitted under conditions which will prevent its alteration or mutilation.

If the eligible student or parent/guardians are in disagreement with the data on the student's record they may challenge the information by following an appeals procedure.

Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. The principal will ensure that such use will be limited to specific needs for providing the student with educational services.

**Non-custodial parent with visitation rights may view records under the same stipulations stated above. Copies of the grade card and/or progress reports will be made upon written request by the non-custodial parent.**

### **LAMAR R-I DISCIPLINE POLICY:**

The Student Code of Conduct is designed:

- To foster student responsibility
- To foster respect for the rights of others/property
- To insure the orderly operations of district schools.

Teaching children to be responsible for their choices and decisions and to accept the natural and logical consequences of those actions will help to create a positive, happy school atmosphere. Students will weigh alternatives and make logical choices and decisions which are not only based on what is in their best interest, but also the best interest of the rest of the school community. Creating an atmosphere of dignity and respect will be the overall goal of the student code of conduct.

The best approach to common discipline problems is a positive and sensitive one. Teachers will handle most situations that arise. The students themselves with some interventions and

guidance from staff can resolve most of these. However, some situations may necessitate an immediate referral to the Principal. (see Principal referral)

Each teacher and class will develop a plan to govern the classroom. The plan will outline what conduct is needed to provide for a physically and emotionally safe environment for learning. The teacher will inform parents of the classroom plan and a copy will be kept on file in the principal's office.

If a problem reoccurs or is of an emergency nature, parents will be contacted. A conference involving teacher(s), parent, child, or other interested parties will be held. Gross misconduct will be handled immediately. Problems of a serious nature, which occur spontaneously, will be referred to the Principal immediately.

Conduct by a student away from school grounds that can be verified to the satisfaction of the principal and might create a disturbance or be a danger while at school may result in the student being restricted or suspended.

In order to ensure a positive learning climate, which all students deserve, student misbehavior must be dealt with in a firm and consistent manner. Appropriate behavior is expected while at school and in all areas on school grounds; i.e. cafeteria, halls, restroom, playground, to and from buses, and on buses to and from home. Field trips, assemblies, or other learning activities are subject to denial if a student does not conduct himself or herself in a responsible manner. Parents will be notified prior to the scheduled event.

#### **POSITIVE BEHAVIOR SUPPORT:**

East Primary is a PBS (Positive Behavior Support) School. Our goal is to help each child develop self-discipline. Parents, teachers, and students must work together to maintain a safe learning environment. The entire staff will teach positive behavior expectations to our students. Students who behave positively will be recognized and rewarded. East Primary students are respectful, responsible, and ready!

#### **PRINCIPAL REFERRALS:**

Students may be referred to the principal from the classroom for SEVERE MISBEHAVIOR. The principal will use alternate procedures in dealing with these referrals.

#### **THE ADMINISTRATOR RESERVES THE RIGHT TO PROGRESS TO ANY STEP OF THE DISCIPLINE POLICY AS SITUATION WARRANTS.**

#### **SCHOOL SAFETY RESOURCE OFFICER:**

The Lamar R-I School District and the Lamar City Police Department set forth an agreement for an SRO to provide services the next school year. Canine searches will be conducted in each building periodically.

#### **SCHOOL SAFETY**

Please tell your child(ren) to **leave at home** any items(s), which could pose a threat or harm to other students or create a distraction in the school. (Examples of this include: knives, sharp objects, lighters, and matches.)

- \* **PLEASE NOTE: *City of Lamar Ordinance 1562-- It is unlawful for any person to engage in tobacco product distribution to persons under the age of eighteen (18) years. Any person who violates the above statement will be fined.***

## **SAFETY DRILLS:**

Drills are held each semester for fire, tornado, intruder, bomb, and earthquake. Rules for the drills for fire and weather are posted in the classroom.

***We request parents not call for their children during a tornado warning.*** If severe weather should occur at the end of the school day at dismissal, we reserve the right to hold students until the crisis has passed.

## **SCHOOL DISMISSAL AND CIVIL DEFENSE:**

When severe road and weather conditions exist, the Superintendent of Schools and the Bus Supervisor will meet to inspect conditions and, if the decision is made to close school that day, the radio and TV stations will be notified by 6:30 a.m. The stations have a 7:00 a.m. newscast. (If school is dismissed because of weather conditions, evening activities at the elementary level will be canceled.) The superintendent will make a recorded call on school reach that will announce school closings.

If weather conditions create the need for early dismissal from school, major employers will be notified of the dismissal.

Be sure your child knows their baby sitter's address, and phone number listed on the enrollment card. In addition to the above weather conditions, school closing would be the result of a loss of electrical power, heat, or water.

East Primary will also use Class Dojo to help keep parents informed of any cancellations or changes in school day.

## **EMERGENCY INFORMATION:**

Please complete the Emergency Information Form included on the enrollment card, one for each student, and return within one week of entry to school. We need up-to-date information in the event your child should become seriously ill or injured (this needs to be LOCAL information). If any of the information given changes, **please notify grades K-2 at 681-0613 with the correct information (i.e. place of employment, address, phone).** Parents not employed outside the home are requested to notify one of the names listed on their child's emergency form and let them know where you can be contacted if you leave home.

## **GENERAL BUILDING SECURITY:**

Our goal is to create a positive and safe learning environment for all children. All entry to the buildings must be made at the entrance nearest the principal's office. **All visitors must sign in with the building office and receive a visitor's pass. This pass must be worn during the entire visit and returned to the office before leaving the building.** Visitors without a pass will be referred to the office.

Providing high levels of uninterrupted student learning is our mission. Our policies, schedules, expectations, instruction, curriculum, and professional development all support higher student learning. To avoid distractions from learning, visitors will not be in classrooms without the prior consent of the principal.

Parents/Guardians and grandparents are welcome to eat lunch with their child at the Guest Table. You may only eat with your child. Other children may not sit with you nor may food be shared with other children without the office receiving written consent from the other children's parent. For student safety,



visitors are not allowed to accompany their children on the playground during recess. Thank you for helping us!

## **ATTENDANCE – EARLY CHECKOUTS/TARDIES/ ABSENCES:**

Students are expected to be present and punctual each day. Only by attending school each day, can a student receive the full benefit of instruction. Class participation is one of the areas of student performance used to assess student's progress.

When sickness or a family emergency necessitates a student absence, this should be explained by a note from the parent and brought to the office when the student returns to class. Parents need to send a doctor's notes to document any medically needed absence. In addition, a parent should call the office before 9:00 am informing the office that the student will not be in school. This would be a good time to request homework for the student.

According to State law, "all children are required to attend school. Every parent, guardian, or other person in this state having charge, control, or custody of a child between the ages of seven and sixteen years shall cause the child to attend school."

### **Early Checkouts:**

All students are expected to remain at school until dismissal time. Picking your child up five or ten minutes early causes problems for your child, teacher, and the other students in the classroom. Homework reminders, school news bulletins, etc. typically take place during this time. As teachers and students bring a school day to a close, the foundation for the next school day is being developed. When students leave early, these minutes accumulate and can add up quickly. Sign-out at the office is required in order for your child to leave the building. The office will call your child down from the classroom.

***\* Please note that students will not be called to office for early checkout until parents arrive for pick-up.***

### **Tardies:**

When students are tardy to class they miss the beginning of instruction and start the day behind their fellow classmates. Teachers will not be able to stop whole class instruction to catch up tardy students. It is important for students to arrive to school on time—7:47 a.m. **Children who arrive after the bell should report to the office upon arrival and pick up an admit slip. Help us support our students' learning by giving them their full entitled class time.**

### **Absences:**

If a childhood disease or sickness should be the reason for absence, and two or more days are needed, one call and note informing the office is sufficient to clear needed absent days. In extreme cases of illness that precludes a student being able to attend regular school hours, a homebound form may be obtained from the principal's office for the doctor to complete.

When your child is absent, please call the school to report the absence. Give the following information to East Primary 681-0613.

\*Student's name

\*Teacher's name

\*Reason for absence

**Attendance letters will be sent home periodically if the school is not notified.**

All unreported absences will be investigated to promote safety of arrival and enable the parent to quickly take action, if, for some unknown reason, the child did not arrive at school.

**\* IN SITUATIONS OF CHRONIC ATTENDANCE PROBLEMS, A COPY OF ALL CORRESPONDENCE WILL BE FORWARDED TO THE JUVENILE AUTHORITIES.**

### **MISSING CLASSWORK DUE TO ILLNESS:**

When it appears the student is going to be absent for two or more days, the parents should contact the school office for homework.

- A. Upon request, the parent or guardian may pick up missed assignments at the end of the school day. Please call by 9:30 am and give the name of the person who will pick up the homework and the time. Parents need to contact the school office when a child is absent.
- B. Students who are absent on a test day will take the test on the day they return to class only if the test has been announced prior to student's absence. Otherwise, it may be delayed one class day.
- C. Students absent from school on school sponsored trips or family vacations should contact teachers to make arrangements for make-up work BEFORE they leave on the trip or vacation.

**When a student is absent for two or more days, make-up work should be obtained from the teacher. Call the school office at East Primary (681-0613). Office personnel will notify the teacher of the request for homework. Siblings may take the work home.**

### **ARRIVALS:**

At 7:30 the East Primary students will report to their respective hallways. Children will be dismissed 5 minutes before class begins. They should be seated and remain quiet.

**SUPERVISORS ARE ON DUTY BEGINNING AT 7:30a.m. Students should not be dropped off before 7:30.**

### **DISMISSALS:**

All dismissals during the school day are made from the principal's office.

- **IT IS THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE OFFICE OF ALL PERSONS WHO MAY CHECK THEIR CHILDREN OUT OF SCHOOL.**
- **School office personnel will request identification of any persons not known to them who have come to pick up any child.**
- **Students need to be picked up before 3:00 on typical school days.**

The typical after school arrangement will be followed unless the office or teacher has been notified of any change made BY THE PARENT. Every effort will be made to get messages to students. **If arrangements need to be changed, please call no later than 1:30 p.m. We can not guarantee that a message will be delivered after that time.** Emergencies are understandable.

### **Waiting Areas:**

While awaiting a parent before or after school, children will report to a supervised area.

### **IMMUNIZATIONS:**

The Missouri School Immunizations Law states that students CANNOT ENROLL IN OR ATTEND SCHOOL UNLESS THEY ARE PROPERLY IMMUNIZED or are exempted and provide satisfactory evidence of such immunization or exemption. These immunizations include those for diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, and hepatitis B. The date of the immunizations must be on file with the school nurse before the first day of school. If your child has received additional

immunizations during the summer, please send the month-day-year to the school nurse. State law requires that if a child's immunizations are NOT up-to-date, he/she will be sent home.

## **MEDICATIONS:**

Any child needing possible medical attention will be sent to the nurse's office or the principal's office. First-aid supplies are available at both places. The school nurse does not keep medications, such as aspirin, Tylenol, Advil, cough syrup or drops, etc., to be given to students. **NO MEDICATIONS** (including over-the-counter medications) will be given without a doctor's order ON FILE WITH THE SCHOOL NURSE. School forms are available in the nurse's office and at the offices of area physicians.

**Parents requiring medication be given to their child at school will need to send the medication in the original bottle along with the permission form from the doctor, signed by both the doctor and the parent.** A single day's dosage should be sent unless the medication is such that it must be given throughout the school year (Ritalin, for example). In that case, the medication needs to be sent for one week in the original bottle and the empty bottle will be sent home at the end of each week.

Students are not allowed to bring medications to school and keep them on themselves, in a bag, purse, or locker. **ALL MEDICATIONS MUST BE TAKEN TO THE SCHOOL NURSE.**

## **ILLNESS:**

All children are sent home who have an elevated temperature of 100 degrees or above, who have vomited, or who are suspected of having a contagious disease, such as impetigo, ringworm, or strep, etc. **After fever or vomiting, a 24 hour period should elapse before returning to school.**

**\* THE SCHOOL NURSE DOES NOT DIAGNOSE AND IS NOT RESPONSIBLE FOR TREATING HOME INJURIES.**

In the event a medical referral is needed, the school nurse will contact the parents after consulting with the teacher and principal for confirmation of the suspected difficulties. Feel free to call the school nurse at any time between the hours of 8:00 a.m. to 3:30 p.m. at 682-3567 ext. 57 or 681-0613.

## **THE STATE PUBLICATION OF PREVENTION AND CONTROL OF COMMUNICABLE DISEASES LISTS THE FOLLOWING SCHOOL ATTENDANCE EXCLUSIONS. THIS LIST INCLUDES, BUT IS NOT LIMITED TO:**

1. **CHICKEN-POX:** exclusion of sick child for 4-7 days after appearance of rash; rash should be scabbed over and no fever present.
2. **CONJUNCTIVITIS (pink eye):** child should be excluded from school for 24 hours after diagnosis and treatment of antibiotic eye drops or ointment or until drainage or secretions have ceased.
3. **DIPHTHERIA:** exclusion until two consecutive negative cultures from nose and throat taken not less than 24 hours apart, are secured.
4. **FIFTH DISEASE (erythema infectiosum):** no exclusion, unless student has a fever.
5. **HEPATITIS A:** exclusion recommended for first week of illness.
6. **HIV (AIDS):** refer to communicable disease policy and procedures manual.
7. **IMPETIGO:** exclude infected child until skin lesions are healed or until child is under adequate and continuous medical treatment.
8. **MEASLES:** exclusion during "cold" symptoms and until 5 days after appearance of rash.
9. **MENINGITIS, HAEMOPHILUS INFLUENZA B (HIB):** exclusion until 24-48 hours after start of antibiotic therapy.
10. **MENINGITIS, MENINGOCOCCAL:** exclusion until 24 hours after start of antibiotic therapy.
11. **MONO-NUCLEOSIS, INFECTIOUS/Epstein Barr:** infected child may attend school after acute stage.
12. **PEDICULOSIS (HEAD LICE):** exclusion from school until effective insecticiding of scalp, skin,

and clothing and no lice or nits (eggs) remains in hair. (See school policy concerning pediculosis.)

13. **PERTUSSIS (WHOOPING COUGH):** exclusion of sick children for three weeks after onset of typical paroxysms (whoop), if no antibiotic treatment. If treated with erythromycin, exclude seven days after onset of therapy.
14. **Ringworm:** exclusion from school until under adequate and continuous supervision.
15. **RUBELLA:** exclusion for 5 days after appearance of rash.
16. **SCABIES:** exclusion from school until treated by a physician.
17. **STREPT-OCOCCAL SORE THROAT AND SCARLET FEVER:** exclusion for 7 days or until clinical recovery, whichever is longer: however, that child may return to school 24-48 hours after antibiotic treatment is begun if treatment is continued for 10 days.

**If your child has an illness or accident that necessitates extended absence from school or hospitalization, homebound instruction can be arranged; just contact the nurse, counselor or principal**

### **NIT/HEAD LICE POLICY:**

In keeping with the Lamar R-I 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 head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine school wide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

### **CLASSROOM ASSIGNMENT:**

**Request for classroom teachers are not accepted at East Primary.**

## **HOMEWORK:**

Homework is work that has been assigned to the pupil to complete outside school time. Occasional classroom assignments that are not finished at school may be sent home for completion. Parents will be notified and will be asked to sign the paperwork.

Little value can come from an assignment that a pupil cannot complete satisfactorily without minimal guidance. If the child appears to be having difficulty completing daily work and is bringing it home for completion regularly, a conference with the teacher may be appropriate.

***“Parents are the child’s first and most important teacher.” When the home and school work together, the child benefits.***

## **REPORT OF PROGRESS:**

The report of progress comes in two forms.

1. A report of progress lists subjects taught and how well the child has mastered general skills in those subjects.
  - a. This report reflects an evaluation of classroom and school behavior that affect school success; i.e., the ability to work independently, stay on task, complete a task, etc.
  - b. A comment section is provided for any additional comments that the teacher may feel the parent needs to know.

**Note: In grades K-2, no letter grades are given.**

## **PARENT-TEACHER-STUDENT CONFERENCES:**

Formal parent-teacher-student conferences are conducted for all students at the conclusion of the first quarter of the school year.

Informal parent-teacher-student conferences may be scheduled whenever needed to supplement the report of progress given at the end of each quarter in the school year. These conferences may be scheduled during the teacher’s planning time or after school. If a parent wishes to conference with a teacher, they should contact the teacher by note or phone at 681-0613 or by e-mail. Office personnel **do not** schedule conferences, but will take a message for the teacher to contact the parent as soon as possible

**The staff and administration believe the hours of 7:50 am to 2:50 pm belong to the students. Every effort will be made to keep interruptions of instructional time at a minimum.**

\* **Note:** Classroom instruction will not be interrupted with messages unless an emergency situation exists.

## **Study Trips:**

Study trips are intended to extend and enrich the learning of the students. No student may go on a study trip without a signed permission slip. Exceptional behavior is expected. Students must ride the bus to the destination but may be checked out with the teacher and ride home with their parents. Study trips are on a schedule and will begin on time. Teachers will not hold up the trip waiting for late students or parents. Parents may be asked to help supervise small groups of students. If a child is absent the day before study trips due to illness, the child should be kept at home.

## **MASTERY OF ACADEMIC OBJECTIVES:**

It is the desire of the faculty and administration to develop standards and practices that enable children to be successful.

However, if a child is not mastering basic skills, then several options need to be discussed.

These discussions should begin with the parent and teacher but may also include other school personnel.

**Should a child not master the following:**

1. Missouri State Grade Level Expectations
2. According to Senate Bill 319, students are required to read at the appropriate grade level before being promoted to fourth grade. If children are struggling with reading skills during the Primary school years, early interventions or retention is recommended.

**\* Note: Senate Bill 319 requires mandatory retention at the end of the fourth grade if a child is reading one year below grade level unless exempt due to special education placement.**

***A child may be retained in the present grade level.***

The principal will notify the parent of the retention possibility by the end of third quarter. Parents may request a meeting to discuss retention. If the parent rejects the findings or the proposed retention, they will have the option of following the chain of command to appeal the decision.

**PHYSICAL EDUCATION:**

Children receive physical education twice a week. On Physical Education days, children should have or wear either tennis shoes or soft-soled shoes and always should wear socks. **Girls are encouraged to wear shorts, slacks or jeans on PE day.** However, if they wear a dress, they should wear a pair of shorts under the dress. Please do not send your child in a long dress, suit, cowboy boots, dress shoes, or in special clothing on PE day. As a safety precaution, do not allow your child to wear long dangling earrings or other jewelry.

If there has been a recent illness and you do not wish your child to participate in recess and Physical Education, PLEASE send a note to BOTH classroom and PE teacher stating the following:

1. date
2. reason for non-participation
3. your signature

If the non-participation exceeds one week, a doctor's permit should be obtained with:

1. date
2. length of non-participation and/or recommended activities

If your child has a serious condition that requires a doctor's supervision or constant medication, it should be reported to the nurse and Physical Education teacher.

**MUSIC:**

The music program aims toward building a foundation of basic musical skills and concepts while involving the child actively in the process of musical awareness. By participating and being a part of the musical activities, the child may experience the pleasures of actively sharing in making music. Each K-2 student is assigned 55 minutes of music weekly and will participate in at least one musical program.

**ART:**

Each K-2 student has art class one day a week. The students will experience a variety of art activities throughout the year. Each art assignment is designed to address several art objectives. The main areas of focus include: art history, famous artists, other cultures, the art elements, media exploration, and self-expression.

**COUNSELING CENTER:**

The counselor is available to assist children and parents through individual counseling, group guidance, group counseling, classroom guidance lessons, and parent conferences.

The guidance and counseling program includes the following areas:

1. Activities to develop a good self-concept by helping children identify their abilities and interest.
2. Activities that help resolve conflicts.
3. Activities that help children handle peer pressure.
4. Activities that develop problem-solving skills.
5. Activities that improve study skills.
6. Activities that help children explore various careers.
7. Facilitates developmental classroom lessons.
8. Activities that help identify the special needs of children.
9. Activities that help the students understand and accept themselves and others.
10. Activities that promote positive attitudes among students and staff.
11. Coordinates efforts with other school specialists.
12. Coordinates referrals to outside agencies and community resources.

*The counselor coordinates the testing program which measures students' yearly progress.*

## **SPEECH AND LANGUAGE:**

The speech pathologist identifies and evaluates students with speech and language problems. The therapist works with individuals and small groups on activities specially designed to help correct or remediate their individual problems. Some of the major areas, which may be improved through Speech/Language therapy, include sound production skills (articulation), expressive and receptive language. Admission to this program is based on individual evaluation and parent consent.

## **EARLY CHILDHOOD SPECIAL SERVICES:**

This program is an extension of your public school to children, ages three to five years old, who are developmentally delayed. Delays may be in any of the following areas: cognition, language, gross motor, or social and behavior skills. Parents, teachers, or doctors may refer children.

An early childhood specialist will make weekly visits for a predetermined time. Visits will be in the child's home, day-care, or preschool. The early childhood specialist works with parents/caregivers to help each child develop as fully as possible. The goal is to enhance the family's skills to become the best teachers for the child during these early years. Occupational, speech, and physical therapists are available to assist in developing individualized programs for children requiring the services of early childhood special education services. For more information, please contact East Primary.

## **PARENTS AS TEACHERS:**

Parents As Teachers (PAT), an internationally recognized program for parents with young children, is offered free to all parents in the Lamar R-I School district. Recognizing that parents are a child's first and most influential teacher, trained parent educators provide developmental information through private visits and group meetings.

Free developmental screening is also a part of the PAT program. Information on times, dates, and special activities is available from the school office or the PAT Center at 700 Cherry. For more information please call 682-5963.

## **LIBRARY:**

Reading skills, literature appreciation, and technology are promoted through children using the library. Students have a weekly or biweekly library period for checking out books and learning information skills. The library is also available to students before and after school, as well as throughout the school day to support and to encourage students in their reading.

There is no fee for library use, but books that are lost will be charged to the borrower. The charge for a lost or ruined library book or textbook is what it costs to replace it. Once a payment for a lost book is made, it will not be refunded.

Two book fairs are conducted yearly. Parents and children may make purchases for their home library. Donations of books to increase classroom libraries are always appreciated.

## **PUBLIC NOTICE:**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Lamar R-I 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, 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 Lamar R-I School District assures that it will provide information and referral services for infants and toddlers eligible for the Missouri First Steps Program.

The Lamar R-I 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 Lamar R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Act (IDEA). This plan contains the agency's policies and procedures 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 Superintendent's office during regular school hours.

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

This notice will be provided in native languages as appropriate.



## **TITLE I SERVICES:**

The Lamar R-1 School District receives federal funding for Reading, Language Arts and Math classes under Title I provisions. Title I teachers are certified personnel.

### **Federal Programs**

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

[https://cdn5-ss18.sharpschool.com/UserFiles/Servers/Server\\_183431/File/Our%20District/District%20Office/Parents%20Right%20To%20Know.pdf](https://cdn5-ss18.sharpschool.com/UserFiles/Servers/Server_183431/File/Our%20District/District%20Office/Parents%20Right%20To%20Know.pdf)

## **TITLE I READING:**

Title I Reading, is a program developed to assist students in grades K-2 with their reading skills. In this program, children are able to reach higher levels of success in reading. Instruction occurs in the classroom setting. A variety of techniques and strategies are utilized to develop individual growth. Small group teaching is used to help focus on specific needs.

## **TITLE I MATH:**

The Title I Mathematics program for students in grades K-2 to assist students experiencing difficulty with basic math skills. Basic Processes and fundamentals will be reviewed. Students enrolled in this program will receive intensive study in the math area where there is a need. Instruction is done in the classroom setting. Take home materials are available through the parent lending library. Title I teachers will open this library during the school year at times when parents can come to check out materials.

## **PETS:**

Most pets are gentle and would not harm a child; however, the excitement of a large group of children might cause him to harm a child in self-defense. This kind of injury can be prevented if pets are KEPT AT HOME. Pets should not be permitted to follow children to school. Special science projects (live) may be brought to school by parents with the previous consent of the teacher for observation but should not be left for the entire school day. Any pets brought into the school must be on leashes or in a cage.

## **CARE OF SCHOOL PROPERTY BY STUDENTS:**

Students should respect property. Students will be required to pay for textbooks, library books, school supplies, school equipment or other school property lost or damaged.

## **BREAKFAST & LUNCH:**

We contract food service with Opaa Food Management, Inc. and participate in an Offer vs. Serve program (OVS). This means when 5 lunch menu items are prepared (entrée, 3 side dishes, and fluid milk), students may decline 2 food items, but they must select 1 fruit or vegetable. For example, if the menu is Salisbury steak, whipped potatoes & gravy, green beans, hot roll and milk, then students are served the Salisbury steak, green beans and milk. They are offered the whipped potatoes & gravy and hot roll but they are not required to take either.

So when students go through the food serving line the entrée and two items are put on their tray and they are offered the remaining items but don't have to take them. This allows students some choice in the selection of menu items. The idea is that waste is reduced because students are choosing items they like versus having all items placed on their tray.

If you want your student to take all offered menu items, please encourage them to take the items when they are offered as they go through the line.

East Primary School is on a computerized meal system. It works like a banking system, where you deposit money and each meal is a withdrawal.

Money envelopes may be picked up at the office or classroom. The student's FULL NAME MUST BE ON THE OUTSIDE OF THE ENVELOPE. (You may also use a regular envelope if a money envelope is not available). The envelopes are to be placed into a mailbox where they will be picked up by the office.

**CHANGE CAN NOT BE GIVEN**, and money is not kept in the office. One check can be made out for all family members. Please list all your children's names on the outside of the envelope, and how the money is to be divided. If no amount is listed, then the money will be divided.

If your child has less than \$3.00 in their account an envelope with a notice will be sent home at least every other week to inform you that their account is low. If a balance exceeds \$10, your child(ren) will be expected to bring a sack lunch and eat breakfast before arriving to school.

**Please do NOT include other monies such as "Weekly Reader" or parties, etc. in the check. This is strictly for the breakfast/lunch programs.**

Refunds:

1. If an account is to be closed during the school year because of choice - we must have a written notice from parent.
2. If a student is moving from our district a refund will be made
3. If money is owed, records will NOT be forwarded until balance is paid.
4. If money is left over at the end of the school year, the balance will be carried over to the next school year.
5. If money is owed at the end of the year, grade cards and next year's teacher's name will be held until balance due is paid.

**Parents or Grandparents are welcome to have lunch with their student at the Guest Table. Please note that any adults coming for lunch must be listed on the child's enrollment form or a note giving permission must be signed by the parent.**

## **DRESS AND GROOMING REGULATIONS:**

In general, boys and girls should follow grooming and dressing habits that do not distract from the instructional program. Children may wear shorts in K, 1, and 2 any time during the school year. Shorts should have an inseam of 2" to 3". The primary responsibility for a student's appropriate dress (for weather conditions) and grooming rests with the student's parents. Student dress and grooming should not constitute a hazard to the health or safety of the individual student or others with whom he comes in contact. It should not distract from or disrupt any aspect of the school operation. **No shoe skates, please.**

**Girls** are permitted to wear any attire designed for women except cut-offs, bathing suits, open midriff, hot pants, halters, spaghetti straps and long dangling earrings.

**Boys** may wear any attire designed for men except cut-offs, swimsuits, and dangling earrings. Shirts should be long enough to extend below waist. Tank tops for boys should fit and not gap open.

Tops should not have any offensive signs or language on them.  
Boys' and girls' hair should be clean and well groomed. Hair should not cover the eyes.

**NO HATS OR HEADBANDS** are to be worn in the building except on special days.

Students are expected to wear footwear at all times for health and safety purposes.

### **BICYCLES:**

Primary (K-2) students are **NOT** to ride their bikes to school. (NO SKATEBOARDS OR ROLLERBLADES).

### **PHONE CALLS:**

The school telephone is a business phone and children are allowed to use the phone in emergencies only. Examples of emergencies: medical problems, discipline concerns, and forgotten lunch. Examples of non-emergencies: forgotten homework, books, personal items, and making plans to visit a friend.

Students and teachers will **NOT** be called to the telephone except in case of an emergency.

**CHILDREN AND PARENTS MUST MAKE PLANS FOR PLAYING WITH THEIR FRIENDS AND BIRTHDAY PARTIES, ETC., BEFORE OR AFTER SCHOOL HOURS.**

### **BIRTHDAYS:**

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

### **TREATS FOR ALL PARTIES:**

Student Allergies: Please note that all treats and food items for any school party or activity must be commercially prepared, in the original sealed container, and have the label of contents. No home-made goodies and treats will be served to our students due to the Lamar R-1 School District Policy JHCF Student Allergy Prevention and Response. **NO EXCEPTIONS.**

### **INVITATIONS:**

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

### **GIFTS:**

No gift will be given to students until after 2:30 p.m. Gifts will not be delivered to the classrooms. Deliveries (example: balloons, flowers, etc.) will not be allowed on the buses and should be picked up in the office within 24 hours of delivery. If gifts are not picked up within that 24 hour period, they will be discarded.

### **SCHOOL ASSEMBLIES:**

School assemblies will be held from time to time to enhance the school's total program. Parents are invited to many school assemblies. East Primary students must sit with their class and parents will sit in the parent section. Parents who wish to check out their child after the assembly, will follow the same checkout procedures in the office.

## **STUDENT VALUABLES:**

Toys and other items e.g., (trading cards, laser pointers, radios, tape players, pagers, electronic games, ipods, etc...) are disruptive to the learning process and should NOT be brought to school without the teacher's permission. These items will be taken to the principal's office for parent pickup.

**WE ARE NOT responsible for LOSS OR THEFT of any items.**

Cell phones---Some parents may give their children a cell phone for emergency use after disembarking from the bus or walking home. These phones are to be turned completely off and must stay in the child's backpack during regular school hours. Teachers will send these phones to the office for parent pickup if the phone is seen or heard during the school day.

## **INSURANCE PROGRAM:**

Supplemental insurance for students has been purchased by the school district. If a claim needs to be filed, claim forms are in the principal's office.

## **PARENT VOLUNTEERS:**

Parents are encouraged to facilitate the education and achievement of our students by becoming a parent volunteer at the East Primary School. Parents that volunteer may be placed with a classroom other than their child's classroom. Volunteer time will be decided by the principal. Background checks may be required.

## **SOLICITING:**

Soliciting is NOT allowed within the school building or on the school grounds.

## **TRANSPORTATION:**

The Lamar R-1 School Board has approved the transportation of any student who wishes to ride the school bus to their respective school.

Transportation is part of the school day. Expectations concerning student behavior are the same as in the school setting. Bus drivers will send home a flyer the first week of school explaining the bus rules and safety regulations. Parents need to read the flyer and indicate with their signature that they have read and understand the rules and safety regulations with their child.

Maximum safety, service, and efficiency for students are major considerations when establishing bus routes. Other considerations are distance, bus load, number of stops, road conditions, suitable turn-arounds, duplication of miles, and age of the student bus passengers.

While students may be picked up at one address and delivered to another, as long as both addresses are within an existing route, **neither address can vary from day to day**. Only students on the driver's official roster will be allowed to ride the bus. Requests for bus transportation may be made by filling out a request form.

## **DISCIPLINE PROCEDURE FOR TRANSPORTATION:**

Student misconduct on the bus beyond the domain of the driver will be reported to the Director of Transportation and/or building principal. In grades K-2 the following procedure will be followed:

- 1<sup>st</sup> Conduct Report:** A preliminary bus conduct report will be issued explaining the safety or misconduct violation. Parents will be contacted.
- 2<sup>nd</sup> Conduct Report:** A conduct report will be issued and another conference will be held between the student, transportation director and/or building principal. Parents will be contacted.
- 3<sup>rd</sup> Conduct Report:** A conduct report will be issued. The student will be returned home on the bus and not allowed to ride the bus for three (3) consecutive days. Parents will be notified.

**4<sup>th</sup> Conduct Report:** Student will be returned home on the bus and not allowed to ride the bus for ten (10) consecutive days. Parents will be notified.

**5<sup>th</sup> Conduct Report:** Student and parents will meet with the superintendent and transportation director and/or principal. The bus driver may also meet with all parties when deemed necessary. They will reach a decision as to when bus privilege may be resumed. Students may be given an assigned seat on the bus, after-school detention, in-school suspension, etc. in order to resolve a problem.

Students will be given due process

## **STUDENT DISCIPLINE (K-4):**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by the law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, and school buses or at a school activity whether on or off school property. Conduct, which can be verified to the satisfaction of the principal by a student away from school grounds, which could result in the student creating disturbances or a danger at school, may be restricted or suspended from school. All suspensions can either be in-school or out-of-school depending on the grade level of the student and the administrator's discretion.

## **ARSON:**

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

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

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

## **ASSAULT:**

Assault is defined as:

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

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

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

2. Attempting to kill or cause serious physical injury to another.

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

## **AUTOMOBILE/VEHICLE MISUSE:**

Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in the schools or on school property. Students are expected to use all

acceptable courtesies and safe driving practices on and around school property. Building principals shall establish rules and procedures necessary for the safe operation and parking of automobiles, trucks, motorcycles and other vehicles on school property. Students are not to move or be in automobiles/vehicles during the school day without permission from school officials. Failure to follow these rules and procedures may result in suspension or revocation of driving and parking privileges as well as other disciplinary action.

### **BUS MISCONDUCT (JFCC):**

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

### **DISPARAGING OR DEMEANING LANGUAGE:**

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

**First offense:** Principal/Student conference, and/ or 1-10 days suspension.

**Subsequent offense:** 1-180 days suspension, or expulsion, and possible documentation in student's discipline record.

### **DISRESPECTFUL CONDUCT OR SPEECH:**

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

**First Offense:** Principal/Student conference, 1-10 days suspension.

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

### **DRUGS/ALCOHOL:**

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

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

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

Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substance Act.

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

### **EXTORTION:**

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

**First offense:** Principal/Student conference, 1-10 days suspension.

**Subsequent Offense:** 1-180 days suspension to expulsion, and possible documentation in student's discipline record.

### **FALSE ALARMS:**

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a

threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

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

**Subsequent Offense:** 1-180 days suspension, or expulsion, and possible documentation in student's discipline record; immediate report to law enforcement

### **FIGHTING:**

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

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

**Subsequent Offense:** 1-180 days suspension, or expulsion, and possible documentation in student's discipline record; immediate report to law enforcement

### **PUBLIC DISPLAY OF AFFECTION:**

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

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

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

### **SEXUAL HARRASSMENT:**

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

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

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

2. Physical contact that is sexually harassing.

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

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

(See Board Policy AC and regulation AC-R)

### **Technology Misconduct:**

1. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses", "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

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

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

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

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

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

(See Board policy EHB and regulation EHB-R)

## **THEFT:**

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

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

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

## **TOBACCO:**

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

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

**Subsequent Offense:** 1-10 days suspension, confiscation of tobacco product, possible notification of law enforcement officials.

## **TRUANCY:**

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

**First Offense:** Principal/Student conference or 1-3 days in-school suspension.

**Subsequent Offense:** 3-10 days in-school suspension and possible notification of juvenile officer.

**(See Board policy JEDA)**

## **VANDALISM:**

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

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

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

**(See Board policy ECA)**

## **WEAPONS:**

1. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

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

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

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

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

## **Bullying:**



In order to promote a safe learning environment for all students, the Lamar R-I School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

**Bullying** - In accordance with state law, bullying is defined as intimidation, unwanted, aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

**Cyberbullying** - A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is sufficient nexus to the educational environment the behavior materially and substantially disrupts the education environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

### **Reporting Bullying**

- School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.
- Students who have been subjects to bullying, or have witnessed or have knowledge of bullying are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.
- If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, the principal or designee of the building attended by the majority of the participants in the incident.

### **Consequences**

- Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out of school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent.

- The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.
- Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

**Refer to School Board Policies JFCF, JFCG**

**The above list is not exhaustive and the district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property.**

**Consequences may be increased or decreased depending on circumstances.**

**The district will work cooperatively with police and will notify police if/when a crime occurs on school property.**

Any offense which constitutes a “serious violation of the district’s discipline policy” as defined in Board policy JGF will be documented in the student’s discipline record.

**(See Board policy JFJC):**

- \* **Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.**

## **STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA’S SCHOOLS ACT PROGRAMS:**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the goals 2000: Educate America Act and the Improving America’s Schools Act (IASA).

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

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

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy #JFH. The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district: 1) teacher 2) principal 3) superintendent 4) school board.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to

resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

### **CHILD ABUSE:**

**All of the Lamar East Primary School staff are mandated reporters and must report all suspicions of child abuse or neglect.**

### **Directory Information: Board Policy JO**

The Lamar R-1 School District designates the following items as directory information in grades K-8: Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

### **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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Lamar R-1 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 Lamar R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Lamar R-1 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 Lamar R-I 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 in the Lamar R-I School District Superintendents office at 202 W. 7<sup>th</sup> Street, Lamar, MO.**

This notice will be provided in native languages as appropriate.

### **AMI**

The Lamar R1 School District has worked through a collaborative process to implement an Alternative Method of Instruction (AMI) plan to be utilized when school is closed due to health concerns, inclement weather, flooding, exceptional emergency circumstances, or other natural disasters.

The goal of the AMI plan is to embed learning activities focused on reinforcement of critical learning standards, enrichment activities, or support for further skill development. Consistent practice and exposure to skills without interruption is the most effective way to ensure student understanding and mastery of content knowledge.

We will notify all parents/guardians via Dojo in the event of AMI days.

Every Student Succeeds Act of 2015: This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Every Student Succeeds Act of 2015 (ESSA). This information can be found on-line at [http://lsd.ss18.sharpschool.com/UserFiles/Servers/Server\\_183431/File/Our%20District/District%20Office/ESSA%20Complaint%20Procedures.pdf](http://lsd.ss18.sharpschool.com/UserFiles/Servers/Server_183431/File/Our%20District/District%20Office/ESSA%20Complaint%20Procedures.pdf)

## East Primary Elementary School Student/Parent Handbook

### AGREEMENT & SIGNATURE PAGE 2022 – 2023

#### **AGREEMENT**

I/We have read this handbook and agree to abide by its content. I/We understand it is my/our responsibility as the parent/guardian to explain this handbook to my child (if he/she is not old enough to read).

The parent(s)/guardian(s) who is/are legally responsible for the student(s) must sign.

Parent/guardian signature:

Student's signature:

Grade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher:

\_\_\_\_\_

Each child enrolled at Lamar East Primary (Grades K - 2) must sign this agreement.
--

