

# **LOUISIANA ELEMENTARY**

**STUDENT HANDBOOK**



**2022 - 2023**

**Louisiana R-II School District  
3321 W. Georgia Street  
Louisiana, MO 63353**

## **LOUISIANA R-II SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Louisiana R-II Schools is to prepare each student to be a caring and critical thinking citizen.

### **We believe that all students:**

- Can learn
- Should be prepared to compete and excel in a global society
  - Should be prepared to become lifelong learners and responsible citizens
  - Deserve a safe and nurturing learning environment
- Deserve the best educational opportunities possible through a community-wide commitment to excellence.

## ELEMENTARY MISSION

Louisiana Elementary is dedicated to inspiring students to become lifelong learners that are caring and responsible citizens. Teachers work together towards our goals and with the community to provide quality educational experiences in a safe environment.

## ELEMENTARY VISION

**We are a partnership of staff, parents, students  
and the community sharing a vision where:**

- Students gain academic and life skills to be successful beyond our doors
- Students are provided with learning opportunities that meet unique needs and offer a variety of learning styles
- Communication between staff, students & parents promote a positive, safe & successful learning environment for all
- Students are excited, eager to learn and their success can be measured by their individual accomplishments
- Staff members are compassionate professionals working together for the good of all
- Administration is supportive of staff, visible & active in the community and a resource for staff, students and parents
- Discipline issues are resolved quickly & consistently while respecting the student's individual needs

## LOUISIANA ELEMENTARY SCHOOL

***Together WE achieve excellence!***

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## **LOUISIANA ELEMENTARY PLEDGE**

We are the Bulldog's BRIGHTEST  
Today we strive to be the Best we can be  
We Act responsibly exhibiting integrity  
Louisiana elementary a place of great friends and great fun

We act with honesty and we are trustworthy

Together we achieve excellence showing respect to ourselves  
and one another as together we work to persevere because  
we are the Bulldog's BRIGHTEST!

**LOUISIANA ELEMENTARY STAFF**  
2022-2023

Ms. Teresa L. Long, **Elementary Principal**  
Ms. Sabrina Gilley, **Elementary Counselor**

Dr. John Picone, **Special Education Director**  
Mrs. Tari Rule, **Office Manager**

Mrs. Jennifer House, **School Nurse**  
Christy Anderson, **Food Service**

**\*Pre-School**

Mrs. Marlo Hunn

**\*Pre-K Paraprofessional**

Mrs. Benita Asquith

**\*Kindergarten**

Ms. Morgan Murry

Mrs. Suzy Howland

Ms. Chayse Hepler

**\*First Grade**

Mrs. Paige Collum

Miss Jillian Lockard

Miss Meredith Martinson

**\*Second Grade**

Mrs. Cristina Meza

Miss Jenny Miller

Ms. Tessa Engstrand

**\*Third Grade**

Mrs. Geneva Martinson

Mrs. Jessica Sterne

Miss Larissa White

**\*Fourth Grade**

Mrs. Dana Collard

Mrs. Brennon Rule

Miss. Kristen Tucker

**\*Fifth Grade**

Mrs. Rebecca Dempsey

Mr. Eric Pahlman

**\*Special Education Staff**

Ms. Katie Blackwell

Ms. Casey Carr

Mrs. Katrina Catterton

Mrs. Liz Lemons

Ms. Leeann Painter

Mrs. Sheryl Smith

Ms. Erin Turner

Ms. Lynn Wilkinson

**\*Speech Pathologist**

Ms. Jenny Mollerus

**\*Title I Reading Specialists**

Ms. Robin Ozelius

Mrs. Teresa Pedersen

**\*Title I Math**

Mrs. Stacey Ross

**\*P.A.T**

Mrs. Amy Capstick

**\*Title I Paraprofessional**

Ms. Heather Barber

**\*District Library Media Specialist**

Mrs. Becca Jennings

**\*Library/Media Assistant**

Mrs. Brittney Murry

**\*Art**

Ms. Emily Love

**\*Music**

Ms. Emily Crain

**\*Physical Education**

Mr. Corey Elmendorf

**\*Computer Lab/STEAM**

Mrs. Brittney Murry

**\*Custodial Staff**

Ms. Debbie Baker

Mr. Chadwick Dowell

Mr. Darron Williams

**\*Food Services**

Mrs. Anita McDaniel

Mrs. Kendall Huckstep

Mrs. Sandy Traynor

## **DAILY ROUTINE**

School will be in session from 7:40 a.m. until 3:30 p.m. If you must bring your child to school before 7:10 a.m., please enroll them in the YMCA before school program. Information is available through the YMCA or by contacting Teresa Pedersen at the school. Please make sure that your child is **not** on the school grounds prior to 7:10 a.m.

Teachers will meet their classes and report to classrooms at 7:10 am. Students who ride the bus will have time to eat breakfast before school begins. Each grade level spends at least 20 minutes outdoors at recess when possible (Weather permitting). Please make sure your child is dressed appropriately for the weather of the day.

The buses will load and unload in the front circle drive. Buses are in the front (by the flagpole); cars should drive to the back of the building and use the drop off loop or visitor parking areas. Please **do not** park your car in the rear circle drive at any time. Any child arriving to school after 7:40 am must check in with the main office. The student will then need to present a tardy slip to the teacher before being admitted to class.

We use a pick up loop system for dismissal. **Please do not** cut through the car line as this creates an unsafe parking lot. Once your child's number has been presented to us, we will bring your child out to you. If it is necessary to pick up your child earlier than 3:30 p.m., please check in at the elementary office. This procedure is for your child's safety. We will not dismiss a child without approval from the office.

**DISMISSAL IS AT 3:30 pm. IF YOUR CHILD LEAVES BEFORE THIS, IT WILL COUNT AGAINST THEIR ATTENDANCE.**

## **VISITORS IN THE SCHOOL BUILDING**

Parents of students are welcome and encouraged to visit our school as valuable partners in education. Please keep the following guidelines in mind when visiting the school.

- Visitation must be restricted to the class which your child is a member and scheduled at a time convenient for the class. Please contact your child's teacher before coming in. **Your request to volunteer or sit in your child's room may be denied by the classroom teacher or principal.**
- Siblings are **not** allowed when visiting a classroom.
- Visitors must sign in at the office and wear a visitor pass at all times. Anyone without a visitor's pass will be escorted back to the office.

## **BREAKFAST AND LUNCH PROGRAM**

Louisiana Schools provide both a breakfast and lunch program to the children of the district. Financial assistance for both programs is available to families where need is established. Families must apply for free or reduced meals and be approved before assistance is available. Verification of income may be requested. Families receiving food stamps or AFDC automatically qualify upon application. Call the office if you have questions regarding free or reduced lunches.

## **STUDENT APPEARANCE**

The attire that a student displays reveals much about the person's character. Louisiana Elementary School has the responsibility of helping students build and develop a character that will assist them in being successful in life. Therefore, when deciding upon clothes to be worn at school, certainly cleanliness, economy, and appropriateness will be factors, along with the following guidelines:

- All clothing should be clean.
- Clothing, pins, or buttons with tobacco, alcohol, drugs, or sexual words are not acceptable at school.
- Tube tops, halters, muscle shirts, tank tops, and midriffs will not be permitted.
- Shirts and blouses must reach the waist. Stomachs are not to be visible. Sleeveless shirts should not have large armholes that expose underwear or a great deal of bare skin.
- For student grades 3 thru 5, Shorts are acceptable if the inseam is at least 3 inches in length.
- Students will be asked to remove any jewelry that distracts from the learning environment.
- Shirts with thin straps are not allowed for students in grades three through five. Younger students may wear these shirts in layers. Please make sure that these shirts fit the child--not tight, not large. Hats, bandanas, scarves, and visors should be removed upon entering the building. Sunglasses shall be worn at school only when prescribed by a physician.
- Students are not permitted to wear gang-related apparel or insignia at school or school functions.
- Trousers, pants, and jeans must be pulled up to an appropriate level, zipped, and fastened. Low slung pants and excessively oversized clothing will not be permitted.
- Teachers will send students with questionable clothes to the office. If the guidelines are not in accordance with the above rules, students may be provided an appropriate shirt or allowed to call home for a change of clothes. They may be sent home if they fail to comply with rules.
- Footwear is required at all times, gym may enforce special requirements. If students are wearing HEELY's, the wheels must be removed from the shoes before entering the school.

The school reserves the right to restrict any student from attending school activities when such student dresses in a manner unbecoming to him/her or the student body, or



when his/her dress or general appearance create a disturbing atmosphere within the jurisdiction of school officials.

### **LOUISIANA ELEMENTARY SCHOOL ATTENDANCE REGULATIONS**

These attendance regulations provide guidelines for school administrators, teachers, parents, and students for the purpose of regular student attendance which results in success in the overall school experience of students. Louisiana Elementary has established an attendance goal of 95% of its students will have 95% attendance rate or better. Anytime a student is absent academic achievement can become a concern.

#### **Absentees and Tardies**

All students are expected to attend school regularly and to be on time for classes in order to benefit the most from the instructional program. This will also aid in the development of habits of punctuality, self-discipline, and responsibility. Parents/guardians have the responsibility to ensure regular attendance of their child(ren). The Louisiana Elementary office and the personnel will monitor the attendance of students under his/her supervision and notify parents of excessive absences. Excessive absences/tardies may result in retention or referral to the Division of Youth Services and the Juvenile Court, as well as the loss of credit for work not completed.

Parent participation is a critical element in encouraging your good student's attendance. Parents are encouraged to call school prior to the start of the school day when their child is absent. If verification of an absence is not received, school personnel will attempt to contact the parent to verify the absence. If it is not possible to call, the parent should send a note with the child the day he/she returns to school following an absence. The note should include the date of absence, the reason for absence as well as the parent's signature. If the child was seen by a doctor/dentist, he/she should bring verification from that office. The notification of absences will be as follows:

#### **5 accumulated absences or tardies**

- Letter to Parent/Phone conference with Parent
- Doctor's excuses are required for any further absence.
- Doctor's excuses will only be accepted within one week of child's absence.

#### **7 accumulated absences tardies**

- Letter to Parent/Phone Conference with Parent.
- Mandatory doctor's excuses are required for any further absence.
- Doctor's excuses will only be accepted within one week of child's absence.
- A possible referral to the truancy office and/or Division of Youth Services for further absences.

#### **10 accumulated absences or tardies**

- Letter to Parent/Phone or face to face conference with Parent.
- Mandatory doctor's excuses are required for any further absence.
- Doctor's excuses will only be accepted within one week of child's absence.

- A mandatory referral to the truancy office and/or Division of Youth Services for further absences.

An attendance appeal process is in place if the family believes there are extenuating circumstances which have impacted the student's attendance. If your child's attendance falls below ninety-five percent and you wish to submit an appeal, you may do so in writing. All attendance appeals must include written documentation/verification of the extenuating circumstances such as a doctor's statement, record of hospitalization, etc. The attendance committee will review the appeal and respond to the family in writing. The attendance committee will consist of the school counselor, school nurse, three certified personnel and the elementary principal (the principal will be a non-voting member of the committee)

### **EARLY DISMISSAL OF STUDENTS**

If it is necessary for a student to be released from school before the end of the regular school day, the office must be notified. Upon receiving written notification from a parent or legal guardian, the office will release the student. When picking up your child at school, always sign the early release list in the office. This will allow us to know where your child is at all times. This is a safety precaution and we reserve the right to refuse to dismiss a child to any person who cannot provide adequate identification. \* Remember that picking your child up early does count against his or her attendance\*.

Please do not park in the dismissal lanes when picking your child up early.

### **CUSTODY DOCUMENTATION**

Parents involved in custody issues must have current, legal custodial documents (signed by judge) on file at the school.

Under normal circumstances, biological parents may pick their children up at school unless current court documentation states otherwise. Identification is still required for pick up. The school will not arbitrate custodial rights.

### **ABSENCE AS IT PERTAINS TO ACTIVITIES**

Academics are the emphasis at Louisiana R-II Schools. So, **in order to be eligible to attend or participate in any extracurricular activity, a student must be in school all day** on the day of the activity, unless excused by the principal. Students who participate in an activity on a night before school is in session must be in school on time the morning after the event, unless excused by the principal.

### **HOMEBOUND INSTRUCTION**

In the case of a serious accident, extended serious illness or other emergency health situation where an extended absence from school is expected, a doctor's written letter and "Application for Homebound Instruction" should be filed with the Principal.

### **Classroom Treats**

Due to COVID-19 and the Healthy, Hunger Free Kids Act of 2016 (Board Policy ADF), all public schools are now required to follow the Smart Snack guidelines, and they must abide by provisions for healthy snacks according to the Smart Snack guidelines set out by the USDA. Examples of acceptable treats include; baked Lay Chips, reduced fat Doritos, SideKick Fruit Slushy, animal crackers, fruit snacks, fruit punch juice box, fruit roll up, and reduced fat iced sugar cookie, all items are .50 each. Therefore, treats that are high in sugar (cupcakes, cookies, etc.) will no longer be allowed as birthday treats or classroom parties. **\*\*\*\*PLEASE ORDER TWO WEEKS PRIOR TO THE EVENT\*\*\*\***

The pre-kindergarten and kindergarten have been given an USDA approved snack list from Louisiana R-II Food Service Director. This has been approved because the little folks have snack time every day. So the items on the approved list may be purchased at the grocery store, BUT if you would like to order snacks from school instead, that is fine also.

We will continue to celebrate individual birthdays and Holiday/Season Parties, but we ask that you choose from the listed items. We ask parents not to send birthday invitations to school to be distributed, unless there is an invitation for every student in the class, and we also ask parents or guardians not to send flowers or balloon bouquets to your child at school for any holiday/birthday due to the distraction. Thank you for your cooperation.

### **STUDENT DIRECTORY**

Student directory information is available to the public upon request. Individuals listed in the directory have the right to request to be removed from the directory. The school may furnish pictures of students involved in school activities to local media. If you do not want your child's picture published, please notify the school in writing.

### **CHANGE OF ADDRESS / PHONE NUMBER**

It is important that the office be notified immediately when a family changes their address or telephone number. This is particularly important in case your child should have an accident or become ill at school.

### **EDUCATIONAL FIELD TRIPS**

Throughout the school year, there are scheduled educational trips to various locations for students in grades K-5. All students are expected to follow proper bus behavior even if they do not usually ride a bus. During the year we will also have walking educational trips. Teachers will send home information for any trip prior to the visit so parent volunteers may attend if interested. Students must ride the bus to the field trip. Students may ride home with a parent or guardian only if previously approved by the office.

## **EDUCATIONAL PROGRAMS**

### **GUIDANCE SERVICES**

The counselor works directly with students, parents, and teachers to provide needed services and to plan for the students' education. The following can be accessed through the counselor's office.

- Seeking help with personal problems or adjustment problems.
- Talking with the counselor concerning test results, achievement record, and other information concerning academic achievement.

To see the counselor, the student must have a pass from the teacher. No problem or need is insignificant. If the problem is not something that can be handled at school, the counselor may be able to suggest a more appropriate route to take.

### **Character Education**

#### **BULLDOGS HAVE A GREAT B.A.R.K.**

**Great Behaviors, great Attitudes, take on great Responsibilities, and show great Kindness.**

### **THREE TIERED READING PROGRAM**

Our school was very fortunate to have received the Reading First Grant for students in grades K - 3, which have allowed students to receive explicit, systematic reading instruction that will be consistent throughout each classroom and grade level. Although the grant was K - 3, we continue working with the program through fifth grade. A very important piece to this program is the 90 minutes of uninterrupted reading blocks. If at all possible, teachers and students time during these blocks should be respected and any appointments should be made around them. Schedules of reading blocks will be released to parents at the start of the school year.

### **LEARNING RESOURCE ROOM**

Children may be referred for additional help through the Learning Resource Room. This room contains educational resources and personnel to address the student's educational needs on a more individual basis. Participation in the special education program is dependent upon meeting eligibility requirements. Contact Dr. John Picone for further information.

(754-6904)

## **TITLE I READING/COMMUNICATIONS ARTS RESOURCE ROOMS**

Through the federally assisted Title I program, children who have difficulty mastering reading skills may receive assistance in the Reading Resource Rooms. The program consists of small classes that provide individualized instruction. Attractive and interesting materials encourage children to become better readers. Contact: Ms. Ozelius for more information.

## **SPEECH AND LANGUAGE THERAPY**

The Speech and Language Supervisors work with any elementary child having a speech and/or language disorder. Therapy is directed toward correction as well as building good speech and language habits.

## **REPORT CARDS**

To help keep you informed of your child's progress, each student's teacher prepares progress reports at the midterm of each quarter. Report Cards will be sent home at the end of each quarter. These will reflect the progress each child has made in school. These reports are sent home to the parents or guardians and are to be returned to school within One week. Teachers will also send additional reports during the school year or schedule Parent/teacher conferences to more fully inform parents of student progress. Feel free to contact the teacher throughout the year with questions or concerns about your child's progress.

## **PARENT / PRINCIPAL CONFERENCES**

If at any time you feel a conference with the principal is necessary, do not hesitate to call. Please make every effort to speak with the teacher before contacting the principal. Communication between the school and the home is vital to the success of the child, not only in school but also in life. Mrs. Hamlett (573) 754-6904 option 1.

## **PARENT / TEACHER CONFERENCES**

Parent/Teacher conferences will be held once a year typically in October. The elementary office will send information home with each child prior to the conference dates. Our school staff is always ready and available to meet with parents or guardians to discuss their child's progress.

## **PROMOTION AND RETENTION PROCEDURES**

Despite the differences in backgrounds and abilities, most children will complete the elementary program in six years. For students requiring more than six years to complete the program, the following guidelines will be used in recommending retention:

1. An elementary student can be retained at any grade level. Although we strive to reach an agreement with all involved parties; the school always makes the final decision.
2. Teachers will notify the building principal as soon as they have identified any students who might be candidates for retention. Identification will be followed by a review of the students' present program with specific plans made for appropriate educational intervention. The review will be done by our school's data team.

3. The criteria used for considering retention of a student will include, but will not be limited to the following:

a. The child is achieving significantly below grade level. This means F's and D's appear on grade cards—not C's and D's.

4. Reading at least one grade level below grade placement. Grade 4 must follow Senate Bill 319.

5. Excessive absences.

Individuals involved in retention recommendations will be the classroom teacher, parents, title I reading specialists and the building principal. First notification of possible retention will be attempted in January. A meeting will be scheduled by the teacher with the building principal and parents. Final notification will be made by the school after all relevant information has been gathered. Parents will receive specific reasoning for the decision.

### **CLASSROOM PLACEMENT**

Louisiana Elementary staff works diligently in creating equalized classrooms for each child considering behaviors, gender, academic abilities and personalities in organizing classrooms.

### **STUDENT RECOGNITION**

#### **Honor Roll**

Students in grades 1-5 will be eligible to be on the Louisiana Elementary Honor Roll for academic achievement.

#### **Guidelines:**

- Only those grades in the core subject areas of reading, mathematics, language arts, spelling, social studies and science will be figured into the student's average grade.

Special class grades will not be figured into the honor roll.

- Grade point average of 3.0 or above.
- No grades below a C.
- All A's Honor Roll (PRINCIPAL'S AWARD) is earned by students in grades 1-5. First grade will begin during the 2nd grading term.

#### **Most Improved Student**

The classroom teacher will designate one student who has shown significant improvement in class work and/or behavior.

#### **President's Award for Educational Excellence: Gold Award**

This award is presented annually to all fifth grade students who meet the requirements established by the President's Committee on Academic Achievement. Report card averages will include those each student received in grades 3, 4, and 5.

#### **Basic guidelines are as follows:**

- Students must have at least a B+ grade average (3.75 on Honor Roll Scale) for grades 3, 4, and the first semester of grade 5.
- Student must have been on the Honor Roll in grades 3, 4, and the first three quarters of grade 5.

- Achievement test results on the MAP must be at the 85th percentile, and/or teacher or other staff member recommendation for academic worthiness. Student's scores in reading, language, and mathematics will be averaged to determine percentile rankings.

#### President's Award for Educational Improvement: Silver Award

This award is to recognize students in fifth grade who show outstanding educational growth, improvement, commitment and/or intellectual development in their academic subjects but they do not meet the criteria for the President's Award for Educational Excellence.

#### Citizenship

This award will be given to students who:

- Participate in school and/or community services:
- Show a positive attitude toward classmates, school, and community.
- Exercise the rights and responsibilities and demonstrate a great bulldog bark.

#### Perfect Attendance

Students who have had no absences or tardies will receive this award at the end of the school year.

### **STUDENT DISCIPLINE**

Cooperation between the school and home is the key to a child's success in academic growth and positive self -image. The school needs your influence and support in creating an appropriate atmosphere for learning. Children who come to school to learn seldom have problems with school rules. A good attitude goes a long way. You will receive a phone call or alternatively, a note home whenever there is a problem that goes beyond a mild warning. All negative consequences occur on an individual basis.

Specific behaviors for the elementary level are not outlined in board policy; however, a progressive type of punishment shall be utilized and documented. Disciplinary measures at the elementary levels may include:

- Verbal Reprimands and Warnings
- Detention at Recess
- Parent-Teacher Conference/Phone call
- Corporal Punishment
- ISD (In School Detention)
- OSS (Out of School Suspension)

Expect more severe consequences for repeat offenders. For instance: If two children get into a fight and child A has already been in 3 previous fights he may be removed from school for 6-10 days. While child B may only be removed for 2 days if it was his first offense.

Violence at school will not be tolerated. With all things being equal hitting or fighting will usually result in:

- At least 2 days OSS for the first offense
- At least 4 days OSS for the second offense

- At least 6 days OSS for the third offense

\*More severe situations may involve modifications to this guideline.

\*Please note that Board Policy states that students are not allowed to make up homework for credit during an out of school suspension.

The principal will consider many extenuating circumstances and will individualize consequences whenever possible to emphasize that the child should be learning from their mistake and not repeating inappropriate behaviors. Please reference Board policy and Missouri safe School Act information on the web at [www.louisiana.k12.mo.us](http://www.louisiana.k12.mo.us). For a paper copy, please contact the Elementary office.

### **B.I.S.T. - Behavior Intervention Support Team**

BIST is a system of tracking and managing student behavior that is based on:

1. Grace--unconditional acceptance of students, but not of negative behaviors.
2. Accountability--allowing student to accept responsibility for themselves and their actions.

BIST works with students to cultivate three very important life skills:

1. I can be okay even when others are not.
2. I can be angry or upset without getting into trouble.
3. I can do what is asked of me, even when I don't want to.

Louisiana Elementary Expectations for **ALL** students; no matter the school setting:

It's never okay to be disruptive.

It's never okay to be hurtful.

It is always okay to be kind and responsible.

It is always okay to do your best and ask questions when you don't understand.

**BULLDOGS HAVE A GREAT B.A.R.K.**

**Great behaviors, great attitudes, take on great responsibilities, and  
show great kindness.**

When students are not following the expectations of the school the following processes of the BIST procedure will be followed:

1. Students will be given a warning.
2. Students will be sent to the "safe seat" in the classroom where he/she will be asked to reflect on which life skill he/she needs to improve upon. He/She will be asked to process conference **by the very next** school day following being sent to the safe seat.

\*Note: If a child's behavior is disruptive or harmful in such a way that they cannot control themselves enough to be successful in the safe seat then it is warranted that this step be skipped and the child sent directly to the office.

3. If the student does not follow the rules in the "safe seat" he/she will be escorted to a "buddy room" and will be required to process (conference **by the very next** school day following being sent to the buddy room) with his/her teacher before he/she may return to his/her regular classroom. The teacher will contact you if your student is moved to the buddy room.



\*Note: If a child's behavior is disruptive or harmful in such a way that they can't control themselves enough to be successful in the buddy room then it is warranted that this step be skipped and the child sent directly to the office.

4. If the student does not process or does not follow the rules in the "buddy room," he/she will be escorted to the office.

If a child engages in insubordination or disrespect they will be sent to the principal. This will involve two actions.

5. A phone call home
6. ISD or OSS

### **SEXUAL HARASSMENT OR INDECENT CONDUCT**

Sexual harassment constitutes unlawful sexual discrimination. It is the policy of the Louisiana Elementary School to maintain learning and working environments that are free from sexual harassment.

Examples of harassment may include, but are not limited to, the following:

- Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversations,
- Cornering or blocking a student's movement, pulling clothes, students "making out" on school premises.
- Unwanted sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment.

If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the building principal. If the building principal is not of the same sex as the student, or the student for any reason would prefer to report their concern to another administrator within the school district, they may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern. Consequences will be determined on a case-by-case basis. It is the policy of the Louisiana Elementary School that sexual harassment and indecent conduct will not be tolerated and will be dealt with severely.

### **SAFE SCHOOL POLICY**

It is our policy to ensure the highest possible standards of learning as well as the safety, health, and well-being of students and employees. We recognize that inappropriate behavior/acts can substantially interfere with students and employee productivity. We are dedicated to preventing these disruptions in our school. Behaviors that are disruptive may include: theft/extortion, disrespectful/disruptive behavior, abusive/profane language, truancy, physical attack on students/adults, verbal attacks on students/adult, sexual harassment, the possession of controlled substances. School officials reserve the right to punish any group or person displaying behavior that disrupts the learning of others and the well-being in our schools. Descriptor Code: JFCF

## **Bullying Policy**

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

### **Definitions**

**Bullying** - In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or

property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

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

**School Day** - A day on the school calendar when students are required to attend school.

### **Designated Officials**

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

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

## **Reporting Bullying**

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident. Students who have been subjected to bullying, or who 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, to the principal or designee of the building attended by the majority of the participants in the incident.

## **Investigation**

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

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

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

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

### **Consequences**

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

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

### **Policy Publication**

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

### **Training and Education**

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors,

social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

#### **Additional School Programs and Resources**

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

#### **ITEMS NOT ALLOWED IN SCHOOL**

Students and parents are asked see that the following items are not brought to school by students:

- All types of trading cards (baseball, Pokémon, etc.)
- glass bottles
- electronic games
- radios
- toys (including fidget spinners & slime)
- Walkman
- IPOD (MP3 Players)
- knives

- large amounts of money
- Cell Phones
- Candy & Soda

No cell phones are allowed at Louisiana Elementary. If a child needs to have a cell phone due to extenuating circumstances, it should be taken to the office at the time of arrival and can be picked up at the end of the day. If a cell phone is out during school hours, the teacher will send the student to the office. There the principal will hold the cell phone until the parent can pick it up.

### **SCHOOL PROPERTY AND PERSONAL PROPERTY**

The school and surrounding property is public property, owned by the taxpayers and placed under the control of the school board. Students who destroy or vandalize school property will be required to pay for losses or damages. Many items, such as textbooks, are loaned to students. If these items are lost or damaged, it is the student's responsibility to pay for their replacement. If students willfully destroys or defaces (including writing on desks, walls, etc.) school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, they should report it to a teacher or the office immediately.

#### **LOCKERS**

Lockers are issued to 4th and 5th grade students at the beginning of the year. Each student is responsible for keeping his or her assigned locker clean both inside and outside. Damage caused by misuse of tape, etc. will be charged to the students. Any locker malfunction should be reported to the office. The lockers are the property of the Louisiana Elementary School and are subject to inspection by authorized personnel.

### **HIGH SCHOOL AND MIDDLE SCHOOL EXTRACURRICULAR ACTIVITIES**

Students in the elementary school attend many events. No elementary student may attend events without an adult. Students are not to be dropped off at the game without an adult to be responsible for their behavior and safety. We ask that all students come to events to encourage the participants. If a child attends an event, it is presumed that they intend to watch the game, concert, etc. Students, who do not principally come with the intent of watching an activity, may be asked to leave the activity.

During varsity football games, a student section has been designated. Elementary students are to sit either with their parents or the adult who brought them. The students attending are to watch the game and exhibit good sportsmanship. Students are not to run around or play during the game. If the student is requested to sit with parents, they must immediately comply if they are to remain at the game or attend any further events. We also require that all students and adults refrain from standing on the track while watching the game. If a student causes a disruption at an event or is repeatedly caught violating the above conditions, they may be barred from any specific or all further activities during the year.

## **EMERGENCY PROCEDURES**

To the extent possible, the emergency plan for the Louisiana School District provides for the safety and supervision of all students during an emergency. Each school has a written emergency plan that is followed in case of fire, tornado, earthquake, or other disaster that might threaten the safety of students in the building. Members of the staff have a posted copy of the procedures to be followed in their classrooms and are instructed in the proper procedures. Practice drills are held regularly with the children to review what to do in case of emergency. In case of an emergency situation involving the physical school building (for instance: if a tornado has removed the school roof and fallen trees or power

lines have blocked the roads) We have made arrangements to use Maple Grove retirement center as an alternative site to house children safely until parents can arrive. If you would like a copy of our procedures, please contact the office.

## **INCLEMENT WEATHER**

In case of inclement weather, when roads are considered hazardous, parents/guardians will receive a call, text, and/or email. This information will also be found on the Louisiana Elementary Facebook Page. At times when secondary roads are considered slippery but main roads are safe, we may follow a "snow route" procedure. Please listen carefully to KJFM Radio for complete directions about school closing or check our Facebook page. If there is no announcement, assume school is in session. If we need to dismiss early, we will contact you through the above avenues. To help us with these situations remember these suggestions:

- Discuss possible early dismissals with your child and have a plan worked out
- with your child as to where he/she should go in these instances.
- Please do not call radio or TV stations.
- Please resist calling the school to check on dismissals. Our phone lines are at a premium during bad weather.
- We often permit children to call home if they do not know what to do, and all of the phone lines will be needed for these services.

## **BUS ROUTE REMINDERS**

Bus Barn's Number - 573-754-6571

Be certain the Elementary School office manager knows if your child will be coming from or going to a baby sitter's. Since bus routes are established in August, we need this information as soon as possible to make changes in routes. Please help your child with how they get home on early release days. Watch for the PRESS JOURNAL before school begins to find the bus routes. The time your child arrives home may vary somewhat from day to day due to the number of bus riders. Please do not become alarmed if arrival time is not exact. Simply contact the school with your concerns. We will address the situation immediately 573-754-6904 option 1.

### **\*\*\* Bus Guidelines for 2021-2022 \*\*\***

- Only one pick up address and one delivery address will be allowed. (Need not be the same)
- Changes must be in writing and delivered to the principal's office no less than two days in advance
- Minimum of 15 school days before another change can be made.
- Riding with friends for special occasions is not allowed. (birthday parties, etc.)
- Split custody will be considered but will require a prior written schedule.
- If the delivery place appears unsafe the student will be returned to the school.
- If a student misses the bus, the bus will not return to pick them up.
- Please remember that school provided transportation is a privilege.

### **TRANSPORTATION DEPARTMENT INFORMATION**

Any child in the Louisiana R-II District who lives one mile or more from his/her assigned attendance center is eligible to be transported to and from school by bus. If a child chooses to ride a bus, he/she is subject to the following rules:

- The driver is in charge of the student and the bus. Students must obey the driver.
- Seat belts **MUST** be worn whenever available on a bus.
- Riders must be on time. Buses cannot wait for those who are tardy.
- The driver may assign seats if necessary to hold students accountable.
- Students are to stand out of the roadway when waiting for a bus.
- Drivers are not permitted to visit with riders.
- Normal classroom behavior is expected of the students. Any rowdy behavior or use of bad language is to be reported to the principal's office.
- Buses are to be tobacco free environments.
- Trash is to be thrown in the correct receptacle on the bus.
- Students are to sit down promptly upon loading the bus and remain seated whenever the bus is in motion.
- Students are to keep all body parts inside the windows at all times.
- Any damage to the bus should be reported immediately to the driver.
- When unloading from a bus, students are to follow the driver's directions.



- Students will not be permitted to board or unload from a bus at any location other than their specific designated stop. Building principals will retain the right to waive this with a note to the driver.
- Students are never to be in the driver's seat, nor tamper with the bus.
- Riders may carry only items that can be held in their laps. No items will be permitted in the aisles.
- The school code of conduct is in effect while students are riding the bus.

### **School Bus Discipline (Joint recommendations of Administration and Transportation Dept.)**

#### **Offenses warranting interdiction by School Administration**

<b>Offense</b>	<b>Penalty at School</b>	<b>Recommended Penalty on Bus</b>		
Fighting	Refer to Principal	1 <sup>st</sup> = 10 days	2 <sup>nd</sup> = 30 days	3 <sup>rd</sup> = end of year
Cursing Driver	Refer to Principal	1 <sup>st</sup> = 10 days	2 <sup>nd</sup> = 30 days	3 <sup>rd</sup> = end of year
Weapons	Refer to Principal	1 <sup>st</sup> = 10 days	2 <sup>nd</sup> = 30 days	3 <sup>rd</sup> = end of year
Property Destruction (Minor)	Refer to Principal plus compensation	1 <sup>st</sup> = 10 days	2 <sup>nd</sup> = 30 days	3 <sup>rd</sup> = end of year
Property Destruction (Serious)	Refer to Principal plus compensation	30 days up to end of year		
Smoking	Refer to Principal	1 <sup>st</sup> = 10 days	2 <sup>nd</sup> = 30 days	3 <sup>rd</sup> = end of year

### **Offenses dealt with by transportation department**

Horseplay	1 <sup>st</sup> = 5 days	2 <sup>nd</sup> = plus 5 days	3 <sup>rd</sup> = Refer to Principal (Probably 30 days)
Minor Vandalism (Graffiti)	1 <sup>st</sup> = 5 days	2 <sup>nd</sup> = plus 5 days	3 <sup>rd</sup> = Refer to Principal (Probably 30 days)
Eating/Drinking	1 <sup>st</sup> = 5 days	2 <sup>nd</sup> = plus 5 days	3 <sup>rd</sup> = Refer to Principal (Probably 30 days)
Littering	1 <sup>st</sup> = 5 days	2 <sup>nd</sup> = plus 5 days	3 <sup>rd</sup> = Refer to
			Principal (Probably 30 days)
Inappropriate Language	1 <sup>st</sup> = 5 days	2 <sup>nd</sup> = plus 5 days	3 <sup>rd</sup> = Refer to Principal (Probably 30 days)

## **HEALTH RELATED INFORMATION**

**Parents are asked to provide the school with written information regarding special health concerns their child may have as soon as possible.**

### **IMMUNIZATION**

It is Missouri State Law that all students must be immunized prior to enrolling in any public school system. Immunization records must be provided to the school and reviewed prior to enrollment. These records must come from a physician or other recognized health facility stating the required immunizations have been given to the student and verification of the type of vaccines given. Parents shall be required to provide documentation of the month, day and year of vaccine administration. Please refer to 19 CSR 20-28.010, section 167.181, RSMo.

- Parents or guardians of a student enrolled in Pre-K, upon request you can be notified of whether there are students currently enrolled in or attending for whom an immunization exemption has been filed.

### **BIRTH RECORDS**

All students must have a birth certificate on file in the schools cumulative records. If you do not have a copy, you may contact the BUREAU OF VITAL STATISTICS, Jefferson City, Mo., or contact the Pike County Health Department at 1-573-324-2111. Fees may apply.

### **ILLNESS AND INJURY RESPONSE AND PREVENTION**

When a student becomes ill or is injured during school hours, the Principal, School Nurse or authorized personnel will administer first aid as described in accordance with policy and procedures EBB, EBBA, EBBA-AP and guidelines provided by the Department of Health and Senior Services (DHSS) and the Pike County Health Department.

Due to the increasingly high number of student health referrals and missed classroom instructional time, the following protocol will be implemented: Basic first aid procedures will begin in the classroom. If the illness complaint is not resolved in the classroom, the student will be referred to the office for further evaluation. If a student exhibits fever, vomiting, diarrhea or other potentially contagious illness, the parent will be contacted to arrange for pick-up of the student. If your child has been diagnosed with a contagious illness, please notify the school immediately for the school's contagious illness compliance guidelines.

**\*Children must be fever free, diarrhea free, and vomit free for 24 hours without the use of medication(s) before returning to school.**

#### **MEDICATION ADMINISTRATION**

Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home. **The district will not administer the first dose of any medication.** Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible. Please refer to policy, procedures and policy medication administration forms FILE: JHCD, JHCD-AP, JHCD-AF1, JHCD-AF2 and JHCD-AF3.

- All medications must be delivered to the school nurse, principal or designee by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original package.
- All medications must be accompanied by a Board approved medication form.
- Emergency medication such as an inhaler or epi-pen will require a doctor's order to administer. A written healthcare plan and emergency action plan will be required for student's receiving emergency medications.
- It is the responsibility of the parent/guardian to maintain the student's supply of medication.

**All student occupied buildings will maintain an Epi-Pen, Benadryl and Asthma related rescue medication to be used on students with undiagnosed medical emergencies.**

#### **HEAD LICE**

Students who are found with Live Lice or Nits will be sent home for treatment. Student/s who are accompanied by a parent/guardian can return after 24 hours for a recheck by the district nurse and if no live lice are found the student/s will be readmitted into their classroom. Another recheck will be completed on the student/s after 5 calendar days and if live lice are found then the student/s will again be sent home to restart the treatment process. This process will continue until the student/s has been found clear after the 5 day recheck. Confidentiality of the infected student will be maintained. Please note when head lice is found in a classroom, the classroom room is cleansed and sprayed. For a complete copy of the procedure see the district nurse.

#### **DIETARY REQUESTS**

All dietary restrictions require a completed special meals form signed by the parent and healthcare provider.

## **VISION AND HEARING SCREENINGS**

Vision and Hearing Screenings are completed on grades Pre-K, K, 1<sup>st</sup> and 3<sup>rd</sup>. Vision only screenings are completed on 5<sup>th</sup> grade students. All screenings are planned to be completed by December. If a student enrolls after the screening for their grade has been completed their screening will be completed by the end of the school year.

- **IMPORTANT NOTE:** If any parent/guardian of an Elementary School student would like to have their student screened for possible Vision or Hearing issues, contact the school nurse and a permission slip will be sent home for your signature before the screening can be completed. Individual screenings require a signature, mass screening do not.

## **NONDISCRIMINATION**

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as an applicant for employment and as an employee. It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district and individuals with whom the Board does business. In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and in the location and use of facilities and educational materials. The Board will designate an individual to act as the district's nondiscrimination compliance coordinator, and will ensure that the coordinator's name, business address and telephone number, as well as the statements of nondiscrimination by the district, are published to patrons, employees and students on an annual basis. The superintendent shall continue all necessary actions to ensure that discrimination does not occur in the educational program, employment practices, or activities of the school district

It is the policy of the Louisiana R-II School District to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, handicapping conditions or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district and individuals with whom the district does business. This policy is effective in all programs and activities including employment, admissions, retention, financial aid, and educational programs. The district is an Affirmative Action, Equal Opportunity employer and adheres to all requirements of Title IX of the 1972 Educational Amendments, which prohibits discrimination on the basis of sex. In addition, the district has adopted a policy of compliance with Section 504 of the Rehabilitation Act of 1973 as amended. Inquiries regarding compliance with Title IX, section 504 or other components of the nondiscrimination policies may be directed to, Title IX or Ms. Sabrina Beffa, Section 504. Louisiana R-II School District 3321 W. Georgia Street, Louisiana, Mo.

## **PUBLIC NOTICE**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial Schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to 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 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). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative that describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures that the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. The census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

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

### **PUBLIC ANNOUNCEMENT SURROGATE PARENT PROGRAM**

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment,

—parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

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

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

### **Language Minority Students**

To whom it may concern: Louisiana R-II Schools has adopted a policy that identifies and assesses the educational need of students whose native or home language is other than English and provides appropriate programs to address these unique needs.

Language Minority Contact: Sabrina Beffa, 500 Haley Avenue, Louisiana, MO 63353  
Telephone: 573-754-6904

### **Homeless or Migrant Education**

To Whom It May Concern: Louisiana R -II Schools has adopted a policy to articulate the identification process and procedures to be used in providing educational services to any student who enrolls in our district and is classified as homeless children or youth. The school district also systematically identifies migratory children, ages 3-20, notifies the director of the regional migrant center of the state director of their presence, and gives full access to all programs and services provided to all other children.

Middle School Principal, Homeless/Migrant Education Coordinator, Telephone: 573-754-5340, Hours: 8 AM - 3:45 PM Monday- Friday

**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 programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education</b>	
<b>Complaint Procedures for ESSA Programs</b>	
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1. What is a complaint under ESSA?	
2. Who may file a complaint?	
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<b>Complaints filed with LEA</b>	<b>Complaints filed with the Department</b>
4. How will a complaint filed with the LEA be investigated?	6. How can a complaint be filed with the Department?
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<b>Appeals</b>	
9. How will appeals to the Department be investigated?	
10. 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)?**

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:

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

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

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

The following activities will occur in the investigation:

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

## **7. 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).

## **8. 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.

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

## **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.

## **Dear Parent or Guardian:**

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.



- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

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

### **TITLE IX**

Louisiana R-II School District is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. Given this, the District does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the Education Amendments of 1972 ("Title IX"), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment.

Title IX's requirement not to discriminate in any of the District's education programs or activities applies to both students and employees and extends to both admission and employment. Inquiries about the application of Title IX and its regulations to the District may be referred to the District's Title IX Coordinator:

Title IX Coordinator:

Bobby Spoonster

3321 Georgia Street

Louisiana, MO 63353

[spoonsterb@louisiana.k12.mo.us](mailto:spoonsterb@louisiana.k12.mo.us)

573-754-4261

### **ASBESTOS:**

The Louisiana R- 2 School District surveys and assesses the potential for exposure to friable asbestos in all buildings. The report is available for public view in the superintendent's office. The district will take every precaution in compliance with the Asbestos Hazard Emergency Response Act.

### **School Violence Hotline Number (1-866-748-7047)**

The State of Missouri, through a grant from the Department of Public Safety, has established a statewide School Violence Hotline to help school districts and law enforcement agencies be aware of reports of school violence as early as possible and to ultimately make schools safer. The School Violence Hotline is staffed Monday through Friday from 7:00 a.m. to 6:00 p.m. Calls are accepted; information is gathered and entered into a centralized database. The information is then communicated to the appropriate law enforcement agency and schools.

### **Library Information**

The Louisiana Elementary Library has over 9000 volumes. In addition to this collection, the third-- fifth grade students can check out from a paperback collection. The librarian has turned to paperbacks to stay current with the students' interests. The book fairs, which parents show great support, have made this possible.

## **TECHNOLOGY USAGE**

The Louisiana R-II School District's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

### **Definitions**

For the purposes of this policy and related procedures and forms, the following terms are defined:

**Technology Resources** - Technologies, devices and resources used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.

**User** - Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) - Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password - A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user. Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and

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procedures. Unless authorized by the superintendent or designee, all users must have a signed User Agreement on file with the district before they are allowed access to district technology resources.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

#### **User Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology. Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.

#### **Technology Administration**

The Board directs the superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may

install or remove new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

### **Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure (—filtering/blocking device) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disabled. The district's filtering/blocking device to enable a non-student user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

### **Closed Forum**

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum. All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

### **Records Retention**

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources that complies with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State. In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee.

The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary

actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

### **Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long- term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

### **Damages**

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

### **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Louisiana Elementary

Field Trip/Handbook Acceptance

Agreement 2021-2022 School Year

This form needs to be signed and returned to the office by August 30<sup>th</sup>.

**PARENT/STUDENT HANDBOOK**

I have received and read the 2022-2023 Louisiana Elementary School  
parent/student handbook.

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Signature of Parent/Guardian

Date