

**Leopold R-III  
Junior and Senior High  
Student  
Handbook**



**2018-2019**

**Leopold R-III School District**  
**Fall, 2018**

Dear Parents/Legal Guardians and Students,

With the beginning of a new school year, comes a new student handbook. It is beneficial that each parent/legal guardian and student be aware of all policies and procedures. Please read this handbook carefully as there have been a few changes.

School will begin at 8:20 a.m. every day and dismiss at 3:15 p.m. throughout the entire school year. Elementary lunch prices have changed, and they will be \$1.70 per day. Junior high and high school lunches have also changed, and they will be \$1.80 per day. Adult lunches will cost \$2.55 per day. The cost of each additional milk will be 40 cents. This year we will also be offering breakfast to students. It will begin every day at 8:00 and will cost \$1.25.

At this time, I am asking that you take a moment to complete and sign the form at the end of the handbook to verify that a copy of the handbook has reached your family. Please send the signed form back to school with your child.

The 2018-2019 school year promises to be another exciting and productive year for the students in the Leopold R-III School District. Your support as parents/legal guardians makes this possible. I would like to thank you for allowing us the opportunity to provide your child a quality education. I am looking forward to a great year. Should you have any questions, please contact me.

Sincerely,

Matt Britt  
Principal

**Changes to the High School and Junior High Handbook  
2018-2019**

1. Change lunch prices.
2. Update electronics policy.
3. Update bullying policy.
4. Add section for school resource officer.

## **LEOPOLD R-III SCHOOL DISTRICT**

### **EDUCATIONAL PHILOSOPHY**

IN CARRYING OUT ITS RESPONSIBILITIES, THE BOARD OF EDUCATION IS GUIDED BY THE DESIRE TO USE THE RESOURCES OF ITS COMMUNITY, ITS STAFF AND ITS STUDENTS TO PROVIDE THE HIGHEST QUALITY EDUCATION PERMITTED BY ITS FINANCIAL RESOURCES. IN REACHING DECISIONS THE BOARD WILL ATTEMPT IN EVERY CASE TO ACT IN THE BEST INTERESTS OF ITS STUDENTS.

### **MISSION STATEMENT**

THE MISSION OF THE LEOPOLD R-III DISTRICT IS TO PROVIDE A LEARNING ENVIRONMENT WHERE ALL STUDENTS HAVE THE OPPORTUNITY TO OBTAIN A QUALITY EDUCATION.

## **MASTER SCHEDULE**

**School Calendar**  
**2018-2019**

<b>AUGUST</b>	<b>10<sup>th</sup></b>	<b>LEOPOLD EMPLOYEE WORKSHOP</b>
<b>AUGUST</b>	<b>13<sup>th</sup></b>	<b>LEOPOLD FACULTY WORKSHOP</b>
<b>AUGUST</b>	<b>14<sup>th</sup></b>	<b>FIRST DAY OF SCHOOL</b>
<b>SEPTEMBER</b>	<b>3<sup>rd</sup></b>	<b>LABOR DAY-NO SCHOOL</b>
<b>SEPTEMBER</b>	<b>14<sup>th</sup></b>	<b>PROFESSIONAL DEVELOPMENT-DISMISS AT 11:30</b>
<b>OCTOBER</b>	<b>12<sup>th</sup></b>	<b>END OF FIRST QUARTER</b>
<b>OCTOBER</b>	<b>19<sup>th</sup></b>	<b>PARENT-TEACHER CONFERENCES-NO SCHOOL</b>
<b>NOVEMBER</b>	<b>16<sup>th</sup></b>	<b>NO SCHOOL-TEACHER WORKSHOP</b>
<b>NOVEMBER</b>	<b>21<sup>st</sup>-23<sup>rd</sup></b>	<b>THANKSGIVING HOLIDAY-NO SCHOOL</b>
<b>DECEMBER</b>	<b>19<sup>th</sup></b>	<b>END OF FIRST SEMESTER-DISMISS AT 11:30 A.M. NO LUNCH</b>
<b>DECEMBER</b>	<b>20<sup>th</sup></b>	<b>MAKE UP DAY</b>
<b>JANUARY</b>	<b>2<sup>nd</sup></b>	<b>TEACHER WORKDAY-NO SCHOOL</b>
<b>JANUARY</b>	<b>3<sup>rd</sup></b>	<b>BEGIN SECOND SEMESTER</b>
<b>JANUARY</b>	<b>21<sup>st</sup></b>	<b>MARTIN LUTHER KING JR DAY-NO SCHOOL MAKE UP DAY</b>
<b>FEBRUARY</b>	<b>18<sup>th</sup></b>	<b>PRESIDENT'S DAY-NO SCHOOL-MAKE-UP DAY</b>
<b>MARCH</b>	<b>8<sup>th</sup></b>	<b>END OF THIRD QUARTER</b>
<b>APRIL</b>	<b>19<sup>th</sup>-22<sup>nd</sup></b>	<b>EASTER BREAK-NO SCHOOL</b>
<b>MAY</b>	<b>10<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup></b>	<b>MAKE UP DAYS</b>
<b>MAY</b>	<b>14<sup>th</sup></b>	<b>NO SCHOOL-TEACHER WORKSHOP</b>
<b>MAY</b>	<b>15<sup>th</sup></b>	<b>LAST DAY OF SCHOOL DISMISS AT 11:30</b>
<b>MAY</b>	<b>TBD</b>	<b>BACCALAUREATE AND COMMENCEMENT</b>

**\*ALL MAKE-UP DAYS WILL BE ADDED TO THE END OF THE SCHOOL YEAR.**

### **LEOPOLD R-3 CERTIFIED PERSONNEL**

<b>NAME</b>	<b>POSITION</b>	<b>EMAIL ADDRESS</b>
Keenan Kinder	Superintendent	kkinder@leopold.k12.mo.us
Matt Britt	Principal K-12	mbritt@leopold.k12.mo.us
Theresa Shoemaker	Kindergarten	tshoemaker@leopold.k12.mo.us
Gretchen Harpster	Grade One	gspitzmiller@leopold.k12.mo.us
Jodi Wipfler	Grade Two	jbarks@leopold.k12.mo.us
Amanda Nenninger	Grade Three	abrack@leopold.k12.mo.us
Julie Fluchel	Grade Four	jfluchel@leopold.k12.mo.us
Kathy Nanney	Grade Five	knanney@leopold.k12.mo.us
Teresa Cooper	Grade Six Beta Club Sponsor	tcooper@leopold.k12.mo.us
Mary Rowe	Librarian	mrowe@leopold.k12.mo.us
Dr. Anthony Pendergrass	English Mass Media	apendergrass@leopold.k12.mo.us
Whitney Lukefahr	Counselor A+ coordinator	wlukefahr@leopold.k12.mo.us
Molly Brotherton	Business Computer Technology	mbrotherton@leopold.k12.mo.us
Cambry Pierce	Art FACS Spanish	cpierce@leopold.k12.mo.us
Kristie Brownsberger	Mathematics	kthiele@leopold.k12.mo.us
Anita Bellis	Jr. High Math Jr. High English Pre-Algebra Algebra I	abellis@leopold.k12.mo.us

### **LEOPOLD R-3 CERTIFIED PERSONNEL**

<b>NAME</b>	<b>POSITION</b>	<b>EMAIL ADDRESS</b>
Julia Horrell	Science	jhorrell@leopold.k12.mo.us
Lesa Lafferty	Jr. High Resource High School Resource	llafferty@leopold.k12.mo.us
Mark Kiehne	P. E. Athletic Director	mkiehne@leopold.k12.mo.us
Jon Sauer	Social Studies	jsauer@leopold.k12.mo.us
Dana Beussink	Elementary Resource BETA Club Sponsor	dbeussink@leopold.k12.mo.us
Ashley Miller	Music Communication Arts Resource	amiller@leopold.k12.mo.us
Beginning Concepts Jackson, MO	Speech Educator	N/A

### **NON-CERTIFIED PERSONNEL**

<b>NAME</b>	<b>POSITION</b>	<b>EMAIL ADDRESS</b>
Rhonda Beel	Secretary Bookkeeper	rbeel@leopold.k12.mo.us
Sandy Davis	Secretary	smdavis@leopold.k12.mo.us
Cathy Stroder	Teachers' Aide	cstroder@leopold.k12.mo.us
Shirley Brotherton	Library Aide	N/A
Kelly Smith	Teachers' Aide	N/A
Holly Landewee	Head Cook	hlandewee@leopold.k12.mo.us
Tammy Broshuis	Cook	N/A
Misty Campbell	Cook Custodian	N/A
Michele Thele	Custodian	N/A



Julie Beussink	Nurse	jbeussink@leopold.k12.mo.us
Andrea Beuter	Cheerleading Coach	N/A
Sarah Deck	Parents As Teachers	sdeck@leopold.k12.mo.us
Roy Broshuis	Maintenance Bus Driver	N/A
Charnetta Huffman	Bus Driver	N/A
Todd Peters	Bus Driver	N/A
Ron Lincoln	Bus Driver	N/A
Aimee Hampton	Bus Driver	N/A
Sheryl Eftink	Bus Driver	N/A

**BOARD OF EDUCATION**

Jim Thele	President
Chris Horrell	Vice-President
Jason Van de Ven	Secretary
Derek Halter	Treasurer
Keith Beel	Member
Charles Duckworth	Member
Lee VanderMierden	Member

**District Website:** <http://schoolweb.missouri.edu/leopold.k12.mo.us/>

## **PUBLIC NOTICE**

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation, or cultural or socio-economic status be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitment insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extra-curricular activities, discipline procedures and student support services.

### **TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972**

It is the policy of the Board of Education to maintain a learning and working environment that is free from discrimination or harassment on the basis of sex. The School District does not and will not discriminate on the basis of sex in the educational programs, activities, and vocational opportunities offered by the District. The provisions of Title IX extend not only to students with regard to educational opportunities and freedom from harassment, but also to employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business. Any person having inquires concerning Leopold R-III School District's compliance with Title IX should contact Keenan Kinder, Title IX Coordinator at 100 Main Street, 238-2211.

### **Section 504 and Title II**

Any person having inquires concerning Leopold R-III School District's compliance with Section 504 and/or Title II should contact Keenan Kinder, Title II and Section 504 Coordinator at 100 Main Street Leopold, MO or at (573)238-2211.

## **NON DISCRIMINATION NOTICE**

Leopold R-III School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Keenan Kinder  
Superintendent  
100 Main Street  
Leopold MO 63760  
573-238-2211

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## PROMOTION STANDARDS

### GRADES 7-8:

In order to be promoted from seventh or eighth grade, a student must earn a minimum of 2 units of credit in the areas of English, science, mathematics, and social studies. No student will be retained more than one time at this level.

**GRADES 9-12:** For assignment to grades 9-12, the following will be used:

<b>Freshman</b>	All those promoted from eighth grade.
<b>Sophomore</b>	All who have earned a minimum of 4 units of credit by the beginning of the school year.
<b>Junior</b>	All who have earned a minimum of 10 units of credit by the beginning of the school year.
<b>Senior</b>	A student will be assigned to senior status after the junior year even if short of credits and will participate in all senior activities. If he/she fails to earn required credits for graduation, he/she will receive a blank diploma at graduation ceremonies and must earn required credits before receiving a diploma. He/She will not participate in senior class activities during more than one year.
<b>Special Students</b>	All with Individual Educational Plans will be assigned class status according to the plan.

All appeals and exceptions will be made to the Superintendent and the Board of Education.

### Transfers from Accredited Schools:

If a student transfers to the Leopold R-III school district from an accredited school, this district will accept the units of credit completed in the previous school and rely on the grade-level placement in the previous school to the extent that it coincides with the district's program. However, the district may adjust the student's placement as needed to meet his/her educational needs, after consultation with the student's parent/legal guardian.

### Transfers from Home Schools:

The district will attempt to award credit for classes completed; if there is sufficient evidence of achievement. No grade will be accepted at a level higher than that of a B from an unaccredited school and grade points will be assigned accordingly. All credits must be equated to the Carnegie Unit as defined in Missouri. Overall grade placement will be determined by an administrative evaluation of records from the home-school setting and assessment of the student's age, total educational experience, achievement tests administered at the time of District registration, and consultation with the parents/legal guardians. Administration evaluation might deem necessary for the student to pass a comprehensive exam over the material and courses the student will receive credit.

**GRADUATION REQUIREMENTS**

Language Arts--English . . . . .	4
Social Studies . . . . .	3
Mathematics (Above general math) . . . . .	3
Science . . . . .	3
Fine Arts . . . . .	1
Practical Arts . . . . .	1
Physical Education . . . . .	1
Health . . . . .	.5
Personal Finance. . . . .	.5
General Electives . . . . .	7
Total . . . . .	24

Eight semesters of attendance are required during grades nine through twelve.

**CAREER & TECHNOLOGY CENTER**

Juniors and Seniors may take courses at the Career & Technology Center in Cape Girardeau. Students will attend classes in the morning. The programs offered by the Career & Technology Center are two-year courses of study, where students can earn three credits each year they are in attendance. Students can also earn one additional math credit and one additional English credit during the two years they are in attendance through the Career Center.

**A+ Program**

Beginning with the class of 2014, Leopold R-III school district will participate in the A+ scholarship program. The Missouri Department of Higher Education will administer the post-secondary scholarship component of the A+ program. Details regarding eligibility and participation the A+ Scholarship Program will be provided to students and parents at a meeting at the beginning of the student’s ninth grade year. At this meeting, parents and students will receive a handbook that outlines the responsibility of both the student and the district for completion of this program.

**Dual Credit**

For all dual credit classes taught at Leopold by Leopold instructors, the grading scale of the university offering the class will be used to assign grades to all students in the class. This includes students who are not taking the class for dual credit. For all classes in which dual credit is offered the grade on the official transcript will be raised by one point when calculating GPA. This change will include all grades except for a failing grade. A failing grade will still be recorded as a failing grade and no GPA points will be awarded.

## **GRADING**

Grade reports will be issued to all students at the end of each academic quarter. Mid-quarter deficiency reports will be mailed after the fifth week of each quarter to parents/legal guardians of those students making grades of a "D" or "F", and to parents/legal guardians of other students who are not progressing in a satisfactory manner. All students will be given their mid-quarter grades at school, after the fifth week of each quarter. Letter grades will be determined from the following scale:

A	97-100
A-	95-96
B+	92-94
B	88-91
B-	85-87
C+	81-84
C	74-80
C-	70-73
D+	67-69
D	63-66
D-	60-62
F	59-00

## **QUARTER AND SEMESTER TEST**

Students in grades three through eight shall be given a quarter test in each subject area to prepare for Smarter Balanced Testing and EOC exams. The test shall be 30 to 50 minutes in length and count as a unit test grade. Students in grades nine through twelve shall take a semester test in all classes. Tests shall be 75 to 90 minutes in length and count as 10% of the semester grade, with 45% of the semester grade taken from each quarter grade.

## **STATEWIDE ASSESSMENT**

All students will participate in statewide assessments each year at Leopold R-III. The Smarter Balanced testing will be given to 3 through 8. The Stanford 10 test is given to students in grades K, 1, 2, and 9. Students will also be taking End of the Course Examinations from the state of Missouri in English II, Biology, Algebra I, English I, Algebra II, American History, Physical Science, and United States Government.

### **HONOR ROLL**

Quarter and Semester honor rolls will be announced. Students with an average of an "A" or "A-" with no grade below a "B" will be listed on the "A" honor roll. Students with an average of "B" or "B+" with no grade below a "C" will be listed on the "B" honor roll.

To determine honor roll, all classes reporting a letter grade will be used. Those classes graded on a pass/fail basis will not be considered.

The grade point average (G.P.A.) for each student will be computed as follows:

1. All letter grades will be assigned a point value with an "A" receiving 11 points down to an "F" receiving 0 points.
2. The G.P.A. will be determined by dividing the total grade points by the number of letter grades.

### **CLASS CHANGES**

Class changes must be completed during the first week of each semester. A student who wishes to change classes should meet first with the counselor. If the counselor approves the change, the student then confers with the teachers of the classes involved. If they approve the change, the student meets with the principal to finalize the process which will also include securing permission from the parent/legal guardian for the change. In order to avoid the disruption and cost of dropped classes, all classes dropped after two full weeks will result in a grade of "F" unless special circumstances are present.

## CLASS RANKING

To compute the ranking of members of a class the following will be used:

### CLASS RANKING FOR THE CLASS OF 2012 AND SUBSEQUENT YEARS

1. A cumulative G.P.A. will be determined using all grades recorded up to the date of computation. Cumulative G.P.A. will not be an average of the various semester G.P.A.

2. Initial class ranking for seniors for the purpose of determining valedictorian, salutatorian, and other honors will include only those who have completed the following:

a. Completion of specified curriculum:

Language Arts--English . . . . .	4
Social Studies . . . . .	3
Mathematics (Above general math) . . . . .	4
Science . . . . .	3
Fine Arts . . . . .	1
Practical Arts . . . . .	1
Health . . . . .	.5
Physical Education . . . . .	1
Personal Finance . . . . .	.5
Specified Core Electives . . . . .	3
General Electives . . . . .	4
Total . . . . .	25 <span style="border-top: 1px solid black; display: inline-block; width: 50px;"></span>

b. A student must maintain a G.P.A. of 3.0 or better in the areas of English, mathematics, science and social studies.

c. He/she must also score at or above the state average on the SAT or ACT.

3. Two or more students who are tied with the highest grade point average in the class, those students will be named co-valedictorians. If two or more students have tied, the salutatorian will be the student with the next highest grade point average but will be ranked accordingly in the class ranking. Example--if two students are co-valedictorians, the salutatorian is third in the class with no one ranked 2nd. If two or more students have tied with the second highest grade point average, there will be co-salutatorians. The rest of the class will then be ranked accordingly.

4. A student who transfers into Leopold R-III school district will not be eligible for Valedictorian or Salutatorian unless the student has been enrolled as a full time student in Leopold High School for four consecutive semesters (two full years) prior to graduation.



### **END OF SCHOOL TRIP**

Students who have made both the first semester and third quarter honor rolls qualify for the trip. Students who also have excellent attendance qualify for the trip. That is a student who has missed a total of two days or less. Students will be disqualified from the trip if they have received five or more after school referrals in a school year or received two or more semester "F's".

### **ATTENDANCE POLICY**

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

### **ARRIVAL AND DEPARTURE**

Students who do not ride the bus should not arrive before 8:00 a.m. Students then must report to assigned areas upon arrival and are not allowed to leave the premises.

After arrival, students should go to their classroom, other assigned area, or cafeteria for breakfast, and remain there until the next bell rings. Students are not permitted in classrooms other than those assigned.

Leopold School maintains a policy of a closed campus. Students may leave school only with permission. A telephone call or note from a parent/legal guardian must precede any request to sign out early. Students who leave early must properly sign out.

Students who drive to school must have a signed permission slip and obey all rules listed on the permission application.

Students who ride the bus are under the supervision of the bus driver. They must obey all bus rules and remain in their seats throughout the route. Failure to behave properly may cause a student to lose riding privileges.

All students who ride the bus to a school activity are expected to ride the bus back from the activity. However parents or legal guardians who wish to provide transportation for their child to the game under certain circumstances may do so by notifying the sponsor in person or by calling the office before the day of the activity. A parent or legal guardian wanting to provide transportation for their child from the activity must notify the sponsor in person at the activity. Other rules, such as seating arrangements on the bus, use of radios, etc., are at the discretion of the sponsor/driver.

All students must leave school after dismissal unless they are required to stay for a supervised activity or for a second bus route.

## **Student early dismissal from school:**

The following procedures apply:

1. The building principal or designee shall not excuse a student before the end of school day without a request for early dismissal by the student's parent/legal guardian.
2. Requests shall be in writing. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/legal guardian.
3. Children of single-parent families will be released only upon the request of the custodial parent; i.e. the parent whom the court holds directly responsible for the child, and who is identified as such on the school record.

Additional precautions may be taken by the school administration, appropriate to the age of students, and as needs arise.

Parents/legal guardians have the obligation to advise and provide up-to-date documentation to the building principal regarding any change in the legal and/or physical custody of the student. The building principal, at all times, had the authority to investigate and confirm the custodial status of a parent/legal guardian if the principal has inadequate information or reason to suspect that false or incomplete information has been provided to the School District.

Parents/legal guardians need to report to the office to pick up their student. A staff member will go get the student for the parent.

### **LATE HOMEWORK ASSIGNMENTS**

If an assignment is not completed on the first day it is due, there will be a 50% deduction. If not completed on the second day it is due, the student will receive a zero and be assigned after school detention. The student will stay in after school detention every day for an hour until the assignment is done. The assignments must be turned in during the class period it was assigned. If a student is absent, we will follow the absentee policy.

## **ABSENTEEISM**

Students should make every effort to attend each school day. When an absence is necessary the following steps should be completed:

1. In case of absence, it is the responsibility of the parent/legal guardian to notify the school by 9:00 a.m. the day of the absence. If the school is not notified on the day of the absence, a note from the parent/legal guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received on the day of the student's return to school.
2. Upon returning to school, the student must get an admit slip from the principal.
3. The admit slip will then be presented to the teacher of each missed class, initialed by the teacher, and returned to the office by the last teacher to initial it.

### **CLASSIFICATION OF ABSENCES**

**Excused**--Any necessary absence that is approved in advance by the parent/legal guardian. Examples of excused absence may include illness (fever, vomiting), death in the family, medical/dental appointments or important family events. After an excused absence, the student will be permitted to make up all missed work and will be given the number of days missed to complete the work. Tests/assignments that were missed will be taken or turned in on the first day back if the test/assignment had been announced before the student was absent. The time to take any other test will be determined within a conference between the student and teacher. The responsibility to secure and complete all missed work lies solely with the student.

**Unexcused**--Any absence that is not approved in advance by the parent/ legal guardian or a non-essential absence. Examples of unexcused absences may include skip days, overslept, forged notes, etc. Teachers may require students to complete tests and assignments missed during an unexcused absence, but no credit will be given for the work.

**Suspension**--Any absence that is assigned by the Principal or Superintendent due to a violation of the Student Code of Conduct. Students are required to do the tests and assignments missed during the absence. If the work is completed on time, appropriate grades will be assigned to the work.

### **SCHOOL SPONSORED ACTIVITIES**

Any activity in which Leopold participates is a school activity. All students are subject to school policies and school personnel directions while in attendance. A student must be in attendance at least half of the school day to be eligible to participate in or attend an activity that night unless the absence is pre-arranged with the principal. Parents/legal guardians are the only people allowed to take students home after school sponsored activities to which students rode a bus.

## **NUMBER OF ABSENCES**

If a student is absent more than four days from any class during a quarter, the excess missed time must be made up after regular school hours. The student will remain for one hour each day until all excess missed time is accounted for. For example, if a student misses five complete days in a quarter, he/she will need to spend one hour per day after school for five or six days depending upon the number of classes he/she is enrolled in. Failure to make up the missed time may result in credit being denied in the classes missed. A student may appeal to a committee made up of teachers, students and the superintendent. In the event of extended illness or disability, arrangements for tutoring will be made, and the missed time will be excused.

--More than three unexcused absences per quarter will result in the lowering of a letter grade in the classes missed.

--Parents/legal guardians will be notified after a student's third absence in a quarter.

## **TARDINESS**

Tardiness, unless the student is detained by a staff member, is defined as any late appearance to the beginning of a regularly scheduled class. The student will get a tardy if they are late 19 minutes or less. An absence of 20 minutes or more any time throughout a class period will be considered an absence. The teacher will notify the student when a tardy is recorded as an absence. A teacher who detains a student from reporting to a class on time will issue a pass to enter the next class. Teachers will honor the passes of other staff members.

Two tardies will be excused. A student who receives a third and fourth tardy will spend time in eighth hour detention on the school day following the tardy. The fifth tardy in a class will result in an in-school suspension. This pertains to each class per quarter.

## **GUIDANCE AND COUNSELING SERVICES**

The Board of Education supports a systematic program of Guidance and Counseling which will be provided to all students from kindergarten through twelfth grade. This program will be a total education process with a priority of assisting students in reaching their full potential in their personal and educational development.

The Guidance and Counseling program may include the following areas:

1. Counseling
2. Developmental Guidance
3. Testing
4. Orientation, Registration, and Scheduling
5. Referrals

## **School Resource Officer**

Beginning with the 2018-2019 school year, Leopold will have a school resource officer (SRO) on campus. The SRO will act as a liaison between the district and other law enforcement entities. The SRO is not an employee of the Leopold R-III school district. The SRO is an employee of the Bollinger County Sheriff's department.

### **SCHOOL LUNCHES**

All students are encouraged to eat in the lunchroom. Price of lunch is \$1.80 per day or \$9.00 per week. Additional milk will be 40 cents. Students who bring lunches from home must eat in the lunchroom or gym lobby. Applications for free/reduced priced lunches are available from the school secretary. School lunches will have to be paid in full each quarter.

Outside food such as McDonalds or other restaurants are not allowed in the cafeteria during lunch time. No sodas may be brought into the cafeteria.

Trays, silverware, paper ware and left-over food should be placed in proper containers before a student leaves the lunchroom.

### **LIBRARY**

The library is to be used for research and study. Rules and regulations are to be followed as posted, with the rule of "Quiet" to be observed at all times including before and after school. Library hours will be from 8:20 a.m. until 3:30 p.m. Extended hours are arranged during the school year and announced to students.

All books, magazines, and other library materials should be handled carefully and returned to their proper place or to the librarian.

No material may be or shall be removed from the library without the permission of the librarian or a teacher. Reference books may be checked out for overnight use only.

### **STUDY HALL**

Students will be assigned to a study hall during the period they do not have a scheduled class. No student may have more than one study hall per semester. Study halls are regulated as follows:

1. Students should have all needed materials at the beginning of the period with enough work to last the hour. (Not out roaming the hallways)
2. An atmosphere of quiet and studying should prevail.
3. Seats will be assigned by the study hall supervisor.
4. If a faculty member is not available to supervise a study hall, the study hall student for that particular hour will be assigned a seat in a classroom by the regular classroom teacher.

### **STUDENT INSURANCE**

Any student participating in any athletic program, including cheerleading, is required by law to have insurance to cover any injuries up to a minimum of \$25,000.

### **VISITORS**

Parents/legal guardians are welcome to visit the school. It is helpful if the visit is pre-arranged so the teacher may provide time to meet with the visitors. Other visitors are permitted only after consulting with the teacher or principal.

As a measure to help ensure the safety of all students and staff members, all doors will be magnetically locked when students are present. Visitors are not allowed to enter any building on the Leopold R-III campus without permission. Permission to enter a building can only be granted by a staff member. In order to request entry into a building, visitors must use the buzzer system to talk to a staff member to request entry. Until permission is granted, visitors are not to enter the building. Students are not allowed to grant access to visitors under any circumstance.

In order to help preserve the educational environment and to help ensure safety of our students, parents or legal guardians are to report to the main office in the middle school building if their child needs to be picked up from school before the end of the school day. If the parent is not the person who is picking up the child from school, the parent or legal guardian must inform the district who will be picking the student up. Children will not be released to anyone besides parents or legal guardians unless the district has received written or verbal permission.

### **TELEPHONE**

The school telephone is a business telephone and may only be used by students during breaks between classes with permission from a faculty or staff member. Students will not be called from class to speak on the telephone except in an emergency situation.

### **SEARCH AND SEIZURE**

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy, or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected.

### **INTERVIEW WITH POLICE OR JUVENILE/LAW ENFORCEMENT OFFICER**

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/legal guardians.

### **REMOVAL OF STUDENTS FROM SCHOOL**

Before a student at school is arrested or taken into custody by a law enforcement or other legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/legal guardian that the student is being removed from school.

### **STUDENT LOCKERS AND DESKS**

Student lockers and desks will be assigned and the assigned locker and desk will be used throughout the school year unless a change is approved by the principal.

School lockers and desks are the property of the school district and are provided for the convenience of students, and as such, are subject to inspection without notice, without student consent, and without a search warrant by authorized school personnel. Students may place locks on the lockers. The school is not responsible for articles missing from the lockers.

Students who chose to put locks on lockers must supply school administrators with combinations or keys for any locks placed on lockers.

## **STUDENT DRIVING AND PARKING**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion or evidence of a violation of school policy is contained inside the vehicle.

Students driving vehicles must remember to park in the designated areas. Permission will be required to go out to the student's vehicle during the school day. Juniors and seniors will park on the lot North of main street on the West side of the high school building (new lot). Sophomores will park on the lot south of main street (the old gravel lot). Proper parking will be discussed the first day of school with all student drivers. **Upper classmen who do not properly park will lose parking privileges.** Vehicles are off limits during the school day, and careful, prudent driving is required at all times, including before and after school, and extra-curricular activities. Students are reminded not to be driving in front of the schools when the busses are loading and unloading.

\*Students driving to school will receive a letter to their parents/ legal guardians for their first minor driving violation. Subsequent minor violations or any major violations will be reported to law enforcement officials.

Students who attend the Career & Technology Center will be provided transportation to Cape for classes. If a student desires to drive to the Career & Technology Center they must follow these guidelines. In an effort to maintain safety, increase the integrity of security and to allow all parties involved to know that a student is driving, students will not be given permission to drive a vehicle to the Career & Technology Center without a "Permission To Drive" form. This form must be signed by the student's instructor, home school principal, and parent before submission to the Career Center director for approval, prior to the student driving. This permission pertains only to the driver, no additional riders will be allowed. A specific reason must be given for driving. Driving to just avoid riding the bus will not be permitted.

\* This regulation will be strictly enforced, due to student safety in a school zone.

## **SCHOOL PROPERTY**

School buildings and property are publicly owned and must receive proper care and respect. Writing, painting, carving, defacing or otherwise destroying school property is prohibited. Students may not sit on tables or desk tops. The use of electrical or mechanical school property is to be done only under the supervision of a staff member.

## **SCHOOL CLOSING**

In the event of inclement weather or other emergency school may be delayed or cancelled for the day. All announcements will be made on KFVS television and K-103 FM radio as early as possible. The school will also send a text via the SE Missourian textcaster.



### **BUSES RUNNING WHERE POSSIBLE**

When the Leopold R-III School District announces it will be in session running buses where possible, it is to notify you that buses will run their normal routes where they can. We ask that parents of students who live on roads that buses can not travel, please bring their child to the nearest blacktop road to meet the bus or bring them to school. School buildings will be open at 7:00 a.m. for children whose parents choose to transport them directly to school.

If you cannot bring your child to the blacktop or get them to school due to snow, ice, rain, etc. please contact the school. Then this absence will not count against your child in regards to the school attendance policy but all class work for that day must be made up. However, if your child is not at school that day and you do not contact the school, your child will be counted absent and may not attend any night activity and must make-up all class work for that day.

### **ELECTRONIC DEVICES**

The use or possession of electronic devices (e.g. beepers, radios, recorders, TVs games, etc) is strongly discouraged on school grounds. Emergency messages must be routed through the office. Phone access will not be available as a result of messages received on personal electronic devices. If a student's electronic device disrupts the educational process or creates any disturbance, the school cell phone policy will be enforced.

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increased risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2009-10 school year, student cell phones, digital cameras, and similar electronic devices will be banned during the school day on the school campus, as well as, in dressing areas during extracurricular activities. Violation of this policy will result in the student having a conference with the principal, parents being contacted, and an after school detention (ASD) for every violation of the policy. For the first offense the student will receive one (1) ASD. For a second offense the student will receive two (2) ASD, and so on.

### **MISCELLANEOUS RULES**

1. Students must have a hall pass or restroom pass to be outside the classroom during class time.
2. Students must respect the property of others.
3. The soda machine is to **ONLY** be used during noon time and after school. Sodas may not be taken into any classroom or the gym. Soda may not be taken on the bus after school. Empty cans/bottles should be placed in proper containers. Opened cans/bottles are not to be stored in lockers.
4. Students should readily and courteously follow directions.
5. Playing cards and other games may not be used at school unless they are part of a class project.
6. Use of the gym before school and during noon will be regulated and students must follow all guidelines.
7. All litter should be put into wastebaskets. Students should feel a responsibility for keeping our school and grounds neat and clean.
8. Fundraising activities are only allowed for the Business Club, Student Activities Council, Beta Club, Eleventh, and Twelfth grade classes. Check with the Principal first.
9. Prom rules/guidelines may be picked up from the principal's office.
10. Cloth book covers are too small for textbooks, which over time breaks the spine of the book. Cloth covers are not to be used.

### **LUNCHROOM AND CORRIDORS**

Students may not run, shout, or otherwise cause disturbances while using hallways and passages between buildings. All traffic should move on the right side. The throwing of snow, ice, rocks, food, or other projectile is not permitted. Proper lunchroom behavior will include returning all materials to proper receptacles, leaving the tables clean and orderly, and not taking food from lunchroom. When students have finished eating they are to go to the gym, use the library or be in front of the high school building. Students are not to be in the middle school or high school buildings at lunch.

### **SEXUAL HARASSMENT**

The Leopold School District is committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Allegations of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action will be taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

## **BULLYING**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the 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 may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents

contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or legal guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

\*Form 2655 should be filled out and returned to the appropriate school official to report an incident of bullying

\*Additional copies of form 2655 are available either from an administrators or can be attained from the folder located on the bulletin board outside of the principal's office.

**STUDENTS**  
**Form 2655**

**Discipline**

**Bullying**

**BULLYING INCIDENT REPORT FORM**

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: \_\_\_\_\_ Time: \_\_\_\_\_

Name\*: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):

- You are a: \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Employee \_\_\_\_\_ Volunteer

Date(s) of alleged bullying: \_\_\_\_\_

Name of student(s) subjected to bullying: \_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of the form, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of Witnesses: \_\_\_\_\_

Have you reported this to anyone else: \_\_\_\_\_ Yes \_\_\_\_\_ No. If so, who? \_\_\_\_\_

\*Signature of Complainant \_\_\_\_\_

**\*Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.**

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*This Section is for use of District Administration*

Date Received by Principal: \_\_\_\_\_

Investigative Action taken: \_\_\_\_\_

Result of Investigation/Action taken: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

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## **SUBSTANCE ABUSE**

The use or unlawful possession of illicit drugs, alcohol and tobacco is detrimental to the health, welfare and discipline of students. School rules clearly prohibit the use of illegal drugs and/or the abuse of alcohol and tobacco. Violations of the school policies in regard to alcohol, other drugs, and tobacco may result in expulsion, referral for criminal prosecution, and/or referral to an appropriate rehabilitation program.

### **ALCOHOL**

Alcohol may not be consumed by or in the possession of anyone on school property or at any school function, including all school trips. Possession is defined to include having consumed alcohol or illicit drugs immediately prior to attending any school function and/or having alcoholic beverages or illicit drugs in containers on school property or at a school function.

### **ILLICIT OR ILLEGAL DRUGS**

Students may not carry illicit, illegal or "look alike" substances in any form on school property, or store them in any form on school property, or use them on school property or at school functions.

### **TOBACCO**

Students may not carry tobacco in any form on school property, or store it in any form on school property, or use tobacco products on school property or at school functions. This includes electronic cigarettes.

## **STUDENT DRESS**

Student dress should not attract undue attention to the student or be an interruption in class or other activity. Guidelines for proper dress include:

1. Shoes at all times.
2. Shorts/skirts must be of appropriate length and worn only during announced days of warm weather and gym class.
3. Shirts/blouses must be long enough to cover the midriff section of the body and continuously meet the slacks, skirts, or shorts at all times. No spaghetti strap tops. If you wear tops with straps make sure they are of appropriate width.
4. No derogatory, obscene, or suggestive printing on clothing.
5. No "ads" for alcohol, tobacco or other drugs.
6. All clothing must be clean and in good repair.
7. Caps and hats are not to be worn in buildings.
8. Shirt must be worn at all times.
9. Students can not wear compression shorts/spandex unless they wear shorts over them.

## **RULES FOR THOSE RIDING SCHOOL BUSES**

1. Driver is in charge of students on the bus. Students are to obey promptly and cheerfully.
2. Students are to remain seated while bus is in motion.
3. Keep head, arms, and hands inside the bus.
4. Do not throw paper or litter on the floor. Keep the bus as clean as possible. Trash cans are provided.
5. Classroom conduct is to be observed while on the bus. No loud talking, normal conversation only. Be kind and courteous to others.
6. No smoking; no profane language.
7. The driver will not discharge students at places other than the regular stop, unless proper authorization has been given to the school office.
8. Students should walk ten feet in front of the bus when crossing the road.

**RIDING THE BUS IS A PRIVILEGE! IF A STUDENT FAILS TO OBEY THESE RULES THE STUDENT DISCIPLINE CODE OF CONDUCT FOR RIDING THE BUS WILL BE ENFORCED!**

## **EVACUATION PROCEDURES**

### *FIRE DRILL*

Fire drills will be held at least once per semester. Teachers will instruct the students in the proper methods for evacuation of the buildings in case of a fire. The signal for a fire drill will be long ringing of the bell.

### *TORNADO DRILL*

Tornado drills will be held at least once per semester. Teachers will instruct the students in the proper procedures in case of a tornado. The signal for a tornado is a series of short bells.

### *EARTHQUAKE DRILL*

Earthquake drills will be held at least once per semester. Teachers will instruct the students in the proper methods for evacuation of the buildings in case of an earthquake. The signal for an earthquake will be a continuous ringing of the bell.



## **SCHOOL RECORDS**

Your school records remain after you graduate. Schools you may attend, prospective employers and even you, may desire information from your school records.

The major items found on your permanent record are:

1. Factual information (parents, date of birth, etc.)
2. Semester grades you earned, class rank and grade point average.
3. The results of tests you take, achievement, etc.
4. Your record of attendance, tardies, etc.

Upon request by military recruiters or an institution of higher learning, the District will provide students' name, addresses and telephone listings. Unless parents request that such information not be released. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

## **ILLNESS**

If a child has a temperature above 100.0°F or is experiencing vomiting, continuing pain or discomfort, he/she should not be sent to school. If these conditions occur at school the family will be notified. It is important to have the child's emergency information updated and on file with the school so that contact can be made quickly if necessary.

## **MEDICATION**

**NO** medication will be dispensed by the school unless it meets established guidelines for dispensing medication. Secondary students are allowed to carry their own medication needed for the school day. Quantities of medication are not to be stored at school. Parents/legal guardians are encouraged to inform the school nurse of medications students carry for chronic disorders.

## **IMMUNIZATION REQUIREMENTS**

Immunization requirements are in accordance with the laws of the State of Missouri. No child will be able to attend school if his/her immunizations are not up-to-date. Parents and legal guardians will be sent forms to update their children's immunization records as required by the state.

## **EMERGENCY AND MEDICAL INFORMATION FORMS**

These forms are given to every student at the beginning of each school year and are required to be completed and returned each year as soon as possible to the office.

**POLICY FOR DUAL ENROLLMENT, WEB-BASED COURSES,  
CORRESPONDENCE COURSES, INDEPENDENT STUDY,  
AND COLLEGE COURSES.**

Enrollment in any of these courses is subject to the prior permission of the parent/legal guardian, counselor, and the principal.

*Dual Enrollment*

For all dual credit classes taught at Leopold by Leopold instructors, the grading scale of the university offering the class will be used to assign grades to all students in the class. This includes students who are not taking the class for dual credit. For all classes in which dual credit is offered the grade on the official transcript will be raised by one point when calculating GPA. This change will include all grades except for a failing grade. A failing grade will still be recorded as a failing grade and no GPA points will be awarded.

*Web-based courses, correspondence courses, and independent study (credit recovery)*

Students will receive credit or no credit for these courses. The course will be listed on the student's transcript and count toward meeting graduation requirements but will not be figured toward G.P.A.

*Virtual Instruction Program-(MoVIP)*

Leopold will participate in the State's Virtual Instruction Program (MoVIP). MoVIP offers Leopold students the opportunity to participate in free or tuition-paid online courses in a variety of grade level and content areas from kindergarten through grade five and grades nine through twelve.

*Courses taken off the Leopold campus*

If a student wishes to take a class off the Leopold campus for high school credit, the student must receive permission from their parent/legal guardian, counselor and principal. These courses will be listed on the student's transcript as credit or no credit and count toward graduation requirements only, not toward G.P.A.

Leopold will follow MSHSAA guidelines for eligibility and converting college credit to high school credit. Unusual situations not listed above will be evaluated on a case by case basis.

**A+ Program**

Beginning with the class of 2014, Leopold R-III school district will participate in the A+ scholarship program. The Missouri Department of Higher Education will administer the post-secondary scholarship component of the A+ program. Details regarding eligibility and participation the A+ Scholarship Program will be provided to students and parents at a meeting at the beginning of the student's ninth grade year. At this meeting, parents and students will receive a handbook that outlines the responsibility of both the student and the district for completion of this program.

## GENERAL ADMINISTRATION

Dear Parent or Legal Guardian:

Our district is required to inform you of certain information that you, according to the "No Child Left Behind Act of 2001" (Public Law 107-110), have the right to know.

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

-Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

-Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

-Whether your child is provided services by paraprofessionals and, if so, their qualifications.

-What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

\*The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

\*The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate.

\*The right to consent to disclosures of personally identifiable information contained in the students education records, except to file to the extent that FEPRAs authorizes without consent.

\*The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FEPRAs.

In addition to the information that you may request, the district will provide to you individually.

-Information on the achievement level of your child in each of the state academic assessments as required under this part.

-Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.

## NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Legal Guardians:

The Family Educational Rights and Privacy Act (FEPR), a federal law, requires that Leopold R-III School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Leopold R-III School District may disclose appropriately designated "directory information" without your consent, unless you have advise the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Leopold R-III School District to include this type of information from your child's educational records in certain school publications.

Examples include:

- \* The annual yearbook.
- \* Honor roll or other recognition lists.
- \* Graduation programs.
- \* Sports activity sheets, like volleyball or basketball, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Leopold R-III School District to disclose directory information from your child's educational records without your prior written consent, you must notify the district in writing by August 31<sup>st</sup>, 2018. Leopold R-III School District has designated the following information as directory information:

Student's Name	Grade Level
Address	Participation in officially recognized activities and sports.
Telephone Listing	Weight and height of members of athletic teams.
Photograph	Degrees, honors and awards received.
Date and place of birth	Dates of attendance.

Sincerely,

Matt Britt  
Principal

## **ASBESTOS**

Because of the health risks involved from the inhalation of asbestos fibers, the Environmental Protection Agency requires that each school informs parents of the presence of asbestos in their buildings. It is Leopold R-III School's intent to manage all remaining asbestos in a condition that is as safe as possible and in compliance with AHERA regulations. A copy of the school's asbestos management plan is available for public inspection in the principal's office. It will inform you of not only the location, type and condition of all asbestos present in the buildings, but also the steps the school must take to make sure that it poses no risk to the health of our students and staff. If you have any questions concerning asbestos in your school, please feel free to contact the Superintendent at Leopold R-III School District, 100 Main Street, Leopold, MO 63760 or call 238-2211.

## **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

## Violations Against Public Decency and Good Order

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**Use of Language That is Disparaging or Demeaning**--Words or action, verbal, written or symbolic meant to harass or injure another person: i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

Minimum Consequences	Maximum Consequences
Principal/Student conference, detention, in-school suspension, 1-10 days out of school suspension	In-school suspension or 1-180 days out-of-school suspension and possible documentation in student' record.*

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**Use of Disruptive Speech or Conduct**--Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

Minimum Consequences	Maximum Consequences
Principal/Student conference, detention, in-school suspension, 1-10 days out of school suspension	In-school suspension or 1-180 days out-of-school suspension and possible documentation in student' record.*

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**Use of Disrespectful Conduct or Speech**--Disrespectful verbal, written or symbolic language or gesture which is inappropriate to publish settings or directed at a staff member.

Minimum Consequences	Maximum Consequences
Principal/Student conference, detention, 1-5 days in-school suspension,	1-5 days out --of --school suspension; 5-10 days out-of-school suspension

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**Public Displays of Affection**--Physical contact which is inappropriate for the school setting.

Minimum Consequences	Maximum Consequences
Principal/Student Conference, detention, in-school suspension, 1-180 days out-of school suspension, and possible documentation in student's discipline record.*	In-school suspension, 1-180 days out-of-school or expulsion, and possible documentation in student's discipline record.*

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

Minimum Consequences	Maximum Consequences
Verbal Warning; assigned seat; 1-4 days off the bus	5-10 days off the bus; permanent removal from bus

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**Dress Code**--Clothing or accessory items which may disrupt the educational environment; i.e., items which depict alcohol, tobacco, illegal substances, offensive and/or obscene pictures or words.

Minimum Consequences	Maximum Consequences
Principal/Student conference; change of clothing, detention	1-3 days in-school suspension

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## Violations Against Public Health and Safety

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**Tobacco Possession**--possession of any tobacco products, including electronic cigarettes. on school property, bus, or at any school activity.

Minimum Consequences	Maximum Consequences
Principal/Student conference, detention, may notify law enforcement officials	1-3 days in-school suspension; 1-3 days out-of-school suspension, may notify law enforcement officials

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**Tobacco Use**--Use of any tobacco products, including electronic cigarettes. on school property, bus, or at any school activity.

Minimum Consequences	Maximum Consequences
Detention, 1-3 days in-school suspension, may notify law enforcement officials	1-9 days out-of-school suspension, may notify law enforcement officials

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**Drugs and Alcohol**--Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia..

Minimum Consequences	Maximum Consequences
5-180 days out-of-school suspension, notification to law enforcement officials and documentation in student's discipline record	Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

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**Drugs and Alcohol**--Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.

Minimum Consequences
Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

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## Violations Against Persons

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**Assault**--Attempting to cause injury to another person: intentionally placing a person in reasonable apprehension of imminent physical injury

Minimum Consequences	Maximum Consequences
In-school suspension, 1-180 days out-of-school suspension or expulsion, notice to law enforcement officials, and documentation in student's discipline record.	11-180 days out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**Assault**--Attempting to kill or cause serious physical injury to another.

Minimum Consequences
Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

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**Sexual Harassment**--Use of verbal, written or symbolic language which is sexually harassing

Minimum Consequences	Maximum Consequences
Principal/Student Conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.*	In-school suspension, 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

**Sexual Harassment**--Physical contact that is sexually harassing.

Minimum Consequences	Maximum Consequences
In-School suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.*	11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

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**Bullying**--Intentional action to inflict physical, emotional, or mental suffering on another individual or group of individuals.

Minimum Consequences	Maximum Consequences
Loss of privileges, classroom detention Conference with teacher, principal, parents; after school detention, in-school suspension 1-180 days out-of-school suspension, and possible documentation in student's discipline record.*	11-180 out-of-school suspension or expulsion, Notification of law enforcement documentation in student's discipline record.

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

Minimum Consequences	Maximum Consequences
Confiscation; 1-5 days in-school suspension; 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.*	11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

**Weapons**--Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571/010, RSMO.

Minimum Consequences
One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

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

Minimum Consequences	Maximum Consequences
1-10 days in-school suspension, 1-180 days out-of-school suspension, and possible documentation in student's discipline record.*	In-school suspension, 1-180 days out-of-school suspension or expulsion, and possible documentation in student's discipline record.*

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

Minimum Consequences	Maximum Consequences
Principal/Student conference; detention, 1-5 days in-school, 1-10 days out-of-school suspension.	In-school suspension, 1-180 days out-of -school suspension or expulsion, and possible documentation in student's discipline record.*

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**Theft**--Theft, attempted theft or willful possession of stolen property.

Minimum Consequences	Maximum Consequences
Reimbursement; principal/student conference; 1-5 days in- school suspension, 1-180 days out-of school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.*	11-180 days out-of-school suspension, possible notification to law enforcement officials, and documentation in student's discipline record.

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## Violations Against Property

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

Minimum Consequences	Maximum Consequences
11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.*	Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

**False Alarms**--Tampering with emergency equipment, setting off false alarms, making false reports.

Minimum Consequences	Maximum Consequences
Principal/Student conference; in-school suspension or 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record.*	In-school suspension, 1-180 days out-of-school suspension or expulsion, and possible documentation in student's discipline record.*

**Vandalism**--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

Minimum Consequences	Maximum Consequences
Principal/Student conference, Restitution, in-school 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.	11-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

## Violations Against School Standards

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**Gangs**--Gang activities, whether verbal, written or symbolic which substantially disrupt the educational environment.

Minimum Consequences	Maximum Consequences
Principal/Student Conference; detention, 1-10 days in-school suspension; 1-10 days out-of-school suspension	10-90 days out-of-school suspension

**Careless Driving**--Driving on School property in such a way as to endanger persons or property.

Minimum Consequences	Maximum Consequences
First violation of minor driving rules will be reported to parent/guardian. Driving privileges revoked for one month	Subsequent minor violation or any major violation will be reported to law enforcement officials. Driving privileges revoked for one semester; driving privileges revoked permanently.

**Truancy**--Absence from school without the knowledge and consent of parents/guardians and /or school administration.

Minimum Consequences	Maximum Consequences
Principal/Student conference and make up time missed; 1-3 days in-school suspension	3-10 days in-school suspension; 1-5 days out-of-school

**Cheating**--Any form of cheating including copying another's work or lending one's work to another.

Minimum Consequences	Maximum Consequences
Grade of zero, 2 hours after-school detention	Grade of zero, after-school detention, in-school suspension and possible documentation in student's discipline record.*

- \* Any offense which constitutes a "serious violation of the district's discipline policy" as defined in Board policy "2673" will be documented in the student's discipline record.

### **NOON DETENTION**

If a student gets a third and fourth noon detention, they will have to serve an eighth hour after school. When a student gets a fifth and sixth noon detention they will serve an in-school suspension. If a student receives a seventh or more noon detentions they will serve an out-of-school suspension. This is an accumulation of noon detentions assigned by the teachers to an individual. This policy pertains to each semester.

### **THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Leopold R-III School District is informing you, that as parents/legal guardians you may opt your son/daughter out of participating in certain school activities. These activities include a student survey, analysis or evaluation. Please contact the school if you do not want your child to participate in these activities.

### **ACADEMIC/ATHLETIC ACHIEVEMENT AWARDS**

#### ACADEMIC AWARDS

Starting with a student's Freshman year, if they are listed on the honor roll for the fall semester and third quarter they will receive a letter. In each succeeding year a student who makes the honor roll will receive a bar to be added to the letter. If a student fails to earn a letter as a Freshman, but qualifies at a later time, the letter will then be awarded. The school will also provide a "lamp of knowledge" emblem to attach to the letter to signify that it is an academic letter. At the end of the year, students will be awarded pins for an Honor Rating II or higher at the Southeast Missouri District Music Festival when the students complete all the required duties of membership in the Concert Choir.

#### ATHLETIC AWARDS

All Freshman who are members of the baseball, basketball, softball, volleyball or cheerleading teams for the entire season will be awarded an athletic letter. Each succeeding year, bars will be given to signify athletic participation. Students who first earn the letter after the Freshman year will receive the letter at that time. The school will provide emblems to signify the sport represented by the letters. Students who earn all-district, all-region or all-state in a sport will receive a 4" patch. Teams who win the districts, sectionals, or etc., all members will receive a 3" or 5" patch for the highest place they finish.

## **ORGANIZATIONS AND SPONSORS**

SEVENTH GRADE	MR. SAUER
EIGHTH GRADE	MRS. BROWNSBERGER
NINTH GRADE	MS. M. BROTHERTON
TENTH GRADE	MRS. MILLER
ELEVENTH GRADE	MS. LUKEFAHR
TWELFTH GRADE	MS. LAFFERTY
PEP CLUB	MRS. BEUSSINK/MR. SAUER
STUDENT ACTIVITIES COUNCIL	MRS. HORRELL/MRS. ROBINS
CHEERLEADERS	MS. BEUTER
PUBLICATIONS	DR. PENDERGRASS
HIGH SCHOOL BASEBALL	MR. SAUER
HIGH SCHOOL BASKETBALL	MR. KIEHNE
HIGH SCHOOL SOFTBALL	MR. KINDER/MRS. MILLER
HIGH SCHOOL VOLLEYBALL	MRS. DAVIS/MS. LUKEFAHR
JUNIOR HIGH BASKETBALL	MR. KIEHNE
JUNIOR HIGH VOLLEYBALL	MRS. DAVIS/MS. LUKEFAHR
BUSINESS CLUB	MS. M. BROTHERTON
CONCERT CHOIR	MRS. MILLER
BETA CLUB	MRS. COOPER/MRS. BEUSSINK
CROSS COUNTRY	MR. KINDER

### **MSHSAA GUIDELINES** **HOW TO MAINTAIN AND PROTECT YOUR** **HIGH SCHOOL ELIGIBILITY**

#### **CITIZENSHIP**

You must be a creditable citizen. Creditable citizens are those students whose conduct-both in school and out of school-will not reflect discredit upon themselves or their school.

#### **ACADEMICS**

*Grades 9-12:* You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit.

*Grades 7-8:* You must have been promoted to a higher grade at the end of the previous year. However, even though you may have been promoted, you will be ineligible if you failed more than two courses the previous quarter.

#### **NONSCHOOL COMPETITION**

Before you join a nonschool team or enter any nonschool competitive athletic event, your school principal or athletic administrator should be consulted to make certain you met the standards.

## CODE OF CONDUCT FOR ATHLETES

It is a privilege to participate in high school athletics and not a right. Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students eligible for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their school are not considered "creditable citizens." Conduct shall be satisfactory in accord with standards of good discipline.

In an effort to define the general area of being a creditable citizen, and to provide consistency in applying major rule infractions, the following guidelines shall apply:

- A. The following general rules shall apply to all student athletes in the junior high sports of volleyball and basketball as well as the high school sports of volleyball, basketball, baseball, softball and cheerleading.
- B. The Athletic Director shall be involved in all decisions of this magnitude.
- C. A Parent/Guardian conference shall be held before issuing punishment.
- D. All decisions may be appealed to the Board of Education.
- E. Due to many variables and extenuating circumstances, the coach and athletic director shall determine a fair and equitable punishment within the following parameters:

### 1. INFRACTIONS

- Smoking or use of tobacco products
- Alcohol or other illegal drug consumption
- Law violations involving alcohol or illegal drugs.
- Criminal violations of the law.
- Inappropriate sexual behavior.

### 2. PUNISHMENTS--FIRST OFFENSE

#### OUT OF SPORTS SEASON

Minimum of a parent/guardian conference to a maximum of two weeks or six games/matches suspension.

#### DURING SPORTS SEASON

Minimum of one week or three games/matches suspension to suspension from the team for the season.\*

\*Punishments for violations at or near the end of a sport season may carry over to the next sport season in which the student has participated in the past and wants to participate in the future, or the same sport season the next year as deemed appropriate by the coach(s) and athletic director.

### 3. PUNISHMENTS--SECOND OFFENSE

Suspension from all interschool athletics for one calendar year.

The suspended student shall attend practices and games/matches unless the coach and athletic director believe this would be detrimental to the squad.

Coaches of each sport will provide all student athletes a copy of this code of conduct as well as a list of all other rules/regulations that student athlete is expected to follow.

## LEOPOLD WILDCAT FALL BASEBALL 2018-2019

August 31 <sup>st</sup>	Woodland	Home	4:15
September 4 <sup>th</sup>	Oran	Home	4:15
September 6 <sup>th</sup>	Bloomfield	Away	4:30
September 11 <sup>th</sup>	Woodland	Away	4:15
September 12 <sup>th</sup>	Advance	Away	4:15
September 17 <sup>th</sup>	Bell City	Away	4:15
September 19 <sup>th</sup>	Egyptian	Home	4:15
September 20 <sup>th</sup>	Oran	Away	4:15
September 24 <sup>th</sup>	Bernie	Away	4:30
September 28 <sup>th</sup>	Puxico	Away	4:30

## **LEOPOLD WILDCAT CROSS COUNTRY 2018-2019**

August 25 <sup>th</sup>	Jackson	Away	9:00
September 15 <sup>th</sup>	Cape Girardeau	Away	TBA
September 18 <sup>th</sup>	Oak Ridge	Away	4:00
September 25 <sup>th</sup>	Chaffee	Away	4:00
September 29 <sup>th</sup>	Notre Dame	Away	TBA
October 4 <sup>th</sup>	Saxony Lutheran	Away	4:00
October 13 <sup>th</sup>	Farmington	Away	9:00
October 16 <sup>th</sup>	Conference Meet	Away	4:00
October 20 <sup>th</sup>	Dexter	Away	TBA
November 3 <sup>rd</sup>	Districts	TBA	TBA

## LEOPOLD WILDCAT VOLLEYBALL 2018-2019

August 17 <sup>th</sup>	2017 Jamboree-Bloomfield	Away	TBA
August 23 <sup>rd</sup>	Gatorade Game	Home	6:00
August 27 <sup>th</sup> -31 <sup>st</sup>	Woodland Tournament	Away	TBA
September 5 <sup>th</sup>	Marquand	Home	6:00 pm
September 7 <sup>th</sup> -8 <sup>th</sup>	SEMO Dig For Life	Away	TBA
September 11 <sup>th</sup>	Oran	Away	6:00 pm
September 13 <sup>th</sup>	Advance	Away	6:00 pm
September 17 <sup>th</sup>	Meadow Heights	Away	6:00 pm
September 18 <sup>th</sup>	Bell City	Home	6:00 pm
September 20 <sup>th</sup>	Zalma	Home	6:00 pm
September 22 <sup>nd</sup>	Scott City JV Tournament	Away	TBA
September 24 <sup>th</sup>	Scott City	Away	6:00 pm
September 25 <sup>th</sup>	Dexter	Away	6:00 pm
September 28 <sup>th</sup>	Notre Dame	Home	6:00 pm
September 29 <sup>th</sup>	Perryville Tournament	Away	TBA
October 2 <sup>nd</sup>	Woodland	Away	6:00 pm
October 8 <sup>th</sup>	Oak Ridge	Away	6:00 pm
October 12 <sup>th</sup>	Lesterville	Home	6:00 pm
October 13 <sup>th</sup>	Jackson JV Tournament	Away	TBA
October 15 <sup>th</sup>	Saint Vincent	Home	6:00 pm
October 16 <sup>th</sup>	Puxico	Away	6:00 pm
October 18 <sup>th</sup>	Bernie	Home	6:00 pm
October 22 <sup>nd</sup> -25 <sup>th</sup>	District Tournament	TBA	TBA



## LEOPOLD WILDCAT JUNIOR HIGH BASKETBALL 2018-2019

September 19 <sup>th</sup>	Meadow Heights	Home	6:00 pm
September 20 <sup>th</sup>	Marquand	Away	6:00 pm
September 24 <sup>th</sup>	Greenville	Home	6:00 pm
October 1 <sup>st</sup>	Advance	Away	6:00 pm
October 4 <sup>th</sup>	Oak Ridge	Home	6:00 pm
October 8 <sup>th</sup>	Richland	Home	6:00 pm
October 9 <sup>th</sup>	Woodland	Away	6:00 pm
October 11 <sup>th</sup>	Zalma	Away	6:00 pm
October 15 <sup>th</sup> -18 <sup>th</sup>	Oak Ridge Tournament	Away	TBA
October 23 <sup>rd</sup>	Delta	Away	6:00 pm
October 24 <sup>th</sup>	Chaffee	Away	6:00 pm
November 8 <sup>th</sup>	Scott City	Away	6:00 pm

## LEOPOLD WILDCAT BASKETBALL 2018-2019

TBA	Gatorade Game	Home	6:00 pm
November 26 <sup>th</sup> -30 <sup>th</sup>	Woodland Tournament	Away	TBA
December 4 <sup>th</sup>	Woodland	Home	6:00 pm
December 7 <sup>th</sup>	Bell City	Away	6:00 pm
December 11 <sup>th</sup>	Gideon	Home	6:00 pm
December 12 <sup>th</sup>	Kelly	Away	6:00 pm
December 14 <sup>th</sup>	Delta	Away	6:00 pm
TBA	SEMO Christmas Tournament	Away	TBA
January 4 <sup>th</sup>	Greenville	Away	6:00 pm
January 8 <sup>th</sup>	Oak Ridge	Away	6:00 pm
January 11 <sup>th</sup>	Marquand (Homecoming)	Home	6:00 pm
January 15 <sup>th</sup>	Saint Vincent	Away	6:00 pm
January 18 <sup>th</sup>	Richland	Home	6:00 pm
January 22 <sup>nd</sup>	Chaffee	Home	6:00 pm
January 24 <sup>th</sup>	Meadow Heights	Away	6:00 pm
January 25 <sup>th</sup>	Oran (Senior Night)	Home	6:00 pm
February 5 <sup>th</sup>	Scott City	Away	6:00 pm
February 8 <sup>th</sup>	Advance	Away	6:00 pm
February 12 <sup>th</sup>	Zalma	Away	6:00 pm
TBA	MVC Conference Tournament	TBA	TBA
February 16 <sup>th</sup> -22 <sup>nd</sup>	District Tournament	TBA	TBA

I have received a copy and read the student handbook for the 2018-2019 school year.

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(Parent/Legal guardian Signature)

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(Student Signature)