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LOCKWOOD R-I MISSION STATEMENT

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

MASCOT: Tiger

SCHOOL COLORS: Red, White, and Black

Lockwood R-I Board of Education

- Jeff Nentrup President
- Larry Coose Vice-President
- Kirk Neill Secretary/Treasurer
- Pamela Allen Member
- Russell Niehoff Member
- William Stefan Member
- Charles Lewis Member
- Bill Rogers Superintendent
- Cindy Cornish Administrative Assistant

LOCKWOOD SCHOOL CALENDAR 2009-2010

August 17-18.....	Teacher Workshop
August 19.....	First Day of School
September 7.....	No School – Labor Day
October 19.....	End of First Quarter
October 22.....	Parent/Teacher Conference
October 23.....	No School
November 2.....	No School (SRVC PDC Day)
November 25-27.....	Thanksgiving Break-No School
December 18.....	End of Second Quarter-Dismiss at 1:15 p.m.
December 21-January 3.....	Christmas Break
January 4.....	Back to School/Third Quarter Begins
January 18.....	No School (Martin Luther King) 1 st Snow Day
February 15.....	No School (Presidents Day) 2 nd Snow Day
March 10.....	End of Third Quarter
March 18.....	Parent/Teacher Conference
March 19.....	No School
March 22.....	No School (Professional Development Day) 3 rd Snow Day
April 2-5.....	Easter Break-No School
May 16.....	Senior Graduation
May 19.....	Last Day of School (Dismiss at 1:15)
May 20.....	Teacher Workshop (4 th Snow day)
May 21.....	5 th Snow Day
May 24.....	6 th Snow Day

SCHOOL CLOSING

On those occasions when Lockwood R-I School are forced to cancel classes due to inclement weather, school closing announcements will be made on the following radio and TV stations:

Radio

Pittsburg, KS	KKOW	86 AM or 96.9 FM
Joplin, MO	KDMO	1490 AM
Lamar, MO	KHST	101.7 FM

Television

KY 3	Channel 3	Springfield, MO
KOLR	Channel 10	Springfield, MO

Every effort will be made to make this information available to the radio and TV stations by 6:30 a.m.

Lockwood R-I Elementary – Middle School
408 Locust Street
Lockwood, MO 65682
(417) 232-4528

Lockwood R-I Elementary Staff

Principal.....Craig Hackney.....chackney@lockwood.k12.mo.us
 Counselor.....Christine Beydler.....cbeydler@lockwood.k12.mo.us
 Reading First Coach...Joyce Alexander.....jalexand@lockwood.k12.mo.us
 Secretary.....Heather Neillhneill@lockwood.k12.mo.us
 Preschool.....Kari Glenn.....kglenn@Lockwood.k12.mo.us
 Kindergarten.....Dana Gettle.....dgettle@lockwood.k12.mo.us
 First Grade.....Amy Eggerman.....aeggerma@lockwood.k12.mo.us
 Second Grade.....Tonya Roethemeier.....troethem@lockwood.k12.mo.us
 Third Grade.....Donna Roberts.....droberts@lockwood.k12.mo.us
 Fourth Grade.....April Foos.....afoos@lockwood.k12.mo.us
 Fourth Grade.....Teresa Coose.....tcoose@lockwood.k12.mo.us
 Fifth Grade.....Kim Otto.....kotto@lockwood.k12.mo.us

Lockwood R-I Middle School Staff

Language Arts.....Elvin Winans.....ewinans@lockwood.k12.mo.us
 Social Science.....Mike Shores.....mshores@lockwood.k12.mo.us
 Science.....Jim Scott.....jscott@lockwood.k12.mo.us
 Math.....LaNita Hackney.....lhackney@lockwood.k12.mo.us

Support Staff

Art.....Amy Paterni.....apaterni@lockwood.k12.mo.us
 Music.....Cheri Avery.....cavery@lockwood.k12.mo.us
 P.E.....Cheryl Shores.....cshores@lockwood.k12.mo.us
 Computers.....Ryan Long.....rlong@lockwood.k12.mo.us
 Media Center.....Beth Long.....blong@lockwood.k12.mo.us
 Speech.....Jodi McVay.....jmcvay@lockwood.k12.mo.us
 Parents as Teachers...Gina Bough.....gbough@lockwood.k12.mo.us
 Resource Room.....Pam Kistenmacher....pkistenm@lockwood.k12.mo.us

Resource Room.....Joyce Keatts.....jkeatts@lockwood.k12.mo.us
 Title I Reading.....Michael Blackford.....mblackfo@lockwood.k12.mo.us
 Title I Math.....Rebecca Cossins.....rcossins@lockwood.k12.mo.us

Para-Professionals.....Dorothy Jenkins
Elaine Lovercamp
Deann Miller
Joyce Beerly
Bernita Taylor
Bonnie Hayden

School Nurse.....Karen Hayes

Health Clerk.....Sarah Freeman

Food Service.....Shawna Morris

.....Telicia Glenn

.....Pat Cole

Custodial Staff.....Bobby Bell

.....Debbie Perkins

Maintenance/Bus.....Leon Patterson

Bus Drivers.....Debbie Perkins

.....Randy Peddicord

.....Deann Miller

Section I General Policies

Non-Discrimination Policy

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

Title IX

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

Senate Bill 319

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

Student Rights

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

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

Due Process

All students are entitled to due process. This means that there are certain procedures that school officials will follow prior to taking appropriate disciplinary actions. This includes notices to the charges and the opportunity for the student to respond.

Privacy Rights

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

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

Public Notice

All public schools are required to provide a free and appropriate education to all students with disabilities, including those attending private/parochial school, beginning on the child's third birthday through age twenty regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three through twenty-one 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 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 child. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy of 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 describing the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are policies and procedures, which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirements of 34CFR 76.301 of the General Education Provision Act.

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

This notice will be provided in native languages as appropriate.

Section II Academic Policies

Educational development is a lifelong process. A thorough understanding of the basic skills is essential for all areas of development. It is a goal of Lockwood R-I School to promote a positive attitude toward learning in a success-oriented environment geared toward individual abilities. Students will have the opportunity to become proficient in communication, quantitative thinking, scientific understanding, analytical and critical reasoning, decision making, and aesthetic appreciation. Students, Teachers, and Parents must work cooperatively to insure that the best education is provided.

Student Progress

Student Progress Reports (grades 3-8) will be sent to parents at the end of the first four weeks of each quarter. These reports will be sent if student work is not sufficiently progressing, behavior, and/or work habits are causing a student to fall below his/her ability level or are in danger of receiving a failing grade. Teachers (K-8) may send other notifications periodically to let parents and students know of the progress being made. Parents should contact the office, classroom teacher, and/or counselor to arrange a conference where deemed necessary.

Report Cards

Report cards are issued (grades 3-8) in each subject at the end of every nine-week period which is referred to as a quarter. There are four quarterly grades given and a first and second semester grade given in each subject area. *Students in Kindergarten through Second receive a report card explaining levels of mastery on objectives or goals set by the district for that particular grade level.*

Parent-Teacher Conferences

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

Grading Scale

Lockwood R-I Elementary-Middle School recognizes the grading scale below for grades 3-8. Special symbols and terms appropriate to the educational program may be used to indicate student progress. Exceptional pupils shall be graded according to their IEP. Grades will be based on many factors such as: text assignments (both oral and written), class participation, special assignments, research activities, projects and special circumstances. Grading will not be used as a tool for disciplinary action or be influenced by pressure from parents.

A	95-100	C	73-76
A-	90-94	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59 and below

Homework

It is a practice of Lockwood R-I Elementary-Middle School that homework is at the discretion of the individual teacher. Teachers are highly encouraged to be aware of the assignments that other teachers are giving so that an undue amount of homework does not pile up on the student on a particular night.

Students who regularly complete homework are successful in school and in society. Students develop excellent study habits if they make a commitment to finish all work.

Follow these steps:

1. Write down complete assignments in assignment book, provided by the district.
2. Use class-time to begin/finish as much homework as possible. This is the best time to ask the teacher questions about assignments.
3. Use Homeroom to check assignment book entries.

4. See your classroom teacher if you have difficulties or visit Mrs. Beydler.

How Parents Can Help

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

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

Honor Roll

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

Retention/Promotion

Students that fulfill the requirements of the grade level completed will be promoted to the next grade level. If these requirements are not met, the student may be a candidate for retention. The retention of a student will be based on ability, attendance, maturity level, and reading ability. **Middle School** students who fail 2 core classes typically are considered for retention.

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

Library Services

The library is provided for study, research, and reading. It is therefore necessary that a quiet and orderly atmosphere be maintained at all times. Conduct should be such that no person interferes with or infringes upon the rights of others. Students will not be allowed to waste time in the library.

Pupils are permitted and encouraged to check out library materials. The school librarians establish loan guidelines. Pupils are expected to pay for lost or damaged materials.

Counseling Services

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

Tests and Examinations

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

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

Special Education Services

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

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

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

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

Section III Attendance Policies

In order for a student to receive credit for a class a student must be in attendance at least 80 days per semester. (87 attendance days possible per semester) If extenuating circumstances exist that will prevent a student from fulfilling the attendance requirement, you need to contact the school in order to arrange a conference to discuss this matter.

Lockwood R-1 School District Attendance Policy

1. On the third (3) absence in a semester from any class period, the principal's office will notify the parent/guardian by letter of the dates and periods missed.
2. On the fifth (5) absence in a semester from any class period, the principal's office will notify the parent/guardian by letter of the dates and periods missed.
3. On the seventh (7) absence in a semester from any class period, the principal's office will notify the parent/guardian by letter of the dates and periods missed. The letter will also request the parent/guardian to contact by phone the principal's office within five (5) school days to schedule a meeting.
4. Starting with the eighth (8) absence and any absence thereafter in a semester from any class period, the absence will be treated as an UNEXCUSED absence and the missed work cannot be made-up. The student or parent/guardian may appeal any absence as to whether the absence is excused or unexcused with the principal's office.
5. If a student or parent/guardian wishes to appeal any decision that has been made concerning the attendance requirements, he or she should contact the principal to schedule a meeting. The next level of appeal would be with the Superintendent of Schools. The final appeal in the process, if requested, would be with the Board of Education. An appeal must be requested no later than the last regular school day of the semester in question.

Procedures for Administering the Attendance Policy

1. All absences are recorded hourly.
2. All students who arrive at school after 8:30 a.m. must check into the office and obtain an admit slip regardless of what time of the school day.
3. Students arriving more than ten (10) minutes late for class are considered absent from the class.
4. All students leaving school during the school day must check out through the office. Office personnel must receive permission from the parent/guardian prior to students checking out. Any student leaving without checking out will be considered truant.
5. For an absence to be excused, a parent/guardian must contact the office before or within two (2) days of the absence. If the parent/guardian does not contact the office within this time period, then the absence is UNEXCUSED and the missed work cannot be made-up.
6. Students who are absent from school, excused or unexcused, will not be allowed to participate in or attend after-school activities on the day of their absence.

Students who are under suspension cannot attend school activities during the time of suspension. Students must attend half of the school day to participate in an activity on that school day.

7. Students participating in school sponsored or sanctioned activities will not be considered absent from school.
8. A student who is suspended may receive a conditional waiver of the attendance requirements, if the number of days of suspension would cause the student to be unable to fulfill the minimum attendance requirements. If a waiver is granted, a student must not be absent again during the semester.

Perfect Attendance

To be considered for perfect attendance, a student must be in school every day that school is in session. A student may miss up to three hours in a year and still be considered for perfect attendance as long as the same class is not missed more than once.

Make-up Work Policy

Missed work shall be made up by the student's own initiative. It is the student's responsibility to contact the teachers to obtain the assignments. The request must be made upon return to class – not days or weeks later.

Maximum time allowed for completion of assignments will be one day for each excused day.

Incomplete grades: In the event a student receives an incomplete in a course at the end of a grading period, he must complete all work within ten days, otherwise an F will be recorded on his permanent record card.

NO make-up work will be accepted for credit for unexcused absences. This would include out-of-school suspensions. HOWEVER, the teacher may require the student to complete an assignment that was given during an unexcused absence.

All make-up work must be completed outside the regular class period.

Students are not to leave one class to do make-up work in another without completion of work and permission of classroom teacher.

Extra-curricular Activities

Students participating in school sponsored or sanctioned activities will not be considered absent from school. However, students should remember that class work takes preference over extra-curricular activities. When participating in extra-curricular activities a student's regular class work must be done to the teacher's satisfaction. This includes class notes, assigned questions, or other assigned work to compensate for missed class work and time.

Suspensions

A student who is suspended (for any reason) may receive a conditional waiver of the attendance requirements, if the number of days of suspension would cause the student to be unable to fulfill the minimum attendance requirements. If a waiver is granted a student must not be absent again during the semester.

Appeals

If student (and/or parent) wishes to appeal any decision that has been made concerning the attendance requirements, he or she should contact the building principal to schedule a hearing with the attendance committee. The hearing date will be scheduled as soon as possible.

Attendance Waiver

When students know in advance that they will be absent from school they may file an application for a waiver of the attendance requirements because of extenuating circumstances, which may include:

1. Periodic medical treatment.
2. Extended illness and/or hospitalization.
3. Trips, which are educational in nature.
4. Student disability
5. Religious observance

Application for an attendance waiver should be turned into the principal's office at least two (2) weeks in advance of anticipated absences or within five (5) school days after the absence. If a waiver is granted the student is still considered absent, but the time missed does not count against the attendance requirements. If the absences were of such nature that the student's education would be seriously impaired by the extent of absences, then homebound instruction maybe considered. **All medical related attendance waivers must have a written doctor's excuse for the days absent from school.**

Residency

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

Custody

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

School Day Defined

The school day may be defined as the period of time beginning with arrival at school and ending with the dismissal of classes and the departure of the students from the school premises. Also, all student who remain after school for extra curricular activities are regarded as having extended the regular school day until these activities end and the student leaves the school premises.

While students are at school, at any time, they are under supervision of school personnel and subject to all practices, rules, and regulations of the Lockwood R-I School District. Students that leave the school premises and then return to school for a school sponsored activity, either at school or away, are regarded as continuing a part of the school day, and are subject to the rules of the school. Classes begin at 8:30 a.m. and are dismissed at 3:15 p.m.

Arrival at School

School instruction **begins promptly at 8:30 a.m.** Students who do not ride a bus, but eat breakfast in the cafeteria, should arrive after 8:05 a.m. and report immediately to either the music room (K-3), the health room (4-5) or the gym (6-8). Students will be dismissed to breakfast by a teacher. Students, who do not ride the bus and do not eat breakfast in the cafeteria, should not arrive before 8:15 a.m. They should then **report immediately to the music room (K-3), the health room (4-5), or the gym (6-8).**

Arrival and Dismissal Procedures

Lockwood R-I Elementary-Middle School will dismiss at **3:15 p.m.**

Locust Street is restricted for bus loading and unloading. Students **are not** to be dropped off or picked up in front of the main entrance (Locust Street) between the hours of 7:30 a.m. – 4:00 p.m. Students should be dropped off and picked up in the circle drive on the East Side of the school building.

Walkers and bike riders will arrive and will be dismissed following the departure of the buses from the front entrance. Students walking or riding bikes should use the crosswalks when crossing the streets near the school. A crossing guard will be on duty at the Highway 160 crosswalk each morning (8:10 a.m.) and evening. **Bikes are not to be ridden on sidewalks or in the crosswalks.** Students are to respond promptly and courteously to the crossing guard's directions. **Skateboards are not permitted at school.**

Arriving Late/Leaving Early

The Lockwood R-I District encourages students to attend school daily and to be in the school for the entire session. However, if it is necessary to bring a student late or take a student out before the regular dismissal time, **the parent must sign the child in or out at the office.** These periods of time will be noted as partial absences.

Tardy Policy

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

1. If you arrive late to school report to the office with parent/guardian to sign in before going to your locker or classroom.
2. During the day, if you arrive late to class, your teacher will send you to the office for an admit slip.
3. If a teacher has detained you, ask that teacher for a note explaining the tardiness and give it to your next teacher.
4. **Upon the fourth unexcused tardy in a semester, a student will have one hour of detention for each unexcused tardy.**

Changes in Student's After School Routine

When it is necessary for a student to deviate from his/her normal routine, such as walking to Grandma's instead of riding the bus, **a note from the parent must be presented to the office.**

After School Changes

After school changes need to be kept to a minimum. Daily changes confuse and upset children. It is very important that your child has a regular routine after school. It is also a classroom disruption at the end of the day.

After school changes will need to be called into the office by no later than 2:30 p.m. **No changes will be made after 2:30 p.m.**

Visitor's Policy

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

Student Withdrawal from School

Any student desiring to leave Lockwood R-I School must notify the school office. It is the responsibility of the student to have the parents confirm the student's withdrawal. The office will give the student a checkout card that must be presented and signed by each of the student's teachers, showing that he/she has made satisfactory clearance. After a student has made the proper withdrawal, a transcript of credits earned will then be sent to the school of his request.

Section IV Discipline Policies

The Student Code of Conduct is designed to foster student responsibility, respect for rights of others, and to ensure the orderly operation of Lockwood R-I Elementary-Middle School. No code can be expected to list each and every offense, which 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. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequences 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 consequence listed in this policy, as allotted by law. This code includes, but is not necessarily limited to, acts of students on playgrounds, parking lots, school transportation, or at a school activity whether on or off school property.

The Student Code of Conduct applies to students during the time a student is on school property, in school buildings, on buses, and at school activities. The general rule is while the student is under school personnel supervision to, from, on, and during school functions: the code is in effect.

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

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

1. First or second degree murder under §§ 565.020,RSMo.
2. Voluntary or involuntary manslaughter under § 565.024,RSMo.
3. Kidnapping under § 565.110,RSMo.
4. First, second, or third degree assault under §§ 565.050,060,.070,RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040,.070,RSMo.

6. Forcible rape or sodomy under §§ 566.030,060,RSMo.
7. Burglary in the first or second degree under §§ 569.160,.170,RSMo.
8. Robbery in the first degree under \$ 569.020,RSMo.
9. Possession of a weapon under chapter 571,RSMo.
10. Distribution of drugs under §§ 195.211, .212,,RSMo.
11. Arson in the first degree under \$ 569.040,RSMo.
12. Felonious restraint under \$ 565.120,RSMo.
13. Property damage in the first degree under \$ 569.100,RSMo.
14. Child molestation in the first degree pursuant to \$ 566.067,RSMo.
15. Sexual misconduct involving a child pursuant to \$ 566.083,RSMo.
16. Sexual abuse pursuant to \$ 566.100,RSMo.

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

Search and Seizure

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

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

Due Process

This booklet has explained the major disciplinary problem areas and the actions that may result for those students who will not follow the rules. All students are entitled to due process. This means that no action will be taken against a student until everyone has presented the facts involved, and a judgment has been made. There are certain

procedures which students must follow if they do not agree with the school actions. A student has the right to an explanation of the charges against him/her, an opportunity to present his/her side of the case and an opportunity to appeal as provided by school or state law.

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

Principal shall schedule a conference with the student and any staff members involved attempting to resolve the problem. Parent/Guardian may be involved in the conference, or a later conference for parent/guardian may be scheduled at the discretion of the principal.

Superintendent: If the problem is not resolved to the satisfaction of the student and/or parent/guardian, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action to be taken.

Board of Education: If the student and/or the parent/guardian are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the board shall be final.

Documentation in Student's Discipline Record

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

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

Prohibited Conduct

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

Violations and Penalties

Arson

Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Assault

Hitting, striking, and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

Automobile/Vehicle Misuse

Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Suspension or revocation of parking privileges, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, in-school suspension, or 1-180 days out-of-school suspension.

Bullying (see Board policy JFCF)

Repeated and systematic intimidation, harassment and attacks on a student of multiple students, perpetuated by individuals or groups. Bullying included, but is not limited to: physical violence, verbal taunts, name-calling, and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct (see Board policy JFCC)

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

Cell Phones

Calling, receiving of phone calls or text messaging.

1. 1st Offense Principal conference; phone taken away for remainder of day.
2. 2nd Offense Principal conference; One (1) day In-School Suspension
3. 3rd Offense Principal conference; **Two (2) days Out-Of-School Suspension. Cell phone privileges suspended for remainder of the school year.**

Cheating

Cheating by students on major assignments, tests, and research papers can be a traumatic problem, not only for the student and parent, but also the teacher as well. Whether a student gives or receives the information, the results are the same. Usually, the charge of cheating results in a "zero" which will affect, sometimes dramatically, a student's grade. **Cheating is a serious offense.**

1. 1st Offense Office referral for student file. Student receives a "zero" and the parents are notified.
2. 2nd Offense Office referral for a student file. Student receives a "zero", the parents are notified, and student received 3-10 days in-school suspension.
3. 3rd Offense Office referral for a student file. Student receives a "zero", parents are notified, 3-10 days in-school suspension, and a "F" for semester.

Defiance of Authority

Any verbal or non-verbal refusal to comply with a reasonable direction or order of a school employee responsible for the care and supervision of the students.

1. Teacher option depending on severity.
2. In-School Suspension (3-10 days).
3. Repeat Offenses: Out-of School Suspension (11-90 days)
4. Highly offensive action will be treated as a repeat offense.

Dishonesty

Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/student conference, In-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document, In-school suspension, 1-180 days out-of-school suspension or expulsion.

Disrespect to School Personnel

Any acts of disrespect directed toward school personnel, disrespectful or abusive language, talking back, gesturing.

1. Principal conference: In-School Suspension (1-10 days)
Out-Of-School Suspension (1-10 days)
2. Principal conference: In-School Suspension (1-180 days)
Out-Of-School Suspension (1-180 days)

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

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

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

Disruptive Dress or Grooming

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

1. Principal Conference and change to appropriate attire.
2. In-School Suspension (1-3 days).
3. Repeated offenses will result in In/Out-of-School Suspension (1-10 days)

Drug/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase, or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

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

First Offense: In-school suspension, 1-180 days out-of-school suspension.

Subsequent Offense: Expulsion.

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

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: Expulsion

Extortion

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

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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, disrupting or causing the evacuation or closure of school property.

First Offense: Restitution. Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution, In-school suspension, 1-180 days out-of-school suspension, or expulsion.

False Information

Intentionally concealing or providing false information to school officials in the conduct of school business to include records, forged notes, passes, misuse of I.D. cards.

First Offense: In school suspension (1-3 days)

Subsequent Offense: Out-of-school suspension (3-10 days)

Fighting (see also, Assault)

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

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gangs

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

1. Principal conference
2. In-School Suspension (1-10 days)
3. Out-of-School Suspension (1-10 days)
4. Out-of-School Suspension (11-90 days)
5. Expulsion

Habitual Misconduct

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

1. In-School Suspension (1-10 days)
2. Out-of-School Suspension (10-90 days)
3. Expulsion

Hazing (see Board policy JFCF)

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, disconcerting position for the purposes of initiation, affiliation, admission, membership, or maintenance of membership in any group, class, organization, club, or

athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion.

Inciting a Public Disturbance

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

Known Instigator

1. Law enforcement notification and Out-of-School Suspension (10-90 days).
2. Law enforcement notification and Expulsion

Participant

1. Out-of-School Suspension (3-10 days)
2. Loss of Extra-curricular participation and attendance for one year

Lack of Effort

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

1. In class discipline.
2. Parent conference and In-School Suspension (1-3 days)
3. Out-of-School Suspension (3-10 days)

Littering

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

1. In class discipline
2. Principal conference
3. In-School Suspension (1-3 days)
4. Out-of-School Suspension (3-10 days)

Malicious Statements

Malicious, slanderous, provocative, or inflammatory remarks directed toward people.

1. In class discipline
2. Principal conference and detention
3. In-School Suspension (1-3 days)
4. Out-of-School Suspension (3-10 days)

Obscene Manifestation

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

1. In-School Suspension (1-3 days)
2. Out-of-School Suspension (3-10 days)
3. Repeat offenses: Out-of-School Suspension (11-90 days)

Public Display of Affection

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

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sale, distribution, or possession of obscene or pornographic material

Material is considered obscene or pornographic if it:

- a) its predominant appeal is to encourage interest in sex
- b) if depicts or describes sexual conduct in a patently offensive way
- c) if lacks serious literary, artistic, political, or scientific value

1. Report to Law Enforcement and Out-of-School Suspension (3-10 days)
2. Repeat offenses: Out-of-School Suspension (11-90 days)
3. Highly offensive language will be treated as a repeat offense.

Sexual Harassment (see Board policy AC and regulation AC-R)

Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonable interfering with a student's educational environment or creates an intimidating, hostile or offensive educational

environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors, and other unwelcome sexual advances.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's education performance or creates an intimidating, hostile or offensive education environment. Examples include, but are not limited to, touching, or fondling of the genital areas, breasts or undergarments regardless of whether or not the touching occurred through or under clothing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion.

Tardiness

Reporting late to school/class without sufficient reason.

The accumulation of three tardies within one quarter will result in one hour of after-school detention for each unexcused tardy.

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

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

First Offense: Principal/Student conference, loss of user privileges, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Loss of user privilege, 1-180 days out-of-school suspension, or expulsion.

Violations other than those listed in Board policy EHB and regulation EHB-R administrative procedures or netiquette rules governing student use of district technology.

First Offense: Principal/Student conference, loss of user privileges, in-school suspension, 1-180 days out-of-school suspension.

Subsequent Offense: Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

Theft

Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats

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

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

Possession of any tobacco products on school grounds, school transportation, or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference or in-school suspension. (1-3 days)

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

Use of any tobacco products on school grounds, school transportation, or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, in-school suspension, 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

Truancy(see Board policy JEDA)

Absence from school without the knowledge and consent of parents/guardians 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.

Unauthorized Entry

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

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion.

Vandalism (see Board policy ECA)

Willful damage or the attempt to cause damage to real or person property belonging to the school, staff, or students.

First Offense: Restitution. Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out- f-school suspension or expulsion.

Weapons(see Board policy JFCJ)

Possession or use of any instrument or device, other than those defined in 18 U.S.C. §921, 18 U.S.C. § 930(g)(2) 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: In-school suspension. 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

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

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

Additional Discipline Concerns

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

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

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

Elementary Discipline Guidelines

Teachers, with the approval of the administration, will establish rules for their classrooms which will ensure a safe and orderly environment for learning.

Discipline Code:

Consequences:

A. First visit with Discipline Notice

1. Administrator will conference with student.
2. Parent will be contacted and Discipline Notice sent home.
3. Time out or ISS.

B. Second visit with Discipline Notice

1. Administrator will conference with student.
2. Parent will be contacted and Discipline Notice sent home.
3. ISS or OSS or Swats

C. Third visit with Discipline Notice

1. Administrator will conference with student.
2. Parent will be contacted and Discipline Notice sent home.
3. Immediate ISS.
4. Assignment of OSS or Swats.

D. Students incurring additional disciplinary notices will receive swats or 1-10 days OSS for each additional infraction.

Any severe misconduct may result in immediate progression to consequence B or C. Extreme misconduct such as fighting, theft, damage, or misuse of property, possession or use of fireworks, weapons, tobacco, alcohol, or drugs will result in disciplinary actions determined by the administration and/or school board. The administration may use the disciplinary actions described in the above sections to his/her discretion for older elementary students. Corporal punishment will be administered only after parents have been contacted and written or verbal permission has been granted.

Section V Computer Usage

The Internet and computers are to be used appropriately and for educational purposes. Computers are used to support learning and enhance instruction. All computers are to be used in a responsible, efficient, ethical, and legal manner. Vandalism will result in immediate loss of all computer privileges and restitution of damages.

Internet Users:

- May use the Internet to research assigned classroom projects.
- May use the Internet to research approved personal projects.
- May NOT use the Internet for any illegal purpose.
- May NOT use impolite or abusive language.
- May NOT violate the rules of common sense and etiquette.
- May NOT change any computer files that do not belong to the user.
- May NOT send or receive copyrighted material without permission.
- May NOT download a file without permission.
- May NOT send anonymous messages of any kind.
- May NOT access a file that contains pornographic pictures/materials.
- May NOT send/receive messages that are racist, sexist, or obscene materials.
- May NOT send/receive/access e-mail.

Failure to Follow Computer Usage Rules

- | | | |
|----|----------------|--|
| 1. | First Offense | Loss of computer usage for one quarter and In-School Suspension (1-3 days). |
| 2. | Second Offense | Loss of computer usage for one semester and Out-of-School Suspension (1-3 days). |
| 3. | Third Offense | Loss of computer usage for one year and Out-of-School Suspension (4-10 days). |

Section VI Dress Code

It is expected that student attire will not in any way cause a disruption in the learning process of the school. If it is found that this does not occur, proper steps must be taken immediately by school officials, since this disruption interferes with the paramount

reasons for being of the entire school program. It is found that it is more times the manner in which apparel is misused in being worn that causes the disruption than the shape and size of the apparel. Student's dress and grooming will be the responsibility of the individual and parent/guardian within the following guidelines:

1. Students in K-12 may wear shorts from the beginning of the school year until the end of the school year. For shorts to be considered appropriate in length, they must be hemmed and extend to the tips of the student's fingertips while standing straight. Biker shorts, boxer shorts, or layered shorts are not permitted to be worn.
2. Shirts and blouses are to be properly buttoned. Tank tops with straps less than 1 inch or spaghetti straps, shirts with cut-off sleeves, undershirts, (men's tank top undershirts with designs), midriff, halter, or bikini tops of any kind or variety are not to be worn. **Shirts and blouses are to meet and cover the waistband area of lower garment (jean, short, skirt).** Shirts with oversize sleeve openings, or low necklines, will not be permitted unless a tee shirt is worn under them.
3. Hats, caps, bandannas, or sunglasses are not to be worn in the school building.
4. Writing or emblems on clothing that are obscene, immoral, degrading, or suggestive may not be worn or written on backpacks or binders. Writing that refers to drugs, alcohol, or tobacco on clothing, backpacks, and binders is prohibited.
5. Students are not permitted to wear earrings such as hoops or studs in any visible parts of the body except for their ears.

Hip-hugger/low-rider jeans (shorts) are acceptable as long as the shirt/blouse meets and covers the waistband area and no stomach area is visible.

When in the judgement of the principal a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health and/or safety, they student may be required to make modifications.

Section VII Food Service

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

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

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

The following procedures should be followed during lunch:

1. Students are to walk to the lunchroom.
2. Students must assume the responsibility for keeping the cafeteria orderly and clean.
3. All paper cartons and napkins should be placed in the receptacles provided.
4. Empty plates and used utensils should be taken to the proper place.
5. No outside delivery service for students.

Student Lunch Charges

Students are to make deposits into their accounts according to their needs. Individual meals can also be bought daily. Students are encouraged to make deposits into their accounts by 8:30 a.m. in the office. Students may charge up to five (5) lunches. The office will send periodic notices of lunch account status.

Breakfast and Lunch Prices

Breakfast and Lunch charges are as follows:

	<u>Breakfast</u>	<u>Lunch</u>
Student K-5	\$0.80	\$1.50
Student 6-8	\$0.80	\$1.75
Adult	\$0.80	\$2.00
Reduced Student	\$0.30	\$0.45
Extra Milk	\$0.25	\$0.25

Free and Reduce Lunches

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

Section VIII Health Policies

Students are not to go to the nurse's office without permission from the office except in cases of an emergency. If the illness appears to be serious, efforts will be made to contact parents. If the parents cannot be reached, the emergency number listed on the child's enrollment/registration papers will be called. **Each parent/guardian should**

make sure that the emergency number is listed and kept current. The parent/guardian may indicate on the card if they are willing for school personnel to authorize medical treatment in those cases when parents cannot be reached.

Immunizations

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

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

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

Fever

A child who has a temperature elevation or shows signs of illness should be kept at home. He/she should have a normal temperature for 24 hours and be in normal health before returning to school. Any contagious disease should be reported to the school office immediately.

Prescription and Non-Prescription Medications

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

Section IX

Student Activities

To be eligible to participate in extracurricular activities (Grade 7-12), the student must meet the Missouri State High School Activities Association guidelines.

Eligibility to represent a school in interscholastic activities is a privilege students may attain by meeting the essential eligibility requirements established by member schools through this association and any additional requirements set by a member school for its own students. Eligibility is not a student's right by law, and precedent setting legal cases have affirmed this. Lockwood R-I Elementary-Middle School offers the following interscholastic activities for its students: football, volleyball, basketball, track, cheerleading, band, vocal music, and academic bowl.

All clubs, classes, or organizations will follow established guidelines. A student organization must have an educational objective and be for the purpose of prompting better education and/or student's interest in their educational pursuits. Also each student organization must have a staff member to act as a sponsor to ensure that the goals of the organization are met.

Any club or school organization shall have a written constitution stating its purpose, eligibility for membership, and procedures for electing officers. A list of all current members should be given to the office one week following the first meeting of the school year.

Any student who is a member of a school organization and/or club or an officer of such organization and/or club shall comply with all rules and regulations of the organization and/or club as established by the advisor and/or school administrator. Any violations may result in removal from the club and/or organization and office as determined by the school administrator and/or advisor.

Activity Accounting

All money handled by the various clubs, classes, or organizations shall be channeled through the Activity Account of Lockwood R-I School District funds. The money collected by the different groups shall be turned into the principal's office not later than 1:00 p.m. for proper accounting and banking. Requests for the expenditures of the different funds should be made by the proper authorities of the school. Groups wishing to know the balance on hand of any particular fund may get this information by calling the office of the bookkeeper.

School Publications

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

Assemblies

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

Field Trips

Field trips are usually taken near the completion of each school year. Field trips are a great incentive for students. Students with unsatisfactory or failing grades, excessive absences and/or students that have chosen to be a constant disruption will not be allowed to participate.

Parents are welcome to attend and help supervise these trips. However, parents other than room-parents may not be permitted to accompany the class on the school bus depending on seat availability and safety regulations. Preschoolers and siblings, not enrolled in the field trip class, are not allowed to attend organized field trips sponsored by the school.

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

School Spirit

School Spirit means more than wholesome cheering at a game. It means upholding standards of the school and supporting school activities instead of ridicule and constant complaining. A student who is loyal will never bring discredit to the school or to himself. Loyalty may be shown by the promptness and willingness with which the student meets school obligations, conduct in hallways and classrooms, in assemblies and on the street. Pride in the personal appearance of the student body is reflected in the neatness and appropriateness of dress.

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

where any school activity is in progress, and a suggestion by any teacher designed to further good conduct should be followed.

Sportsmanship

It is important that coaches, sponsors, teams, and individuals who have the privilege of representing Lockwood Schools, do so in a sportsmanlike manner. Good sportsmanship and a sense of fair play do not interfere with winning success. School extracurricular activities allow students the opportunity to develop physical skills, to interact with students from other schools, to develop self-discipline, and to perform before an audience. Many other aspects of life are taught and promoted through interscholastic activities, and none are more important than good sportsmanship.

Participant Commitment

Students who choose to tryout and who are selected to represent Lockwood R-I Elementary-Middle School in interscholastic activities are challenged to offer their best effort. The expectations are high in regards to the rules of good conduct, to the exhibition of good sportsmanship, to work ethic of devoted practice, and the challenge of one's best performance.

Students are to recognize the importance of accepting responsibility, need for specific training and practice, and the willingness to place the team or group's best interest before selfish ulterior motives. In the process of competition, students will encounter attributes designed to help develop success for both the present and the future. They are afforded the opportunities to foster good character, dependability, self-discipline, honest, responsibility, respect, and sacrifice.

Whereas, challenges are made to each participant to glean from the situation to meet his/her individual need of self interest, in most cases, the real reward comes when students recognize the benefits received by working in unison to accomplish or reach goals which could not be attained by an individual on their own. Commitment is the foundation of success in the interscholastic activities program.

Student Activities Code of Conduct

As a member of Lockwood R-I Elementary-Middle School activities program, students are expected to understand:

1. Alcohol and tobacco are harmful to the body and hinder maximum effort and performance.
2. The use of profanity has no place in the program.
3. The importance of a good attendance record is immeasurable. Students should never choose to be truant from class or school.
4. The importance of proper rest, diet, and exercise are invaluable to activity participants.
5. The care of equipment should be the same as if it were ones own personal property.

6. All specific training and practice rules designed by the coach/sponsor are to be obeyed.
7. Each person must budget his/her time and energy to ensure that studies and grades represent his/her true abilities.
8. Officials do not win or lose a game/contest but are present to help ensure all participants receive fair and equal consideration. They deserve to be treated with respect.
9. Participants who represent a team, group, school, and community shall dress in appropriate attire.
10. Commitments to scheduled practices and contests for school teams and groups should take precedence over other leisure time interests and outside recreational activities.
11. Participation in an activity should never become a priority over one's safety, health, or welfare.
12. Participants who are not in compliance with school rules and policies are placing themselves in a position of disqualification from the activities program.

Student Conflicts

Should the scheduling of extracurricular activities cause a conflict with student participation, that conflict shall be resolved by the sponsors and building principal. As a general rule, the level of participation will be the deciding factor. As an example, a contest takes precedent over a practice, or a state sponsored contest will take precedent over a school scheduled event. The building principal will always make the final determination. At no time will students be required to decide in which event to participate.

Suspension from School

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

General guidelines and expectations for participants

All students when representing the school are expected to follow the rules of good conduct and adhere to the rules of the school district, coach, and sponsor. Students need to understand each coach, director, or sponsor will have specific rules and expectations for an activity. Because of club by-laws; constitutions; physical conditioning or training; safety procedures, tryout and practices it is necessary for coaches, directors, and/or sponsors to design specific regulations to accommodate the variables in each activity. The general guidelines and expectations are as follows:

I. Health and Safety

1. No student will be permitted to participate in any school-sponsored activity without the consent of the parent/guardian. If applicable, a completed MSHSAA participation certificate which includes a necessary examination by medical physician, student covered insurance verification, student information, and parental permission to participate is required. This form shall be completed, including proper signatures, and turned into the coach or sponsor before the student is permitted to practice or play.
2. All medical and first aid treatment necessary during practice or play shall be administered under the direct supervision of the coach or sponsor until proper medical authorities arrive. A student who becomes injured or ill during practice or play should report the circumstances to the coach or sponsor immediately. Any student on medication while participating shall inform the coach or sponsor of such circumstances.
3. No school activity, practice, or performance shall be held without a sponsor or coach. No student should attempt to practice or play unless the coach or sponsor is there to supervise. Students are not to begin warm-ups or workouts before the supervisor arrives. For safety reasons students are not to use school equipment without proper supervision. (Violators are subject to removal from the activity.)

II. Transportation for Activities

The purpose of the transportation policy for student in extracurricular activities is to increase safety in travel, to aid sponsors control of the activity, and to protect the school and sponsors from liability.

1. Students shall travel to and from all off-site activity events on school-sanctioned vehicles. The sponsor or school personnel designated to be responsible, will ride with the group.
2. Sponsors may allow students to ride to an activity with their parents, if the parents personally make the request in person or by the phone.
3. All participating students must return with the group or team bus unless they are released to their parents/guardian at the conclusion of the activity or event. Permission to do this may be given only after the coach/sponsor has talked to the parent/guardian of the participant.
4. Bus conduct shall be outlined by the coach/sponsor and shall meet bus regulations and standards. (Violators are subject to sponsor guidelines and bus code of conduct.)

III. Dress and Appearance

1. As a representative of Lockwood R-I School, appropriate dress, jewelry, and apparel will be required of participants in all school activities.
2. The coach and/or sponsor will set the guidelines forth. Guideline will take into consideration safety factors, the activity, and the conditions. Students, as representatives of the school, community, and themselves should be dressed so as to reflect a positive attitude to others about who they are and whom they represent.

IV. Students Are Responsible for Issued Equipment

1. Students are expected to wear uniforms and practice gear only for the purposes for which it was issued.
2. Students will pay for the abuse and destruction of any school equipment. They are financially responsible for all equipment or gear issued by the school which is not properly returned.
3. Payment or return of gear and equipment must be made before a student progresses from the sport or activity to another school activity.

Standards of Eligibility for Student Activities

I. Citizenship Standards

Students who represent themselves and their school in school activities should exemplify good citizenship. They should obey all school rules and regulations. Students are expected to work in a cooperative effort with the sponsors/coach involved in an activity. Students, who do not, will be given due process and removed from the activity.

1. Any student whose character or conduct is such as to reflect discredit upon themselves or the school is not considered a good citizen. (The student must meet or satisfy the consequences for any violations in the Student Code of Conduct and the Student Activities Policies and Guidelines.)
2. There are certain types of misconduct and improper behavior, which warrant severe consequences because of the nature and reflection cast upon the student, team/group, school, and community. Any student guilty of the following shall be given due process and dismissed from active participation in school activities for the remainder of the year.
 - A. Vandalism, property destruction, or theft of property or goods during an activity trip. This included incidents at other school, cities, or any other place when students are stopped while on a school trip.
 - B. The use of any alcohol, tobacco, or other illegal drugs while representing the school in an activity. This includes to, during, and from the activity while under the jurisdiction of the school.
 - C. Assault or battery to a sponsor, official, or school authority to, during, and from an activity. This included any verbal assault such as cursing out or making obscene gestures to the above or to the crowd.
3. A student who is found guilty of any law violation shall not be considered a creditable citizen until he/she has satisfied the fine or penalty.
4. A student who is suspended from school would not be eligible to participate in any school activities as follows:
 - A. First Offense – Out one week.
 - B. Second Offense – Out two weeks.
 - C. Third Offense – Removed from all out-of-class activities for the remainder of the year.
5. A student who misses a class on the day of a contest or practice without being excused by the principal shall not be considered eligible to represent the school on that date.

6. Unsportsmanlike acts during a contest resulting in ejection shall cause the student to be restricted from representing the school in the next contest. Any student who commits an unsportsmanlike act and is not ejected may be restricted from participation by the sponsor/coach. In such case, the sponsor/coach, activity director, and principal shall review the circumstances and inform the student of the decision. (Students always have the right to due process and may appeal through the proper channels.
- 7.

II. Scholastic Standards

Student participation will be subject to all eligibility standards set forth in the Missouri State High School Activities Association (MSHSAA). It is the responsibility of the head coach/sponsor to inform the participants of the rules and regulations.

The Board of Education has adopted academic standards for students who participate in school sanctioned activities in the Lockwood R-I School District. In keeping with the mission, philosophy, and goals of the district, it is the purpose of the school district to educate students first through the mastery of academic skills.

The **local academic standards** for student activity participation are for all local clubs, organizations, and MSHSAA activities. The policy shall be effective starting with the fall semester of 2003 and thereafter. The following guidelines are included:

- A. No student failing more than two classes will be allowed to participate in any extracurricular activity.
- B. Any student with a maximum of two “Fs” at the end of the grading period will be placed on probation for approximately two weeks. Grades will be checked after probation. If after the probationary period the “Fs” still remain, the student will become ineligible until the “Fs” in those particular classes have been removed. If after the probationary period the “Fs” have been removed the student will be eligible.
- C. Students enrolling in the district for the first time shall be ruled eligible in regards to the local policy. However, students must meet the MSHSAA standard of eligibility to participate in interscholastic activities.
- D. All students participating in interscholastic activities must meet the academic standards set forth by the Missouri State High School Activities Association.

III. Practice Standards

Each head sponsor/coach will determine the rules and regulations concerning the attendance at practice sessions.

1. The Lockwood R-I Elementary-Middle School will not conduct practice sessions for activities on Sundays.
2. Wednesday evening practice sessions will conclude before 6:30 p.m. (There are no regular scheduled events on Wednesday nights. However,

sometimes the tournaments and district events are scheduled on Wednesdays.)

IV. Interscholastic Participation Rules Policy

Guidelines for implementation

1. Since the conduct of participant reflects upon the individual, the team/group, school, and community, the participation rules are in effect during all times **(in school and out of school)** while students are members of a team or group.
2. The participation rules policy does not govern students when their season of participation is not in progress. It states when practice sessions have started. It ends when the participation season is completed and the students have completed all of their obligations such as returning home from the last contest and the turning in all issued equipment.
3. The maximum numbers of days a student is ineligible for violating the participation rules policy is 180 school days. These days may be carried over from the preceding year. All days are counted from the date of the incident.
4. Possession in this policy refers to a student having the substance on his/her person, and/or in his/her locker. Use is placing the substance inside the body of the person.

Requirements for MSHSAA Activities

Students who participate in interscholastic activities shall meet the MSHSAA Student Eligibility Standards. These include good citizenship, academic standards, age limits, participation limits, enrollment requirements, and other general standards. (If questions on eligibility contact the Principal or Athletic Director.)

Athletic Drug, Alcohol, and Tobacco Policy

1. Violations – Any violation committed by an athlete must be confirmed by either coach, law enforcement authority, or school administrator.
2. Suspension –
 - a. Suspension for the individual athlete will begin with the first and subsequent scheduled date or dates for which the individual athlete is scheduled to play. The suspension will begin from the time that disciplinary action is taken, and will continue until suspension is complete.
 - b. An athlete who is on suspension, will be allowed to practice with their team, and must meet obligations during the time of suspension.
 - c. An athlete must fulfill their suspension before they are allowed to participate in the next sport season. (e.g. football to basketball or basketball to baseball).
 - d. Suspension time will be determined during the sport season in which that athlete is participating and the number of offenses

incurred. We have three sport seasons: Fall (football and volleyball), Winter (basketball), and Spring (track).

If an athlete during the school year helps obtain, uses, or is in possession of alcoholic beverages or dangerous drugs and tobacco, the athlete will be ineligible from scheduled athletic date or dates. Ineligibility will be determined no a percentage of scheduled athletic date or dates for which that individual participates or represents.

1. **First offense** – 10% of scheduled athletic dates in the sport season that the individual athlete is scheduled to play.
2. **Second offense** – 20% of scheduled athletic dates in the sport season that the individual athlete is scheduled to play.
3. **Third offense – Subsequent offenses** – One calendar year of suspension from the date of the disciplinary action.
4. Total regular season dates scheduled plus tournament dates.

Extracurricular Activity Trips

All trips must be approved and placed on the school calendar. The school has the authority to prescribe the means of transportation to all school events. To participate you must ride in school approved transportation.

General Rules for Social Functions of the School

Social events are an integral part of school life and are planned to help students develop and mature socially. Students will be subject to normal school guidelines pertaining to drugs, alcohol, and tobacco. No one under the influence of alcohol or drugs will be admitted to any school functions. Anyone who leaves dances prior to their completion will not be readmitted. Anyone violating this policy will be asked to leave without a refund. Students who violate school policy at dances will be subject to disciplinary action and will be restricted for all dances for one calendar year.

1. Middle School dances are for this general group, so no student under 6th grade should attend dances or social events.
2. Lockwood R-I Middle School dances are limited to only Lockwood R-I Middle School students.
3. Students are not to leave until the event is over. If a student leaves, he/she may not return to the dance or party and must leave the campus, or the area of the activity if it is at another location.
4. Students must be in attendance the day of the activity in order to participate.

Guest Pass for Senior Citizens

Senior Citizens of the district, persons 65 years of age and older may be given a senior citizen/guest pass which shall permit them to attend all home athletic activities of the schools, including high school and middle school, free of charge. Senior citizens may

receive their pass at the principal's office located in the high school. The guest pass shall represent a small token of appreciation for all the work and support you have done for the school over the years. The guest pass will not be honored at fund-raising events for school organizations, or any other event where the Missouri State High School Activities Associations regulations prohibit the use of guest passes, such as District Tournaments.

Section X Transportation

Lockwood R-I Elementary-Middle School provides transportation to its students to and from school and school-related activities in accordance with the standard transportation rules.

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

Bus Regulations

1. The driver of the bus is in charge of pupils and the bus.
2. Pupils are to be on time at their pick-up point.
3. Pupils will not stand in the roadway while waiting.
4. Classroom conduct will be observed on the bus, except for normal conversation.
5. Conversation with the driver will be kept to a minimum.
6. The following items are not allowed on the bus: glass, knives, sharp objects, water guns, pets, toys, and stereos.
7. The use of alcohol, tobacco, or drugs is not permitted on the bus.
8. Pupils will not move from one seat to another while the bus is in motion.
9. Pupils will not at any time extend arms or head outside the bus.
10. A student will be held responsible for any destruction of bus property.
11. Obscene and unacceptable language, gestures, remarks, or signs will not be tolerated.
12. Pupils must obey instructions of the driver when loading and unloading.
13. Students are not allowed to open the bus door at any time or stand in or around the driver.
14. Students must remain on the bus after being escorted to the bus by the teacher, unless another teacher or the bus driver grants permission.
15. Pupils who must cross the road after leaving the bus must pass ten feet in front of the bus, and only when the driver signals them to cross. The same policy applies to students who must cross the road to board the bus.
16. If a student is to board or leave the bus at a place other than his home, a written note must be given to the bus driver. This note should be approved by the principal, if possible.

17. Drivers will not transport any persons not regularly assigned to the bus without a note or pass.
18. All trash will be placed in the proper containers.

Section XI Miscellaneous

Bringing Items to School

Students should not bring articles to school, which are fragile, or of great value. No handballs or softballs or bats should be brought to school. Teachers will instruct the classes as to when they may bring items to share with the class. Parents should always check with the teacher and administrator before bringing animals to school.

Electronic Devices

Radios, cassette players, compact disc players, headphones, beepers, cellular phones, laser pens, i-pods, mp3 players and other such devices are not allowed at school or on school buses. If there is a specific project where one of these items is needed, prior approval must be obtained from the principal.

Emergency Messages

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

Fire and Tornado Drills

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

Flowers/Balloons, Etc.

Flower/balloon deliveries will be held in the office until the end of the school day. Students may pickup their deliveries from the office at the close of school. The Lockwood R-I School district is not responsible for damaged, lost, or stolen flowers or gifts sent to the school for students.

Food, Drink

Students may not eat or drink in the hallways or the classrooms. Food may be eaten only during lunch in the cafeteria. Exceptions to this policy will be made on specific occasions or during extreme weather conditions by the administration.

Fund Raisers

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

Insurance

School districts are not generally held legally liable for accidental injuries sustained by students while at school or while participating in school-related activities. As a service to the students and parents, the district makes available an accidental injury policy for students that can be purchased at a reasonable price. The policy is available on a “school-day basis” or “24 hour basis”.

Lockers

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

Lost and Found

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

Teacher’s Workroom

Students are not permitted in the teacher’s workroom at any time.

Telephone Usage

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

Section XII Definitions

1. In-School Suspension (ISS): The student is to attend the school day at the usual time. However, the student will be contained to a specific area and supervised. He/she will be given assignments to complete or the district handbook to copy in order to better understand the violations that occurred and the penalties that apply.
2. Out-of-School Suspension (OSS): The student is to remain out of school with no credit on any work. Extracurricular activities and attendance at any school

- function is prohibited. A parent/guardian must accompany the child upon re-entry to school.
3. Before School Detention (BSD): The student will arrive before school no later than 7:30 a.m. and remain in the designated area under the supervision of the principal or teacher. The student will work during the entire session and the student or parent is responsible for the child's transportation to school.
 4. After School Detention (ASD): The student will remain after school from 3:15 p.m. until the designated time under the supervision of the principal or teacher. The student will work during the entire session and the student or parent is responsible for the child's transportation home. Students should remain on school grounds until after ASD.