

Licking R-VIII School District

LICKING
ELEMENTARY
HANDBOOK

2022-2023



#wechooselearning

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SPECIAL PHONE NUMBERS AND ADDRESSES

Licking R-VIII Elementary School	573-674-3211
Emergency (Fire, Medical, Police, etc.).....	9-1-1
Non-Emergency Fire.....	573-674-2266
Non-Emergency Police	573-674-2278
Poison Control	1-800-366-8888
Child Abuse Hotline	1-800-392-3738
Child Care Licensing-Elaine Cox	
	Child Care Safety & Licensing Representative
	P.O. Box 1850
	Lebanon, MO 65536
	1-417-522-9855
Texas County Health Department—Ron Gaston	1-417-967-4132

Mission

The Mission of the R-VIII School District, enriched by our partnership with the community, is to provide a safe environment which challenges students to develop and achieve individual goals while cultivating citizens engaged in an ever-changing world.

Vision Statement

We envision that in five years, as part of the district's learning community,

Students will:

- Demonstrate respect and responsibility toward themselves and others.
- Develop goals to reach high personal and educational standards.
- Recognize that engaging in their community makes a positive impact on the ever-changing world.

Teachers, Administrators, and Staff will:

- Demonstrate respect and responsibility toward themselves and others.
- Provide an equitable learning environment so students can develop goals to reach high personal and educational standards.
- Collaborate with stakeholders to provide an equitable learning environment.
- Integrate current educational technology.

Parents/Guardians, Patrons, and the Community will be encouraged to:

- Model respect and responsibility toward themselves and others.
- Actively participate as members of the learning community.
- Support all members and activities within the learning community.
- Provide input on student educational needs for application in the post-secondary world.

School Board of Education will:

- Demonstrate respect and responsibility toward themselves and others.
- Provide a safe, fair, and equitable learning environment.
- Maintain high expectations for members of the educational community.
- Set annual goals.

School Year Calendar

Licking R-VIII School Calendar 2023-2024

JULY 2023						
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					

AUGUST 2023						
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		

9-New Teacher Orientation

10-JH/HS Registration 5-8pm

16, 17, 18, 21, 22 – PD Days

21-Elementary Open House 5-7pm

23 – First Day of School

SEPTEMBER 2023						
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

4 – No School – Labor Day

22 – No School PD Day

OCTOBER 2023						
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				

9-PD Day (Risco Collaboration)

18 – End of 1st Quarter

24 – P/T Conferences

26 – P/T Conferences

27 – No School

NOVEMBER 2023						
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		

20- 24 Thanksgiving Break

DECEMBER 2023						
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						

19 – End of 2nd Quarter

19 – Last Day of 1st Semester (Full Day)

20 – Jan 3 Christmas Break

JANUARY 2024						
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			

1, 2 – No School

2 – No School Teacher Workday

3 – School Resumes

15 – No School – Martin Luther King Jr. Day

FEBRUARY 2024						
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			

16 – No School – PD Day

19 – No School – President's Day

MARCH 2024						
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						

1 – End of 3rd Quarter

25 - 29 Spring Break

APRIL 2024						
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				

1 – School Resumes

8 – No School (Eclipse)

MAY 2024						
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	

12- Graduation Day

16-Last Day of School & End of 4th Quarter (Full Day)

17-Teacher Workday

JUNE 2024						
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						

Total Days In Attendance: 166
Teacher Workshop/Vacations: 29
174
(10 Incomplete Weather Days Built In)

Letter of Introduction

August 2023

Dear Students and Families:

Welcome to Licking Elementary School! We look forward to working together as a Wildcat Family to make this a successful and memorable academic year for all students. The motto of Licking R-8 School District is “We Choose Learning.” Our goal as an educational team is to instill a lifelong love of learning in our students by providing high-quality learning experiences in a safe, positive, nurturing environment.

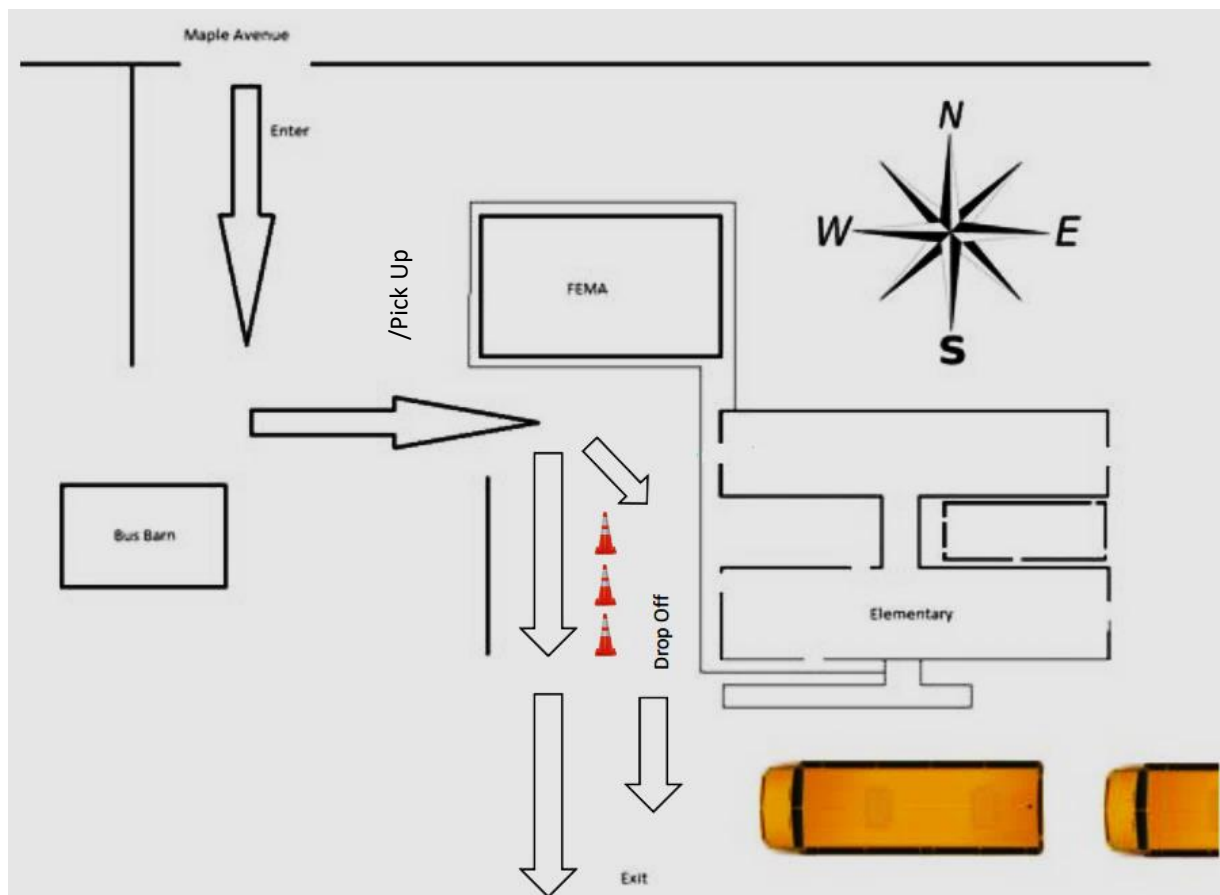
In order to provide our students with a high-quality elementary education, we must all work together to ensure that we provide a safe, positive, nurturing environment in which respect for learning and for others is emphasized. This handbook describes the programs and services Licking Elementary offers, as well as the rights, responsibilities, policies, and procedures that apply to all students, their families and staff. Please review this handbook carefully to ensure that it answers your questions and provides the guidance needed. If you would like to discuss any aspect of this handbook or any of our programs and services, please don’t hesitate to contact us.

Sincerely,

Mr. Brian Barry
Elementary Principal
Licking R-VIII School District
Licking Elementary School
125 College Avenue
Licking, MO 65542
(573) 674-3211
bbarry@licking.k12.mo.us

School Arrival

- A. Buses are scheduled to arrive at the school between 7:30 and 8:00 am. Students who walk, ride bikes, or come with parents should not arrive at school prior to **7:30 am**.
- Please note: For students to be eligible to participate in morning tutoring starting at 7:00 am, families must complete a tutoring enrollment form. All district behavior expectations apply to before and after school tutoring sessions.
- B. The front circle drive will be used only for bus arrival until 8:10am, allowing all buses to drop off students at the front door safely. Families that drive students to school by private vehicle will enter the car-line on Maple Avenue at the north end of the elementary campus (north of the FEMA Gym). The car line will continue around the west side of the FEMA Gym and follow the perimeter of the elementary buildings and stop at crosswalk near the elementary cafeteria to drop off your child (See Labeled Drop Off below). A staff member will be present at the crosswalk to direct students safely into the elementary building front doors. When leaving the parking lot, yield to bus traffic exiting the front circle drive as you continue south to exit onto College Avenue. **The diagram above shows the morning arrival and afternoon dismissal procedure.**



School Dismissal

- A. Car-Line Dismissal:
- Students who are car-riders are dismissed to the cafeteria to wait for pick up at 3:10.
 - The front circle drive will be used only for bus arrival from 3:00-3:30, allowing all buses to pick up students at the front door bus area safely. Families that pick up students by private vehicle will enter the car-line on Maple Avenue at the north end of the elementary campus (north of the FEMA Gym). The car line will continue around the west side of the FEMA Gym and follow the perimeter of the elementary buildings and stop at crosswalk near the elementary cafeteria to pick up your child (See Labeled Drop Off/Pick Up diagram). When leaving the parking lot, yield to bus traffic exiting the front circle drive as you continue south to exit onto College Avenue. **The diagram on page 6 shows the morning arrival and afternoon dismissal procedure.**
 - To ensure safety of students and keep the line moving as quickly as possible, **please wait in line and remain in your vehicle to pick up your child. A staff member will walk your child to your vehicle.** When leaving the parking lot, yield to bus traffic exiting the front circle drive as you continue south to exit onto College Avenue.
 - For students' safety, we will provide you with two car-line identification cards. **These cards must be on your dash when picking your student in the dismissal car-line.** For student safety, if you do not have the card you will be asked to park in the parking lot to wait until a staff member goes to the office to clear your student for dismissal. This will take time, so please be sure to have your car-line identification cards when you come to pick up your child in the car-line.
- B. Bus Dismissal: At 3:23, teachers will lead students who ride the bus to the bus dismissal area. Staff will supervise students as they walk to the bus.
- C. Walkers/Bicycle Riders: At 3:23, teachers will drop students who walk or ride bicycles to the cafeteria. Students will wait in the cafeteria until all buses leave the campus. After the buses have left, walkers and bicycle riders will be dismissed to go out the front doors.

Dismissal Changes

- A. To provide adequate/safe transportation for Licking R-VIII students, the elementary office **will not accept dismissal changes after 2:00 pm.** This provides quality assurance to the school district that all students are properly notified of their transportation plans after school. It will also allow the office staff adequate time to produce necessary documentation for student transportation changes.

Cafeteria

- A. Food Service: The Licking R-VIII School District will provide nutrition services that make the maximum contribution to health, nutrition, and education of our children by:
- Providing well prepared meals served in a safe, pleasant, environment
 - Offering and encouraging healthy food choices
 - Contributing to the overall school learning environment
 - Meal prices for elementary students are:
 - Breakfast: \$1.25 (Reduced Price \$0.30)
 - Lunch: \$2.42 (Reduced Price \$0.40)
 - Extra Milk: \$0.40
 - Meal prices for adults are \$4.15.

- B. Students who bring their lunch must bring it to the cafeteria.
- C. Students will observe appropriate table manners and be courteous while eating in the cafeteria.
- D. All balances must be paid before students receive end of the year report cards and resume the privilege of charging for the following year.
- E. Parents who wish to take their student(s) out for lunch must sign them out through the office. All occasions in which students are not participating in a school activity (field trip, sporting event, etc.), absences will be calculated within the student's attendance record.
- F. Elementary students are not permitted to go to The Store, Rinne's or otherwise leave campus during the school day.

Junior High and High School Campus

Elementary students are not permitted to go to the Junior High and High School campuses unless permission is received from the Elementary principal's office. Elementary Band students are exempt from this rule during scheduled band time(s).

Telephone Use

The telephones in the offices are for school business only. They may be used to obtain instructions from a parent or guardian about important matters. Students are not allowed to use the telephone except in an emergency. Asking a parent to bring forgotten homework assignments, books, projects, or PE clothes is NOT considered an emergency. Students will not be called out of class to answer a telephone call from home except in an emergency. Messages from parents will be delivered to students directly from the office at the end of the day or other convenient time. Students should not ask to use the phone to call and ask if they can stay all night or walk/ride home with a friend or family member. Matters such as this can be taken care of off school property. Parents should also limit their phone messages to students concerning items which must be taken care of during the school day. **The school discourages cell phones from being brought to school at any time. The school is not responsible for the loss or damage of personal items.**

Student's Personal Property

- A. **The school is not responsible for the loss or damage of personal items.**
- B. Students should mark their personal belongings with their names. Students should check in the Lost & Found Box located in the cafeteria for lost and found items.
- C. Students should always consider the loss of valuable personal objects before they are brought to school. Purses, billfolds, and other items that contain money should be closely guarded by each individual student. Items that are not allowed on school property will be confiscated and must be picked up by a parent or guardian. Do not leave valuables unattended or in another student's care.
- D. Sports equipment for playground use, can be brought with permission by the classroom teacher. Bats and balls must be stored in equipment bags on school buses.
- E. Students are not to bring items to school for the purpose of selling, trading, or leasing. This includes soliciting to sell catalog or mail order items. Permission must be obtained through the Elementary Office for the sale of community fundraisers.
- F. Students who ride bicycles to school must park them in the bicycle rack in front of the elementary building immediately upon arriving at school. The bicycle must stay parked in the bicycle rack during the school day. Students riding bicycles to school will be dismissed with walkers from the cafeteria after buses left the circle drive at the end of the school day.
- G. Students must have permission from the principal or teacher before bringing pets and/or animals to school. Any animal permitted to be brought to school must have an educational basis before such request

will be granted. Permission from classmates' parents must be granted before an animal is brought to class. Animals are not allowed on any school bus.

Cellular Devices

- A. **The use of cell phones, camera phones, beepers, and other cellular devices (collectively referred to as “cellular devices”) at school or on school buses is strictly prohibited.** Students shall not send or receive communications to or from these devices while on school property during the school day or while participating in an off-campus school sponsored instructional activity except with permission from an authorized school official. Under this policy, the term “school day” shall be defined to include all hours from 7:30am-3:23 pm, Monday-Friday. **However, students remaining after school or on buses shall not be permitted the use of cell phones outside the definition of a “school day” (i.e., school cafeteria before/after school, after-school tutoring, etc.).** Students must further ensure that their cellular devices are turned off completely and stowed away during school hours and while riding on the school bus.
- B. **Students in violation of this policy shall be subject to disciplinary action of up to a one (1) day in-school suspension of the first offense and up to a ten (10) day out of school suspension for any subsequent violation.** In addition, school officials will confiscate the cellular device of the student who violates this policy. The cellular device shall be returned only to the student's parent or legal guardian or, if the student is age 18, to the student at the end of the school day.
- C. If a student chooses to bring a cellular device to school or on a school bus, the above stipulations apply, and the Licking R-8 School District will NOT be responsible for loss of property due to either student misplacement of device, damage, theft, etc.
- D. **Furthermore, cell phone use, for any reason is not permitted during the times listed above or on school buses. The district cannot and will not allow students to contact parent(s) for reasons of forgotten items, sickness, making plans after school, or any other intention for communication through cellular device. All communication must go through the Elementary Office to students to prevent a lack of communication between the school district and parent/guardian(s) that may result in a lack of supervision or insufficient safety of a student before, during, or after school.**

Additional Prohibition on Camera Phones

The Licking R-VIII School Board desires to protect students' personal privacy in accordance with law. Thus, **students are prohibited from using camera phones or other cellular devices to take photographs or to record photographic images (both in audio or video formats), whether in digital or other form, in any manner during the school day.** In addition, even outside of the school day, students are prohibited from using such camera phones/photographic devices in any school room, which shall include classrooms, offices, locker rooms, restrooms, and any other school facility or location at which students have a reasonable expectation of privacy. Students who use such camera phones/photographic devices to record photographic images in violation of this rule are subject to an out of school suspension for up to 180 school days for the first offense. In addition, the actions of such students may be reported to law enforcement.

School Property

All students are encouraged to be proud of their school and campus and accept the responsibility of taking care of the school's property. The taxpayers of the Licking R-VIII School District have provided the needed equipment and facilities so that our students can obtain an education. Students who deface, damage, or lose school property may be required to pay for the damage or loss. This includes loss or damage to textbooks, which is beyond normal use.

School Lockers

Lockers will be provided to students in grades 3rd through 6th. Students may decorate only the inside of their lockers. Decorations must in good judgement, school appropriate, and not distract from the normal school environment. Any decorations that includes words, symbols or designs which represent membership in a gang type club or organization are prohibited.

Decorations may be adhered to the interior of the locker using magnets or other adhering materials that will not damage the lockers themselves. Stickers or other forms of decoration will not be permitted due to their damaging effects.

Students are not to be in anyone else's lockers, other than their own. Locks are permitted if a student elects to use one for safety and privacy. However, if a student chooses to utilize a locking mechanism, then the combination shall be shared and documented with the office. If the lock becomes unlockable and the student cannot gain access to their locker, the district will cut the lock off to gain access. If a student wishes to have a district provided lock the office can provide one.

Students should not have an expectation of privacy in district-provided property. Lockers, desks, technology, and other district property are provided for the convenience of students and are subject to periodic inspection in accordance with the law (even when locked). (Policy JFG: Searches of District Property)

District Technology Use (Carts/1-to-1)

Students at Licking Elementary will have access to their own Chromebook device in grades 2nd through 6th. Kindergarten and 1st grade students will have access to technology carts with Chromebooks or similar type devices. Students should use technology and the internet in an appropriate manner. Technology is an integral part of a student's educational experience and must be used in support of education and research consistent with the educational objectives of the district. Technology includes, but is not limited to, computers, other hardware, electronic devices, software, internet, e-mail, all other networks, etc.

Student use of technology is a privilege. Students are responsible for the appropriate use of all devices to which they have access. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, cyberbullying, web pages, and use of hardware and or software which disrupts or interferes with the safety and welfare of the school community, is prohibited. The Licking School District adheres to the provisions of the Children's Internet Protection Act (CIPA).

General Terms and Conditions of Technology Use

1. Transmission of any material in violation of Federal, State, or local law, ordinance, School Board policy, or regulation is prohibited. This includes, but is not limited to, the following: copyrighted material, cyberbullying, threatening, violent, obscene, or pornographic material, material protected by trade secret, and uploaded or created computer viruses.
2. The use of technology for commercial activities is prohibited unless explicitly permitted by the School Board. Commercial activity includes, but is not limited to, the following:
 - a. any activity that requires an exchange of money and/or credit card numbers.
 - b. any activity that requires entry into an area of service for which the school will be charged a fee.
 - c. any purchase or sale of any kind;
 - d. any use for product advertisement or political lobbying.
3. Taking apart the device for access to internal parts is prohibited.
4. Technology stipulations

Responsible/Acceptable/Safe Use of Technology

- A. The following rules are in effect for all devices unless otherwise directed by a teacher or administrator.
See District Policy EHB:

Technology Usage

1. It is the responsibility of each student to ensure that student-loaded files and programs do not consume hard drive space needed for instructional or educational requirements.
2. Teachers may authorize students to use the Internet and other communication mediums that include but are not limited to email and discussion boards, for instructional purposes.
3. Pornographic, obscene, or vulgar images, sounds, music, video, language, or materials, including screensavers, backdrops, and/or pictures, are prohibited.
4. Downloading, uploading, or importing games, screen animations, as well as programs or files that can be run or launched as a stand-alone program is always prohibited.
5. Downloading, uploading, importing music, and videos are allowed under the direction of teacher direction for certain projects, so long as it does not violate copyright law or contain words or images that are pornographic, obscene, graphically violent, or vulgar.
6. Illegal use or transfer of copyrighted materials to a school-owned device, including laptops and tablets, is prohibited. Students should only download/import music or materials (files) that they are authorized or legally permitted to reproduce, or for which they have the copyright.
7. Students are prohibited from playing games during the instructional day unless otherwise directed by a teacher or administrator.
8. File sharing must be approved and directed by the teacher.
9. Headphones can be worn when directed by teacher or administrator.
10. Devices are to be used for instructional purposes only.
11. Students shall not deface or vandalize devices in any way. This includes, but is not limited to, marking on, painting on, drawing on, marking, placing stickers on, use of non-school issued covers, or damaging a device.
12. Additions, modifications, or deletion of files, except in the student's 'directory' or 'home directory,' are prohibited.
13. Passwords are the sole responsibility of the individual student. The student is responsible for any password dependent activity that takes place. Students are prohibited from sharing passwords with one another for any reason and should make every effort to keep all passwords secure and private.
14. Students should not introduce or allow the introduction of any computer virus to any computer.
15. Putting non-school related material (files) on school-provided storage is prohibited.
16. Students need to let the device battery discharge down to 10% before recharging. Constant charging diminishes battery life expectancy profusely.

Violation of any of these technology usage rules could result in losing technology privileges and disciplinary action.

Personal Responsibility and Integrity

All who use the Licking School District's technology resources must recognize that the work of all users is valuable; therefore, every user must respect the privacy of others. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of other users. To protect students while at school and home, and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system. All students are expected to

behave responsibly and with integrity when using technology. These responsibilities include, but are not limited to, the following:

1. Use technology for school-related purposes only.
2. Revealing unauthorized personal information about yourself or others is prohibited.
3. Do not copy, change, read, or use files in another user's storage area (such as hard disk space, email, server space, cloud locations, personal folders, flash drives, etc.) without the user's permission.
4. Refrain always from cyberbullying.

Security

Security on any computer system is a high priority. **Attempting to log on to the Licking School District network using another person's identity is prohibited. Bypassing or attempting to bypass the Licking School District filtering software is prohibited.** All security problems must be reported to a system administrator.

Privacy/Copyright

The illegal use, distribution, or transfer of copyrighted material on Licking School District devices is prohibited. All files, emails, data, etc. that are created, stored, or accessed with a Licking School District device(s) are public record.

Alteration of Pre-set Software

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

- A. Loading/installing any software applications unless done by the Licking School District.
- B. Changing the computer name
- C. Changing or removing operating system extensions
- D. Altering security software
- E. Altering the pre-loaded operating system or applications
- F. Taking apart the computer for access to internal parts.

Violations of these regulations will result in serious disciplinary action, restitution fines, and may also result in criminal charges if the action is also a violation of Federal, State, or local law or ordinance. Examples of such dual violations are (i) computer hacking or trespassing, (ii) harassment, threats, or cyberbullying via computer, and (iii) computer fraud.

Ignorance of these regulations will not excuse an infraction. Any student found to reconfigure the preloaded software image will receive disciplinary action of up to 180 days out-of-school suspension. Other actions may include long-term suspension, expulsion, or any action deemed appropriate by school administration. Where Missouri law is violated, law enforcement may be contacted, and legal action taken.

General Student Conduct

- A. Students are expected to act in accordance with the rules and regulations of this school. The following rules are established to promote an academic environment in which all students can receive the best education possible. **Breaking the rules will result in disciplinary action.**
- B. The following is a list of general student conduct rules:
 1. Follow the directives of teachers and other staff.
 2. Act and always respond to teachers and other staff with respect.
 3. Be kind and fair to classmates.
 4. Do not use obscene or improper language either written or verbally.
 5. Running through the halls is not permitted.
 6. Do not use or possess any form of tobacco at school.
 7. Do not fight at school.

8. Do not bring items to school, which are harmful to other students and school property, such as knives, matches, fireworks, ammunition, etc.
 9. Attend school on a regular basis, do not be late to school and classes.
 10. Respect school property.
 11. Do not use or possess drugs, narcotics, or intoxicating beverages on the school property.
 12. Do not have or use toys or devices (such as water guns) which cause a disruption in the classroom.
- C. Students should exercise good sportsmanship and cooperation while playing on the playground. Rough contact games, such as football, dodge ball, and soccer are not permitted at school unless properly supervised by a physical education teacher. Hard baseballs, softballs, and footballs are not permitted at school.
- D. Students must use all playground equipment in the proper manner for which it was designed. The following will not be allowed:
1. Climbing up the slide backwards.
 2. Standing up on the slide.
 3. Sliding down the poles on the slides and swings
 4. Jumping out of the swings.
 5. Hanging upside down on the bars.
- E. All students have the right to attend Licking Elementary School without the threat of personally degrading and/or potentially dangerous pranks. Consequently, harassment of one student by another student or group of students will in no way be tolerated. Student clubs are not permitted.
- F. The Licking Elementary School Discipline Policy is on pages 28-35 of this handbook.
- G. Students should take pride in their campus. Those who litter or vandalize property will be required to clean up the litter and if necessary, repair and pay for damages done to the school property.

Suspension

Suspension is the removal of the student from the regular school environment. Suspension may be In-School or Out-of-School. In-School Suspension allows the student to come to school, but they will be placed in an alternate setting outside of the regular classroom. Out-of-School Suspension students are not allowed to be on or around the school campus, including participation or attendance at any extra-curricular activity sponsored by the school. Suspension from school is an action that requires a great deal of consideration by the building administrator. Students may be suspended from school for 1-10 days to protect the safety and academic environment of the other students. **Students are responsible for completing school work as assigned during suspension.** Further information on suspension is in the Discipline Policy Section on pages 28-35 of this handbook.

Appearance & Dress

- A. Dress, personal appearance, and grooming must be clean and conform to appropriate health, safety, and sanitation standards.
- B. Clothing must be appropriate and not distract from the normal school environment. Halter tops, mesh shirts, shirts with spaghetti string straps, belly shirts, etc. are not permitted.
- C. Students may wear modest length shorts. Tight or nylon "biker" type shorts are not permitted.
- D. Writing on shirts and hats must be worn in good judgment. Alcohol or tobacco writing on clothing is not permitted. Also, bandanas, insignias, or designs worn on jackets and clothing which represents membership in a gang type club or organization are prohibited.
- E. Any sunglasses/headgear/dress that is non-conducive to the learning environment of the Licking Elementary School will be asked to be removed or taken home and not brought back onto the school's property in order to protect the learning environment.
- F. Students must wear tennis shoes for P.E.

Bus Rules

Students must always obey the bus driver.

- A. Students must remain seated in their assigned seats while the bus is in motion.
- B. Students must never stick their arms, legs, or head out of bus windows.
- C. The same rules pertaining to safety and behavior in the regular classroom environment apply to all students while riding the bus.
- D. Any damage to the school bus should be reported at once to the driver.
- E. Students are not permitted to chew tobacco, smoke, use vaping devices, possess or distribute tobacco, smoking or vaping paraphernalia on school buses. Sale or distribution will increase disciplinary consequences.
- F. Balloons are not permitted on the bus.
- G. Students must bring a note from home or parents/guardians must contact the principal's office by phone or personal visit for a student to make a bus change or be excused from riding the bus.

NOTE: IN THE EFFORT TO ENSURE SAFETY FOR ALL BUS STUDENTS, DISRUPTIVE BEHAVIOR WILL NOT BE TOLERATED. PLEASE SEE THE DISCIPLINE POLICY ON PAGES 28-35 OF THIS HANDBOOK AND DISCUSS WITH YOUR CHILD THE RESPONSIBILITY REQUIRED TO RIDE THE BUS.

Attendance

Regular attendance is very important to all students who want to do their best in school. All students are required to be in attendance more than 90% of the time that school is in session. Students who do not attend regularly find it difficult to keep up with class instruction and assignments. Due to its importance the following procedures are established when a student must be absent:

- A. Parents are asked to call/personally contact the school concerning their child's absence. It is always beneficial if prior notice can be given to allow the teacher a chance to work out a schedule of make-up work for the period missed. It can be very difficult for faculty to produce missed homework on the same day of the absence. However, if requested, the school will try to accommodate the request. The Elementary Office phone number 573-674-3211. If contact has not been made by a family member/guardian directly to the elementary office, a school liaison will attempt to contact the family for further explanation of the absence(s).
- B. The principal may require further explanation for any absences. Trips with parents where the student's presence is necessary or other reasons when prior arrangements have been made with the principal are required.
- C. Students may not leave school unless the parent/guardian or someone designated by the parent/guardian comes to the office and properly signs them out. Students may not leave school on their own judgment.
- D. After the first incidence in which a student skips school, the principal may require either or both parents/guardians/local law enforcement and/or juvenile officer to bring the student back to school before he/she is re-admitted into his/her classes.
- E. **If a student is excessively absent, (more than 10% or more than 6 days per semester) the principal will contact the parent/guardians by mail, phone, or personally to discuss the educational welfare of their child. Attendance records are checked on a daily basis. The office will send letters to the parents of students at the designated attendance marking periods (per semester) and will receive an auto-populated letter regarding their students(s) attendance at 6, 8, and 10-day absenteeism. These marking periods will start over at the beginning of each semester. Excessive absences and compulsory situations will utilize outside agencies, such as the Texas County Children's Division, Texas County Juvenile Office**

or Texas County Prosecuting Attorney's Office in order to reprimand compulsory attendance issues. District policy will be followed during the reporting of compulsory reprimands.

- F. Regardless of the reason for absence, the student will be given a reasonable amount of time to make up the work missed. However, **it is the responsibility of the students to contact teachers when they return and plan for make-up work.** On extended absences, parents should contact the school for student assignments. At this time, building administration may discuss homebound/homeschool options to address the needs of each student's circumstances.
- G. When a student has been enrolled for at least one quarter, they are eligible for the Outstanding Attendance Award(s) that will be declared per quarter. Students absent one day or less are eligible for the Outstanding Attendance Award. Perfect Attendance Awards will be given to students who miss no school for the entirety of the quarter.

Pursuant to Section 167.031 RSMO., it is the responsibility of the parent, guardian, or other person having charge, control, or custody of a child between the ages of seven and sixteen years, to cause said child to regularly attend school. Furthermore, Section 167.111 RSMO., lists school personnel as officials who are to report and enforce the compulsory school attendance law.

Therefore, it is the responsibility of said personnel to report violations of this law to the Missouri Children's Division. Once the Children's Division has completed an investigation or assessment, the law requires the Division to send its report back to the school district. It is then the responsibility of the school district to forward all necessary information to the Prosecuting Attorney for disposition.

Upon receipt of the initial referral of violation of the compulsory school attendance law, the Prosecuting Attorney will send notification to the parent, guardian, or custodian of the juvenile involved. This notification will outline the responsibility of the parents, as well as the consequences of violating the compulsory school attendance law. The school district will continue to report additional violations as they occur.

May it be understood that the Licking R-VIII School District will abide by, and adhere to, the statutes as outlined above regarding violation of the compulsory school attendance law.

School Closing for Inclement Weather

In the event of snow or other inclement weather requiring school to close, notification may be received through the following sources:

1. The Licking R-8 School District will issue a School Reach message with school closing details.
2. Morning of School Day-Lebanon FM 107.9 KCLQ, Rolla FM 105.3 KZNN, Houston FM 99.3 KUNQ
3. Night before School Day-Springfield Television Stations and above radio stations.

Facebook may also be utilized to share school closure information. You may follow us at [lickingr8schooldistrict](https://www.facebook.com/lickingr8schooldistrict).

Guidance and Counseling

Definition

Guidance and Counseling is an integral part of each school's total educational program. It is developmental by design and includes sequential activities organized and implemented by school counselors with the support of teachers, administrators, students, and parents. The Guidance Program includes the following components:

1. Guidance Curriculum
2. Individual Planning

3. Responsive Services
4. System Support

The program is designed to address the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development.

Philosophy

The Licking R-VIII School District believes that a comprehensive K-12 guidance program is a vital part of the overall educational process.

The need of guidance begins with pre-school entrance and continues throughout life. Students develop emotionally and socially, as well as educationally. Therefore, the guidance program must address the issue of growth and development, providing students assistance in their academic, career, and personal development.

The K-12 Guidance Program attempts to reach all students in a preventative rather than a crisis-oriented way.

While the program is concerned with all students, it recognizes some individuals have needs that will continue to require special attention.

The emphasis of the program centers on the needs of the student. A goal of the Licking R-VIII Comprehensive Guidance Program is to help the student cope with life. Attempts are made to help the student deal with personal, social, and school related issues as he/she grows and develops. Keeping the best interest of each student in mind, the counselor serves as a resource for parents, teachers, administrators, and other concerned individuals.

Participation in State-Wide Assessments

Information regarding district policy on student participation in statewide assessments is made available in the district's office/district's online policy manual for public viewing. Grades 3rd-6th will participate in at least one or all the following assessments (MAP, NAEP, LEP, EOC, etc.). Dates of assessments will be announced to the parents or guardians of the participating grade-levels before administration of the test(s). (Currently state law does not allow for students to opt out of statewide assessments.) (20 U.S.C. §6312, §160.570, Policy IL)

School-Parent Compact

Parent Responsibilities

I, as a parent, will support my child's learning in the following ways:

1. Make sure they are in school every day possible and on time.
2. Check that homework is completed.
3. Stay informed about my child's education by reading all forms of communications from the school and responding appropriately.
4. Communicate regularly with my child's teacher.
5. Encourage my child to read at home.
6. Encourage my child to accept responsibility for his/her own actions.

School Responsibilities

Licking Elementary and its staff will:

*Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet Missouri Learning Standards as follows-

1. Retain highly qualified principals and teachers.
2. Provide instruction, materials, and high professional development which incorporates the latest research.
3. Provide a safe, positive, and healthy learning environment for each child.

*Hold annual parent/teacher conferences to-

1. Discuss the child's progress/grades during the quarter.
2. Examine the child's achievement and any pending options at the end of third quarter.

*Provide parents with frequent reports on their child's progress as follows-

1. Weekly graded papers from the classroom teacher.
2. Mid-quarter reports sent home by the school.
3. Quarterly grade cards sent home by the school.

*Be accessible to parents through -

1. Phone calls, person-to-person meetings, class dojo or remind messages, or emails.
2. Scheduled conferences before, during, or after school.

Special Education and Related Services

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Licking R-8 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, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.

The Licking R-8 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 Licking R-8 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Licking R-8 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 notice will be provided in native languages as appropriate. (Missouri State Plan, Policy IGBA)

Enrollment Procedures

All children who are five years of age by August 1 will be eligible to enroll in kindergarten that same year. A child must be six years of age by August 1 to enroll in first grade. Parents enrolling children for the first time in our district must present a copy of your child's birth certificate, social security card, and immunization records. Children cannot attend school until the nurse has a copy of your child's immunization records on file. Evidence of enrollment records from previous school attendance will also be required for students who have attended school in another district. A records request form can be obtained in the school office. Licking R-VIII assumes the responsibility of providing access to a free, appropriate public education to all children of the district, including children who are homeless. Every effort will be made to serve homeless and migratory children without regard to residency requirements. (20 U.S.C. §6391, §6812, 42 U.S.C. 11431; Policies IGBCA, IGBCB, IGBH) Parents have the right to access their children's file by requesting to see them through the elementary office.

Report Cards

- A. Parent Teacher Conferences will be held during the first quarter only starting the 2020-2021 School Year. Report cards must be picked up by a parent/guardian during such meetings. If a parent/guardian is unable

to attend their scheduled conference(s) they will need to make other arrangements with the classroom teacher(s).

- B. The second, third, and fourth quarter report cards will be sent home with students for parents/guardians to review.
- C. Mid-quarter progress reports will be sent home each quarter. Parents may want to discuss the progress reports with their child. These reports will be handed out to the students to take home unless other arrangements have been made.

Licking R-VIII Student Medication Policy

In order for any prescription medications to be administered at school, the Campus Health Office (Nurse's Office) must have on file a letter from the parent authorizing the medication to be administered. As well as an order from the child's physician authorizing the Campus Health Officer (school nurse) to administer while the child is at school. Absolutely NO first doses of any medication will be given at school.

- A. Medication must be provided in the **original prescription bottle** with the following information:
 - a. Be delivered to the school in a pharmacy labeled bottle
 - b. Labeled with the child's name
 - c. Have the correct dosing instructions provided by physician
 - d. Show the current prescribing doctor's name
 - e. Clearly state the name and strength of the medicine
- B. **Medication cannot be sent to school with students or travel with students to school on the school bus. Parents/guardians must drop off the medication in person to the elementary office.**
- C. Medication sent in other containers will not be given to students. Non-prescription medicine, such as Tylenol, will be given with parent's permission as indicated on the student health update form sent home at the beginning of the school year. The health update form will remain valid until September 15th of the following school year. All over-the-counter, non-prescription medications are administered based on age, weight, and manufacturer's instruction.
 - a. Medications
 - i. Acetaminophen-over the counter pain reliever
 - ii. Ibuprofen-over the counter pain reliever
 - iii. Diphenhydramine-over the counter antihistamine
 - iv. Orasol, Orajel, Anbesol-over the counter topical oral pain reliever
 - v. Antacid-for relieve of minor stomach upset
 - vi. Cough drops/cough syrup
 - vii. Calamine Lotion
 - viii. Burn Cream/Spray
 - ix. Eye drops

These guidelines must be followed to ensure the utmost safety in administering all types of medicines.

- D. Students sent home for health reasons or illness should be well before returning to school. A medical evaluation form may be sent home with students.
- E. Students who are unable to participate in gym or to go outside during recess, due to health reasons, must bring a note from a doctor before he/she will be excused from participating in gym, or following routine daily procedures which includes outside play during recess periods.

Immunizations

All students are to have a completed immunization record at school (see graphic below). The Missouri Division of Health Education has ruled that all children attending public schools are to be in complete compliance with the required immunizations or be suspended from school after one month of non-compliance. State law states that students cannot be enrolled in a school or attend unless the child has been immunized against polio, diphtheria, measles, and rubella. Unless exemptions have been signed by a physician or a parent/guardian and filed with the school. **October 1st will be the final date that a student will be allowed to attend school without appropriate proof of immunization provided to the district nurse, unless religious exemption, shortage of vaccine, or any other approved reasoning for non-compliance of this policy.**

2022-2023 Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).
- To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT ¹	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap ²									1	1	1	1	1
MCV ³ (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio) ⁴	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR ⁵	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B ⁶	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella ⁷	2	2	2	2	2	2	2	2	2	2	2	2	2

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.
Maximum needed: six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-12 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
5. First dose must be given on or after twelve months of age.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age.
Kindergarten-12 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



Brain Injury Prevention

STUDENT INJURY REPORT FORM & CONCUSSION REPORT FORM GUIDELINES

The following **Student Injury Report Form** and guidelines, as well as the **Centers for Disease Control and Prevention Concussion Report Form**, are included as a sample for districts to use in tracking the occurrence of school-related injuries. Local school policy should be followed as to when an injury is reported. It is recommended to complete the form when an injury leads to any of the following:

1. The student misses $\frac{1}{2}$ day or more of school.
2. The student seeks medical attention (health care provider office, urgent care center, emergency department).
3. 9-1-1 is called and/or EMS is requested.

Schools are encouraged to review and use the information collected on the **Student Injury Report Form** and **CDC Concussion Report Form** to influence local policies and procedures as needed to remedy hazards.

STUDENT INJURY REPORT FORM INSTRUCTIONS

- Student, parent, and school information: Self-explanatory.
- Check the box to indicate the location and time the incident occurred.
- Check the box to indicate if equipment was involved; describe involved equipment. Indicate what type of surface was present where the injury occurred.
- Using the grid, check the body area(s) where the student was injured and indicate what type of injury occurred. Include all body areas and injuries that apply.
- Check the appropriate box(es) for factors that may have contributed to the student's injury.
- Provide a detailed description of the incident. Indicate any witnesses to the event and any staff members who were present. Attach another sheet if more room is needed.
- Incident response: include all areas that apply.
- Provide any further comments about this incident, including any suggestions for what might prevent this type of incident in the future.
- Sign the completed form.
- Route the form to the school nurse and the principal for review/signature.
- Original form and copies should be filed according to district policy.

Also included in this section is the **CDC's Concussion Checklist Report Form for Schools**. Instructions are included on the report form. For more information on concussions and effects on a child's health, visit: www.cdc.gov/concussion.

Guidelines for Sending Ill Students Home from School

A parent, guardian, or designated contact will be notified to pick up a child from school who presents any of the conditions below. **Please also use this as a guideline when deciding to keep an ill child home from school. **

- ☒ Signs or symptoms of a communicable disease that cannot be contained at school.
- ☒ Localized rash causing acute discomfort or systemic rash of undetermined origin.
- ☒ A temperature of 100.0 degrees or greater. All students must be fever free for 24 hours without the aid of fever-reducing medication before returning to school.
- ☒ Signs or symptoms of acute illness, with or without fever.

- ☑ An accident or injury that warrants evaluation by a doctor or mid-level provider.
- ☑ Vomiting (not related to a single event such as gagging, mucus, running/playing after eating, eating too much or too fast, or eating food that disagrees with the student.) In case of illness, students must be free from vomiting for 24 hours without the aid of any medication before returning to school.
- ☑ Diarrhea. All students must be free from diarrhea for 24 hours without the aid of any medication before returning to school.
- ☑ Asthma symptoms aren't responding to prescribed medication, or no current, prescribed medication is available for the asthmatic child's treatment.
- ☑ Diabetes with a blood sugar greater than the child's prescribed range with positive ketones and/or student discomfort, or inadequate supplies to treat diabetes at school.
- ☑ Uncontrolled coughing regardless of cause.
- ☑ Pink eye or purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge). The student must receive prescribed treatment for 24 hours before returning to school or provide a note from a healthcare provider stating that the condition is non-contagious, and the student may return to school.
- ☑ Head lice. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
- ☑ Bed bugs would only exclude a student from school if repeated attempts to remedy the infestation have been unsuccessful.

According to the assessment of the School Nurse, if staying in the classroom is counterproductive to the student's education, or the safety, wellness, and learning of others, a decision may be made to send the student home.

The parent will be expected to come for the child within an hour. It is also expected that if parents are unable to pick up their child due to work or distance away will have **current** emergency contacts nearby who can pick up the child.

If an illness or injury is serious enough to warrant emergency care, any district personnel may call Emergency Medical Services (EMS) and notify the school nurse and principal, and the student may be transported by EMS to a medical facility. The cost of services provided by EMS, hospital, clinic, or providers remains the responsibility of the parent/guardian and will not be assumed by Licking R-VIII School District or its personnel.

It is our goal to provide a safe, healthy environment that promotes learning for all students.

Missouri HealthNet for Kids

The Department of Social Services provides many services for Missouri children through the MO HealthNet for Kids (MHK) Program, the state's healthcare program for children. Two division within the department, the Family Support Division, and the MO HealthNet Division coordinate to provide these services.

Through the MO HealthNet for Kids program, children receive full, comprehensive coverage including primary, acute and preventative care, hospital care, dental and vision care as well as prescription coverage. Whether your child is currently enrolled in MO HealthNet for Kids or you are interested in learning more about the program. For more information log onto . (§208.658, RSMo., Procedure KB-AP1)

Accidental Insurance

Accidental insurance may be purchased through First Agency, Inc. This insurance is not required and only covers accidental injuries. This supplemental insurance is not directly associated to the school district in any way. The accidental insurance plan is supplemental to regular family insurance.

Notice of Free and Reduced Lunch Eligibility Guidelines

Information regarding Free and Reduced Lunch eligibility will be provided to all students on the night of Open House with their informational packets. At any time, a parent or guardian may request a Free and Reduced Lunch Eligibility Form to determine their eligibility. (7 C.F.R. §245.5, Policy EFB)

Title IX

- A. The Licking R-VIII School District complies with Title IX of the Education Amendments of 1972. "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Questions or concerns should be submitted to the Title IX Compliance Officer, Superintendent Cristina Wright at (573) 674-2911. Title IX Coordinator: Mrs. Cristina Wright, Superintendent, Licking R-VIII School District, Licking, Missouri, 65542.
- B. Grievance Procedure: Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district education program or activity, on the basis of sex in violation of this policy, may file a written complaint with the compliance administrator designated above. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board of Education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education indicating with the response and his or her reasons underlying such disagreement.

The Board of Education shall consider the appeal at its next regularly scheduled Board Meeting following receipt of the response. The Board of Education shall permit the complainant to address the Board in public or closed session as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following the hearing.

- a. If the complainant is not satisfied with the district superintendent's response, he/she may submit a written appeal to, and/or meet with the local Board of Education that will provide a written response within ten (10) working days after the next regular scheduled board meeting.

If the complainant is not satisfied with the local school board's response, he/she may submit a written appeal to the Chapter I, ESEA Section of the Department of Elementary and Secondary Education.

Every Student Succeeds Act (ESSA)¹ of 2015 Complaint Procedures

Described below is information regarding how to file a complaint about any programs administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs 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 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)?	Complaints filed with the Department 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.
7. How are complaints related to equitable services to nonpublic school children handled differently?

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

8. How will appeals to the Department be investigated?

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

9. 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).

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV-A Title V

² In compliance With ESSA Title VIII- Part C Sec.

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

Details for Reporting Fraudulent Use of Federal Funds

<https://www2.ed.gov/about/offices/list/oig/misc/fraudreportingrequirements.pdf>

Notice of Non-Discrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Reorganized School District #R-8 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its program and activities. Any person having inquiries concerning Reorganized School District #R-8 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Cristina Wright, 125 College Avenue, Licking, MO 65542-573-674-2911. Mrs. Cristina Wright has been designated by the Reorganized School District #R-8 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Notification of Rights Under the Protection of Pupil Rights

Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parent; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding.
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Licking R-8 School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Licking R-8 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Licking R-8 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Licking R-8 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

(20 U.S.C. §1232h, Policies JHC, JHDA, KI)

Release of Student Records to Armed Forces Recruiters and Education Institutions

Districts must notify parents and students that they will release the names, addresses and telephone numbers of secondary students to all military recruiters or institutions of higher education that request the unless the parents or students who are 18 or older specifically requests in writing that this information not be released.

Public Notice

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

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

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to

request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children please contact the Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district if you wish to review the requirements provided in FERPA.

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

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

Notice of Trauma Informed Curriculum and Rights to Opt-Out

Under District Policy IGAEB the district is required, in accordance with the law (170.015 RSMo., Policy IGAEB), the district will provide trauma-informed, developmentally appropriate training to students in grades 6th-12th regarding sexual abuse and how to recognize and report such activities. Please consider this handbook entry as a notice of the parent's rights to request that their 6th grade student(s) not be subject to this instruction. If a parent/guardian wishes to exercise such rights, please contact district administration in writing with his/her request. For more information, please see the Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative to parents/guardians. (§161.1050, RSMo.) <https://dese.mo.gov/traumainformed>

Food Service Notice

On June 13, 1995, the USDA published the final rule on its School Meals Initiative for Healthy Children. The foundation of the rule is the requirement that, school districts serve meals (lunches and breakfasts) that comply with the recommendations of the Dietary Guidelines for Americans. The applicable dietary guidelines for the Licking R-VIII School District are:

- Eat a variety of foods.
- Limit total fat to 30 percent of calories.
- Limit saturated fat to less than 10 percent of calories.
- Choose a diet low in cholesterol.
- Choose a diet with plenty of vegetables, fruits, and grain products.
- Use salt and sodium in moderation.

To ensure that meals served fully comply with the dietary guidelines, they follow compliance measures have been set:

- Lunches must provide one-third of the Recommended Dietary Allowances (RDA) of protein, calcium, iron, vitamin A, and vitamin C, by specific age/grade groups; with breakfasts providing one-fourth of the RDA for the same by specific age groups.
- Meals will provide specific mealtime energy allowances/ calories for children based upon certain age or grade groups.
- A limit on the percent of calories from total fat to 30 percent based upon the actual number of calories offered.
- A limit on the percent of calories from saturated fat to less than 10 percent based on the actual number of calories offered.
- A reduction in the levels of sodium and cholesterol.
- An increase in the level of dietary fiber.

The district will evaluate the menu's contribution to required nutrition standards and the appropriate levels of nutrients and calories.

Notification to Parents of Asbestos Management Plan

Dear Parents and Employees:

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule [40 CFR Part 763 Subpart E]. This new rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Licking R-VIII School District conducted a complete inspection of its facilities in June of 2006, utilizing the services of MEAD Environmental Associates. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this District (and in the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel, and their representatives, and parents. The District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months and is conducted by MEAD Environmental Associates. A re-inspection of our facilities is required every three (3) years. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

You, as a parent, are encouraged to examine the management plan that affects your child(ren).

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the building of the District for any reason. This District takes very seriously the recommendations made in the management plan.

Thank you for your cooperation and understanding.

Tutoring

Optional before and after school tutoring will continue to be offered to students. Classroom teachers will reach out to families of students who may benefit from tutoring to coordinate tutoring opportunities. All school rules and policies will apply during before and after school tutoring sessions. **For students to be eligible to participate in morning tutoring starting at 7:00 am, or afterschool tutoring, families must complete a tutoring enrollment form.**

“The Wildcat Way”

Licking R-VIII Elementary School will use aspects of both the BIST and PBIS models for student support services and behavior intervention. Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives. The BIST model is built upon the cornerstone concepts of grace and accountability. Combining these two approaches will provide a commonsense, holistic, and comprehensive approach to student behavior.

See below for more information about the BIST model:

THE BIST MODEL - PROVIDING WHAT STUDENTS NEED

- **Early Intervention (When)**
 - Utilizing the expectations that it's never okay to be disruptive or hurtful allows adults to intervene consistently with all students. A student will be asked one time per activity to stop a behavior that is disruptive or hurtful. Adults will intervene in a quick, kind, calm and firm manner if a student cannot meet this expectation.
- **Caring Confrontation (How)**
 - Caring Confrontation is a language of partnership when intervening with a student's disruptive or hurtful behavior. With the intent of creating awareness of the situation and one's actions, Caring Confrontation provides the student with an opportunity to meet the set standard and partner with the adult.
 - “I see ...” (disruptive behavior)
 - “Can you ...” (desired behavior)
 - “Even though ...” (student's feelings)
- **Protective Plan (What)**
 - Protective Plans provides an opportunity for the adult and student to identify a missing skill and partner together to develop the skill. Teaching replacement skills and practicing the Goals For Life helps students manage their behaviors and move toward making life changes.
- **Outlasting the Acting Out**
 - Maintaining a relationship and restrictions while guiding the student to identify their level in the Continuum of Change (Noncompliance, Compliance, Partnership, Independence) until the student is able to partner with and be coached by adults.

BIST CONCEPTS

- **Buddy Room**: A seat in another teacher's classroom to help a student regroup, complete a Think Sheet and process with an adult so they may return to the classroom Safe Seat.
- **Class Meeting**: Weekly meetings facilitated by the adult to help students problem solve, plan events and maintain a positive classroom community.
- **Goals for Life**: Goals we help students obtain so they may have the life they want and deserve.
 - Goals for Life are based on the beliefs that:
 - **I can make good choices, even if I am mad.**
 - **I can be okay, even if others are not okay.**
 - **I can do something, even if I don't want to (or even if it's hard).**
- **Processing**: Questions the adult asks the student so he/she may take ownership, practice skills and create a plan to make better choices.
- **Recovery/Focus Room**: A place where students can go to practice replacement skills, calm down, prepare an apology or create a plan to make better choices.

- Replacement Skills: Desired student behaviors that are practiced during Triage so the student can be successful at school.
- Safe Seat: A seat in the classroom away from other students to help a student regroup, process with an adult, then rejoin the class.
- Target Behavior Sheet: A daily visual of goals the student is working on to help him/her problem solve.
- Think Sheet: A tool a student completes to help him/her take ownership of the problem, partner with adults and create a plan to be successful.
- Triage: Daily adult “check in” to practice replacement skills, assess emotions, focus on what it means to have a successful day and formulate solutions to problems.

Student Discipline

This document establishes appropriate discipline guidelines to maintain an atmosphere where orderly learning is possible and encouraged. The guidelines allow all authorized personnel to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during recess period.

These guidelines will provide clear understanding of action requiring discipline and the resulting consequences. Parents will be notified of discipline actions taken and parent/guardian conferences needed.

The administration will exercise subjective judgment in cases not specifically covered in these guidelines. Actions taken will be as near the appropriate guidelines as possible. **“Lying” will be dealt with more severely.**

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 whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. 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.

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. All district staff is required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

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.

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.

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 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, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In

extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

- 1. Arson--Starting or attempting to start a fire or causing or attempting to cause an explosion.**
 - a. First Offense: Detention, Focus Room, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
 - b. Subsequent Offense(s): 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
- 2. Assault**
 - a. **Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.**
 - i. First Offense: Administrative conference, detention, Focus Room, in-school suspension, 1-180 days out-of-school suspension or expulsion.
 - ii. Subsequent Offense(s): In-school suspension, 1-180 days out-of-school suspension or expulsion.
 - b. **Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.**
 - i. First Offense: Expulsion.
- 3. Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.**
 - i. First Offense: Detention, Focus Room, in-school suspension, 1-180 days out-of-school suspension, and/or juvenile authorities contacted.
 - ii. Subsequent Offense(s): 1-180 days of out-of-school suspension or expulsion, and/or option of documentation
- 4. Cyberbullying – a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyber bullying that uses the district’s technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district otherwise allowed by law to address the behavior.**
 - i. First Offense: Detention, Focus Room, in-school suspension, or 1-180 days out-of-school suspension.
 - ii. Subsequent Offense(s): 1-180 days of out-of-school suspension or expulsion, and/or option of documentation

5. **Bus or Transportation Misconduct – 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, transportation privileges revoked for 1-180 days.**
6. **Cellular Devices**
 - i. First Offense: Detention, Focus Room, in-school suspension, or 1-180 days out-of-school suspension.
 - ii. Subsequent Offense(s): 1-180 days of out-of-school suspension or expulsion.
- b. **The use of cell phones, PDA’s, beepers, and other cellular devices.**
 - i. First Offense: Confiscation of device, detention, , in-school suspension.
 - ii. Subsequent Offense(s): Confiscation of device, parent conference/pick-up of device, detention, , in-school suspension, 1-10 days out-of-school suspension.
- c. **The use of cameras, camera phones, smartwatches, or other photographic devices to record photographic images in any manner on school property.**
 - i. First Offense: 1-180 days out-of-school suspension. Subsequent Offense: 1-180 days out of school suspension, expulsion.
7. **Dishonesty**
 - a. **Any act of lying, whether verbal or written, including forgery.**
 - i. First Offense: Nullification of forged document. Administrative conference, detention, Focus Room, in-school suspension, or 1-10 day(s) out-of-school suspension.
 - ii. Subsequent Offense(s): Nullification of forged document. Detention, , in-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
 - b. **Academic cheating or plagiarism**
 - i. First Offense: Administrative conference, student-counselor conference, letter to parent/guardian, no grade/credit for that assignment or period, detention
 - ii. Subsequent Offense(s): Administrative conference, student-counselor conference, letter to parent/guardian, no grade/credit for that assignment or period, Focus Room, in-school suspension.
8. **Disrespectful or Disruptive Conduct or Speech --Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.**
 - i. First Offense: Administrative conference, letter to parents/guardians, time-out, detention, Focus Room, in-school suspension, or 1-10 days out-of-school suspension.
 - ii. Subsequent Offense(s): Administrative conference, letter to parents/guardians, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
9. **Drugs/Alcohol (see Board policies JFCH and JHCD)**
 - a. **Possession, sale, purchase or distribution of any over-the-counter drug, vaping device of any kind, herbal preparation or imitation drug or herbal preparation.**
 - i. First Offense: In-school suspension or 1-180 day(s) out-of-school suspension.
 - ii. Subsequent Offense(s): 1-180 day(s) out-of-school suspension or expulsion.
 - b. **Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.**

- i. First Offense: In-school suspension, 1-180 day(s) out-of-school suspension.
 - ii. Subsequent Offense(s): 1-180 day(s) out-of-school suspension or expulsion.
 - c. **Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants (including vaping devices of any kind), counterfeit drugs, imitation controlled substances or drug related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.**
 - i. First Offense: 1-180 day(s) out-of-school suspension or expulsion.
 - ii. Subsequent Offense(s): 1-180 day(s) out-of-school suspension or expulsion.
- 10. Extortion--Threatening or intimidating any person for the purpose of obtaining money or anything of value.**
- a. First Offense: Administrative conference, detention, Focus Room, In-school suspension, or 1-10 day(s) out-of-school suspension.
 - b. Subsequent Offense(s): In-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
 - c. First Offense: Verbal warning, detention, Focus Room, In-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
 - d. Subsequent Offense(s): Verbal warning, detention, Saturday detention, in-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
- 11. False Alarms (see also "Threats or Verbal Assault") --Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.**
- a. First Offense: Restitution. Administrative conference, detention, Focus Room, In-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
 - b. Subsequent Offense(s): Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 12. Fighting (see also, "Assault") --Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.**
- a. First Offense: Administrative conference, detention, Focus Room, in-school suspension, or 1-180 day(s) out-of-school suspension.
 - b. Subsequent Offense(s): In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- 13. Hazing (see Board policy JFCF) --Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful 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 occur even when all students involved are willing participants.**
- a. First Offense: In-school suspension or 1-180 day(s) out-of-school suspension.
 - b. Subsequent Offense(s): 1-180 day(s) out-of-school suspension or expulsion.
- 14. Insubordination--Openly defiant attitude or willful disobedience to school staff.**
- a. First Offense: Administrative conference, letter to parent/guardian, detention, , Focus Room, in-school suspension.

- b. Subsequent Offense: Administrative conference, letter to parent/guardian, detention, , Focus Room, in-school suspension(s), 1-5 day(s) out-of-school suspension.
- 15. Public Display of Affection--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.**
 - a. First Offense: Administrative conference, detention, Focus Room, in-school suspension, or 1-180 day(s) out-of-school suspension.
 - b. Subsequent Offense(s): Detention, Focus Room, in-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
- 16. Sexual Harassment (see Board policy AC)**
 - a. **Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.**
 - i. First Offense: Administrative conference, detention, Focus Room, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 - ii. Subsequent Offense(s): In-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
 - b. **Unwelcome physical contact of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching, or fondling of the genital areas, breasts, or undergarments, regardless of whether the touching occurred through or under clothing.**
 - i. First Offense: In-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
 - ii. Subsequent Offense(s): 1-180 day(s) out-of-school suspension or expulsion.
- 17. Technology Misconduct (see Board policy EHB and regulation EHB-R)**
 - a. **Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; to evade or disable a filtering/blocking device; or to use district technology without permission.**
 - i. First Offense: Restitution. Administrative conference, loss of user privileges (up to 30 days per incident), detention, Focus Room, in-school suspension, or 1-180 days out-of-school suspension.
 - ii. Subsequent Offense(s): Restitution. Loss of user privileges (up-to/but not limited-to 30 days per incident) subsequent offenses will be managed upon details of the incident and could lead to more than 30 days, 1-180 days out-of-school suspension, or expulsion.
 - b. **Violation other than those listed in "a," or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.**
 - i. First Offense: Restitution. Administrative conference, detention, Focus Room, in-school suspension, or 1-180 day(s) out-of-school suspension.

- ii. Subsequent Offense(s): Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

18. Failure to Meet Conditions of Suspension--Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined, by district policy, as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against being on or near School Property during Suspension." In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

- a. First Offense: Verbal warning, detention, Focus Room, in school suspension, 1-180 day(s) out-of-school suspension, or expulsion.
- b. Subsequent Offense(s): Verbal warning, detention, Saturday detention, in-school suspension, 1-180 day(s) out-of-school suspension, or expulsion.

The Safe Schools Act provides that each district's discipline policy must address the requirement of bullet 18.

1. The policy shall provide that any student **who is on suspension for any of the offenses listed in subsection 2 of this section or any act of violence or drug-related activity defined by school district policy as a serious violation of school discipline** pursuant to subsection 9 of this section shall have as a condition of his or her suspension the requirement that such student is not allowed, while on such suspension, to be within one thousand feet of any school property in the school district where such student attended school or any activity of that district, regardless of whether or not the activity takes place on district property **unless:**

- (1) Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the superintendent or the superintendent's designee has authorized the student to be on school property;
- (2) Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the superintendent or the superintendent's designee has authorized the student to be on school property;
- (3) Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the school district where such student attended school; or
- (4) Such student resides within one thousand feet of any public school in the school district where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

The listed offenses referred to include:

- (1) First degree murder under section 565.020;
- (2) Second degree murder under section 565.021;
- (3) Kidnapping under section 565.110 as it existed prior to January 1, 2017, or kidnapping in the first degree under section 565.110;
- (4) First degree assault under section 565.050;
- (5) Rape in the first degree under section 566.030;
- (6) Sodomy in the first degree under section 566.060;
- (7) Burglary in the first degree under section 569.160;
- (8) Burglary in the second degree under section 569.170;
- (9) Robbery in the first degree under section 569.020 as it existed prior to January 1, 2017, or robbery in the first degree under section 570.023;
- (10) Distribution of drugs under section 195.211 as it existed prior to January 1, 2017, or manufacture of a controlled substance under section 579.055;

- (11) Distribution of drugs to a minor under section 195.212 as it existed prior to January 1, 2017, or delivery of a controlled substance under section 579.020;
- (12) Arson in the first degree under section 569.040;
- (13) Voluntary manslaughter under section 565.023;
- (14) Involuntary manslaughter under section 565.024 as it existed prior to January 1, 2017, involuntary manslaughter in the first degree under section 565.024, or involuntary manslaughter in the second degree under section 565.027;
- (15) Second degree assault under section 565.060 as it existed prior to January 1, 2017, or second degree assault under section 565.052;
- (16) Rape in the second degree under section 566.031;
- (17) Felonious restraint under section 565.120 as it existed prior to January 1, 2017, or kidnapping in the second degree under section 565.120;
- (18) Property damage in the first degree under section 569.100;
- (19) The possession of a weapon under chapter 571;
- (20) Child molestation in the first degree pursuant to section 566.067 as it existed prior to January 1, 2017, or child molestation in the first, second, or third degree pursuant to section 566.067, 566.068, or 566.069;
- (21) Sodomy in the second degree pursuant to section 566.061;
- (22) Sexual misconduct involving a child pursuant to section 566.083;
- (23) Sexual abuse in the first degree pursuant to section 566.100;
- (24) Harassment under section 565.090 as it existed prior to January 1, 2017, or harassment in the first degree under section 565.090; or
- (25) Stalking under section 565.225 as it existed prior to January 1, 2017, or stalking in the first degree under section 565.225. Additionally, any Acts of Violence or other Acts that constitute a serious violation of the district's policy (as identified in a district's policy) are included in the requirement.

19. Theft--Theft, attempted theft or knowing possession of stolen property.

- a. First Offense: Return of or restitution for property. Administrative conference, detention, Focus Room, in-school suspension, or 1-180 day(s) out-of-school suspension.
- b. Subsequent Offense(s): Return of or restitution for property. 1-180 day(s) out-of-school suspension or expulsion.

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

- a. First Offense: Administrative conference, letter to parents/guardians, detention, Focus Room, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- b. Subsequent Offense(s): Administrative conference, letter to parents/guardians, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

21. Tobacco

- a. **Possession of any tobacco products on school grounds, school transportation or at any school activity.**
 - i. First Offense: Confiscation of tobacco product. Administrative conference, in-school suspension, or up to 1-10 days out-of-school suspension.
 - ii. Subsequent Offense(s): Confiscation of tobacco product, in-school suspension, 1-10 days out-of-school suspension or expulsion.
- b. **Use of any tobacco products on school grounds, school transportation or at any school activity.**
 - i. First Offense: Confiscation of tobacco product. Administrative conference, In-school suspension, or 1-10 day(s) out-of-school suspension.
 - ii. Subsequent Offense(s): Confiscation of tobacco product. In-school suspension or 1-10 day(s), out-of-school suspension 1-180 days.

- 22. Truancy (see Board policy JEDA) --Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.**
- a. First Offense: Administrative conference, letter to parent/guardian, in-school suspension, or up to 1-10 days out-of-school suspension.
 - b. Subsequent Offense(s): Administrative conference, letter to parent/guardian, In-school suspension, or up to 1-10 days out-of-school suspension, and or law enforcement referral.
- 23. Unauthorized Entry--Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.**
- a. First Offense: Administrative conference, In-school suspension, or 1-180 day(s) out-of-school suspension, and/or law enforcement referral.
 - b. Subsequent Offense: 1-180 day(s) out-of-school suspension, law enforcement referral, and/or expulsion.
- 24. Vandalism (see Board policy ECA) --Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.**
- a. First Offense: Restitution. Administrative conference, detention, in-school suspension, 1-180 day(s) out-of-school suspension, law enforcement referral, and/or expulsion.
 - b. Subsequent Offense: Restitution. In-school suspension, 1-180 day(s) out-of-school suspension, law enforcement referral, and/or expulsion.
- 25. Weapons (see Board policy JFCJ)**
- a. **Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMO., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.**
 - i. First Offense: In-school suspension, 1-180 day(s) out-of-school suspension, expulsion, law enforcement referral.
 - ii. Subsequent Offense(s): 1-180 day(s) out-of-school suspension, expulsion, law enforcement referral.
 - b. **Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMO., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).**
 - i. First Offense: Law enforcement referral, and/or One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
 - ii. Subsequent Offense(s): Law enforcement referral, and/or Expulsion.

Notice of Students Rights Regarding Searches

Notice regarding searches: (Constitution, Policy JFG and JFCI when applicable)

- a. Students shall have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas.
- b. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.
- c. The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.

d. Additional searches of bags, purses, coats, electronic devices, other personal possessions, and cars in accordance with law may be conducted in cases when reasonable suspicion is established under facts known by district administration.

Notice of District Bullying Policy

To promote a safe learning environment for all students, the Licking R-VIII School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. More information regarding bullying can be found in District Policy JFCF. (§160.775, RSMo. Policy JFCF)

Notice of District Suicide Awareness and Prevention Policy

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Licking R-VIII School District is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide. More information regarding suicide awareness and prevention may be found in District Policy JHDF. (§170.048, RSMo., Policy JHDF)

Earthquake Safety at School

Unlike hurricanes and some other natural hazards, earthquakes strike suddenly and without warning. Nevertheless, if your local schools are in a region at risk for earthquakes, there are things that you can do to reduce the chances that those who attend or work in the schools will be injured, that school property will be damaged, or that school functioning will be unduly disrupted by an earthquake. These activities all fall under the concept of *preparedness*, because to be effective, they must be done *before* earthquakes occur.

Preparing for earthquakes involves (1) learning what should be done before, during, and after earthquakes; and (2) doing or preparing to do those things now, before the next quake. School preparedness requires the participation of administrators, teachers, students, and parents, as well as those who design, build, regulate, and maintain school buildings.

For more information regarding earthquakes and the risk of being involved in an earthquake in your area log onto <https://www.fema.gov/earthquake-safety-school> . (§160.455, RSMo., Policy EBC)

Tornado and Fire Drills

In the case of a fire or tornado, it is important that you move to the predetermined safe areas as quickly and quietly as possible. When either signal is sounded, you are to follow the directions of your teachers to ensure your safety. Your teachers will cover with you the proper rules to follow in the case of a fire or tornado. The fire alarm will be a series of short rings of the bells, and the tornado alarm will be a long continuous ring of the bells. Never attempt to take personal belongings with you or to return for such items. If the alarm should sound during playground time or lunch period, the students should promptly go to the area they are assigned to for the next class they are to have. It is always important to stay calm and follow the directions of the teacher.

Licking R-VIII Elementary School Staff

Administration

Telena Haneline	Superintendent of Schools
Brian Barry	Elementary Principal
Casidy Huff	Elementary Administrative Assistant
Tracy Davis	Elementary Administrative Assistant
Kerrie Sanchez	Elementary Counselor
Amanda Reeder	Elementary Counselor Administrative Assistant
Tammy Cooper	Special Education Director/3 rd -4 th Special Education
JD Hoffman	Technology Director

Teachers

Teresa Clonts	Preschool
Kaitlyn Cook	Kindergarten
Kylea James	Kindergarten
Rebecca Taylor	Kindergarten
Autumn Hale	1 st Grade
Katelyn Luttrell	1 st Grade
Alexis McLeod	1 st Grade
Chelsea Moncrief	2 nd Grade
Kassidie Werkmeister	2 nd Grade
	2 nd Grade
Hannah Terrill	3 rd Grade
Mackenzie Hood	3 rd Grade
Ashley Creek	3 rd Grade
Crystal Keller	4 th Grade
Andrea Coffey	4 th Grade
Candice Shepherd	4 th Grade
Michelle Meizler	5 th & 6 th Grade Social Studies
Serena Hagler	5 th & 6 th Grade Science
Connie Hebblethwaite	5 th & 6 th Grade Math
Chrissy Medlock	5 th & 6 th Grade Reading
Brandi Huff	5 th & 6 th Grade STEAM
Carla Walker	5 th & 6 th Grade Lang. Arts
Paige Frazier	4 th - 6 th Special Education
Rebecca Ichord	K-2 nd Special Education
Cherokee Knight	Art
Callie Smith	Physical Education
Kendra Goforth	Library
Kermit Lonning	Elementary Music
Amanda Floyd	Title I Reading Specialist
Anita Reed	Title I Math Specialist
Amy Antle	Reading Specialist

Campus Health

Haley Godi	School Nurse
Anne Macon	School Nurse

Elementary Aides

Kelly Hackman	Behavior Interventionist-Recovery/Focus Room Manager
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Flo Crisp	Teacher's Aide- Title I Math
Brittini Kean	Teacher's Aide- Title I Reading
Bobbi Manion	Teacher's Aide-Title I Reading
?	Teacher's Aide- Special Education
Kiley Kelly	Teacher's Aide- Library
Betty Hudson	Teacher's Aide- Special Education
Kandace Liveoak	Teacher's Aide – Preschool & PAT
Kim Buckner	Special Education Paraprofessional
Cecilia Gyory	Special Education Paraprofessional
	Special Education Paraprofessional
Megan Jones	Teacher's Aide Paraprofessional
Danielle Bonine	Teacher's Aide Paraprofessional

Cafeteria Staff

Sandy Maddox	Cafeteria Head Cook
Linda Jones	Cafeteria Cook
Tina Williams	Cafeteria Cook
Natasha Reed	Cafeteria Cook

Custodial Staff

Tony Huff	Transportation Director
Wesley Wilson	Maintenance Director
Janie Trout	Custodian
Michelle Jackson	Custodian/Bus Driver
James Maddox	Custodian/Bus Driver
Danny Hurt	Custodian
Kimberly Hurt	Custodian
Anthony Melton	Custodian

Cat Net Terms and Conditions

Acceptable Use

The purpose of MORE net, which is our Missouri access to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Licking R-VIII School District. Use of other organization's networks or computer resources must comply with Licking School District rules. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

Privileges

The use of the Cat Net is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Licking School District may request the system administrator to deny, revoke, or suspend specific user accounts to students.

Netiquette

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. If given email privileges, do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal personal addresses, passwords, or phone numbers of students or colleagues.

Note that electronic mail (email) is not guaranteed to be private. People who operate the system do not have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading huge files during prime time; sending mass email messages; annoying other users using the talk or write functions. All communications and information accessible via the network should be assumed to be private property.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Cat Net, you must notify a system administrator. Do not demonstrate the problem to other users. Do not give your password to any other individual. Attempts to log in to the system as any other user will result in cancellation of user privileges. Attempts to log in to Cat Net as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Cat Net.

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to modify the workings of a computer other than established by the school district or to harm or destroy data of another user, on the local network or any-where on the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Updating Your User information

Cat Net may occasionally require new registration and account information from you to continue the service. You must notify Cat Net of any changes in your account information (address, etc.). Currently, there are no user fees for this service.

Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to the Licking R-VIII School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri, United States of America.

Licking Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Cat Net and MORE net is at your own risk. Licking School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Wildcat Early Learning Center Guide

WILDCAT EARLY LEARNING CENTER



WELCOME TO PRESCHOOL

**ANY QUESTIONS OR
CONCERNS
CONTACT: Mrs Clonts @
573-671-1012**

Dear Parents,

Welcome to the Wildcat Early Learning Center! We are honored that you have chosen our preschool for your child to learn, grow, and develop. You will not find a more positive, capable, caring, nurturing and very well-educated staff for your child.

We, at the Wildcat Early Learning Center, strive to create a positive learning environment, where all children feel comfortable in meeting their individual goal. The Wildcat Early Learning Center staff helps to develop the whole child: physical, emotional, social, and intellectual. Our creative hands-on learning activities are based upon the latest research of the young child. We utilize Project Construct curriculum from the constructivist theory process in gaining and retaining knowledge. Project Construct is aligned with the Show-Me Standards as set forth by the Missouri Department of Elementary and Secondary Education for all children to attain. Our goal is to build a solid foundation for future academic growth.

Our primary goal is to create a learning community that involves a relationship between your family and the Licking R-VIII School. Research has shown repeatedly that involved families help children be successful. Various family programs are offered by the Wildcat Early Learning Center throughout the year. We are hopeful that you will take advantage of these.

We hope that you will find that as your child and family participate in the Licking R-VIII programs, we exceed your expectations for excellence. I look forward to getting to know your child and family. Thank you for choosing Wildcat Early Learning Center.

Educationally yours,

Teresa Clonts
Director/ Lead Teacher

PHILOSOPHY AND GOALS

We Believe:

- The young years of a child's life are the most important developmentally.
- That quality, early childhood care and education boosts learning and social skills when children enter school.
- Child's play is his/her work and that it is through play that a child learns. Play is the Highest form of Research.
- Learning takes place at different times of the day and in different settings.
- Each child is special and unique. We celebrate differences and each child's strengths.
- Children are our future.

Our primary goals for each child include:

- To feel safe and accepted.
- To learn how to share and play/work with others.
- To gain self-confidence.
- To have opportunities to develop independence.
- To build and maintain positive self-worth.
- To have opportunities to learn and practice making wise choices.
- To help develop a sense of values and respect for self, others, and things.
- To regularly acquire new information and use curiosity productively to extend interests.
- To express himself or herself positively through different means.
- To provide an enriching environment and education programs that help to develop the whole child in all areas of growth, development, and learning.
- To have successful learning experiences that will build a solid foundation for future academic experiences and life-long pursuits.

COMMUNICATION

Communication is very important between your family and the Wildcat Early Learning Center (WELC) for a positive transition from the center to your home. The WELC communication plan includes the following:

- Monthly Newsletters that will include a meal calendar and special events
- Parent/Teacher conferences
- Progress Reports on your child's development
- Open Door Policy for you to enjoy a meal or learning event with your child.

Incident/Accident Guidelines- refer to page 20

Immunizations and Health Record- refer to page 19

Child Abuse/Neglect

The Wildcat Early Learning Center requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal, or his or her designee, who will then become responsible for making a report via the Child Abuse Hotline (1-800-392-3738) to the Missouri Division of Family Services (DFS), as required by law. The building principal will make the superintendent aware that a report has been made and will keep him or her aware of the status of the case.

Items from Home

All students attending the Wildcat Early Learning Center need to bring the following items:

- A change of clothing—including socks and underwear

Children will have their personal items stored in their cubbies except for any medicines. Medicines will be stored in a separate location labeled with your child's name. Please make sure all items have been marked with the child's name. The Wildcat Early Learning Center will not be held responsible for lost or stolen items.

OUR DAY

Hours of Operation

Monday–Friday 7:30 a.m.–2:00 p.m.

Inclement Weather

In the event that road conditions become hazardous with a road warning and the Licking R-VIII Public Schools are dismissed, we will close until further notice. This is for the protection and safety of children and staff. You can listen for closings on the local TV and radio stations.

Attendance, Daily Check-in/Out Procedures

Attendance is very important –Your student needs to be here everyday unless they are sick.

It is very important to keep accurate records of your child's attendance. Please contact us in the morning when your child will not be in attendance for the day. Please also follow the procedure for checking in and checking out:

- Please be prompt in dropping off and picking up your child at the designated and agreed upon time.
- For security, the doors will always be locked.
- Upon entering the preschool facility, please announce yourself promptly.
- Please complete the Check-in form with the proper date, time, and person doing the activity for proper record keeping.

Pick-up/Release Policy

1. When a child is registered, a specifically approved person (parent) will be listed as the primary pick-up person. If there is ever a change in pick-up, the parent must notify the school staff in writing.
2. The emergency/alternative pick-up person must be at least 18 years of age with an approved driver's license and appropriate, safe transportation for the child.
3. The alternate pick-up person **MUST** be listed on the enrollment form.

4. It is the policy of the Wildcat Early Learning Center NOT to release a child to anyone who is not on the enrollment/emergency list.

Parents: WELC will dismiss one hour before Licking Elem. School. For example: If Licking Elem. School dismisses at 3:00, we will dismiss at 2:00.

5. Divorced or legally separated parents will provide a copy of a current court ordered custodial agreement and arrangements.
6. It is the policy of the Wildcat Early Learning Center NOT to release any child to a person who is considered to be a risk to the child's safety. Police or other persons listed on the child's enrollment form may be contacted for assistance.

CALENDAR- REFER TO PAGE 1 AND THEME CALENDAR

Curriculum

The Wildcat Early Learning Center Program is designed to provide for the development of the total child: physical development, social development, emotional development, and cognitive development. Our program is not only age-appropriate but is also individually appropriate. The needs and differences of each and every child are taken into consideration when designing the activities of our program. Wildcat Early Learning Center staff keep abreast of current research of the young child through ongoing and job embedded professional development.

The Wildcat Early Learning Center offers a child-centered and play-based program. We believe that children develop knowledge through structured play, discovery, and exploration through the careful, facilitation of the teacher. We utilize the Project Construct curriculum based upon the constructivist theory that maintains children create their own knowledge through their experiences in the learning process when they are ready.

Our classroom design consists primarily of group time and learning centers that are arranged throughout the room in themes established and planned by the children with the help of the teacher. Group time includes discussion of the calendar, weather, current events and news, songs, and reading stories. Learning centers include:

- Blocks and constructive play
- Transportation play
- Literacy center with a library and writing center
- Learning games, & Creative arts
- Dramatic and housekeeping play
- Science, sensory, and discovery
- Math manipulative/ Puzzles
- Large muscle/ Fine motor-development activities

Assessments

Ongoing assessment in all areas will be done of each child according to the goals of the Project Construct curriculum. Parents will be kept updated of child progress through reports and periodic parent/teacher conferences. *Portfolios will be maintained of sample work to support goal performances.

Identifying children w/ Delays

The WELC is a preschool with an individualized program for all children based upon their level of growth and development. We offer screenings to help identify delays in speech, language, cognitive, and other areas. As necessary, we will work with the school district, and the local CO-OP in providing integrated education program as determined through an early childhood special education individualized plan.

Curriculum—Activity Schedule Example

<u>Schedule</u>	<u>Routine</u>	<u>Possible Learning Experiences</u>
7:30–8:05 a.m.	Arrival, individual learning activities	Distributing things, following directions, academic skills reinforced, name & item recognition
8:05 -8:15 a.m.	Clean up	Self-help skills & hygiene
8:15–8:40 a.m.	Breakfast	Self-help skills! Following directions
8:40–9:10 a.m.	Class meeting (Opening & large group time)	Attendance, Pledge of Allegiance, listening to stories, meeting & discussion, stories from students, weather check, calendar, group games, song, guest speakers, instruction & activities, plan & schedule for the day
9:15–10:00 a.m.	Center/Choice	Gross motor play & development, getting along & sharing, exercise
10:05- 10:10 a.m.	Wash Hands	Self-help skills & hygiene
10:10– 10:35a.m.	Eat lunch	Getting along, following directions, self-help & manners
10:35-10:45 a.m.	Bathroom Break	Self-help skills, hygiene

10:55-11:30	Recess	Self-help skills & hygiene
	Restroom and Water Break	Self-help skills, hygiene
11:30 – 11:50	Story Time/ Smart Board	Listening skills
12:00–1:00 p.m.	Resting/napping (All children must do for at least 30 minutes. After 30 minutes, they may lay quietly until others are ready)	Taking care of self
1:00–1:25 p.m.	Put Up Cots/Snacks	Cooking, distributing things (Food & utensils) self help
1:25–1:40 p.m.	Movie/ Table time	Gross motor play & development, getting along, sharing & exercise
1:40 – 1:50 p.m.	Recess/ Hands-on Learning	
1:50–2:00 p.m.	End of the day review	Meeting/discussion, review & closure activities of the afternoon, notes about the day

Parents: WELC will dismiss one hour before Licking Elementary School. For example: if Licking Elementary School dismisses at 12:45, we will dismiss at 11:45.

Appropriate Clothing

Children are encouraged to dress appropriately for the weather and school activities. Children are encouraged to go outside in both warm and cold weather. It is important that parents provide appropriate clothing for rainy days, and winter coat, hat, and mittens for cold snowy days. When it is sunny outside, it is suggested, children wear **tennis shoes** to school to play in; also, it is encouraged that parents provide sunscreen and hats for their children to protect them from the harmful rays of the sun.

Discipline

The Wildcat Early Learning Center is a positive, safe, and secure learning environment for all children. Our goals for each child in this area included: 1) Develop self-control and self-discipline; 2) develop a positive self-concept; 3) learn pro-social behavior including proper manners and social skills. We have structured the program for children that will minimize behavior problems by having optimal nurturing and positive attention from adults, as well as creative, varied hands-on, and interesting learning activities. Children will develop and institute their own rules and proper behavior expectations for their learning environment, under the facilitation of the instructor, so that it is safe and secure for everyone.

The Wildcat Early Learning Center staff is trained in positive behavior interventions, including examples of different types of behavior programs. Examples of techniques used to handle a discipline situation whenever appropriate includes redirection, positive choices, praise, and modeling. "Time-out" will be used as the last resort until the child is ready to come back to the group in an appropriate manner. Time-out is defined as having time away in a safe place from the group to regain control no more than 1 minute per age. Neither physical nor corporal punishment will ever be applied. Children will not be allowed to hurt others or him-/herself.

The Wildcat Early Learning Center promotes a positive learning environment for all children. Every attempt will be made within reason to help a child who has behavioral concerns that disrupts the learning environment.

Wildcat Early Learning center adheres to the discipline policies and procedures on page 28.

Parties

We will host several parties per year. These will include a Fall Party, Christmas Party, Valentine's Party, Grandparents Day, Easter Party, and A Family get together. Parents will be asked to help provide treats, volunteer, and join in the festivities for each of these special occasions. Other parties and festivities will be held throughout the year per theme related activities.

Children's birthdays are always a special occasion. If you would like to celebrate your child's birthday, you may provide his/her class with a treat.

All treats must be store bought and packaged in their original packaging due to health standards. Please make appropriate arrangements with the instructor.

Rest Time

Daily rest time is mandatory for all children in school. Rest time is scheduled for the same time everyday to maintain consistency. During rest time, children will lay quietly on their cots for a minimum of 1 hour.

Parent Participation

The Wildcat Early Learning Center acknowledges that parents and family are key areas in development of a young child. There are many opportunities for parents to be involved in their children's day. These opportunities include; volunteering as a room parent; participating as a member of the parent advisory committee; volunteering time (reading stories, career day); volunteering to make items for the facility; donating items for programs; Parent-Teacher Conferences; attending events and programs to support the children. If you are interested in any of these opportunities, please see the Wildcat Early Learning Center Director.

Access to State License/Inspection reports & handbooks:

The Wildcat Early Learning center is required to maintain State License. Parents can look at the Licensing rules and handbook which is located in the Missouri License Notebook. All reports are on file at the center.

REGISTRATION AND ADMISSION

Enrollment

The Wildcat Early Learning Center is a prestigious early childhood program for all children regardless of ability, developmental level, achievement, physical needs, race, religious background, or income. For a child to become officially enrolled into the program, the following must occur:

Completion of all required enrollment packet paperwork:

1. Registration Application
2. Immunization Records and Medical Form from the Physician (completed within 30 days of enrollment and attendance)
3. Emergency Medical Information
4. Emergency Contact Information and Pick-up Authorization
5. Signed Parent Policy and Procedure Handbook Statement
6. Other forms as deemed necessary

Orientation of New children & families

The center offers a “play date” for new students and their families to come and tour the facility, meet the staff and other students, and ask questions about the center at this time.

Un-enrollment of a Child

Every effort will be made to meet the needs of each child enrolled at the Wildcat Early Learning Center. A child may be de-enrolled for the following reasons:

- A child’s behavior that is detrimental to himself/herself or to others in the group. Termination may be immediate depending upon the severity and nature of a behavior problem, including disruption to the care and learning environment and/or harm shown to self or others. Every effort will be attempted to resolve any situation and termination care will be the last resort. If possible, a grace period of two weeks will be given to find other care.
- Failure to satisfy immunization and medical requirements set forth by the Department of Health or other entities.
- Please be aware that these reasons are not all inclusive. There may be other reasons to terminate at the discretion of the administration.

Food Service Policy

Meals and Snacks

The Wildcat Early Learning Center only serves meals and snacks that are balanced and nutritious. Meals are provided by the Licking R-VIII Elementary Cafeteria. Menus are the same as the elementary school. Snacks may be provided by parents but must be prepared in a healthy, department-approved facility or be “store bought.”

Any meals provided from home must provide the same department approved meal component guidelines.

If your child has a food allergy or dietary restrictions, it is very important that you provide the school with detailed information regarding the condition upon enrollment or as applicable.

Payment

A sliding scale fee is available for the preschool program as per the Breakfast and Lunch Program. Please speak to the administration for more information. Proof of income and need are necessary for this determination.

We accept payments in the form of cash, check, and money order. Please use an envelope with the child’s full name, week of attendance, and total amount enclosed. Envelopes may be dropped off at the elementary school office at the beginning of each week’s attendance or monthly.

Your child’s breakfast and lunch payment will need to be kept accurate. It is encouraged that **one monthly payment** be made at the beginning of the month.

If your account should fall behind more than \$25.00, you will be contacted to pay your account completely. Please speak with the administration if you are experiencing financial hardships.

SAFETY AND SECURITY

Your child’s safety is a top priority at the Wildcat Early Learning Center. We strive to maintain a very safe and secure learning environment for all children. We offer the following programs to protect all children and to reassure you as a parent that your child is in a safe, secure, and positive learning environment.

- Secured entrance.
- Background security check for all WELC staff and volunteers.
- Monthly fire and tornado drills.
- Licensure by the Department of Health in the areas of sanitation and childcare standards.
- Staff is trained in CPR and First-Aid Procedures

Please keep us abreast of any custody orders with the proper paperwork.

Teachers and teaching assistants at the wildcat Early Learning Center have background checks done by the Family Care Center Safety Registry (FCSR) and results are available at the program site.



Licking Elementary Acknowledgement of Student Handbook

This is to acknowledge that I have read the 2022-2023 Student Handbook for the Licking R-VIII School District located on the district website or made available by paper copy found in the elementary office. I understand that I am responsible for knowing and adhering to the rules and procedures established by the school district.

_____	_____	_____
Student Name Printed	Student Signature	Date
_____	_____	_____
Parent Name Printed	Parent Signature	Date
_____	_____	
Homeroom Teacher	Grade	