2026-2027
Student Handbook

Lebanon High School
Lebanon Technology & Career Center
Hillcrest Education Center

"Home of the Yellowjackets"

Dr. Kati O'Quinn, Principal
Chris Britt, Assistant Principal
Kim Hinkley, Assistant Principal
Dustin Young, Assistant Principal
Zach Miller, Director of LTCC
Jaymes Wapp, Director of H.E.C.
Will Christian, Director of Activities

LHS
777 Brice Street
Lebanon, Missouri 65536
(417)657-6006

LTCC
757 Brice Street
Lebanon, Missouri 65536
(417)657-6007

HEC
301 Hoover Avenue
Lebanon, Missouri 65536
(417)657-6008

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Dear LHS Families,

Welcome to Lebanon High School, and another great year of learning and growing. The faculty and staff here at LHS have worked hard to prepare and maintain an environment that supports your educational needs, and helps prepare you for your future. Our hope is that you are able to take full advantage of all we have to offer, and partner with us in supporting your goals and future plans. This handbook serves as a guide to you regarding important information and key understandings of the many things that take place at Lebanon High School, and it is essential that you read through the information, so everyone is aware of our policies, procedures, and expectations.

At LHS:

- We expect each student and family to partner with us in their education
- We expect each student to adhere to the code of conduct outlined in this handbook
- We expect all students to attend school on a daily basis, maintaining high attendance
- We expect our students to fully invest in their education, putting forth their best efforts and approaching each challenge with a positive attitude
- We expect our students to work toward their future goals and plans
- We expect our students to take pride in their school
- We expect our students to respect themselves and others
- We expect our students to enjoy their high school career

We believe that each student has a role to play in our organization, and each student has the potential to reach their goals and aspirations. We look forward to another year of high academic success and memory making. If you have any questions regarding this handbook, please reach out. We want to ensure all students have the tools they need in order to succeed.

Yours in education,

Dr. Kati O'Quinn
Principal

Chris Britt
Assistant Principal

Jaymes Wapp
HEC Director

Kim Hinkley
Assistant Principal

Will Christian
Activities Director

Dustin Young
Assistant Principal

Zach Miller
Director of LTCC

LEBANON SCHOOL DISTRICT MISSION STATEMENT

The **MISSION** of the Lebanon R-III School District is to inspire a passion for learning through positive relationships, personalized experiences, and a focus on the future.

LEBANON HIGH SCHOOL MISSION STATEMENT

The MISSION of Lebanon High School is to ensure success for all learners by inspiring a passion for learning through positive relationships, personalized experiences, and a focus on the future.

LEBANON HIGH SCHOOL VISION STATEMENT

At Lebanon High School, we strive to be an adaptive learning community that empowers all learners with the knowledge, skills, and dispositions to be ready for their future. Together, we prepare our students to lead, innovate, and contribute meaningfully to the community and society.

LEBANON HIGH SCHOOL WELCOME STATEMENT

Welcome! At LHS, you will experience…

- caring, professionally trained educators
- a prevailing belief that *every* student will be successful
- a safe, supportive, and well-managed learning environment
- the core values of achievement, accountability, respect, responsibility, and integrity
- high expectations for intellectual development, positive citizenship, and quality student work

LEBANON HIGH SCHOOL CORE VALUES

- **Achievement:** We pursue excellence in academics, extracurriculars, and personal growth
- **Accountability:** We take ownership of our actions and learning
- **Respect:** We foster a collaborative environment where every individual is valued and respected
- **Responsibility:** We uphold our commitments to ourselves, others, and our community
- **Integrity:** We act with honesty and strong moral principles in all that we do

LEBANON HIGH SCHOOL YELLOWJACKET CODE

As a student at Lebanon High School:

- I am Safe
- I am Responsible
- I am Respectful
- I am a Learner

LHS EXPECTATIONS FOR STUDENT SUCCESS

Lebanon High School has excellent staff and support for students, and a commitment to seeing all students excel. While the success of the student is partially determined by the guidance, support, instruction, and experiences they have during high school, it is most greatly impacted by the effort and determination of the student. We believe that we can reach our vision and mission when students, staff, and parents actively engage as part of the learning community to support student success. It is the expectation that every student take ownership of their learning, their growth, and their success in order to reach their full potential.

Everyday our students will…

- Show up, everyday, on time, ready to learn
- Take ownership of their attitude toward learning, and put forth their best effort
- Take pride in their learning, their school, and their contributions to our school community
- Prioritize learning during class time
    - Be respectful of their peers, teachers, and school property
    - Complete all assignments and projects on time
    - Study for tests and take them seriously.
- Obey all school rules, procedures, and policies.
- Not interfere with the learning and achievement of others.

PARENTS RIGHT TO KNOW (ESSA)

TEACHER QUALIFICATIONS
EVERY STUDENT SUCCEEDS ACT (2017)

Dear Parent or Guardian:

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

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

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

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

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

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

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

Missouri Department of Elementary and Secondary Education **Complaint Procedures for ESSA Programs** **Table of Contents**	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA	**Complaints filed with the Department**

4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

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

2. Who may file a complaint?
Any individual or organization may file a complaint.

3. How can a complaint be filed?
Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?
A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?
A complaint filed with the Department must be a written, signed statement that includes:

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

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

The following activities will occur in the investigation:
1. Record. A written record of the investigation will be kept.

2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.

3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).

6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

10. What happens if a complaint is not resolved at the state level (the Department)?
The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Lebanon Technology and Career Center

LTCC MISSION

It is the *MISSION* of LTCC to Inspire College and Career Readiness in All through positive relationships, personalized experiences, and a focus on the future.

LTCC VISION

It is our *VISION* to empower all learners with the knowledge, skills, and dispositions to be College and Career Ready in their future career path.

LTCC CORE VALUES

- College and Career Readiness Student Focus
- Community Connected
- Continuous Improvement
- Safe and Caring Environment
- Committed to CTSO Involvement

LTCC ACADEMIC AND BEHAVIORAL EXPECTATIONS

In order to achieve our goal of student success in our programs of study, we have the following expectations:

- **GPA Expectations**: Maintain a minimum GPA of 2.0 or higher to remain in good standing and demonstrate academic competency.
- **Attendance**: Maintain regular attendance of a minimum 90% or higher, minimal unexcused absences or tardies to meet program expectations and demonstrate commitment.
- **Discipline**: Adhere to school and program-specific behavioral policies.
- **Credit Standing**: Stay on track to meet the required credits for graduation, ensuring all core academic and program-related credits are completed.

We reserve the right to remove a student from a program for academic or safety concerns.

LTCC Counseling and Other Services

Counseling services are provided to assist all students with orientation, support, and preparation to be college and career ready. This service may also assist students in obtaining employment upon completion of their career education program or finding a part-time job while in school. Internships, apprenticeships, and cooperative education programs may be available to students enrolled as seniors in Career & Technical Education programs meeting specified guidelines. An English and Math Instructor are on staff to provide academic services designed to meet the basic skills needed which have been identified through the student assessment process. A Special Resource Educator is available to assist students in meeting their individualized goals and educational performance levels. Assistance is provided to all students concerning enrollment and guidance toward their career goals. LTCC students may obtain articulated credit through OTC, with LTCC instructor approval. LTCC administers the policies of the Lebanon Public Schools and Lebanon High School. These policies have the following additions:

Safety Equipment Policy

Students in certain LTCC classes are required to wear O.S.H.A. approved safety glasses at all times when working or observing in the shop, laboratory, or at the work experience site. Students may also be requested to wear specialized safety equipment while performing tasks in the shop, laboratory, or at the work experience site. Students are not allowed to wear shorts or sleeveless t-shirts while performing tasks in the shop, laboratory, or work site. Failure to comply with this policy will result in the following:

- 1st Offense: Student will be restricted to the classroom for three (3) days and a letter will be sent to the parents or guardian requesting the student comply with the policy.
- 2nd Offense: Student will serve 1 day in ISS. A parent conference will be required prior to the student being returned to class.
- 3rd Offense: Student will serve 3 days in ISS. A parent conference will be required prior to the student being returned to class. Refusal of parent to attend the conference may result in a schedule change for the student.
- 4rd Offense: Student may be removed from the technology program returning to the cooperating high school.

Integrated Math & English

Students can earn 1/4 credit of Integrated English IV per semester and 1/4 credit of IntegratedMath IV per semester in selected classes earning a potential total of 1 full credit for both Integrated English IV and Integrated Math IV during their 2 years in the program. Integrated English and Integrated Math credit will be earned with a semester percentage of 75% or higher each semester. The integrated curriculum is a mandatory part of the following programs:

- Automotive Collision Technology

- Automotive Technology
- Computer Repair & Networking
- Construction Technology
- Culinary Arts
- Machining Technology (CNC I & CNC II)
- Welding Technology

Technical Skills Attainment Exams/Industry Recognized Credential
All students completing a two year program (7 total credits in one program) or receiving 3 credits in a CTE Program will take a Technical Skills Attainment (TSA) test or an Industry Recognized Credential (IRC) during and/or prior to the spring semester of their senior year. Certain CTE Programs have designated CTE pathways within their program of which the 2 credits will determine a completer. These CTE Pathways are listed below:

- **Agriculture**: Ag Construction Pathway; Animal Science Pathway; or Plant Science Pathway
- **Business**: Business Management & Administration Pathway; Finance Pathway, or Information Technology Pathway.

Eligibility for Certified Completer Certificate:
To be a LTCC Program Completer, a student must pass 2 or more content courses within a CTE program. To be a LTCC Certified Completer, a student must pass 3 or more content courses within a CTE program, and pass an IRC or TSA in their content area. Certified Completers must have received passing grades in their respective CTE course(s), passed their TSA or IRC, and passed both Integrated Math and Integrated English (if integrated in their program). Students receiving the Certified Completer Certificate will be recognized for their accomplishment with a certificate and graduation cord. Students not passing their designated TSA or IRC but meeting all other requirements will receive a Completer Certificate only.

National Affiliations:
LTCC offers the following opportunities for students to earn national certificates:

- Automotive Collision Technology (I-CAR)
- Automotive Technology (NATEF- ASE (Maintenance & Light Repair)
- Construction Technology (OSHA 10)
- Culinary Arts (ProStart & ServSafe)
- Machining Technology (OSHA 10, NIMS)
- Computer Hardware & Software; Intro to Networking (TestOut, PC Pro; TestOut Network Pro)
- Welding Technology (AWS Certificates)

National Certified Programs
- Automotive Technology-ASE
- Project Lead The Way

National Career Readiness Certificate
LTCC offers students the opportunity to test for the National Career Readiness Certificate-ACT Workkeys.

LTCC Trade & Industry Programs Schedule

The following classes will meet for multiple blocks (A.M. or P.M. times) daily:
- Automotive Technology
- Automotive Collision Technology
- Construction Technology
- Culinary Arts (AM Only)
- Machining Technology (AM Only)
- Welding Technology

HILLCREST EDUCATION CENTER (HEC)

Hillcrest Education Center serves as the alternative education placement for Lebanon High School students who are behind in credits, or are not otherwise finding success in the regular high school setting. HEC serves to provide students with an opportunity to acquire credits and learn essential and vital workforce development skills in the education setting. At Hillcrest Education Center, every student is expected to participate in the Human Resource Development Center, which focuses on workforce development. In addition to a personalized focus on academics, HRDC helps to provide the skills needed for our students to graduate and enter the workforce successfully. HEC focuses on an "Unschool" approach, which allows students to explore their interests, engage in relevant and intentional workskills, and create meaningful learning experiences for each student. Students interested in seeking placement at HEC must fill out an application, found in the counseling office at LHS, and submit a completed application to their counselor. The director of HEC, along with a counselor, will interview each applicant, and determine placement eligibility. Students who are accepted to Hillcrest Education Center, must agree to adhere to a strict code of conduct, which includes but is not limited to, mandatory attendance, a positive attitude, positive behavior and conduct, and a willingness to work hard toward graduating. Hillcrest Education Center is not a consequence for students, nor is it a disciplinary site. Our focus is to help equip students for their futures through positive relationships, and a concentrated focus on individual student paths.

LEBANON HIGH SCHOOL ACTIVITIES AND SPORTS

Anime Club
Art Club
Astronomy Club
Chess Club
Color Guard
Dungeons and Dragons
Educators Rising
FBLA
Fellowship of Christian Athletes
FCCLA
FFA
Future Teachers of America
GSA
HOSA
Interact Club
International Club
International Thespian Society
Literary Muse
LTCC Student Ambassadors
Math Team
Model Bridge Club
National Art Honor Society
National Forensics League
National Honor Society
National Technical Honor Society
Positive Choices
Psychology Club
Robotics
Scholar Bowl
Science Research
Skills USA
Spanish Club
Student Council
Technology Student Association

SPORTS

Band
Baseball
Basketball
Bass Fishing
Bowling
Cheerleading
Choir
Cross Country
Dance/Pom Team
Esports
Football
Golf
Soccer
Softball
Speech & Debate
Swimming
Target Shooting (Archery)
Tennis
Theatre
Track & Field
Volleyball
Wrestling

A complete list and contact information for the **Lebanon School District Officials** and the **Lebanon School District Board of Education** can be accessed at the Lebanon R-3 School District website: **www.lebanonr3.org**

LEBANON R-3 SCHOOL DISTRICT
2026-2027 CALENDAR

August - 11-13 NTI
August 14-24 - Teacher Workdays
August 25 - First Day of School

5-Student Days

AUGUST 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February 15 - Presidents Day

19-Student Days

September 7 - Labor Day
September 18 - Teacher Workday

20-Student Days

SEPTEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 11 - End of 3rd Qtr
March 12 - Teacher Workday
March 22-26 - Spring Break

17-Student Days

October 9 - End of 1st Qtr
October 16 - Teacher Workday
October 19-22 - PT Conferences
October 23 - Earned Day Off

20-Student Days

OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 23 - Teacher Workday

21-Student Days

November 23-27 - Thanksgiving

16-Student Days

NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 21 - Graduation
May 27 - Last Day of School
2Hr Early Release
May 28 - Teacher Workday
May 31 - Memorial Day

19-Student Days

December 18 - End 2nd Qtr/1st Sem
2 hr Early Release
December 21-31 - Christmas Break

14-Student Days

DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2027						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January 1 - New Years Day
January 4 - Teacher Workday
January 5 - Students Return
January 18 - MLK Day

18-Student Days

JANUARY 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

First Semester = 75 Student Days
Second Semester = 94 Student Days
Student Attendance Days = 169
Teacher Contract Days = 183

Schools release 1 hour early on Friday for teacher collaboration
Teacher workdays may include District and Building Professional Learning, Collaboration, or Preparation Time.
In the event of inclement weather or emergency closure day, the first six virtual learning (AMI) will occur.

2026 - 2027 Bell Schedule

The majority of school days will utilize the bell schedules shown below. Other bell schedules will be used as necessary for special events.

3:10 release **(Monday - Thursday with no special events)**

First Bell		7:10
Warning Bell		7:49
Block 1		7:54 - 9:28
Block 2		9:34 - 11:02
RtI		11:08 - 11:38
Block 3		11:44 - 1:36
	Lunch	11:38 - 12:02
	Lunch	12:09 - 12:33
	Lunch	12:40 - 1:04
	Lunch	1:11 - 1:35
Block 4		1:42 - 3:10

2:10 release **(Friday with no special events)**

First Bell		7:10
Warning Bell		7:49
Block 1		7:54 - 9:21
Block 2		9:27 - 10:48
Block 3		10:54 - 12:42
	Lunch	10:48 - 11:12
	Lunch	11:18 - 11:42
	Lunch	11:48 - 12:12
	Lunch	12:17 - 12:41
Block 4		12:48 - 2:10

LEBANON HIGH SCHOOL POLICIES, PROCEDURES, AND EXPECTATIONS

ACADEMIC ACHIEVEMENT

The evaluation of the academic achievement of students in the school district is based on the premise that students have diverse capabilities, interests and individual patterns of growth and learning. It is essential that the professional staff have adequate information to assess a student's educational needs, growth patterns and other factors necessary to design instructional plans for the student. Sharing of information among parents/guardians, teachers and students is an integral part of the evaluative process. Through the district's methods of student evaluation and parent/guardian-student-teacher communications, the district strives to meet the following objectives:

- Parents/Guardians will be informed every three weeks as to the progress their children are making in school.
- Parents/Guardians will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- Insofar as is possible, distinctions will be made between a student's attitude and academic performance.
- At comparable levels, the school district will strive for consistency in grading and reporting, except when inappropriate for certain classes or students.
- When grades are given, the school staff will take particular care to explain the meaning of the marks and symbols to students and parents/guardians.

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance in the school district. Grading shall not be influenced by pressure from parents/guardians. In addition, grades are not to be used as a disciplinary measure.

ACADEMIC LETTER (T. A. L. E. S.)

Lebanon High School will award an academic letter to each student in grades 9 through 12 who achieves a cumulative grade point average of 3.75 or higher. Academic letters are usually awarded in an all school assembly.

ACCEPTABLE USE POLICY (AUP)

The Lebanon R-III School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students. Board approved technology policies are EHB and EHBA and can be found online at https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=258

Technology Usage
Policy EHB

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

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

Technology Resources: Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multimedia resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

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

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

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

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee. Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology. Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Safety

To protect district technology, employees must have approval from the district's technology director before personal cell phones or computers can be synchronized with the district's network.

Technology Administration

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

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited. The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines. All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using email, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. This instruction

will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records. All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

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

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State. In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

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

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Technology Usage (Technology Safety)
Policy EHB-AP (Administrative Procedure)

Student Users
All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

Employee Users
No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

External Users
Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

General Rules and Responsibilities
The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.fight
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.

11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

Online Safety and Confidentiality

Curricular or noncurricular publications distributed using district technology will comply with the law and Board policies on confidentiality. All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Electronic Mail and Messaging

A user is responsible for all email and other electronic messages originating from the user's email or other electronic messaging accounts.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass email or other electronic messages. The district considers more than ten addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any district wide electronic messages.

Communication Devices

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

Investigation of Violations

In the event that the district suspects a violation of board policy, administrative procedure or law involving district technology resources the technology department will:

1. Secure technology resources involved in the suspected violation.
2. Search the technology resources involved in the suspected violation.

The scope of the search will be limited to the extent necessary to determine if a violation has occurred. Building administrators may conduct a parallel investigation that includes interviewing people who may have knowledge about the suspected violation and searching for evidence other than on district technology resources. If the search reveals possible criminal activity, the technology department will stop searching and immediately make a recommendation to the superintendent to contact and cooperate with law enforcement for further investigation. At the request of law enforcement, administrative investigations may be suspended as well. If criminal activity is not suspected the technology department will report findings to the building administrator(s).

ACCIDENTS AT SCHOOL

All accidents occurring at school or at school sponsored activities must be reported immediately to the administration and school nurse. Accidents of a serious nature will be reported immediately to parents and, if necessary, to an appropriate health care provider.

ADMISSIONS

The Board of Education shall provide free public education to all students who are residents of the school district and who are between the ages of five (5) and 21 years and who otherwise qualify for admission under Missouri law unless otherwise required by federal law. Federal law also requires the district to provide services to resident students qualifying for special education services between the ages of three (3) and 21. Any senior qualifying for graduation at the end of the school semester and attaining age 21 during the course of the semester may complete that particular semester tuition free. Persons seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, discipline and other eligibility prerequisites as established by Board policy and law. Students who are homeless will be admitted in accordance with Board policy and law. Students who transfer to the district from another district will be placed in accordance with Board policy.

Requests for Student Records

Within two (2) business days of enrolling a student, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools previously attended by the student within the last 12 months. Within 48 hours of enrolling a nonresident student placed in the district pursuant to §§ 210.481-.536, RSMo., via foster homes, residential care facilities or child-placing agencies, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools and facilities previously attended by the student; the Department of Social Services; the Department of Mental Health; the Department of Elementary and Secondary Education; and any entity involved with the placement of the student within the last 24 months.

Statement of Prior Suspension, Expulsion or Criminal Offense

The Board of Education requires the parent, guardian or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether the student has been suspended or expelled from a public or private school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the "Admission Restriction" section of this policy. This registration document shall be maintained as a part of the student's scholastic record.

Students Suspended or Expelled from Another District

Without the superintendent or designee permission, no student may enroll in a school in the district during a suspension or expulsion from another in-state or out-of-state school district, including a private, charter or parochial school or school district, if it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The parent, guardian or student may request a conference with the superintendent or designee to consider if the conduct of the student would have resulted in a suspension or expulsion in this district. The superintendent or designee may make such suspension or expulsion from another district effective if it is determined that such conduct would have resulted in a suspension or expulsion in this district. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion from another school or district effective. The superintendent or designee will consider whether the student has received the due process required by law before making any decision.

A remedial conference will be held in accordance with Board policy prior to enrollment of any student following a suspension or expulsion from another school for an act of school violence as defined in § 160.261.2, RSMo. The remedial conference will be held regardless of whether such act was committed at a public or private school in this state, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

Admission Restriction

In accordance with § 167.171, RSMo., no student may be readmitted or enrolled to a regular program of instruction in the school district who has been convicted of or charged with an act that if committed by an adult would be one (1) of the following:

- First degree murder under section 565.020, RSMo;
- Second degree murder under section 565.021, RSMo;
- Kidnapping when classed as a Class A felony under section 565.110, RSMo;
- First degree assault under section 565.050, RSMo;
- Forcible rape under section 566.030, RSMo;
- Forcible sodomy under section 566.060, RSMo;
- Robbery in the first degree under section 569.020, RSMo;
- Distribution of drugs to a minor under section 195.212, RSMo;
- Arson in the first degree under section 569.040, RSMo;
- Statutory Rape section 566.032 RSMo;
- Statutory Sodomy Section 566.062 RSMo

Nothing in this section shall prohibit the re-admittance or enrollment of any student if a charge has been dismissed or when a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under state eligibility

criteria, who is convicted as a result of an action related to the student's disability. If the district maintains an alternative education program, and the district determines that the placement is appropriate, a student subject to these admissions restrictions may be admitted to such an alternative education program.

AFTER SCHOOL ACTIVITIES

Students are strongly encouraged to participate in or attend all home sporting events and other after-school activities and events. Students are expected to remain seated in designated areas and behave appropriately during games, programs and performances. Once a student leaves any school activity, he/she will not be readmitted. *If a student is removed from any event, he/she may be banned from future activities, both home and away. 1st removal: Suspension from all home and away activities for seven (7) calendar days; 2nd removal: Suspension from all home and away activities for fourteen (14) calendar days; 3rd removal: Permanent suspension from all home and away competitions for the remainder of the school year.* Students are expected to have a ride home and leave immediately after each activity. Appropriate demonstrations of school spirit are expected and encouraged. Proper etiquette is required at all concerts, plays, musicals, assemblies, dances, events and programs.

ALCOHOL AND DRUGS ON SCHOOL PROPERTY

The Lebanon School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy. Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement. Students with disabilities who violate this policy will be disciplined in accordance with policy.

ALTERNATIVE SUSPENSION CENTER (ASC)

In the event that students are suspended from attending Lebanon High School due to disciplinary consequences, the Lebanon School District provides additional opportunities for students to maintain their academic levels and receive classroom instruction. The Alternative Suspension Center is available for students under disciplinary suspension for three or more school days. Attendance at the Center may be limited due to availability and severity of the offense. Attendance at the ASC may also be regulated by the administration and program director. The ASC director will provide additional information upon assignment. Any student who violates ASC rules or who is unable to meet expectations outlined in the Student Code of Conduct will be required to serve the remainder of his/her suspension as an out of school suspension.

ANNOUNCEMENTS (MORNING AND AFTERNOON)

School announcements will be delivered each day at 7:54 a.m. and again at 3:07 p.m. if needed. It is expected that all students will remain quiet and listen attentively during the announcements. Immediately following the morning announcements, the Student of the Week will lead students in the Yellowjacket Code and the Pledge of Allegiance.

ARRIVAL TO SCHOOL

Any student arriving at the school before 7:30 a.m. must be under the direct supervision of a staff member or report to the cafeteria. It is expected that all students will be in class, fully prepared, and ready to learn by 7:54 a.m. each school day. Students arriving after 7:54 a.m. may face disciplinary action for being tardy. Students who ride a school bus will be dropped off each morning (and picked up in the afternoon) behind the Donnelly Building. Only those students who are dropped off by parents, those who walk to school, or those who park in the lot across from the Main Office, may use the main front entrance (the Brice Street entrance).

ASSEMBLIES

Assembly programs are an extension of classroom learning situations. Students are expected to conduct themselves at assembly programs as they would during any other classroom activity. Out-of-school guests are frequent visitors during assembly programs and the behavior of the student body during such programs reflects favorably or unfavorably on the school and the student body. Therefore misbehavior such as whispering, booing, or other forms of disrespect will not be tolerated. Offenders will be appropriately disciplined and may be barred from future assemblies.

Assembly Citizenship

- Find a seat in your assigned section as quickly as possible.
- Give your undivided attention to the person or persons who have the floor.
- Get quiet as soon as the person in charge appears.
- Do not whistle, boo, yell, etc. When you want to applaud, simply clap your hands.
- Leave in a safe and orderly manner when dismissed.

ATTENDANCE POLICY AND PROCEDURES

Lebanon High School exists to improve lives through education. The Lebanon School District seeks to enroll and educate all resident children in the community, as required by law and district policy. It is the purpose of this attendance regulation to improve student learning, raise student achievement, and maximize the learning potential of all students at Lebanon High School. Students having an IEP, 504 Plan, IHP or other documented medical diagnosis that allows for excessive absences will be exempt from the excessive absence appeal process; if the student's plan addresses reduced attendance.

Compulsory Attendance

Missouri State Law requires all children between 7 and 17 years of age to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term. Parents, guardians or other persons having legal custody of a student may obtain a court order requiring the student to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18. In addition, the Lebanon R-III School District provides educational programming for all students between the ages of five (5) and seven (7) and beginning at the age of three (3) for students qualified for special education services. The district may also provide preschool and adult education programs. Once enrolled in the district, the district expects the student to attend regularly and for the student's parent or guardian or other adult having charge, control or custody of the student to communicate regularly and honestly with the district regarding the student's absences. Because the Lebanon R-III School District Board of Education and district staff strongly believe that regular attendance is important in gaining the most from the educational experience and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every effort to ensure students are attending school as required by law.

Excessive Absences

The school is committed to partnering with families to support their child's education. Regular attendance is essential for a student's academic success and social development. Therefore, the school expects students to attend every day, on time.

To address excessive absences, the district will take the following steps:

- After 7 undocumented absences, the school will refer the case to the juvenile office and the prosecuting attorney's office.
- After 10 undocumented absences, a hotline report will be made.
- If a student is absent for 10 consecutive days without any contact from the family, they will be removed from the system and classified as having dropped out.

Maintaining consistent attendance ensures students receive the full benefits of their education and remain on track for success.

Procedures

Students will be given a Student Handbook upon enrollment in Lebanon High School. The handbook shall contain the written attendance regulation. The attendance office will record each student's absence by course period. When a student has accrued four (4) total absences in a class during the semester, the school will send a letter to the parent or guardian informing the parent or guardian that, in accordance with the published policies and regulations of the Board of Education, the student is in danger of not earning credit for the class due to excessive absences during the semester. However, if the parent or guardian cannot be reached, the school administration will enforce the policy as written.

LHS Summative Opt-Out Information

Students who meet the following criteria will be eligible to opt out of certain final exams or summative assessments:

- Attendance: 95% or higher
- Grade: 80% or higher in the course
- Discipline: No ISS, OSS, or ASC during the semester

Exceptions: Students may *not* opt out of the following courses:

- Dual credit classes
- Online courses
- EOC-tested courses
- Some LTCC courses

However, students who meet the eligibility criteria in other courses may opt out of those specific finals or summatives. If a student qualifies to opt out of certain summative or finals, they are still required to be at school and in class on the day of the assessment. Opting out does not grant permission for a student to be absent for a class period.

A student will not be denied an education at Lebanon High School even though he or she will not earn credit for the class as a result of having missed a substantial portion of the instructional program during the semester.

Exceptions

Approved, school sponsored, out-of-school activities (field trips, sporting events, etc.) will not be counted as absences for purposes of the excessive absence regulation. Absences resulting from significant, acute or chronic medical conditions may provide the basis for an exception as approved by the administration or an appeal. Therefore, all such conditions should be verified in writing by a physician or other health care official.

Attendance Appeal Process

IT IS THE RESPONSIBILITY OF THE PARENT OR GUARDIAN TO INITIATE THE APPEAL PROCESS.

Upon the parent's or guardian's request and submission of the appeal form, the Attendance Appeals Committee shall meet to consider appeals regarding exceptions to the excessive absence regulation and the denial of credit pursuant to this regulation. The committee shall include, but is not limited to, the principal, an assistant principal, and a counselor. Other persons may be designated to serve as deemed appropriate.

Students who, pursuant to this excessive absence regulation, have accrued seven (7) total absences or who anticipate accruing seven (7) or more total absences attributable to illness or other valid reason, may appeal to the Attendance Appeals Committee for the purpose of requesting one (1) or more of the following:

1. An exception to this excessive absence regulation for unavoidable absence due to illness or other valid reasons;
2. An extension of the number of absences that shall accrue before credit will be denied; and/or
3. Other accommodation within the contents of this excessive absence regulation and that which is allowed by law and/or school district policy.

The committee will consider all the facts under the circumstances of each case in deciding whether to grant or deny the appeal. Relevant factors may include, but are not limited to the following:

1. The reason(s) for the accrued or anticipated absences;
2. The extent to which the reasons for each absence were documented at the time the absence occurred and/or at the time of appeal;
3. The distribution of absences during the semester, i.e., whether scattered throughout the semester or occurring as consecutive absences;
4. The duration of each period of absence;
5. The pattern of attendance prior to the accrual of absences in question;
6. Whether all class work has been satisfactorily completed; and
7. The extent to which class essential learning outcomes have been mastered for that course.

A parent or guardian who anticipates his or her child missing seven (7) or more class sessions of any class due to hospitalization, prolonged illness, or other valid reason may request an exception to the excessive absence policy in writing prior to the accrual of the seven (7) absences. If the parent or guardian does not submit such request prior to the date on which the seven (7) absences have accrued, the parent or guardian should request an appeal of the automatic denial of credit in the same manner as for any other appeal under the excessive absence regulation.

The appeal committee will *take into consideration* valid absences that include any of the following:

1. Doctor, dental, counseling, or other healthcare appointments.
2. Hospitalization or placement in a healthcare facility.
3. Absences related to a student's disability or medical condition (per an IEP, 504 Plan, IHP or other documented medical diagnosis that does not already allow for excessive absences by addressing reduced attendance).
4. Funeral Services.
5. Family emergencies as approved by the administration.
6. Court appearances.
7. Religious observations.
8. Licensing exams.
9. College or other school visits.
10. Deployment or return from deployment of a parent or guardian to a combat zone or combat support posting, at the discretion of the school administration.
11. Absences for any other valid reason that are pre-arranged and/or approved by the administration.

The parent or guardian of a student who has accrued seven (7) total absences may submit an appeal to the Attendance Appeals Committee requesting credit for the courses in question.
The appeal may be submitted on the district's Attendance Appeal Form provided to the parent or guardian, or in other written or typed form that provides the following information:

1. Date of appeal.
2. A complete explanation of the reason(s) why the appeal should be granted.
3. Any appropriate documentation.
4. Signature of the parent or guardian.

Within one (1) week of the Appeal Committee's final decision, the student, parent or guardian will be notified. If the parent or guardian does not agree with the final decision of the Appeal Committee, he or she may appeal the matter to the superintendent or designee for further review and consideration.

Steps to Follow When Absent From School

Please make sure you read and understand the following information as it requires parents, guardians and students to be accountable for notifying the school regarding student absences.

1. A parent or guardian should notify the attendance office on the day of, or day before the absence. Parents may call the attendance office at (417)657-6006 or use the 'Absence Requests' feature in the Infinite Campus Parent App . It is acceptable and desired that a voicemail message be left if the attendance secretary is not available to answer your call. Messages are given prompt attention. Additionally, images of documentation that verify absences may be attached when 'Absence Requests' are submitted in the Infinite Campus Parent App.
2. The attendance office should be contacted prior to known doctor, dental, and family appointments. A student must **submit a signed departure form** and sign out before leaving school, and sign in upon returning to school. Parents may also use the 'Absence Requests' feature in the Infinite Campus Parent App to request an early departure for their student in lieu of a signed early departure form. The on-line request will be verified by the parent-provided code word that is established during on-line registration.
3. If a parent is not able to call the attendance office or submit a request through the Infinite Campus Parent App, the parent or guardian must submit a written and signed excuse that provides the student name, date, and reason for the absence.
4. Students will be allowed one (1) day for every day missed to complete make-up work.
5. Students absent for authorized school activities are responsible for making up all work missed.
6. An absence for an authorized school activity simply allows the student the privilege of making up the work within a reasonable time (established by the teacher) and does not excuse the student from the make-up work.
7. Students who attend school, but leave early for another school activity, may be required by their teacher to turn in any assignment due that day.

A+ PROGRAM

The education of all students is important, regardless of their plans following high school. Some Lebanon High School graduates will choose to attend a four-year college or university; others may go directly into the workforce or military; and still others may seek additional training at a post-secondary vocational school or community college. The A+ Schools Program is designed to ensure that no matter which option is chosen, all high school students will be provided selections of courses, career counseling, technology and/or workplace skill development opportunities which are appropriate to their career goals. The A+ Schools Program encourages all students to focus on a career early and set a goal that includes training beyond their four years of schooling at LHS. The A+ Schools Program asks all students to select a career path, plan course work for all four years of high school, and progress toward a goal of additional training at the postsecondary level or a high-wage job.

For more information regarding the A+ program, please contact the A+ Coordinator and/or reference the most current A+ Handbook.

LHS graduates may qualify for a state-paid financial scholarship to attend any public community college or career/technical school in Missouri if the student meets the following requirements and enters into a written agreement with Lebanon High School:

- Attend an A+ designated high school for two (2) years prior to graduation.
- Maintain a cumulative GPA of 2.5 or higher on a 4.0 scale (grades 9-12).
- Graduate with an average daily attendance of 95% or higher (grades 9-12).
- Perform fifty (50) hours of district supervised/unpaid tutoring or mentoring. (Approved by A+ Coordinator).
- Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
- Make a good faith effort to secure federal financial assistance (that does not require repayment) by completing a FAFSA (Free Application for Federal Student Aid).
- Register with Selective Service (males only).
- **Algebra I EOC** - Qualifiers must achieve a score of P*roficient* or *Advanced* on the Algebra I End of Course exam. EOC retakes will be allowed, if necessary, by the state for those seeking A+ qualification. *MO DESE* will be working with districts to secure this plan - **OR -** Establish eligibility by achieving a qualifying score on the mathematics component of the ACT test. This may call for combining the ACT math score and high school GPA in accordance with the state directed scale. The high school seniors who do not achieve a score of *Proficient* or *Advanced* on the Algebra I, or a higher level math, EOC must achieve one of the following standardized test scores or have a combined ACT math score and high school GPA in accordance with the following scale. The Pre-ACT has been approved as an additional option for meeting A+ eligibility requirements on the same basis as the current provision for the ACT math subscore.

ACT Math/High School GPA Scale

Pre-ACT or ACT Math Score		Cumulative High School GPA
17	and	2.5 or greater
16	and	2.8 or greater
15	and	3.0 or greater

Citizenship Component

An important component of the A+ Schools Program is the fostering of good citizenship in our district's students. A student demonstrates good citizenship by showing respect for self, law, property and the rights of others. Students have not demonstrated good citizenship if they have:

- Pled guilty or *nolo contendere* (no contest) to, received a suspended imposition of sentence or suspended execution of sentence for, or been convicted or found guilty of a misdemeanor or felony.
- Unlawfully used or possessed drugs, drug paraphernalia or alcohol on or off school property during the three-year period immediately prior to graduation.
- Had an out-of-school suspension during the three-year period immediately prior to graduation.
- Violated the district's rules governing academic dishonesty (plagiarism, cheating, etc.).

Participation Agreement, Discipline and Appeal

All students wishing to participate in the A+ program must submit a completed A+ participation agreement. If the coordinator determines that a student who has submitted a participation agreement has violated the terms of that agreement or district policies or procedures regarding A+ participation, the coordinator will notify the student and may put the student on probation or expel the student from the program. The student or the student's parents/guardians may appeal expulsions from this program, in accordance with written district procedures, to the Board of Education or to a committee of Board members appointed by the president of the Board and given the authority to act for the Board. The Board or the Board's committee will hear the student's appeal in closed session and will notify the student of its decision.

BULLYING AND HAZING

In order to promote a safe learning environment for all students, the Lebanon School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official. In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff that violate this policy may be disciplined or terminated. The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying. The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Bullying: For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats.

Cyberbullying: For the purposes of this policy, cyberbullying is typically defined as sending or posting harmful, negative, or cruel text or images using the Internet or any other digital communications device, including cellular phones. A cyber threat includes any online material that threatens or raises concerns about violence against others, destruction of public or private property, suicide, or self-harm. Acts of cyberbullying can be committed electronically by email or text messaging, on the Internet, on voice mail messages, or any other medium of communication or expression. Cyberbullying and cyberthreats will not be tolerated at Lebanon High School. Consequences for verified incidents of cyberbullying and cyberthreats range from in-school suspension, out of school suspension, and expulsion from the school district.

Hazing: For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forced consumption of

any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or tryout for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

BUS ROUTES

Bus routes, schedules and stops will be developed under the direction of the superintendent following procedures set by the State Board of Education. The purpose of bus scheduling and routing will be to achieve maximum service with a minimum fleet of buses and to render reasonable and equal service to all eligible students. School bus routes will be approved by the Board no later than October for initial approval, and no later than June for the final modifications made during the school year. Bus routes will follow the most direct roads practicable for bus travel to serve those students entitled to transportation service. Where an alternate route may be selected without sacrifice of efficiency or economy, preference will be given to that route serving the largest number of students more directly. Routes will be designed to eliminate as many turn-around points as possible and to employ as nearly as practicable the full carrying capacity for each bus trip. No bus will be overloaded. New routes will be established only when capacity of the existing routes has been reached or is imminent. Authorized bus stops will be located at convenient intervals for students and in places where students may board and get off, cross highways and await arrival of buses with the utmost safety permitted by highway conditions. Parents are allowed to arrange a Primary and a Secondary bus stop only. The third (3rd) or more stops are the parent(s) responsibility to make other arrangements for their student to be picked up from school. NO daily bus changes can be made Monday through Thursday after 2:00 p.m. or after 1:00 p.m. or a Friday.

BUS TRANSPORTATION

The Board, in accordance with state law, may provide free transportation for eligible students attending the district's schools. The superintendent shall ensure that the transportation services of the district meet all of the requirements established by the Missouri Department of Elementary and Secondary Education as well as the policies that pertain directly to the qualifications of transportation operators and operational procedures adopted by the Board of Education. Resident students living three and one-half miles or more from school will be entitled to free transportation to and from school. The Board of Education may also provide transportation to resident students who live less than three and one-half miles from school. Transportation for a student with a disability will be provided if the IEP team determines that such transportation is necessary as a related service due to the student's disability. Transportation for special education students or students classified as homeless will be provided in accordance with law. The superintendent shall ensure that the transportation services of the district meet all state and federal laws as well as other requirements of the Board of Education. Students may be transported in leased vehicles, private vehicles, common carriers or other contracted transportation as allowed by law and permitted by the Board. All district employees or other persons who drive district-owned or district-leased transportation or who transport students in private vehicles as an agent for the district must meet applicable state and federal laws as well as district policies and procedures. Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents. Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

BICYCLES AND SKATEBOARDS

Any student riding a bicycle to school must park it in a designated parking area and lock it securely. The school will not be responsible for damaged or stolen bicycles. Skateboards and rollerblades are not to be used on school property or carried inside school buildings. It is the student's responsibility to secure these items in a locker or other approved location.

CAFETERIA PROCEDURES

Students are allowed adequate time to eat lunch and are required to do so in the cafeteria. The Food Services Department uses a computerized meal tracking system. This system allows the department to keep an accurate record of each student's account. If deposits are made using a personal check, please make certain that the child's first and last names are written on the memo line. Students may bring extra money to purchase items from the a la carte menu. Students are expected to clean any mess that is made before leaving the cafeteria (both on the floor and on the table). Food and beverage items are not to leave the cafeteria for any reason.

Board Policy EF-AP1

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

1. A high school student may not accumulate more than $10 of unpaid meal charges.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.

4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Alternative Meals: A student who has accumulated the maximum unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

Delinquent Debt: Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

A legible, physician signed, Medical Statement for a special diet due to allergy or digestive problems must be received from the student's physician within two weeks from the start of school or two weeks from when the medical problem is identified and the need for a special diet is required. The form that must be completed by the physician may be obtained from the school nurse. The school nurse will retain this on file. Students requesting special consideration for "likes and dislikes" will not be honored as these are personal preferences and not medical necessities.

- Meal Costs: breakfast $1.60, lunch $3.05, milk $0.50, reduced breakfast $0.30, reduced lunch $0.40
- Closed lunch period – students are **NOT** permitted to leave school grounds during the lunch period. Further, students are not permitted to call-in food orders prior to their lunch shift. Food deliveries at any time during the school day are not permitted unless approved by the administration.
- All students must report to the school cafeteria during their lunch shift, unless they are under the direct supervision of a teacher. This includes those who bring their lunch. During the lunch period, students are not to be in the hallways or in unsupervised classrooms.
- Students are to observe courtesy and proper manners while eating and are to return plates, silverware, glasses and discarded food and trash to the designated places after eating. Students who deliberately create a mess or problems in the cafeteria will be subject to discipline and will be assigned a time and a place to eat after a conference with the administration.

CANCELLATIONS

All students will be contacted by the School Reach automated calling system when school is to be canceled due to inclement weather or other extenuating circumstances. Local radio and regional television stations will also report school cancellations as they are made available by the superintendent.

CLASSIFICATION OF STUDENTS

The Board believes that a student should be placed in the grade level and classes that best meet the student's academic needs, after consultation with the student's parent/guardian. A student's social and emotional needs will also be considered, to the extent that they affect academic progress. Although the district will first consider placing students in grade levels or classes with students of similar age, age will not necessarily be the determining factor. Further, any student's placement may be adjusted by the principal or designee as needed, after consultation with the student's parent/guardian. The district's administrative staff will make the final decision regarding assignment of students to grade levels or classes. Students receiving special education services will be placed in accordance with law.

Transfers from Accredited Schools

For the purposes of this policy, an "accredited school" is the Missouri Course Access and Virtual School Program (**MOCAP**); a private agency where students with disabilities are placed by a public school; or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies. In general, if a student transfers to the Lebanon R-III School District from an accredited school, this district will accept the units of credit completed in the previous school and rely on the grade-level placement in the previous school to the extent that it coincides with the district's program. However, the district may adjust the student's placement as needed to meet his or her educational needs, after consultation with the student's parent/guardian. All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or by the Lebanon R-III School District may be accepted to meet graduation requirements.

Transfers from Unaccredited Schools

For the purposes of this policy an "unaccredited school" is any public, private or home school that does not meet the definition of "accredited" above. In general, if a student transfers to the Lebanon R-III School District from an unaccredited school, the principal or designee will examine a number of criteria to determine grade-level or class placement including age, achievement tests or other

performance data, transcripts, course descriptions, textbooks used and homeschooling logs. If necessary, the district will administer additional tests to aid placement decisions. Once placed, the district may further adjust the student's placement to meet his or her educational needs, after consultation with the student's parent/guardian. The district will attempt to award credit for classes completed in previous schools if there is sufficient evidence of achievement. All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or by the Lebanon R-III School District may be accepted to meet graduation requirements.

Transfers of Students of Military Families

If a transfer student is in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, the district will initially place the student in the same courses and programs the student was in while attending the previous district, to the extent the district offers such courses and programs. Such placements may include, but are not limited to: honors classes; vocational, technical and career pathway courses; and International Baccalaureate, Advanced Placement, English Language Learner and gifted programs. After placement, the district may perform additional evaluations to ensure that the student has been placed appropriately and may change the student's placement after consultation with the student's parent/guardian.

Classification of Students by Credits

A student's classification will be determined by their cohort class regardless of earned credits recorded on their transcript. The exception to this would be if a student is an early graduate, and has completed all necessary paperwork to become an early graduate.

CLASS RANKINGS

In the high school, class rank will be determined by assigning grade points to each grade for a subject. The sum of the grade points divided by the number of grades will determine the quotients on which rank is to be established. Class rank will be determined at the end of the 6th, 7th and 8th semesters. Students who will not graduate at the end of the school year are not to be included in the ranking of the senior class at the end of the 7th or 8th semester. In the interest of encouraging and recognizing outstanding academic achievement, the top three (3) percent of the high school graduating class will be recognized. Additionally, the top student in each graduating class will be awarded the Valedictory Medal of Excellence. The student with the second highest GPA in each graduating class will be awarded the Salutatory Medal of Excellence. A Cum Laude system will also be used to recognize seniors for academic excellence.

CLASSROOM EXPECTATIONS

All Lebanon High School students will meet the following expectations on a daily basis:

- Students will be in their classroom and ready to learn when the tardy bell rings.
- Students will be prepared for class by having their books, supplies, and completed homework.
- Students will be respectful of the teacher, other students, and school property.
- Students will be safe and orderly at all times.
- Students will maintain a positive attitude toward learning.

CLUBS

The creation of student-initiated clubs must be approved by the building principal. School clubs must adhere to the mission and vision of the school district and align with building and community standards. Every school club must abide by policy and be sponsored by school personnel.

COMPLAINTS AND GRIEVANCES (Policy KL)

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, 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 that will be taken.
- If the student and/or parents/guardians 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.
- All persons are assured that they may utilize this procedure without reprisal.

COUNSELING SERVICES

The district's comprehensive counseling program provides important benefits to all students at all grade levels by addressing their interpersonal, intrapersonal, academic. and career development needs. The program is implemented in each attendance area and is considered an integral part of each school's educational program. It is implemented by certified school counselors with the support of teachers, administrators and students. The Lebanon R-III School District counseling program will adhere to the standards of the Missouri Comprehensive Counseling Program and strive to meet the program goals in each of the following areas:

Interpersonal and Intrapersonal Development

- Assist students in gaining an understanding of self as an individual and as a member of diverse local and global communities by emphasizing knowledge that leads to the recognition and understanding of the interrelationship of thoughts, feelings and actions in students' daily lives.
- Provide students with a solid foundation for interacting with others in ways that respect individual and group differences.
- Aid students in learning to apply physical and psychological safety and promoting the student's ability to advocate for him- or herself.

Academic Development

- Guide students to apply the skills needed for educational achievement by focusing on self-management, study and test-taking skills.
- Teach students skills to aid them as they transition between grade levels or schools.
- Developing and monitoring personal educational plans, emphasizing the understanding, knowledge and skills students need to develop meaningful Individual Career & Academic Plan (ICAP). ICAP's will be initiated for all students no later than eighth grade.

Career Development

- Enable students to apply career exploration and planning skills in the achievement of life career goals.
- Educate students about where and how to obtain information about the world of work and postsecondary training and education.
- Provide students the opportunity to learn employment readiness skills and skills for on-the-job success, including responsibility, dependability, punctuality, integrity, self-management and effort.

The counseling staff at Lebanon High School consists of:

Grade 9 Clay Atteberry

Grades 10 -12

Melissa Fisher	Student last names A-E
Heidi Conti	Student last names F-L
Stacie Vestal	Student last names M-R
Toni Redick	Student last names S-Z
Emily Leazott	College and Career Advisor
Tara Carr	Registrar
Deadra Jemes	Administrative Assistant

CRISIS INTERVENTION PLAN

The Lebanon R-III School District has a crisis intervention plan to help school district administrators and faculty deal effectively with crises that could interfere with the normal daily operation of school. This plan outlines and describes the district's guidelines for responding to most crises. All staff members with a need to know will be provided in-service training concerning these guidelines.

DANCES

Lebanon High School offers a variety of dances throughout the school year. Participation in a school dance is allowed when:

- a student has at least 50% daily attendance the school day of or, for a Saturday dance, the school day previous to the dance, and
- a student has not been assigned at least a full day of in-school-suspension (ISS) or out-of school suspension (OSS) for five (5) school days prior to the dance, and
- a student has successfully completed any in-school-suspension (ISS) or out-of-school-suspension (OSS) that was assigned, and
- a student is currently enrolled at Lebanon High School and able to present a valid school ID.

Outside dates will be considered for Homecoming, Courtwarming, Semi-Formal, and Prom. Any student requesting an outside date must have administrative approval prior to the dance. Middle school students are not allowed to attend high school dances. As with all school dances, outside dates may be denied access based upon their discipline history, their criminal record, or a negative reference from a school administrator. Students are not allowed to leave and re-enter a school dance. Students will be expected to behave in a safe, responsible, and respectful manner at all times during school dances. If a student is removed from a school dance, they may not attend any school dances for the remainder of the school year. The exception to this would be attendance at the Junior/Senior Prom and a student must make a written appeal to school administration seeking approval to attend Prom. Refer to the Graduation Requirements section of the Student Handbook for additional information regarding students who elect to graduate early.

DEFIBRILLATORS

Defibrillators are located near the cafeteria entrance, the Boswell Auditorium entrance, classroom T107 in LTCC, and in the Block House locker room.

DELIVERIES TO SCHOOL

Food deliveries at any time during the school day are not permitted unless approved by the administration. Flowers will be accepted only on Valentine's Day or other designated day. Flowers and gifts that come to the school at other times will not be accepted by the school.

DIRECTORY INFORMATION

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information may be prepared for mass release (school yearbook, school directory, local newspaper, website, school announcements, etc.) unless parents indicate they do not wish the information to be disclosed. The district designates the following items as directory information:

- Student's name, parent's name, address, and telephone number(s)
- Date and place of birth, grade level
- Weight and height (student athletes)
- Bus assignment
- Enrollment status (full-time or part-time)
- Dates of attendance
- Degrees, honors, and awards received
- Artwork or coursework that is displayed by the district
- Most recent previous school attended
- Photographs, videotapes, digital images, and recorded sound UNLESS such items would be considered harmful, confidential, or an invasion of privacy
- Participation in school-based activities, clubs, organizations, and sports

DRESS CODE

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests. All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

Extremes in dress, personal hygiene, and overall personal appearance will not be tolerated. Clothing and personal appearance shall not be disruptive or distracting to the overall climate of the school. Any article of clothing or personal belonging that presents a health or safety risk will not be allowed. Some school programs, laboratory activities, physical education and interscholastic athletics may require special hair care, clothing, footwear, and restrictions on jewelry and body piercings to ensure the health and safety of all students. Common sense, a reasonable attitude, and parent support should eliminate the need to correct students in the areas of dress and personal appearance. Final decisions regarding the appropriateness of apparel and/or personal appearance will be at the sole discretion of the school's administration. Failure to comply with the Dress Code guidelines will be interpreted as insubordination and will be treated as such per the Code of Conduct.

The following regulations are designed to set *limits* on what is permissible at school and school sponsored activities:

- Clothing cannot, in any way, either directly or indirectly, advertise, endorse, or suggest the use of tobacco products, alcoholic beverages, or illegal drugs and/or substances.
- Clothing cannot, in any way, either directly or indirectly, display or suggest graphics of a sexual nature, profane or disparaging language, obscene language, gang affiliation, illegal activity, racial discrimination, violence, or anything else that is socially unacceptable or inappropriate for the high school setting.
- Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
- Hoods and sunglasses shall not be worn inside the school building at any time unless approved by an administrator, a physician and/or the school nurse, or for designated school occasions.
- Long chains and/or studded accessories are prohibited.
- Clothing must completely cover undergarments, private areas, and other areas of the body that are typically hidden from public view.
- Nightwear, pajamas, bathrobes, blankets, and other similar items will not be permitted.
- Clothing that has *excessive or revealing* rips, tears or holes is not permitted.
- Shirts and blouses must extend beyond the belt level in both the front and the back.
- Appropriate shoes or sandals must be worn at all times (house slippers are not allowed).
- Trench-type coats are not to be worn in the school building or at school sponsored activities.
- Writing on self and/or others is not permitted.

DRIVING AND PARKING

Driving and parking on school property are privileges granted by the Board of Education to students who have reason to be in the schools or on the school property. The administrative staff will have the responsibility for the assignment of parking areas to staff, students, and visitors to the schools. Convenient parking areas will be designated for persons with disabilities. All licensed students will be eligible to purchase parking tags each August for $30 (an entire school year) or $15 at the beginning of the second semester. Students who have outstanding parking tickets will not be eligible to purchase a new parking tag. Students who park on school property will be subject to random drug testing as outlined in the district's Drug Testing Policy. Students with perfect attendance from the previous semester will have all parking fees waived by the school district. All parking spaces will be open each day to those who have a valid parking permit and displayable tags. Students are not allowed to reserve parking spaces with the exception of senior students who have followed the proper process for reserving and painting senior parking spaces in the designated area.

- All eligible drivers can purchase parking tags at the beginning of each school year for $30.
- Students with 100% attendance from the previous semester will receive their tags free of charge.

Those students granted permission to operate a motor vehicle should understand that driving their vehicles to school is a privilege which may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Student Driving Policy. Vehicles parked on school property are subject to random searches at any time pursuant to Board policy. The Lebanon School District assumes no responsibility or liability for injuries to persons or for damage or loss of contents from any vehicle while on school property.

Any student wishing to drive to school must abide by the following rules:

- Any student who parks on school property without a valid and visibly displayed parking tag or who illegally double parks, parks in fire lanes, parks in disabled spaces, parks in visitor spaces, parks in any other unapproved area, or who commits any other driving violation will be subject to the following fines: $10 first offense, $15 second offense, and $25 third and all subsequent offenses. All tickets are final and consequences are non-negotiable.
- Students who chronically violate the parking policy may lose their driving privileges for up to one year.
- Students must observe posted speed limits and maintain a safe driving speed while on school property.
- Excessive acceleration and "burn outs" are strictly prohibited on school property.
- Students must park in designated student parking lots and within the lines of one designated parking space.
- School buses and pedestrians have the right-of-way at all times.
- Driving privileges may be denied for violation of attendance policies (to include absences, tardies, and/or leaving school without permission), fighting/assault, possession of a weapon or items represented as such, possession of drugs and/or alcohol or items represented as such, horseplay involving motor vehicles, and riding on the exterior of any automobile).
- Students are not allowed to move their vehicle without permission from a school administrator.
- Students are not allowed to go to their vehicle during the school day without administrative approval.
- Students are to complete a "Pupil Driving Permit Registration and Agreement" form available in the main office.
- A valid tag must be displayed from the rear view mirror in the vehicle that is being driven to school. Failure to display a valid parking tag will result in a fine and/or loss of driving privileges.
- Students are not to loiter in or around their cars or in parking lots before, during, and after school hours.
- Students parked on campus without a valid parking tag will be subject to disciplinary consequences.
- Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the administration along with other consequences per the Code of Conduct.

LOSS OF DRIVING PRIVILEGES

Additionally, students may lose their driving privileges for the following reasons:

- Students have violated their agreement with the school by not abiding by the rules of parking on campus (see above).
- Students have been absent without legitimate excuse for more than ten consecutive days or a total of fifteen or more school days.
- Students have withdrawn from school for a reason other than a change of residence and are not enrolled in and attending an approved program to obtain a diploma or its equivalent.
- Students have been suspended or expelled from school and the reason for the suspension or expulsion is the use, possession, or sale of illegal drugs or alcohol.

DRUG TESTING

The Lebanon R-3 Board of Education would like to give students another reason to say "no" to drugs. In an effort to protect the health and safety of students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students of the Lebanon R-3 School District, the Board of Education adopts the following policy for drug testing of students participating in extracurricular and/or co-curricular activities, as well as those who have parking privileges.

Participation in school sponsored extracurricular and/or co-curricular Missouri State High School Activities Association (MSHSAA) activities, as well as parking on campus, at the Lebanon R-3 School District is a privilege. Accordingly, students in extracurricular and/or co-curricular MSHSAA activities and/or who park on campus carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.

Each student participating in extracurricular and/or co-curricular MSHSAA activities and/or wishing to park on campus shall receive copies of the district student drug testing policy and the drug testing consent form which shall be read, signed and dated by the student and the student's parent/ guardian before they will be eligible participate in MSHSAA contests or receive a parking pass.

A student using drugs is a danger to him/herself as well as other students. All students in the district who choose to participate in extracurricular and/or co-curricular MSHSAA activities or park on campus are entitled to do so in a drug-free environment. As a condition of participating in extracurricular and/or co-curricular MSHSAA activities and/or who park on campus, high school students and their parents must consent to random drug testing of the students as further defined in this policy and administrative procedure.

The company that is administering the tests will generate a random list of twenty students twice monthly and those are the students who will be tested. A test that is a non-negative will be sent to be verified by a medical review officer (MRO) and the student will be suspended from all MSHSAA extra-curricular and/or co-curricular activities and will not be able to park on school property per the guidelines outlined in the random drug testing policy. If the test is confirmed as a non-negative by the MRO, the student will finish out their suspension and may be retested for the next three months along with the twenty random students. If the MRO test is determined to be negative, the student will be reinstated immediately with no disciplinary consequences.

DUE PROCESS

All students will be afforded due process as guaranteed by the U.S. Constitution. The process will be in accordance with state and federal laws, as well as provisions outlined in the Board of Education policies and regulations on student suspension and expulsion.

EARLY DEPARTURE

Early Departure Passes will only be issued to students who present an Early Departure Request Form (EDRF) to school personnel or have a parent request submitted through Infinite Campus Parent App and verified with the established codeword. In order for a departure pass to be issued in a timely manner, an early departure request must be presented to the office before school begins on the day of the early departure. In order to ensure the security and safety of our students, a school representative may call parents to confirm whether or not the early departure request was, in fact, signed or submitted by the parent or guardian. Parents are strongly encouraged to sign their child out of school at any time in person with an acceptable ID. Under no circumstances will a departure pass be issued without the submission of an Early Departure Request, either the form or on-line, for each time a parent asks that their child be released from school before the end of the school day.

EARLY GRADUATION (Policy IKFA)

See the GRADUATION REQUIREMENTS section for information about early graduation.

ELECTRONIC DEVICES AND CELL PHONES (Policy JFCD)

In accordance with SB 68 and policy JFCD, students are prohibited from displaying or using personal communication devices during the school day. Personal electronic devices are defined as mobile phones, personal tablets, Smartwatches, personal laptops, handheld gaming devices, AI glasses, earbuds/headphones connected to devices previously listed. Per SB 68, the use of personal electronic devices will be prohibited from the first bell of the day, to the final bell of the day, and will include the following times/areas: during class, during lunch, during breaks, between classes/passing periods, during study hall/assemblies. The exception to this law occurs when the district determines the display or use is legally necessary to comply with any of the following: an IEP, a 504 plan, an individualized emergency healthcare plan, the American Disabilities Act, The Rehabilitation Act of 1973, The Civil Rights Act of 1974, or the Equal Educational Opportunities Act of 1974. Additionally, during an emergency (such as a serious, unexpected and dangerous situation that requires immediate action, or when authorized by a teacher or administrator for an approved educational purpose. Refer to the Student Code of Conduct and Discipline Policies regarding the use of cell phones and other electronic devices during class time without teacher approval. The Lebanon School District will not be responsible for electronic devices that are lost, stolen, or damaged at school or at school sponsored activities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of a student's educational records. It also requires schools receiving federal money to provide parents access to their child's records and allows them to request modification of the child's educational records. This right is also extended to students who are 18 years of age and older.

FIELD TRIPS

The Board believes that field and school excursions often enhance the program of instruction and add much to the education of a student. Trips may be authorized by the superintendent or delegated representative when the activities contribute substantially to the achievement of desirable educational goals. All parents of students who are eligible to participate in the field trip shall be notified of the activity and will be required to sign a permission slip.

FIGHT SONG

We're loyal to you Lebanon High
Our colors are true, Lebanon High
We know you will stand
'gainst the best in the land
For you spirit is grand, Lebanon High (Rah, Rah, Rah)

On with your work, Lebanon High
Not one of us will shirk, Lebanon High
Our school is our greatest pleasure
We strive with great endeavor
Three cheers for you, Lebanon High

Gee, Haw
Gee, Haw, Haw
Lebanon High School
Rah, Rah, Rah

FINAL EXAMS/END OF COURSE ASSESSMENTS

Summative assessments (cumulative or unit exams or alternate project/activity) and/or End of Course Assessments will be administered near the end of each semester in all core-related classes (mathematics, science, English Language Arts, and social studies). Each assessment or project or activity will account for no more than 15 percent of the total semester grade. All formative and summative assessments will be used to improve teaching and learning at Lebanon High School.

LHS Summative Opt-Out Information

Students who meet the following criteria will be eligible to opt out of certain final exams or summative assessments:

- Attendance: 95% or higher
- Grade: 80% or higher in the course
- Discipline: No ISS, OSS, or ASC during the semester

Exceptions: Students may *not* opt out of the following courses:

- Dual credit classes
- Online courses
- EOC-tested courses
- Some LTCC courses

However, students who meet the eligibility criteria in other courses may opt out of those specific finals or summatives. If a student qualifies to opt out of certain summative or finals, they are still required to be at school and in class on the day of the assessment. Opting out does not grant permission for a student to be absent for a class period.

FINES

This includes library, textbooks, cafeteria, classroom, athletic, activities, parking fines, art fees, and/or ID charges. Any student must have all fines and fees paid before purchasing a ticket to prom. Seniors must have all fines and fees paid in order to participate in graduation ceremonies.

FLYERS, POSTERS, AND ADVERTISEMENTS

School related flyers, posters, advertisements, signs, and other notices may only be posted with administrative approval. Non-school flyers, posters, signs, or advertisements will not be approved for posting on campus. All informational flyers, posters, and advertisements must be displayed on bulletin boards throughout the school building.

FOOD AND BEVERAGE POLICY

With teacher permission, school approved food, snacks, and beverages may be permitted. Students will be responsible for the cleanup of any mess or spill associated with these items.

FUNDRAISING

District-sponsored fundraising is defined as any activity that has the purpose of raising funds in support of a student activity or program and that is administered and conducted by school staff or students involved in the activity or program.

District-Sponsored Fundraisers

The Board prefers that the school district financially support district-sponsored student programs and activities. However, in some cases it may be necessary to raise funds to help support these district endeavors, and the district may involve students in these fundraising

activities. The superintendent and principals will be directly responsible for all district-sponsored fundraising activities conducted in the district or sponsored in any manner by the district. All district-sponsored fundraising activities must first be approved by the building principal and/or the superintendent or designee and must comply with the requirements set out in district policies and procedures, including the district's wellness program and district funds management rules. All funds collected in a district-sponsored fundraiser will be deposited in district accounts.

Student-Initiated Group Fundraisers

Student-initiated groups are not district sponsored, but these groups have the same access to district facilities, communications channels and fundraising opportunities as other district-sponsored non-curricular groups. These groups may conduct fundraising activities, but must follow the same rules applicable to other district-sponsored non-curricular groups.

Fundraising by Other Groups

For liability and funds management purposes, it is essential that district staff not confuse district-sponsored fundraising with fundraising conducted by booster clubs or other groups not directly controlled by the district. Although the district welcomes community involvement in and support of district programs, the district cannot take responsibility for fundraising or the funds collected by such groups. To avoid confusing parents, students and community members participating in the fundraising efforts, only district-sponsored fundraising subject to district rules may occur during the school day or class time. A group may only use the name, logo or mascot of the district or of a district school in reference to a fundraiser if the fundraiser has been approved by the superintendent or designee or the School Board and the funds raised go to the district as represented in the advertising.

GRADING SYSTEM

Lebanon High School adheres to the following grading scale:

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

Non-weighted grading system:	A = 4 points	B = 3 points	C = 2 points	D = 1 point
Weighted grading system:	A = 5 points	B = 4 points	C = 3 points	D = 1 point

Because some courses utilize a weighted grading scale; some students may earn a GPA higher than 4.0 Extra credit may be earned at the teacher's discretion in a course but all points earned must be from academic and/or curriculum related tasks. The maximum course grade improvement is 3%.

GRADUATION CEREMONY (Policy IKFB)

When a student completes all graduation requirements, it is an achievement of not only the student but also the community. The Board will recognize the student in a public graduation ceremony to celebrate this accomplishment. The superintendent or designee will plan an appropriate ceremony on the date approved by the Board, with input from the students graduating. If appropriate, the district may hold more than one ceremony or recognition celebration. Students may only participate in graduation ceremonies if they have successfully completed all graduation requirements or the requirements to receive an alternative diploma or a certificate of attendance in accordance with Board policy. Students seeking to apply credits earned through other accredited schools, as defined in policy IKF, toward graduation requirements must provide the district with verified documentation of the completion of these courses ten (10) working days prior to the graduation ceremony in order to participate in the ceremony. Any student who has otherwise met all requirements for graduation will be granted a diploma, regardless of whether he or she participates in graduation exercises. Participation in the graduation ceremony is a privilege and not a right. A student must be in good standing and have all fines and fees paid in order to participate in graduation exercises.

GRADUATION REQUIREMENTS (Policy IKF)

The Board of Education for the Lebanon School District establishes the following graduation policy (IKF, IKFA, IKFB) and instructs the administration to develop all necessary procedures for proper implementation. A student must meet the following requirements in order to graduate from the Lebanon R-III School District, unless the stated exceptions apply. The student must:

- Complete a total of 26.5 credits in grades nine (9) and above, including credits required by the State Board of Education.
- Pass proficiency in the Missouri and U.S. Constitution and Civics.
- Successfully complete a course of instruction of at least one (1) semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process.
- Have earned credit in the Lebanon School District's educational program between the ninth and twelfth grades.
- Have taken all required end-of-course (EOC) examinations.
- Have received thirty (30) minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking.

Exceptions

- Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's Individualized Education Program (IEP).
- Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended, including the requirements of (2) and (3) above.
- The district will waive the requirement to pass proficiency exams concerning American History, American Institutions, and the Missouri and U.S. Constitutions for students who transfer from another state if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local governments, the U.S. government and the electoral process. Such instruction must have been completed in grades nine through twelve.
- Students who transfer from another state or country or an unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents/guardians to develop a program of studies that will result in graduation if successfully completed.
- Graduation requirements for foster care students will be modified or waived in accordance with law and Board policy.
- Students in the household of an active duty member of the military, including students in the household of certain veterans who are deceased or injured as defined by law, who transfer to the district may have graduation requirements modified or waived in accordance with law.
- Eligible students who successfully complete the Missouri Option Program (formerly the GED Option Program) will be awarded a high school diploma.

Earning Credit

- The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
- The Lebanon School District recognizes units of credit obtained through accredited schools, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or online courses. For the purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies.
- Students may earn advanced-standing credit by successfully completing high school–level courses prior to entering the ninth grade. Advanced-standing credit may be counted toward meeting all graduation requirements, including state minimum requirements.
- The district will waive one (1) unit of academic credit in communication arts, math, science or social studies, whichever is most appropriate, for students who successfully complete an eligible three-unit career/technical program. Students must request this credit waiver prior to enrolling in the career/technical program for which the waiver is sought. Unless otherwise waived by law, students who waive a social studies unit under this section are still required to complete a course of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process. Students are also required to meet state requirements regarding American civics.
- In addition to the waiver of credit above, a student may fulfill one unit of academic credit with a district-approved agriculture or career and technical education course for any English language arts, mathematics, science or social studies unit required for high school graduation in any combination up to fulfilling one requirement in each of the four subject areas. The substitution may not be made for courses that require an end-of-course assessment. Unless otherwise waived by law, students who waive a social studies unit under this section are still required to complete a course of study of at least one semester in length covering the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process. Students are also required to meet state requirements regarding American civics.
- The district may allow a student to fulfill one credit of any district-required mathematics, science or practical arts unit with a district-approved computer science course if the student has taken or is on track to take all courses that require end-of-course examinations for math and science. The district will notify all students relying on this provision that some institutions of higher education may require four units of academic credit in mathematics for college admission. The district will require the parent, guardian or legal custodian of each student to acknowledge in writing that taking a computer science course to fulfill a unit of academic credit in mathematics may have an adverse effect on college admission decisions.
- Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE.
- The superintendent or designee may approve credit earned on a proficiency basis if a student is able to demonstrate mastery of the competencies for a particular course and if state requirements are met for a quality, competency-based credit system.
- Students may earn credit by other means as approved by the Board and in accordance with law.

Early Graduation (Policy IKFA)

Students who wish to graduate early will be required to meet with a counselor and submit written notification to the principal. The counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if he/she has met the Lebanon School District's graduation requirements. *The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies, but will be considered an alumni for all other activities.* Students wishing to earn a Lebanon High School diploma ahead of their expected time of graduation must earn their last 3 ½ credits from Lebanon High School and/or Lebanon Technology and Career Center and be approved for early graduation. In order to be considered for early graduation, students must submit a letter of intent to graduate early to their counselor that is due no later than the last day of the semester prior to the anticipated graduation.

Diplomas

Students will be awarded either a diploma or certificate of attendance in accordance with this policy and as permitted by law. A student in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who transfers to the Lebanon School District from another state at the beginning of or during his or her senior year who will not meet the graduation requirements of the district by the end of the senior year will receive a diploma from the sending school district if the student is able to meet the graduation requirements of the sending district. Representatives from the Lebanon School District and the sending district will work with the student to facilitate this alternative. If the sending district refuses to cooperate, the Lebanon School District will use best efforts to allow the student to graduate by the end of the senior year. All students who have successfully completed the graduation requirements for a high school diploma and are in good standing may participate in graduation exercises. However, any student who has otherwise met all scholastic requirements for graduation will be granted a diploma, whether or not he or she participates in graduation exercises.

HALL CONDUCT AND PASSES

Students shall not run, jump, skip, jog, shout, sing, litter, or create any other disturbance in the school's hallways. Students should not congregate or block the flow of traffic between classes. Students will not be permitted to leave a classroom for any reason without a signed or digital hall pass.

HANDBOOKS

The Board of Education recognizes the importance of parent/guardian, staff and student handbooks that accurately convey the policies, procedures and rules of the district to the individuals affected by them. The Board charges the administration with the responsibility for creating, revising, maintaining and disseminating such handbooks in accordance with Board policies and administrative procedures.

HEALTH AND MEDICAL INFORMATION

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

FERPA

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

Communicable Diseases

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

- Chickenpox: Exclusion for 6 days after the appearance of the rash.
- Conjunctivitis (Pink Eye): Children should not attend during the acute stage (itching, urning, and matting of the eyes); or for 24 hours after medication has begun.
- Tinea Corpus (Ring Worm): Infected children under adequate and continuous medical supervision may attend school. If possible, clothing or bandages should cover lesions.
- Erythema Infectiosum (Fifth Disease): No exclusion necessary unless fever is present.
- Impetigo: Exclude until skin lesions are healed, or until 24 hours after medical treatment started.
- Influenza: Exclude for duration of fever and until child is able to resume routine daily activities.
- Head Lice: Exclusion until insecticiding of scalp, skin, and clothing. Children may return to school after being treated with a pediculicide and after all the nits have been removed from hair. (See District No-Nit Policy)
- Scabies: Exclusion until the day after adequate treatment is completed.
- Streptococcal sore throat and Scarlet Fever: Exclusion until at least 24 hours after antibiotic treatment and free of fever for 24 hours.
- MRSA: Unless directed by a physician, students with MRSA infections will not be excluded from attending school. Exclusion from school will be reserved for those with wound drainage that can't be covered and contained with a clean dry bandage. Students with active infections will be excluded from activities where skin-to-skin contact is likely to occur (e.g., sports) until their infections are healed.

We ask that students and parents adhere to these guidelines. Students are not to attend school or any school sponsored activity (sporting events, school musicals, presentations, field trips, etc.) until the above criteria has been met. Parents/guardians are encouraged to call the school nurse for questions regarding communicable diseases or to receive instructions regarding school exclusion for other communicable diseases.

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

Conditions Requiring A Note From A Doctor

All students, unless exempted by a doctor, nurse practitioner, physician assistant or athletic trainers note/order will be required to participate in physical education courses fully on a daily basis.

Head Lice

The Lebanon R-III School District encourages regular attendance in school and it is our practice to avoid unnecessary exclusion of students from school. Students with active head lice infestation or nits (eggs) will be excluded from school only to the minimum extent necessary for treatments. The district will perform routine school-wide head lice screenings in all PreK-5 buildings. Students found to have live head lice or nits will be excluded until effective treatment and removal of all nits is completed. The parent/guardian is encouraged to complete treatment and removal of all nits is completed.

The parent/guardian is encouraged to complete treatment and to return student to school the same day when possible and no later than the next day. Students who have been sent home for head lice or nits may not ride the school bus until they have been reexamined and cleared by the school nurse and returned to class when it is determined that the treatment was effective and all nits have been removed. For students with excessive absenteeism due to head lice, or in cases when treatment is not secured in a timely manner, the school principal will be notified, and the matter may be reported to the Children's Division of the Department of Social Services.

Immunization Law

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

Insurance

The school DOES NOT carry accident insurance on students. Accident insurance is available for those parents who wish to have their children insured while traveling to and from school and during school hours. Insurance forms will be sent home the first week of school, explaining coverage, cost, etc. All claims will be handled by direct mail.

MEDICATION GUIDELINES

All medication must be delivered, **by the parent/guardian**, to the nurse's office. **All medications must be picked up by the parent/guardian or by a responsible adult that the parent/guardian has designated.** Medication may not be delivered or taken home by students. All medications that have not been picked up by the end of the school year will be destroyed per school policy.

*MEDICATION MAY NOT BE SENT WITH STUDENTS ON THE BUS FOR ANY REASON.

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

Prescription Medication

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

Non-Prescription Medications

1. Over-the-counter medications (for colds, cough, headache, etc.) will be given when a medication administration consent has been signed by the parent / guardian. All medication must be in the manufacturer's original bottle or packaging. The request should include:
    a. Student's name, date
    b. Dosage
    c. Time the medication is to be given
    d. Parent/guardian signature
2. If it is necessary for a child to take daily non-prescription medication, such as aspirin for rheumatoid arthritis, a medication administration consent signed by the parent/guardian and a physician order must be provided. The parent/guardian request and physician order should include the following:
    a. Student's name
    b. Physician's name
    c. Date
    d. Name of medication, dosage, and time medication is to be given
    e. Parent/guardian signature and physician order
3. Do not leave more than 24 tablets with the school nurse.
4. If there is a change in the type of medication, dosage, or time medication is to be given, a physician order is required

***Homeopathic medications and essential oils will not be administered at school as they do not possess FDA approval.**

Nurse

The school nurse shall promote improvement in the general health of school children and staff, and promote a safe and sanitary environment. Nursing activities include, but are not limited to the following:

- Assess, plan, and implement coordinated school health services;
- Establish and maintain comprehensive school health records;
- Assess the health and development status of students;
- Identify students with special health concerns and develop health care plans with students and families
- Provide care for illness and injury;
- Provide for safe medication administration;
- Monitor communicable disease prevention and control programs, exclusion of students with communicable diseases, and reporting of designated diseases;
- Establish and maintain immunization records and comply with state laws, rules, and regulations regarding immunization requirements;
- Conduct health screenings including: vision, hearing, dental, scoliosis, and growth screenings, and make appropriate referrals when health concerns are identified and provide follow up if needed;
- Conduct education programs for school personnel on surveillance of health problems, communicable disease control, infection control, and treatment and care during a health care crisis or emergency in the event that the school nurse is not present;
- Monitor school environment to identify hazards and work to correct any identified concerns or problems;
- Monitor emotional needs of students and staff;
- Assist and participate in the development and implementation of crisis intervention plan;
- Identify students at risk for potential emergencies and work with the students and families to create an emergency action plan;
- Collaborate and work with other school personnel and members of the community to promote improvement in the general health of school children and staff.

HOMEWORK POLICY

Homework will be assigned in most classes on a regular basis. It is the student's responsibility to ensure that all daily assignments are successfully completed and submitted by the due date.

HONOR ROLL

Lebanon High School strives to recognize all students who achieve significant academic success. Honor Rolls are determined at the end of each semester. To be listed on the All "A" Honor Roll, a student cannot have any grade lower than an A- on his/her report card. To be listed on the "A-B" Honor Roll, a student cannot have any grade lower than a B- on his/her report card. Honor Rolls will be shared with the local newspaper for publication each semester. Those students desiring not to have their name printed in the newspaper should contact the registrar.

IDENTIFICATION BADGES

Students will be required to carry their school ID on their person during school hours and any school related activity. Students must display their school ID upon request. Students not able to show their ID may lose privileges and receive disciplinary consequences. A student's first ID badge will be provided by the school district and remains the property of the school for the current academic year. Students should

be able to provide identification upon request during school hours or at any school related activity using a physical ID badge or the digital student identification system. Misuse of identification methods may result in disciplinary action.

ILLNESS AND INJURY RESPONSE AND PREVENTION

District personnel will provide appropriate first aid and emergency treatment, and contact emergency medical services (EMS) when appropriate, for any individual who is injured or becomes ill while on district property, on district transportation or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law. Procedures for handling emergencies will be established and distributed in each school building.

Incident Reports

Employees must report all injuries to their supervisor immediately. Staff who witness any injury or observe the onset of a serious illness on district property, on district transportation or at a district activity will prepare a written incident report on the incident form available in each building. A copy of the incident report form will be filed with the appropriate designee as soon after witnessing the event as possible.
The superintendent is charged with providing the Board periodic statistical reports on the number and types of injuries occurring on district property or at district activities as well as information on individual accidents or injuries as necessary.

Eye Protection

When required by law, the district will provide students, staff and visitors with eye protective devices that will be used during all activities defined by law. School principals are authorized to charge for loss, damage or failure to return any eye protective device.

INTERROGATIONS, INTERVIEWS, AND SEARCHES (Policy JFG, JFGA)

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist. The district will not be able to fulfill requests from parents or guardians for advance notice, presence during discussions or searches, or limitations on conversations between students and staff members.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy. The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible. During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

School Resource Officers

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts. When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

Removal of Students from School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The principal or designee will require officials who are determined to have the authority to take custody of a student to remove the student in a manner that minimizes disruption to the school environment. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

Interview with the Children's Division

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

KNIVES

Knives of any length or type are not permitted on school property, in school vehicles, or at school sponsored activities. When it has been determined that a student is in possession of a knife, the knife will be confiscated and returned to a parent or guardian unless the knife is determined to be a weapon as defined by board policy and state statute.

LATE TO SCHOOL

Students arriving late to school must sign in with the attendance secretary and may be counted as either tardy or absent depending upon the time of arrival.

LATE WORK AND MAKE UP POLICY

When a student fails to meet designated due dates and deadlines relating to course work during a unit of study, that student will receive a maximum of 75% of the points possible for any late work submitted on or before the summative assessment for that particular unit. Late work during a unit of study will not be accepted after the summative assessment for that unit has been given for and a zero will be recorded in the grade book for that work. A student will have seven calendar days after the deadline/due date of a *summative* project, paper, or other assignment to submit such work for a maximum of 60% of the points possible. After the seventh calendar day, summative work will not be accepted and a zero will be recorded in the grade book for that work. Teachers may use discretion when working with individual students who have verifiable extenuating circumstances beyond their control.

Any student having a valid absence from school will be given the opportunity to make up work and tests at the rate of one day for each day absent. It is the student’s responsibility to make arrangements with his or her teachers to make up missing work and tests. When the designated time for submitting work has expired, the grade for that work or test will be recorded as a zero in the grade book. Multiple day assignments, group work, and research projects with designated due dates may not qualify for time extensions.

LAW ENFORCEMENT COOPERATION

It shall be the policy of the school district to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens of the community and for the welfare of the student population. Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned. Districts may work with local law enforcement agencies to develop drug and alcohol use prevention and drug and alcohol trafficking suppression programs. School staff will fully cooperate in the prosecution of any crime or threat affecting the school district, to the extent allowed by law. School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b) (1) (E).

LIBRARY MEDIA CENTER AND ONLINE CATALOG

The Nellie Meents Library provides students with many resources. It is open from 7:30 a.m. until 3:30 p.m. Monday-Thursday and 7:30 a.m. until 2:10 p.m. on Friday. Students and teachers may request arrangements for use at other times by contacting a librarian in advance. Students are urged to make use of its many resources. The library is a classroom serving all the students of the school. Since it is used for

research, instruction and browsing, students are expected to be orderly and quiet while in the library. Improper behavior will result in suspension of library privileges. .
The Board believes that instructional media centers/libraries are a fundamental part of the educational process. The district meets individual learning needs, provides flexible and innovative learning experiences and encourages independent learning by providing sufficient resource options to students and staff. It is the goal of the Board of Education to provide circulating material, reference resources and electronic media to meet or supplement the needs of the students and teachers in the school system. The district shall strive to meet the school media standards as prescribed by the Missouri Department of Elementary and Secondary Education.

The Lebanon R-III School District Board of Education has the ultimate responsibility for establishing the curriculum and for purchasing instructional, media and library materials to be used by the district. However, the Board recognizes that its authority to remove or censor materials because of ideological or religious content may be limited pursuant to state and federal law. The Board encourages community input and comments regarding the district's instructional, media and library materials and directs the district staff to answer all questions regarding the selection of the materials. The superintendent or designee will create procedures to efficiently address community member questions or concerns and to provide for an adequate review of the materials, if necessary.

LOCKERS

Lockers and locks are the property of the school district and are provided for students' convenience. Once a locker has been assigned, students may not change locations without administrative approval. It is the responsibility of each student to keep his/her locker clean and neatly organized. All lockers, both in the school and in the gymnasiums, are subject to periodic searches without warning. Lockers must be locked at all times. Students should NOT share their locker combinations with other students. The school district will not be held responsible or liable for any personal items that are lost, stolen, or damaged while in a school locker. Students who damage their lockers or lose their locks will be assessed a reasonable fee. It is the student's responsibility to ensure that all personal items and valuables are secured in a locked locker during the school day, both in the school and in the gymnasiums. The school will not be held responsible for any personal items that a student leaves unattended or unsecured in a locker room. Additionally, drug dogs may be used to search lockers and motor vehicles parked on school property.

MILITARY RECRUITMENT

In accordance with state and federal laws, Lebanon High School will provide names, addresses, and telephone numbers of students to military recruiters upon request, unless parents notify the school district in writing that such information may only be disclosed with prior written consent. The Lebanon School District is also required to permit military recruiters to have the same access to students as is provided to post secondary institutions and prospective employees.

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION (MSHSAA)

In order to participate in any Missouri State High School Activities Association event or activity, students must have passed six of seven classes from the previous semester. Lebanon High School will adhere to the non-traditional 1 and 2 MSHSAA standards per eligibility. If a student misses any class without being excused by the administration, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes (MSHSAA Bylaw 2.2.3e). Other requirements for participation are outlined in the school's Activity Handbook below.

Lebanon High School Athletics/Activities Code of Conduct

Academic Eligibility : Grades 9-12 Students must be enrolled in and attending courses that offer a minimum of 3.0 units of credit. Students must have earned 3.0 units the preceding semester. This means you have passed 7 out of 8 classes. Grades 7-8 Students must be enrolled in a normal course load for your school. You also must have been promoted to a higher grade at the end of the previous year and not have failed more than one course the previous quarter.

Attendance: If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. The student cannot be eligible to participate on any subsequent date until the student attends a full day of classes without an unexcused absence.

Tobacco/Nicotine: Any student using or in possession of tobacco/nicotine will be denied the privilege of participation in contests as described below:

First offense – 1/3 of the contests of the current or next season. The penalty is reduced to ¼ if the student self-reports to the Activities Director.
Second offense – 1/2 of the contests of the current or next season.
Third offense – all contests for 365 days*

Alcoholic Beverages: Any student using or in possession of an alcoholic beverage will be denied the privilege of participation in contests as described below:

First offense – 1/3 of the contests in all sports/activities the student participates in. The penalty is reduced to ¼ if the student self-reports to the Activities Director.

Second offense – 1/2 of the contests in all sports/activities the student participates in.
Third offense – all contests for 365 days*

Controlled Substance and Narcotics: Any student using or in possession of a controlled substance and/or narcotics will be denied the privilege of participation in all contests for a period of one calendar year. A student has the right to appeal for a full eligibility after a six-month suspension.

ISS: Students who receive In-School Suspension will be suspended from participation in all contests on any day of I.S.S.. The student will be allowed to practice, but cannot participate in any contests.

OSS: Students who receive Out-of-School Suspension will be suspended from participation in all contests and practices on any day of O.S.S.. The student will need to be back in school for a full day to be eligible again.

Law Enforcement Referral: Any student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor, or felony statute shall not be eligible for participation in contests until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special conditions of probation (i.e. restitution, community service, counseling, etc.) have been satisfied.

Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from the discovery, pending review by the MSHSAA Board of Directors.

Note: Rule violations are calculated on one-year intervals and are not based upon an accumulated four-year cycle.

*If a student is suspended for 365 days, they may not be allowed to try-out for a team

MOBILE DEVICES

As we embrace the advancements in technology, we recognize the need to ensure that our students have access to the best resources and tools to enhance their learning experience. In pursuit of this, we have provided every student with access to a device for academic use, which we believe will foster innovation, creativity, and collaboration among the student community. This guide serves as a guide to help you understand the policies and procedures that govern the use of your student's Chromebook while at school or engaged in school activities. It is essential to familiarize yourself with this handbook to ensure that your student's use of the Chromebook is in a responsible, safe, and appropriate manner.

NATIONAL HONOR SOCIETY

The process for National Honor Society Selection is as follows: Students will be considered on the basis of scholarship, leadership, character, and service. It should be noted that a student's behavior on and off campus will be taken into consideration. In order to be eligible for consideration into membership, students who are juniors must have a minimum grade point average through the previous semesters of 3.75 based on an unweighted scale (the unweighted GPA requirement will go into effect for the graduating class of 2027. All prior graduating classes will be using 3.75 weighted GPA). To be eligible, a student must have attended Lebanon High School the full semester prior to consideration. All eligible students will be notified and will receive information sheets to complete. The individual information sheets must be completed and turned in to the sponsor by the deadline set and published. Failure to do so will eliminate the student from further consideration for membership. A faculty council consisting of no less than five Lebanon High School teachers will consider the information submitted by the student in accordance with the NHS pillars of scholarship, leadership, character, and service. This council will, by a majority vote, select students for membership. The NHS sponsor is not a voting member of the faculty council and has no say in the final selection. The principal and the assistant principals are not a part of the faculty council or the selection process.

NON-CURRICULAR PUBLICATIONS

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy. However, students cannot distribute expressions which:

- Are obscene to minors.
- Are libelous.
- Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
- Advertise any product or service not permitted to minors by law.
- Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
- Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.

Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee 24 hours in advance of desired distribution time, together with the following information:

- Name, phone number of the person submitting the request, dates) and times) of day of intended distribution, and location where material will be distributed.
- The grade(s) of students to whom the distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted. If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III. If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary. If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Section III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

- No unofficial material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- Distribution of unofficial material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or when it disrupts the use of district technology resources.

Distribution by a student of unofficial material prohibited in Section I or in violation of Section III may be treated as a violation of the student discipline code.

NOTICE OF NON-DISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Lebanon R-III School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Any person having inquiries concerning our School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of the 1973 (Section 504), Titles II and III of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act is directed to the Compliance Coordinator below, who has been designated by our School District to coordinate our School District's efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504, and the ADA.

Our School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the U.S. Department of Education, Office for Civil Rights, On Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106; telephone (816)268-0550; facsimile: (816) 268-0599; TTY: (877) 521-2172; Email: OCR.KansasCity@ed.gov.

Questions, or to request for additional information regarding Title VI, IX, ADA, ADEA, Section 504 or the Boy Scouts of America Equal Access Act may be forwarded to the designated Title VI, IX, ADA, ADEA, Section 504 or the Boy Scouts of America Equal Access Act compliance coordinator:

Director of Special Services
Lebanon R-III School District
224 West Commercial
Lebanon, MO 65536
(417) 657-6001

This notice may also be requested from the Title VI, IX, ADA, ADEA, Section 504 or the Boy Scouts of America Equal Access Act compliance coordinator in large print, on audiotape or in Braille. Compliance Coordinator for Laws Listed in this Notice.

ONLINE PAYMENTS

As a convenience to parents and students, the Lebanon School District provides an option for making online payments through Infinite Campus for lunch accounts, fines and fees. Make payments for required and optional fees, athletic registrations and much more, online through Infinite Campus or in-person by cash, check, or money order. Please note that payments through Infinite Campus must be a minimum of $10.00 and will charge an additional 5% fee for debit or credit cards and an additional charge of $1.00 fee for e-checks.

OPEN BLOCKS AND SCHOOL FLEX PROGRAM

Only seniors who are in good standing are eligible for the privilege of participating in the School Flex Program (work release) if the following criteria are met:

- Attend school for at least two periods per day.
- On track to graduate with 26.5 units of credit within the current school year.
- Provide evidence of enrollment and attendance at a college or technical school OR evidence of employment that is aligned to the student's career path.
- Have and maintain an overall attendance percentage of at least 95% while enrolled in the School Flex Program.
- Have and maintain a 2.5 overall GPA.
- Avoid out of school suspensions or expulsion while enrolled in the School Flex Program.
- A parent/guardian must provide written permission for the student to enroll in the School Flex Program.
- Counselor verification and approval will be required when requesting School Flex.
- Students must sign in/out in the main office when leaving or returning from School Flex.
- Students who lose their good standing based upon the above criteria may lose the privilege of participating in the School Flex Program. Those students who lose these privileges will be assigned to the Jacket Support Center or another appropriate academic setting.

PARENTAL INFORMATION AND RESOURCE CENTER (PIRC)

The Parental Information and Resource Center (PIRC) is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local districts and schools receiving Title 1.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis. PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel. The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30% of the funds they receive for early childhood parent programs. Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data accountability systems available to parents and the significance of data for such things as supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, and others through conferences and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient children enrolled in schools.

Missouri has two PIRCs—one in St. Louis and one in Springfield. For service and contact information, visit their websites at http://www.nationalpirc.org/directory/MO-32/html or http://www.commpartnership.org/mopirc/index.html

PEER MEDIATION

The peer mediation program at Lebanon High School provides an option for some students to resolve interpersonal conflicts in a supportive, non-threatening environment by trained peers. The peer mediation program helps students mediate minor differences before they escalate into major problems or office referrals. This option is especially helpful in dealing with some rumors, gossip, "he-said-she-said" scenarios, and minor name calling.

PERMANENT RECORD

A permanent record is the student's complete school history. It contains grades, attendance, discipline, achievements, honors and awards. This is the basis for recommendations made to other schools, colleges, probable employers, and the government.

PHYSICAL EDUCATION COURSE REQUIREMENTS

All students, unless exempted by a written doctor's order, will be required to dress out and participate in physical education courses on a daily basis. Students must wear appropriate shorts, t-shirts, socks, and shoes (street shoes are not allowed on gym floors). Students must use their assigned locker and lock in dressing rooms. Personal items and valuables must be locked in a gym locker at all times. Students are not allowed to leave personal items unattended in the gym or in the locker room. The school district will not be held responsible or liable for lost, stolen, or damaged personal belongings in the locker rooms.

PLEDGE OF ALLEGIANCE

Many members of the community expect schools to instill a sense of patriotism in their students. Lebanon High School recites the Pledge every day immediately following the morning announcements. Students are not required to stand for the Pledge or to recite the Pledge and in no way will students be punished for refusing to participate, as long as their refusal is not in anyway disorderly or disruptive.

PROHIBITED ITEMS

Prohibited items that do not violate the student code of conduct will be confiscated by administration and can be retrieved by a parent or guardian. The following is not an all-inclusive list of items that should stay at home and some examples of prohibited items are: lighters, matches, pocket knives, OTC medications, laser pointers, tools, stink bomb, any device that ejects a repellant or temporary incapacitating substance.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT and RETALIATION

The Lebanon School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Lebanon R-III School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

The Board also prohibits:

- Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
- Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
- Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Consequences

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior. In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Definitions

Discrimination – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough

to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.
Behaviors that could constitute sexual harassment include, but are not limited to:

- Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
- Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
- Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
- Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
- Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

Grievance – A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:
Executive Director of Special Services
224 W. Commercial St.
Lebanon, MO 65536
417-657-6001

The compliance officer will:

- Coordinate district compliance with this policy and the law.
- Receive all grievances regarding discrimination and harassment in the Lebanon R-III School District.
- Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
- Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
- Seek legal advice when necessary to enforce this policy.
- Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
- Make recommendations regarding the implementation of this policy.
- Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
- Perform other duties as assigned by the superintendent.

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to Dr. Brad Armstrong, Assistant Superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Lebanon R-III School District does not discriminate in its programs, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations. Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to

immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation. In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

- If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
- Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
- Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
- The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
- The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
- Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

Grievance Process

- Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.
- Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.
- Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.
- Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.
- Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and

employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

PROM

The junior-senior prom is limited to members of the junior and senior classes who are under the age of twenty-one (freshmen and sophomores are not eligible to attend prom). All outside dates must be pre-approved by the administration and registered at least one week before the prom. All outside dates must be currently enrolled in an educational program as either a junior or senior or have graduated from an educational program and under the age of twenty-one. As with other school dances, outside dates for prom may be denied access based upon their discipline history, their criminal record, or a negative reference from a school administrator. All outside date request forms will be verified and approved by the school's administration. All fines and fees must be paid before a ticket to prom can be purchased. In accordance with Board policy IFKA, the student who chooses early graduation is considered an alumni and is not eligible to attend prom as an enrolled student.

PUBLICATIONS

The Board recognizes creative student expression as an educational benefit of the school experience. One medium of expression is student journalism. Some student publications, such as annual yearbooks, magazines, school newspapers and student-created or student-edited web pages, may be educational devices developed as part of the curriculum to benefit primarily those who compile, edit and publish them. Faculty advisers will be assigned to guide students engaged in these activities. Any commercial advertisements in these publications will conform to administrative procedures. School-sponsored publications and productions are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material which is inconsistent with the district's legitimate educational concerns. All student media shall comply with the ethics and rules of responsible journalism. Information obtained from a student's personally identifiable education records shall not be disclosed in student publications unless the information is Directory Information or the district has received written consent from the parent/guardian or eligible student to release the information.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly-mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Lebanon R-3 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young children with a developmental delay.

The Lebanon R-3 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Lebanon R-3 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the education record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).
The Lebanon R-3 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision ACT (GEPA). This plan may be reviewed at the Central Office for the Lebanon R-3 School District at 321 S. Jefferson. Office hours are from 8:00 a.m. to 4:30 p.m. Monday thru Friday.

RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students. The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Health Information

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

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information: student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Parent and Eligible Student Access

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law. If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee. The district will annually notify parents and eligible students of their rights in accordance with law.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b) (1) (E). If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

REPORT CARD AND GRADING CYCLES

After the first six weeks of each new semester, students will receive a progress report every three weeks. At the end of each semester, all students will receive a final semester grade report.

RESIDENCY REQUIREMENTS (Policy JECA-1)

In order to register a student, the parent, legal guardian, military guardian, person acting as a parent or the student shall provide proof of residency or request a waiver of proof of residency as outlined below and shall complete all admission requirements as determined by Board policies, regulations and procedures. Students who do not meet the residency requirements and are not eligible for a waiver of proof of residency may only apply for admission in accordance with Board policy JECA-1.

A student is a "resident" student if he or she meets at least one (1) of the following criteria:

- The student physically resides and is domiciled in the district. The domicile of a minor child shall be the domicile of a parent, military guardian pursuant to a military-issued guardianship or court-appointed legal guardian. A "power of attorney" document alone, except a special power of attorney document relevant to the guardianship of a child in the household of an active duty member of the military, is insufficient to satisfy the "court-appointed legal guardian" requirement.
- The student does not live with a parent, military guardian, or court-appointed guardian but does physically reside in the District for reasons other than obtaining access to the district's schools and has a waiver of proof of residency on file.
- The student will soon physically reside in the district due to relocation to Missouri of one or both of the student’s parents/guardians under military orders.

- The student is otherwise legally entitled to attend school in the district including, but not limited to: a student who is a homeless child; a student attending a school not in the student's district of residence as a participant in an interdistrict transfer program established under a court-ordered desegregation program; a student who is a ward of the state and has been placed in a residential care facility by state officials; a student who has been placed in a residential care facility due to a mental illness or developmental disability; a student attending a school pursuant to §§ 167.121 and 167.151, RSMo.; a student placed in a residential facility by a juvenile court; a student with a disability identified under state eligibility criteria if the student is in the district for reasons other than accessing the district's educational program; a student attending a regional or cooperative alternative education program; or a student attending an alternative education program on a contractual basis.
- The student is a transitioning military student who was enrolled in the Lebanon R-III School District, but is placed in the care of someone other than the student's parent or military or legal guardian who resides in another school district. Such student will be allowed to continue to attend school in the Lebanon R-III School District without payment of tuition. A transitioning military student is a student who is in the process of transferring from one (1) state or school district to another state or school district and was or is currently in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law.

Waiver of Proof of Residency

In cases where a student living in the district wishes to register but the student does not live with a parent, military guardian or court-appointed guardian in the district, the student, parent, military guardian, legal guardian or person acting as a parent must request a waiver of proof of residency. Waiver of proof of residency may only be granted on the basis of hardship or good cause. Good cause shall include situations where the student is living in the district for reasons other than attending school in the district. Under no circumstances shall athletic ability be a valid basis of hardship or good cause for the issuance of a waiver. The Board delegates to the superintendent or designee the responsibility of bringing to the Board's attention any application for a waiver in which the student is not clearly entitled to attend school in the district. All other applications will be accepted and granted on behalf of the Board. Once an application for a waiver has been identified for Board review, the Board shall convene a hearing to consider the request as soon as possible, but no later than 45 days after the receipt of the waiver request, or else the waiver shall be granted. The Board president may appoint a committee of the Board to act in lieu of the Board to consider waiver requests.

Once a waiver of proof of residency has been requested, the student may be permitted to register and attend school until such time as the Board decides to grant or deny the waiver request. If the Board grants the waiver request, the student will be allowed to continue attending school in the district. If the Board denies the waiver request, the student shall not be allowed to continue attending school in the district. In instances where there is reason to suspect that admission of the student will create an immediate danger to the safety of other students and employees of the district, the superintendent or designee may convene a hearing within five (5) working days of the registration request to determine whether the student may register.

A transitioning military student who is placed in the care of someone other than the student's parent or military or legal guardian who resides within the district will be granted a waiver without a hearing and allowed to attend school in the district without the payment of tuition.

SAFETY DRILLS

Emergency preparedness drills will be developed by the superintendent or designee in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency procedures will be posted near the door in each instructional area. Instruction in the safety drills (fire, tornado and intruder) will be an ongoing process throughout the school year. Drills shall be held regularly throughout the year. The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal. Students who misbehave during safety drills will be referred to the administration for immediate disciplinary action. Any student acting upon or assisting others with a false alarm will be suspended up to 180 school days.

District Emergency Plans

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as determine the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips. Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency. During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

SCHEDULE CHANGES

The LHS master schedule is based on student requests that are made in February. Once classes are scheduled, it is difficult to make a schedule change given that many classes will be at capacity. Counselors are available the week before school begins to make changes if there is a scheduling problem. After school starts, there are no more schedule changes allowed. Corrections will be allowed as needed for

the first 3 days of the semester. The deadline to notify your counselor of a Schedule Correction is 3 school days after the start of the semester.

SCHOOL HOURS

The school building will be open from 7:30 a.m. until 4:00 p.m. each day. Students should not be in the building before 7:30 a.m. or after 3:10 p.m. unless under the direct supervision of a teacher/coach. Students should not be in the building on weekends, holidays or vacation unless at the invitation and under the supervision of a teacher. Violators are subject to disciplinary consequences.

SCOUTS OF AMERICA EQUAL ACCESS ACT

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

SCHOOL NUTRITION PROGRAM

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

The Board will designate an individual to act as the district's compliance officer, and will ensure that the officer's name, business address and telephone number, as well as the statements of nondiscrimination by the district, are published to patrons, employees and students on an annual basis.

All persons who believe they have a complaint of discrimination, harassment or retaliation may utilize Lebanon R-III Board of Education policy ACC, Grievance Procedure for Resolution of Discrimination Complaints. The superintendent shall continue all necessary actions to ensure that discrimination, harassment or retaliation does not occur in the educational program, employment practices or activities of the Lebanon R-Ill School District.

SEAL OF BILITERACY

The Seal of Biliteracy acknowledges students that have reached levels of literacy in English, a language other than English and demonstrated sociocultural competence. The Seal is placed on graduating students' diplomas and transcripts. The Seal of Biliteracy is recognized and endorsed by certain colleges, universities, and businesses around the State of Missouri. Students can earn up to 14 advanced placement language credits. Students can also receive job placement preference and benefits. In order to earn the Seal, students must: Earn Proficient or higher on the English II EOC OR earn an 18 or higher on the ELA portion of the ACT; earn Intermediate Mid on the language proficiency test; and earn at least 3 points for sociocultural competence. For more information, access the Lebanon Seal of Biliteracy website at https://sites.google.com/view/lhssealofbiliteracy/home.

SECRET ORGANIZATIONS

The Board of Education prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the Lebanon R-III School District by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

SELLING

Students are not permitted to sell items at school or conduct personal fundraising. All legitimate fundraising must be approved by the principal and superintendent. Reference the previous section on FUNDRAISING.

SEX EDUCATION

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or

the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

- Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
- Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
- Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
- Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
- Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

STUDENT-PARENT PORTAL

Infinite Campus is now available to students and parents. Using Infinite Campus, students and parents are able to access their school information via the internet 24 hours a day. Students have access to online information pertaining to grades, attendance, disciplinary action, meal accounts, and other school related information such as announcements, calendars, unofficial transcripts, and fines/fees. To access the Student Portal, students should go to the district webpage (www.lebanonr3.org), click on the LHS web page, and follow the directions. Parents also have access to the same information using the Parent Portal. Student grades are updated on a regular basis.

SURVEILLANCE CAMERAS

Lebanon High School uses a variety of closed-circuit video surveillance cameras in various locations throughout the campus and on school buses. Surveillance cameras are used 24 hours a day and are used for safety and security purposes. However, information obtained from a surveillance camera may also be used to substantiate conduct violations and/or illegal behavior on school property.

TEXTBOOKS

Textbooks will be provided to students at no charge. Students are responsible for all textbooks and teacher assigned materials until they are returned. If textbooks, materials, or equipment are lost or damaged (i.e. torn pages, writing in book, broken spines, etc.), students will be assessed a fine or a replacement cost based upon the condition of the item. At the time of issuance, please bring to your teacher's attention any existing damage done to your textbooks or materials.

TOBACCO FREE CAMPUS

In accordance with law and to promote the health and safety of all students and staff, the district prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings and school transportation. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services. The superintendent or designee is authorized to make necessary rules or procedures to clarify and enact this policy.

USE OF FACILITIES

As a service to the community and in accordance with state law, the Board of Education may allow the use of public school facilities by individuals, groups and associations for educational, recreational, social, civic, philanthropic and other similar purposes as the Board deems are for the best interests of the community. Permission to use school facilities will be granted to community organizations and residents by the superintendent, or his or her designee, in keeping with the policies, rules and procedures adopted by the Board. However, such use will not interfere in any way with the regular programs and activities of the school district. A nominal rental fee to cover operational costs (heat, lights, etc.) and custodial service will be charged in accordance with a schedule recommended by the superintendent and approved by the Board. The fee will not be charged to any school-related organization. The Board may consider waiving the fee for special public programs. The use of playgrounds and buildings during the summer months for recreational purposes shall be governed by the superintendent according to the Board policies, rules and procedures. Where possible, a certificate of insurance or hold-harmless agreement shall be provided by the persons or organizations using school facilities. It is expected that proper and adequate supervision will be provided by the person/organization using school district facilities during all times in which the facility is utilized.

VIRTUAL INSTRUCTION

Eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP. The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals. The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite. Students taking courses

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

Enrollment in Virtual Courses - The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in virtual courses offered by the district or through MOCAP. These enrollment periods and registration deadlines will be strictly enforced unless the superintendent or designee determines that an exception is warranted due to circumstances such as a change in a student's health or the long-term suspension of a student. Enrollment periods and registration deadlines must align with the district's academic calendar and assessment schedule to the extent practicable. A student or parent/guardian must notify the student's principal or designee before the student may enroll in a district-sponsored virtual course or a MOCAP virtual course through the district. The student will be enrolled unless the principal or designee, in consultation with the student's parents/guardians and relevant staff, such as the school counselor or district special education director, determines that there is good cause to refuse the student enrollment in the course. For enrollment in a MOCAP course, good cause is limited to situations where it is not in the best educational interest of the student to enroll in the course. Students or parents/guardians who disagree with the principal's or designee's determination about a MOCAP course can appeal the decision to the Board of Education and the Department of Elementary and Secondary Education (DESE) as detailed later in this policy. For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee, and the superintendent's or designee's decision will be final. The superintendent or designee is authorized to consult the district's attorney prior to making a decision.

VISITORS

Parents and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during school hours, including School Board members, shall present a valid photo ID and check in at the main office prior to proceeding elsewhere in the building escorted by a staff member at all times. The principal may waive this procedure for special events. The district discourages parents or others from using the school as a site for visiting students and may refuse the use of the school for that purpose. The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.

Appropriate Behavior

The Lebanon R-III School District believes that district events are a vital part of the total educational program and should be used as a means for developing positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations. To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics and integrity at all district events and at all times while on district grounds. The district will work with the Missouri State High School Activities Association (MSHSAA) and other organizations to promote good behavior by the patrons at athletic and other events. The Board will work with parents, alumni associations and local service organizations to keep appropriate behavior a top priority. The superintendent will establish procedures for crowd control at district events consistent with this policy.

Persons Prohibited on or Near District Property or Transportation

The district prohibits all persons who have pled guilty or *nolo contendere* to or have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, district property, district activity or any vehicle used to transport students:

- Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
- Incest, § 568.020, RSMo.
- Endangering the welfare of a child in the first degree, § 568.045, RSMo.
- Use of a child in a sexual performance, § 568.080, RSMo.
- Promoting a sexual performance by a child, § 568.090, RSMo.
- Sexual exploitation of a minor, § 573.023, RSMo.
- Promoting child pornography in the first degree, § 573.025, RSMo.
- Furnishing pornographic material to minors, § 573.040, RSMo.
- Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

Despite the prohibition in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or other events. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be supervised at all times. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the Board. The superintendent will inform the principal and other relevant district staff of the scope of the permission granted.

Registered Sex Offenders

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled *nolo contendere* or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are

not allowed on district property or at district activities held on district property except to attend meetings of a public governmental body. The superintendent may also make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian, or custodian will be supervised at all times. This section may not apply to a student entitled by law to be on school grounds for educational services if the student's presence is necessary to obtain those services. The exceptions cited in this section do not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Disruptive Conduct

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or designee may require the visitor to leave. In extreme situations, the superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property except to attend a meeting of a public governmental body. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Enforcement

If a visitor prohibited from district property or events under this policy is on district property, district staff will contact law enforcement and/or escort the person from district grounds and inform the person of the district policy prohibiting his or her presence. The superintendent, principal or designee may file a report or sign a complaint with law enforcement on behalf of the district. The Board grants the superintendent or designee the authority to consult an attorney for guidance or to seek a court order banning the visitor from district property. A visitor denied access to district property may request to address the Board on the matter in accordance with Board policy.

VOLUNTEERS

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district's schools and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. The Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools. The superintendent or designee will create appropriate procedures for attracting, screening and training community and parent volunteers. Volunteering in the district is a privilege, not a right. The district will conduct screening and criminal background checks before any volunteer is placed in a position where he or she will be left alone with a student. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment. Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff.

The district will require a search of the Missouri Highway Patrol's criminal history database and the Family Care Safety Registry or the central registry of child abuse and neglect of the CD on all persons volunteering in positions where they will be left alone with a single child. The superintendent or designee must receive the results of the background check and officially approve the volunteer before he or she may begin service in the identified volunteer position and may exclude individuals whose criminal background checks reveals that they have exhibited behavior that is violent or harmful to children or adults or reveals behavior that would make him or her unsuitable to volunteer in the district.

WITHDRAWING FROM SCHOOL

Any student who moves or drops from school must arrange a departure conference with his or her parents, a counselor, and the building principal. All textbooks, library books, school materials and equipment, and any other school property must be returned in satisfactory condition before the last day of attendance. Additionally, all fines and fees must be paid before the last day of attendance. The departing student must complete all check out procedures, including an exit survey, before leaving.

STUDENT CODE OF CONDUCT AND DISCIPLINE POLICIES

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

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

Application (JG)

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

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

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

Enforcement (JG)

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

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

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

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

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

Corporal Punishment (JGA-2)

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

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

Student Suspensions and Expulsion (JGD)

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

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

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

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

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

Suspensions (JGD)

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

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.

4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.

5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.

6. If a student is suspended for more than ten (10) school days, the following rules also apply:

   a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.

   b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

   c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.

   d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.

   e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.

   f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

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

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

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent must:

   a. tell the student, either orally or in writing, what misconduct he or she is accused of;

   b. if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion;

   c. give the student an opportunity to present his or her version of the incident.

2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)

   a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.

   b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.

3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Student Discipline Hearings (JGD)

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the

student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

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

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

Remedial Conference (JGD)

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

Discipline of Students with Disabilities (JGE)

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

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

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

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

Discipline Reporting and Records (JGF)

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

Definitions (JGF)

The following definitions and terms apply to this policy:

- ***Act of School Violence/Violent Behavior*** – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.
- ***Serious Physical Injury*** – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
- ***Serious Violation of District's Discipline Policy*** **–** One or more of the following acts if committed by a student enrolled in the district.
    - Any act of school violence/violent behavior.
    - Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
    - Any offense that results in an out-of-school suspension for more than ten school days.
- ***Need to Know*** **–** Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.
- ***School or District Property*** **–** Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

Reporting to School Staff (JGF)

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

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

Reporting to Law Enforcement Officials (JGF)

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

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

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

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

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

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

Reporting Third-Degree Assault (JGF)

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

Student Discipline Records (JGF)

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

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

Confidentiality (JGF)

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

Liability (JGF)

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

Code of Conduct (JG-R1)

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

Nondiscrimination in Application of Policies (JG-R1)

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

Reporting to Law Enforcement (JG-R1)

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

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

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

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

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

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

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

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

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

Extended Summary Suspensions (JG-R1)

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

Impact on Grades (JG-R1)

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

PROHIBITED CONDUCT AND CONSEQUENCES (JG-R1)

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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

	Elementary	**Middle School**	**High School**
First Offense	No credit for work, grade reduction and replacement assignment.	No credit for work, grade reduction and replacement assignment.	No credit for work, grade reduction and replacement assignment.
Second Offense	1 day of ISS Replace Assignment	1 day of ISS Replace Assignment	No credit for work and 1 day of ISS
Third Offense	1-3 days ISS Replace Assignment	1-3 days ISS Replace assignment	No credit for work and 3-5 days ISS
Subsequent Offenses	3-5 days ISS No credit for work	3-5 days ISS Replace assignment	Course Failure and 5 days ISS

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

Possession, Use, or Under the Influence of Illegal/Prescription Alcohol/Drugs (ALPO, DRG1)			
	Elementary	**Middle School**	**High School**
First Offense	Conference - 3 days OSS	3-10 days OSS	10 days OSS (may be reduced to 7 days with successful completion of substance abuse assessment)
Subsequent Offenses	5-10 days OSS*	10 days OSS*	10 days OSS*
Sale or Distribution of Illegal/Prescription Alcohol/Drugs (ALCO, DRG2)	This may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.		

	Elementary	Middle School	High School
First and Subsequent Offenses	1-10 days OSS*	10 days OSS*	10 days OSS*
Possession or Use of Over the Counter Medication (OCPS)			
	Elementary	**Middle School**	**High School**
First Offense	Conference - 3 days ISS	Conference - 3 days ISS	Conference - 3 days ISS
Second Offense	3-5 days ISS	3-5 days ISS	3-5 days ISS
Third Offense	5-10 days ISS	5-10 days ISS	5-10 days ISS
Subsequent Offenses	10 days OSS*	10 days OSS*	10 days OSS*
Sale or Distribution of Over the Counter Medication (OCSA)	This may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.		
	Elementary	**Middle School**	**High School**
First Offense	1 day ISS - 3 days OSS	3 days ISS - 5 days OSS	3-5 days OSS
Second Offense	3-10 days OSS	5-10 days OSS	5-10 days OSS
Subsequent Offenses	10 days OSS*	10 days OSS*	10 days OSS*

ARSON

The intentional and knowing use of fire on Lebanon R-III School District property that may or may not cause damage to district property or property of others; or, the attempt to commit arson. Arson violations are divided into two offense categories. ***School Police Report required.***

Class I Arson Offense (ARS1)	Characterized by arson that causes no appreciable property damage, injury to persons, or interruption to the educational or extracurricular process; or, an attempt to commit arson.		
	Elementary	**Middle School**	**High School**
First and Subsequent Offenses	1-5 days OSS	1-5 days OSS	1-5 days OSS
Second Offenses	6-10 days OSS	6-10 days OSS	6-10 days OSS
Class II Arson Offense (ARS2)	Characterized by arson that causes property damage, injury to persons, or interruption to the educational or extracurricular process. This may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.		
	Elementary	**Middle School**	**High School**
First and Subsequent Offenses	10 days OSS*	10 days OSS*	10 days OSS*

ASSAULTIVE BEHAVIOR

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

Class I Assaultive/Fighting Behavior (ASB1, ASF1)	Assaultive behavior toward a person that does not meet the definition of Class II Assaultive Behavior. ***School Police Report is required.***		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 5 days OSS	3-10 days OSS	3-10 days OSS
Second Offense	1 day ISS - 5 days OSS	6-10 days OSS	6-10 days OSS
Subsequent Offenses	3 days ISS - 10 days OSS*	10 days OSS*	10 days OSS*
Class II Assaultive/Fighting Behavior (ASB2, ASF2)	Assaultive behavior toward a person that causes significant physical injury (i.e. where medical treatment is required or encouraged by district personnel). ***School Police Report is required.***		
	Elementary	**Middle School**	**High School**
First Offense	1 - 5 days OSS	5-10 days OSS*	5-10 days OSS*
Subsequent Offenses	3-10 days OSS*	10 days OSS*	10 days OSS*
Threatening to Fight (ASF3)	Expression of the intent to engage in assaultive behavior toward another. ***School Police Report is not required.***		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 3 days ISS	Conference - 3 days OSS	Conference, Peer Mediation - 3 days OSS
Second Offense	1 day ISS - 3 days OSS	3 - 5 days OSS	3-5 days OSS
Subsequent Offense	2 days ISS - 5 days OSS	5 - 10 days OSS*	6-10 days OSS*
Assaultive Behavior Toward District Personnel (ASB3)	Assaultive behavior toward a district employee whether the conduct occurs on or off district property; or threatening to engage in assaultive behavior toward a district employee whether the conduct occurs on or off school district property; or verbally or physically intimidating conduct toward a district employee whether the conduct occurs on or off school district property. ***School Police Report is required***.		
	Elementary	**Middle School**	**High School**
First and Subsequent Offenses	1-10 days OSS*	10 days OSS*	10 days OSS*
Assaultive Behavior Toward Non-Students (ASAN)	Assaultive behavior toward non-students, including but not limited to student teachers, visitors, voters, volunteers, and law enforcement personnel; or threatening to engage in assaultive behavior		

	toward non-students; or verbally or physically intimidating conduct toward non-students on district property or at a district-sponsored event. ***School Police Report is required.***		
	Elementary	**Middle School**	**High School**
First and Subsequent Offenses	1-10 days OSS*	10 days OSS*	10 days OSS*
Threats of Violence Toward a Person (ASBS)	The verbal, written, or physical communication of a threat to: ● inflict serious physical injury or death upon any person; ● bring a Class III Weapon (as defined in Board of Education Policy JFCJ) or a Class II Explosive Device onto school district property or in the immediate vicinity thereof; ● possess a Class III Weapon or Class II Explosive Device while traveling to or from school; ● bring a Class III Weapon or a Class II Explosive Device onto a vehicle operated by or for the Lebanon R-III School District for the transportation of students; ● bring a Class III Weapon or Class II Explosive Device to a district-sponsored or district-directed activity; or ● use a Class III Weapon or a Class II Explosive Device on any person. ***School Police Report is required.***		
	Elementary	**Middle School**	**High School**
First Offense	1-10 days OSS*	5-10 days OSS*	5-10 days OSS*
Subsequent Offenses	10 days OSS*	10 days OSS*	10 days OSS*
Threat of Violence Involving Property (ASBV)	The verbal, written, or physical communication of a threat to inflict serious property damage upon school district property or property which is located on district property, by use of a Class III Weapon, or a Class II Explosive device, or by use of fire. ***School Police Report required.***		
	Elementary	**Middle School**	**High School**
First Offense	1-10 days OSS	1-10 days OSS	5-10 days OSS
Subsequent Offenses	10 days OSS*	10 days OSS*	10 days OSS*

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

	Elementary	**Middle School**	**High School Only**
First Offense	Not applicable	Not applicable	Conference with Administrator/$10 fine
Second Offense			$15 fine
Third Offense			$25 fine
Subsequent Offenses			$25 fine and referral for insubordination

BULLYING/CYBERBULLYING

See Harassment Section.

BUS SAFETY VIOLATIONS (BUSS)

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

Inappropriate Conduct

Standing while the bus is moving, yelling, littering in the bus, use of food or drink, not sitting in assigned seat, not sitting properly, eating on the bus, shoving or pushing (horseplay), not following directions of drivers, etc.

	Elementary	**Middle School**	**High School**
First Offense	Conference - removal from the bus for 1 day	Conference - removal from the bus for 1 day	Conference - removal from the bus for 1 day
Second Offense	Removal from the bus for 1-3 days	Removal from the bus for 1-3 days	Removal from the bus for 1-3 days
Third Offense	Removal from the bus for 3-5 days	Removal from the bus for 3-5 days	Removal from the bus for 3-5 days
Fourth Offense	Removal from the bus for 5-7 days	Removal from the bus for 5-7 days	Removal from the bus for 5-7 days
Subsequent Offenses	Removal from the bus for 10 days - permanent removal	Removal from the bus for 10 days - permanent removal	Removal from the bus for 10 days - permanent removal

COMPUTER/ELECTRONIC DEVICE USE:

Class I Inappropriate Use of Electronic Device (COM1)	The act of using electronic devices to record or possess confidential or private events involving faculty, staff or other students is a violation. This would include the filming, recording, or possessing of situations including but not limited to: acts of violence, disruptions to school environment, images of staff without permission, or other acts prohibited by the school disciplinary code. School Police Report Not Required.		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 3 days ISS	3 days ISS - 3 days OSS	3 days ISS - 3 days OSS
Second Offense	1 day ISS - 5 days OSS	3 - 7 days OSS	3 - 7 days OSS
Subsequent Offense	5- 10 days OSS*	10 days OSS*	10 days OSS*
Class II Inappropriate Use of Electronic Device (COM2)	The act of distribution or display of video, digital images, sound, pictures and/or other recordings of confidential or private events involving faculty, staff, or other students. This would include the filming, recording or display of situations including but not limited to: acts of violence, disruptions to school environment, images of staff without permission, AI generated images or videos using a student or staff members name, image, or likeness, or other acts prohibited by the school disciplinary code. School Police Report Not Required.		

	Elementary	**Middle School**	**High School**
First Offense	3 days ISS - 3 days OSS*	3 - 10 days OSS*	3 - 10 days OSS*
Subsequent Offenses	10 days OSS*	10 days OSS*	10 days OSS*
Cell Phone Use (COMC)	Cell phone use that does not constitute an inappropriate use of an electronic device is defined as using a cell phone during non-permitted times or in a way that causes a disruption to the learning environment. Cell phones may be used during class times when the instructor has given permission for learning purposes.		
	Elementary	**Middle School**	**High School**
First Offense	Conference and confiscation until the end of the day.	Conference and confiscation until the end of the day.	Conference and confiscation until the end of the day.
Second Offense	Conference and confiscation until parent pick-up	1 day ISS and confiscation until parent pick-up.	1 day ISS and confiscation until parent pick-up.
Subsequent Offense	1 - 3 days ISS and confiscation until parent pick-up.	1 - 3 days ISS and confiscation until parent pick-up.	1 - 3 days ISS and confiscation until parent pick-up.
Unauthorized Use of a Computer (COMP)	● the use of a computer, handheld device, or any computer system to access, without authorization, a database, computer network, or computer system owned by the Lebanon R-III School District or an employee of the school district; or ● use of a computer, handheld device, or any computer system to access, without authorization, a database, computer network, or computer system owned by the Lebanon R-III School District or any other person or entity; or ● use of a Lebanon R-III School District computer, handheld device or any computer system at school to download or review data or other materials from a database, computer network, or computer system, with or without authorization, when access or downloading such data is prohibited, is pornographic or advocates violence or civil disobedience; or ● use any device to do, or attempt to do, any of the following offenses: ○ bypass a district web filter (CIPA filter), ○ install any executable file on a district server or a computer, ○ run unauthorized files from district servers, ○ access a proxy server (anonymizer), ○ obtain and/or store images that, in the opinion of the district, are pornographic, violent or advocate violence whether or not they are blocked by web filters, ○ download and/or store music and/or movie files on district servers, or ○ engage in other activity that is prohibited by the Lebanon R-III School District or the administration of the school.		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 5 days ISS	Conference - 5 days OSS	Conference - 5 days OSS
Second Offense	3 days ISS - 5 days OSS	3 - 10 Days OSS	3 - 10 days OSS
Subsequent Offenses	5-10 days OSS*	10 days OSS*	10 days OSS*

Tampering with Computer Equipment or Data (COMT)	***School Police Report is required.*** ● the modification or destruction of data or programs that reside or exist internal to a district computer, computer system or computer network; or ● the modification or destruction of programs or supporting documentation residing or existing external to a district computer, computer system or network; or ● disclose or take data, programs or supporting documentation that resides or exists internal or external to a district computer, computer system or computer network; or ● entry into a district computer, computer system or computer network to intentionally examine information about another person or entity, in the opinion of the district including, but not limited to the following offenses: ○ Gaining access tools (e.g. Nwperak, Legion), ○ privilege escalation and back door tools (e.g. Getadmin, John the Ripper, Netcat), ○ enumeration tools (e.g. Smurf, Teardrop, Syndrop), ○ countermeasure tools (e.g. BlackICE, Realsecure), ○ scanning tools (e.g. Fping, UPD scan), or ○ any other tools that could be used to bypass district computers or other security systems.		
	Elementary	**Middle School**	**High School**
First Offense	1-5 days OSS	5-10 days OSS	5-10 days OSS
Subsequent Offenses	5-10 days OSS	10 days OSS*	10 days OSS*

DEFIANCE OF OR DISRESPECT FOR AUTHORITY

Defiance of Authority/ Insubordination (DEF1)	Refusal to comply with a reasonable request or direction of district personnel or others in authority where there is no expressed disrespect for authority. School Police Report not required.		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 3 days ISS	Conference - 2 days OSS	Conference - 2 days OSS
Second Offense	1 - 5 days ISS	2 days ISS - 3 days OSS	2 days ISS - 3 days OSS
Third Offense	3 days ISS - 3 days OSS	4 days ISS - 4 days OSS	4 days ISS - 4 days OSS
Subsequent Offenses	3-10 days OSS*	10 days OSS*	5 - 10 days OSS*
Disrespect for Authority (DEF2)	Overt conduct that exhibits a lack of proper respect for district personnel or others in authority, including incivility, irreverence, impudence, discourteousness or profanity directed toward any person in authority; or such conduct toward any Lebanon R-III School District employee during or in conjunction with any district-sponsored or district-directed activity either on or off district property. School Police Report not required.		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 1 day OSS	1 day ISS - 3 days OSS	1 day ISS - 7 days OSS
Second Offense	2 days ISS - 3 days OSS	3 days ISS - 5 days OSS	1 - 10 days OSS

Third Offense	3 days ISS - 5 days OSS	3 - 10 days OSS	5 - 10 days OSS
Subsequent Offenses	3-10 days OSS*	10 days OSS*	10 days OSS*

DESTRUCTION OF PROPERTY/VANDALISM

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

Class I Destruction of Property/Vandalism (DES1)	Conduct that involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of less than one hundred dollars ($100.00) in the opinion of the building administration. School Police Report not required.		
	Elementary	**Middle School**	**High School**
First Offense	Restitution of district-owned property. Conference - 3 day ISS	Restitution of district-owned property . 1 day ISS - 3 Days OSS	Restitution of district-owned property and 1 day ISS - 3 days OSS
Second Offense	Restitution of district-owned property. 5 days ISS - 5 days OSS	Restitution of district-owned property. 5 days ISS - 10 Days OSS*	Restitution of district-own property and 4 - 10 days OSS*
Subsequent Offenses	Restitution of district-owned property . 5 - 10 days OSS*	Restitution of district-owned property. 5 - 10 days OSS*	Restitution of district-owned property and 10 days OSS*
Class II Destruction of Property/Vandalism (DES2)	Conduct that involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of one hundred dollars ($100.00) or more in the opinion of the building administration. Class II Destruction of Property/Vandalism Offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis. ***School Police Report is required if value exceeds $750.00.***		
	Elementary	**Middle School**	**High School**
First Offense	Restitution of district-owned property. 1 - 3 days OSS	Restitution of district-owned property and 3 - 10 days OSS	Restitution of district-owned property and 3 - 10 days OSS
Second Offense	Restitution of district-owned property and. 3 - 5 days OSS	Restitution of district-owned property and 4 - 10 days OSS*	Restitution of district-owned property and 4 - 10 days OSS*
Subsequent Offenses	Restitution of district-owned property and. 5 - 10 days OSS*	Restitution of district-owned property and 10 days OSS*	Restitution of district-owned property and 10 days OSS*

DISORDERLY CONDUCT

Disorderly Conduct (DISR)	Conduct that is riotous, rowdy, disruptive, or unruly, including but not limited to, the use of non-directed profanity; or offensive/inappropriate language, or possession or use of inappropriate material.		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 1 day ISS	Conference - 1 day ISS	Conference - 2 days ISS

Second Offense	1 - 3 days ISS	1 - 3 days ISS	1 - 3 days ISS
Third Offense	2 - 3 days ISS	2 - 5 days ISS	2 days ISS - 1 day OSS
Subsequent Offenses	2 - 10 days OSS	4 - 10 days OSS	4 - 10 days OSS
Hazardous Conduct (DISP)	Conduct that creates or has the potential to create a dangerous, hazardous, or harmful situation. ***School Police Report may be required.***		
	Elementary	**Middle School**	**High School**
First Offense	1-10 days OSS	1 - 10 days OSS	1-10 days OSS
Second Offense	6-10 days OSS	6-10 days OSS	6-10 days OSS
Subsequent Offenses	10 days OSS*	10 days OSS*	10 days OSS*
Group Disorderly Conduct (DISG)	Riotous, rowdy, disruptive or unruly conduct that breaks up the order or progress of the educational process, or district-sponsored or district-directed activities, where two or more persons are involved and/or act in concert including gang related behavior or attire. ***School Police Report may be required.***		
	Elementary	**Middle School**	**High School**
First Offense	1-5 days OSS	1-5 days OSS	1-5 days OSS
Second Offense	6-10 days OSS	6-10 days OSS	6-10 days OSS
Subsequent Offenses	10 days OSS*	10 days OSS*	10 days OSS*

DRUGS

See Alcohol/Drugs policy.

EXPLOSIVE DEVICES

Class I Explosive Device(s) - Possession (EXPO)	The possession of fireworks which are otherwise legal to possess. ***School Police Report is required.***		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 3 days OSS	Conference - 3 days OSS	Conference - 3 days OSS
Subsequent Offenses	3-10 days OSS*	3-10 days OSS*	3-10 days OSS*
Class I Explosive Device(s) - Use or Attempted Use (EXPU)	The use or attempted use of fireworks which are otherwise legal to possess. ***School Police Report is required.***		
	Elementary	**Middle School**	**High School**
First Offense	5-10 days OSS	5-10 days OSS	5-10 days OSS
Subsequent Offenses	10 days OSS*	10 days OSS*	10 days OSS*

Class II Explosive Devices (EXP2)	The possession or use of explosives, incendiary devices, bombs or similar devices; or possession of materials to manufacture such devices in whole or in part; or possession of instructions or directions for the manufacture of such devices or other explosive devices. Class II Explosive Devices Offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis. ***School Police Report is required.***		
	Elementary	**Middle School**	**High School**
First Offense	10 days OSS*	10 days OSS*	10 days OSS*

EXTORTION (EXTO)

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

	Elementary	**Middle School**	**High School**
First Offense	Conference - 1 day ISS	1 day ISS - 5 days OSS	5-10 days OSS
Subsequent Offense	1 day ISS - 1 day OSS	5-10 days OSS*	10 days OSS*

FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY (FAIP)

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

	Elementary	**Middle School**	**High School**
First Offense	Restitution of district-owned property. Conference - 1day ISS.	Restitution of district-owned property. Conference - 3 days ISS.	Restitution of district-owned property. Conference - 3 days ISS..
Subsequent Offenses	Restitution of district-owned property. 1 - 3 days ISS.	Restitution of district-owned property. 3 ISS -1 day OSS.	Restitution of district-owned property. 3 ISS-1 day OSS.

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

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any student or district employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy. Report to law enforcement for trespassing if expelled.

	Elementary	**Middle School**	**High School**
First Offense	Conference - 3 days ISS	Conference - 3 days ISS	Conference - 3 days ISS
Second Offense	3-5 days ISS	3 days ISS - 3 days OSS	3 days ISS - 3 days OSS
Subsequent Offenses	1-3 days OSS	3-10 days OSS	3-10 days OSS

FALSIFICATION OF INFORMATION OR RECORDS

Giving False Information / Falsifying School Records Offense (FAL1)	Falsely altering any record maintained by the Lebanon R-III School District; or filing, processing or using false information with the district with the intent to deceive district personnel. ***School Police Report not required.***		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 2 days ISS	Conference - 2 days ISS	Conference - 2 days ISS
Second Offense	1-3 days ISS	2-5 days ISS	2-5 days ISS
Third Offense	1-3 days OSS	3 days OSS	3 days OSS
Subsequent Offenses	4-10 days OSS	4-10 days OSS*	4-10 days OSS*
Forgery Offense (FAL2)	Conduct that consists of making and/or using a signed document that is purported to have been signed by another. ***School Police Report may be required.***		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 2 days ISS	Conference - 2 days ISS	Conference - 2 days ISS
Second Offense	1-3 days ISS	2-5 days ISS	2-5 days ISS
Third Offense	1-3 days OSS	3 days OSS	3 days OSS
Subsequent Offenses	3-10 days OSS	4-10 days OSS	4-10 days OSS

FILING A FALSE EMERGENCY REPORT

Knowingly giving false information to any law enforcement officer, security officer, fire department officer, school district employee or other person who deals with emergencies that an emergency is occurring or has occurred. Filing a False Emergency Report is divided into two offense categories.

Class I Filing a False Emergency Report Offense (FEM1)	Filing a False Emergency Report that does not disrupt any educational, extracurricular activity or the school environment such as a false 911 call. ***School Police Report is required.***		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 3 days OSS	1-5 days OSS	5-10 days OSS
Second Offense	10 days OSS	10 days OSS*	10 days OSS*
Class II Filing a False Emergency Report Offense (FEM2)	Filing a False Emergency Report that disrupts an educational or extracurricular activity or the school environment such as pulling a fire alarm or making a bomb threat. ***School Police Report is required.***		
	Elementary	**Middle School**	**High School**
First Offense	Conference- 10 days OSS*	10 days OSS*	10 days OSS*

GAMBLING (GAMB)

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

	Elementary	**Middle School**	**High School**
First Offense	Conference - 3 days ISS	Conference - 3 days ISS	Conference - 3 days ISS
Subsequent Offense	3-10 days OSS*	3-10 days OSS*	3-10 days OSS

GANG/SECRET ORGANIZATIONS RELATED BEHAVIOR/ATTIRE (GANG)

See Board of Education policy JFCE. ***School Police Report at Officer discretion.***			
	Elementary	**Middle School**	**High School**
First Offense	Conference - 3 days OSS	Conference - 3 days OSS	Conference - 3 days OSS
Second Offense	3-10 days OSS	3-10 days OSS	3-10 days OSS
Subsequent Offense	10 days OSS*	10 days OSS*	10 days OSS*

HARASSMENT

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

Inappropriate Non-Physical Harassment Offense (HARN)	Harassment that is inappropriate verbal, written or nonverbal, non-physical conduct such as demeaning comments or jokes concerning a person's race, color, religion, sex, national origin or disability, or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 3 days OSS	Conference - 3 days OSS	Conference - 5 days OSS
Second Offense	3 day ISS - 3 days OSS	3 days ISS - 5 days OSS	3 days ISS - 7 days OSS
Subsequent Offense	6-10 days OSS	6-10 days OSS*	6-10 days OSS*
Inappropriate Physical Harassment Offense (HARP)	Harassment that is physical in nature including hazing or physical tormenting of a person because of the person's race, color, religion, sex, national origin or disability, or conduct such as depantsing, or physical sexual advances or other physical conduct of a sexual nature that does not constitute sexual misconduct. Inappropriate Physical Harassment Offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 3 days OSS	2 days ISS - 3 days OSS	2 days ISS - 5 days OSS
Second Offense	3 days ISS - 5 days OSS	3-10 days OSS	6-10 days OSS
Subsequent Offenses	1-10 days OSS*	10 days OSS*	10 days OSS*

Bullying and/or Cyberbullying Offense (HARB)	Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to; physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 3 days ISS	3 days ISS - 5 days OSS	Conference - 5 days OSS
Second Offense	3 days ISS- 5 days OSS	6 days ISS - 10 days OSS	6 days ISS - 10 days OSS
Subsequent Offenses	3 - 10 days OSS*	10 days OSS*	10 days OSS*
Hazing Offense (HARH)	Any activity, on or off district grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to, acts of physical brutality, whipping, beating, branding, exposing to the elements, forced consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 3 days OSS	Conference - 3 days OSS	Conference - 3 days OSS
Second Offense	4-10 days OSS	4-10 days OSS	4-10 days OSS
Subsequent Offenses	6-10 days OSS*	6- 10 days OSS*	6-10 days OSS*
Sexual Harassment Offense (HARS)	A student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACAB.		
	Elementary	**Middle School**	**High School**
Any Offense	10 days OSS*	10 days OSS*	10 days OSS*

ID BADGE VIOLATIONS

Class I ID Badge Violations Offense (IDB1)	Failure to provide ID badge upon request.

	Elementary	Middle School	High School
First Offense	Not applicable	Not applicable	Conference- Obtain new ID badge.
Subsequent Offenses			Purchase new ID badge.
Class II ID Badge Violations Offense (IDB2)	Defacing/Destruction of ID badge.		
	Elementary	**Middle School**	**High School**
First Offense	Not applicable	Not applicable	Conference - 1 day OSS and purchase a new ID badge.

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

	Elementary	Middle School	High School
First Offense	Change of attire.	Change of attire. Conference. *Failure to comply with the administrator's request to change attire will result in disciplinary consequences for insubordination and/or disrespect.*	Change of attire. Conference. *Failure to comply with the administrator's request to change attire will result in disciplinary consequences for insubordination and/or disrespect.*
Second Offense	Change of attire.		
Subsequent Offenses	Change of attire. 1 day ISS		

INAPPROPRIATE LANGUAGE (INAL)
Verbal or nonverbal obscenities and/or name calling do not show respect for the rights of others. Students showing this type of behavior will be subject to the following offenses.

	Elementary	Middle School	High School
First Offense	Conference - 1 day ISS	Conference - 1 day ISS	Conference - 1 day ISS
Second Offense	3 days ISS - 1 day OSS	3 days ISS - 1 day OSS	3 days ISS - 1 day OSS
Subsequent Offenses	1-5 days OSS	1-5 days OSS	1-5 days OSS

NUISANCE ITEMS (NUIS)
Possession or use of items such as toys, games, portable media players that are not authorized for educational purposes.

	Elementary	Middle School	High School

First Offense	Confiscation and Conference	Confiscation and Conference	Confiscation and Conference
Subsequent Offenses	Confiscation and Conference-1 day ISS	Confiscation and Conference - 1 day ISS	Confiscation and Conference - 1 day ISS

OUT OF ASSIGNED AREA
See Truancy policy, Class I Out of Assigned Area

PUBLIC DISPLAY OF AFFECTION (PUBD)
Consensual physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

	Elementary	**Middle School**	**High School**
First Offense	Conference - 1 day ISS	Conference - 1 day ISS	Conference - 1 day ISS
Subsequent Offenses	1-3 days ISS	1-3 days ISS	1-3 days ISS

Sexting and or Possession of Sexually Explicit, Vulgar, or Violent Materials (SEXT)	Students may not possess or display, electronically or otherwise, sexually explicit, sexually vulgar or sexually violent material including, but not limited to, pornography or depictions of nudity, sexual violence or sexually explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law. ***A School Police Report may be required***.		
	Elementary	**Middle School**	**High School**
First Offense	Confiscation. Conference - 1 day OSS	Confiscation. 3 - 10 days OSS	Confiscation. 3 - 10 days OSS
Subsequent Offenses	Confiscation. Conference - 3 days OSS	Confiscation. 10 days OSS	Confiscation. 10 days OSS

SEXUAL MISCONDUCT
Sexual Misconduct is divided into three offense categories. ***School Police Report is required.***
All Sexual Misconduct Offense categories below may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

Class I - Sexual Misconduct (SEX1)	The exhibitionist, video, digital, or print display of a person's genitals, buttocks or the female breasts. Drawing of and/or creating a person's genitals, buttocks or the female breasts.		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 3 days OSS	Conference - 3 days OSS	Conference - 3 days OSS
Second Offense	3 days ISS - 5 days OSS	3-5 days OSS	3 - 5 days OSS
Subsequent Offenses	6-10 days OSS*	6-10 days OSS*	6-10 days OSS*

Class II - Sexual Misconduct (SEX2)	Conduct that is of a sexual nature by or between students that involves the intentional physical contact with a person's clothed or unclothed genitals, buttocks or the breasts of a female.		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 5 days OSS	1-5 days OSS	1-5 days OSS
Subsequent Offenses	1-10 days OSS*	6-10 days OSS*	6-10 days OSS*
Class III - Sexual Misconduct (SEX3)	Conduct that is of a sexual nature by or between students such as sexual intercourse, oral sex and masturbation.		
	Elementary	**Middle School**	**High School**
First and subsequent Offense	1 - 10 days OSS*	10 days OSS*	10 days OSS*

TARDIES (TARD)
Students must be in their assigned class or lunch period prior to the tardy bell. Students not in class on time will participate in the Tardy Sweep Program. In general, road construction, traffic congestion, normal weather conditions, flat tires, and other "personal" issues are not acceptable reasons for being tardy. Students who accumulate more than 5 tardy violations per semester will be assigned consequences as follows:

	Elementary	**Middle School**	**High School**
6-10 tardies	Not applicable	Conference	1 block of ISS
11th Tardy - Subsequent Offenses		1 day ISS and an additional day for each offense	1 day ISS and an additional day for each offense

THEFT
Taking property of the Lebanon R-III School District or others. All Theft Offense categories may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis. Restitution and/or replacement of stolen items applies only to district-owned property.

Class I Theft (THF1)	Conduct that involves a theft of property that has a market value or replacement cost of less than one hundred dollars ($100.00) in the opinion of the building administration. **School Police Report not required.**		
	Elementary	**Middle School**	**High School**
First Offense	Restitution AND Conference - 3 days ISS	Restitution AND 1 day ISS - 3 days OSS	Restitution AND 1 day ISS - 3 days OSS
Second Offense	Restitution AND 1 day ISS - 3 days OSS	Restitution AND 3-10 days OSS	Restitution AND 3-10 days OSS
Subsequent Offenses	Restitution AND 1-10 days OSS	Restitution AND 6-10 days OSS*	Restitution AND 6-10 days OSS*
Class II Theft (THF2)	Conduct that involves a theft of property that has a market value or replacement cost of one hundred dollars ($100.00) or more in the opinion of the building administration. ***School Police Report is required.***		

	Elementary	Middle School	High School
First Offense	Restitution AND 1 - 3 days ISS	Restitution AND 3-10 days OSS	Restitution AND 3-10 days OSS
Subsequent Offense	Restitution AND 5 days ISS - 3 days OSS	Restitution AND 5-10 days OSS*	Restitution AND 5-10 days OSS*
Receiving Stolen Property (THFS)	Conduct that involves receiving, retaining or disposing of property of another person, for the purpose of, or having the effect of depriving the person of the property and with the knowledge or belief that the property was stolen. ***School Police Report is required.***		
	Elementary	**Middle School**	**High School**
First Offense	Restitution AND Conference - 3 days ISS	Restitution AND 1 day ISS - 3 days OSS	Restitution AND1 day ISS - 3 days OSS
Second Offense	Restitution AND 1 day ISS - 3 days OSS	Restitution AND 3-5 days OSS	Restitution AND 3-5 days OSS
Subsequent Offenses	Restitution AND 1-10 days OSS	Restitution AND 6-10 days OSS*	Restitution AND 6-10 days OSS*

TOBACCO /VAPING (TOBA, TOBV)
Possession or use of any prohibited products, electronic cigarettes (vaping products), or other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation, or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

	Elementary	Middle School	High School
First Offense	3 days ISS	3 days ISS	3 days ISS
Second Offense	3 days OSS	3 days OSS	3 days OSS
Subsequent Offenses	5 day OSS	5 days OSS	5 days OSS

TRUANCY

Truancy (TRUA)	Intentionally failing or refusing to attend or follow attendance procedures or removing oneself from attending class or other scheduled school activities where attendance is mandatory including, but not limited to, leaving campus without permission; arriving after the expected time class or school begins, as determined by the district. ***Juvenile Report required for excessive/chronic absences.***		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 1 day ISS	1-3 days ISS	3 days ISS
Second Offense	1-3 days ISS	3-5 days ISS	5 days ISS
Subsequent Offenses	3-5 days ISS	7-10 days ISS	7-10 days ISS

Out of Assigned Area (OASA)	When a student is not in the proper place/location at the proper time during the school day according to his or her schedule or teacher permission.		
	Elementary	**Middle School**	**High School**
First Offense	Conference - 1 day ISS	Conference - 1 day ISS	Conference - 1 day ISS
Second Offense	1 - 3 day ISS	1-3 days ISS	1-3 days ISS
Subsequent Offenses	5 days ISS	5 days ISS	5 days ISS

WEAPONS - Policy JFCJ

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

Class I Weapon - Articles designed for other purposes but by inappropriate use could easily be used to inflict bodily harm and/or intimidate others, when such items are so used. Examples of these items are belts, combs, pencils, files, compasses, scissors, chains, cafeteria trays, etc.

Class II Weapon - One or more of the following:

1. Any knife, butterfly knife, dagger, dirk, stiletto or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person.
2. Any knuckles, including any instrument that consists of finger rings or guards made of a hard substance that is designed or adapted for the purpose of inflicting serious physical injury or death by striking a person with a fist enclosed in the knuckles.
3. Any blackjack, including any instrument that is designed or adapted for the purpose of stunning or inflicting physical injury by striking a person.
4. Any switchblade knife, of whatever length, that opens automatically with a button or other device or opens by force of gravity or application of centrifugal force.
5. Any throwing stars or other similar instruments or devices.

Class III Weapon - One or more of the following:

1. Any firearm or other weapon that is designed or adapted to expel a projectile by the action of an explosive, including but not limited to firearms, concealable firearms, machine guns, rifles, shotguns and spring guns.
2. Any explosive weapon such as an explosive, incendiary or poison gas bomb or similar device designed or adapted for the purpose of inflicting death, serious physical injury or substantial property damage or a device designed or adapted for delivering or shooting such a weapon.
3. Any gas gun, such as a gas ejection device, weapon, cartridge, container or contrivance other than a gas bomb, that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury, but not any device that ejects a repellant or temporary incapacitating substance.
4. Any projectile weapon, such as any bow, crossbow, pellet gun, paint gun, slingshot or other weapon that is not a firearm, but which is capable of expelling a projectile that could inflict serious physical injury or death by striking or piercing a person.
5. Any item or device purported to be any of the weapons defined in 1-4 above.

Possession of a Class II or III Weapon Offense (WEAX, WEAQ)	WEXX - Ammunition or weapon component WEAH - Handgun WEAX - Knife < 2.5 inches WEAK - Knife > 2.5 inches WEAO - Other WEAQ - Other (not state offense) WEOF - Other firearm WEAR - Rifle/Shotgun		
	Elementary	**Middle School**	**High School**
First Offense	1 day ISS - 10 days OSS*	3 days ISS - 10 days OSS*	3 days ISS - 10 days OSS*
Subsequent Offenses	3 days ISS up to 10 days OSS*	3 days ISS - 10 days OSS*	3 days ISS - 10 days OSS*
Use of a Class I, II, or III Weapon Offense (WEAH, WEAK, WEAO, WEAR, WEOF*)*	WEXX - Ammunition or weapon component WEAH - Handgun WEAX - Knife < 2.5 inches WEAK - Knife > 2.5 inches WEAO - Other WEAQ - Other (not state offense) WEOF - Other firearm WEAR - Rifle/Shotgun		
	Elementary	**Middle School**	**High School**
First Offense	10 days OSS*	10 days OSS*	10 days OSS*

In-School Suspension (ISS)

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

Out-of-School Suspension (OSS)

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

Expulsion

The principal and/or Superintendent have the right to recommend to the Board of Education that a student be expelled from school. Should this occur, the student and the student's parents will be notified of the recommendation. Part of this

notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it will be conducted by the Board of Education.