

Leopold R-III Elementary Student Handbook



2015-2016

Leopold R-III School District
Fall, 2015

Dear Parents/Guardians and Students,

With the beginning of a new school year, comes a new student handbook. It is beneficial that each parent/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 \$1.40 per day. Junior high and high school lunches have changed, and they will be \$1.60 per day. Adult lunches have changed, and they will be \$2.25 per day. The cost of an additional milk will remain at 40 cents.

We have some new faculty and staff this year as well as some faculty changing positions within the district. Ms. Molly Brotherton will take over the business department. Ms. Whitney Lukefahr will be the counselor, and Ms. Kristie Thiele will teach upper level math along with taking over as the A+ coordinator.

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 2015-2016 school year promises to be another exciting and productive year for the students in the Leopold R-III School District. Your support as parents/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 Elementary School Handbook
2014-2015**

1. Changed under school lunch prices:
 - a. The cost of all lunches increased by \$0.05, while the cost of milk remained the same.
2. Added under the smoking policy
 - a. Electronic cigarettes are included under the school tobacco policy.

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/guardians.

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.

Elementary Schedule 2015-2016

Music	MON	TUE	WED	THUR	EVEN FRI	ODD FRI
12:33--12:58	1&2	5&6	1&2	5&6	5&6	1&2
12:59--1:24	K	4	K	3	K	3&4

Physical Education	MON	TUE	WED	THUR	EVEN FRI	ODD FRI
12:33--12:58	5&6	1&2	5&6	1&2	1&2	5&6
12:59--1:24	3&4	K	3&4	K	3&4	K

Art	MON	TUE	WED	THUR	FRI
12:33-1:24		3		4	
2:23--3:12	1	5	6	2	K

Recess

Morning	K-3 4-6	9:45--10:00 10:05--10:20	Teacher & Aide Teacher & Aide
Noon	K-6	11:30--12:05	Teacher & Aide & Administrator
Afternoon	K-3 4-6	1:45--2:00 2:04--2:19	Teacher & Aide Teacher & Aide

Duty

Library, Communication Arts and Speech Correction

These and any other special services will be scheduled by the teacher in charge after consulting with the classroom teachers.

Library, Communication Arts and Speech Correction

These and any other special services will be scheduled by the teacher in charge after consulting with the classroom teachers.

School Calendar

2015-2016

AUGUST	10 th	LEOPOLD EMPLOYEE WORKSHOP
AUGUST	11 th	LEOPOLD FACULTY WORKSHOP
AUGUST	12 th	FIRST DAY OF SCHOOL
SEPTEMBER	7 th	LABOR DAY-NO SCHOOL
SEPTEMBER	18 th	PROFESSIONAL DEVELOPMENT-DISMISS AT 11:30
OCTOBER	16 ^h	END OF FIRST QUARTER
OCTOBER	23 rd	PARENT-TEACHER CONFERENCES-NO SCHOOL
NOVEMBER	20 th	NO SCHOOL-TEACHER WORKSHOP
NOVEMBER	25 th -27 th	THANKSGIVING HOLIDAY-NO SCHOOL
DECEMBER	18 th	END OF FIRST SEMESTER-DISMISS AT 11:30 A.M. NO LUNCH
DECEMBER	22 nd	MAKE UP DAY
JANUARY	4 th	BEGIN SECOND SEMESTER
JANUARY	18 th	MARTIN LUTHER KING JR DAY-NO SCHOOL MAKE UP DAY
FEBRUARY	15 th	PRESIDENT'S DAY-NO SCHOOL-MAKE-UP DAY
MARCH	4 th	END OF THIRD QUARTER
MARCH	11 th	PROFESSIONAL DEVELOPMENT-NO SCHOOL
MARCH	25 th -28 th	EASTER BREAK-NO SCHOOL
MAY	12 th ,13 th , 16 th , & 17 th	MAKE UP DAYS
MAY	18 th	LAST DAY OF SCHOOL
MAY	TBD	BACCALAUREATE AND COMMENCEMENT

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

LEOPOLD R-3 CERTIFIED PERSONNEL

NAME	POSITION	TELEPHONE
Keenan Kinder	Superintendent	204-1356
Matt Britt	Principal K-12	837-9875
Theresa Shoemaker	Kindergarten	887-1453
Gretchen Harpster	Grade One	450-5139
Jodi Wipfler	Grade Two	429-3686
Amanda Brack	Grade Three	(270)853-3487
Julie Fluchel	Grade Four	238-7236
Kathy Nanney	Grade Five	238-2327
Teresa Cooper	Grade Six--Beta Club Sponsor	722-3845
Mary Rowe	Librarian	238-4535
Amanda Robins	English-Mass Media	208-3677
Whitney Lukefahr	Counselor	238-5868
Molly Brotherton	Business--Computer Technology	208-8753
Jean Ponder	Art--Home Economics--Spanish	243-0108
Kristie Thiele	Math-A+ coordinator	208-6571
Anita Bellis	Jr. High Math & English Algebra I & Applied Math	579-1099
Julia Horrell	Science	238-0147
Lesa Lafferty	Jr. High & High School Resource	733-3142
Corey Brownsberger	P. E. & Basketball Coach	(660)979-3370
Jon Sauer	Social Studies	(618)615-5797
Dana Beussink	Elementary Special Education	450-7208

LEOPOLD R-3 CERTIFIED PERSONNEL

Ashley Miller	Music/ Communication Arts Resource	(636)352-3530
Beginning Concepts Jackson, MO	Speech Educator	587-2520

NON-CERTIFIED PERSONNEL

NAME	POSITION	TELEPHONE
Patty Bohnsack	Secretary/Bookkeeper	238-3913
Rhonda Beel	Secretary	238-0016
Sandy Davis	Volleyball Coach	238-9840
Cathy Stroder	Teachers' Aide	238-3165
Shirley Brotherton	Library Aide	238-3948
Kelly Smith	Teachers' Aide	238-3423
Holly Landewee	Head Cook	238-0041
Tammy Broshuis	Cook	238-4125
Misty Campbell	Cook/Custodian	225-4710
Michele Thele	Custodian	238-0189
Julie Beussink	Nurse	450-9714
Andrea Beuter	Cheerleading Coach	275-7340
Sarah Deck	Parents As Teachers	979-1748
Roy Broshuis	Maintenance/Bus Driver	238-2239
April Thele	Bus Driver	238-3823
Todd Peters	Bus Driver	238-2360
Ron Lincoln	Bus Driver	238-3044
Aimee Hampton	Bus Driver	238-3235
Sheryl Eftink	Bus Driver	238-3202

BOARD OF EDUCATION

Keith Brotherton	President
Martin Arnzen	Vice-President
Alissa Vandeven	Treasurer
Keith Beel	Member
Jason Van de Ven	Member
Jim Thele	Member
Chris Horrell	Member
Patty Bohnsack	Secretary

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.

ARRIVAL AND DEPARTURE

Students should not arrive on school property prior to 8:00 a.m. It is not advisable to have students waiting outside the school door waiting for the 8:15 a.m. bell to ring.

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

Students are not to leave school property prior to dismissal without permission of faculty or administration. Parents/guardians may call or come to the school to secure permission for a student to leave early.

A student who is brought to school late should be escorted to his/her classroom to assure that he/she reports promptly to the proper place.

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 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 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.

Students must leave school property after dismissal unless they are under the direct supervision of a teacher or other school employee. Students should not return to the school playground until all buses have returned from their bus runs at 4:15 p.m.

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/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/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/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/guardian if the principal has inadequate information or reason to suspect that false or incomplete information has been provided to the School District.

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

SCHOOL PROPERTY

Writing, painting, pasting stickers, carving, etc., on school property is prohibited.

Sitting on desk tops and table tops may cause damage to the items or injury to the student and should be avoided.

Chewing gum is not permitted in the elementary school.

TARDINESS

Tardiness is any arrival of a student at school after the scheduled time for class to begin.

GRADING

The purpose of grading is to allow the student and teacher to determine if the student is learning and retaining as he/she should. Factors considered when assigning grades are individual progress, comparison of the student's progress with that of other members of the class, performance skills developed by the student, and any other factors the teacher deems important in assessing progress.

Grade reports will be issued to all elementary students at mid-quarter and at the end of each quarter. Each student will be required to return a signed document from parents/guardians indicating they have received the report. 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	00-59

QUARTER TEST

Students in grades three through six shall be given a comprehensive quarter test in each area covered by Smarter Balanced testing. The test shall be 30 to 50 minutes in length and count as a unit test grade.

HONOR ROLL

Students in grades 4-6 will be eligible to be on the Leopold Elementary Quarter Honor Roll for academic achievement.

1. To be on the Honor Roll, one must have a G.P.A. of at least a "B-" or better with no grade below a "C".
2. Only those grades in the core subject areas of reading, mathematics, language, spelling, social studies and science will be figured into the student's average grade. Penmanship and other classes will not be figured into the Honor Roll.

END OF SCHOOL TRIP

Students who have made the first, second, 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. Two days or less means a total of less than 12.76 hours absent. Students who have not met the criteria for the trip due to grades or absences may be eligible for the trip if a team of team consisting of teachers and administrators feel that the student is making adequate progress towards their educational goals. Students will be disqualified from the trip if they have received five or more discipline referrals in a school year or received two or more "F's".

TEXTBOOKS

Students will be issued free textbooks. Teachers will record the textbook number in their grade books so the school may have accurate records in case of a lost book. A second textbook will not be issued until a lost item is paid for by the student. Condition of the book will also be recorded, and damage beyond the normal wear and tear will be assessed to the student. Cloth covers are too small for textbooks, which over time breaks the spine of the book. Cloth covers are not to be used.

PARTIES

Parties are not to be planned without first consulting a teacher or the principal. This includes surprise parties. A list of healthy snack and beverage ideas will be sent home with students at the beginning of the school year as per the District Wellness Policy adopted to meet federal and state regulations.

TELEPHONE

The school telephone is a business telephone and may not be used by students except in urgent situations. Students may not use the telephone unless supervised by school personnel.

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. It is essential that each family have a plan for dealing with early dismissals. Parents/guardians should inform the teacher if a student is to go anywhere other than home after an early dismissal. A form has been sent home for parents to fill out and return to the teachers. 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.

PROMOTION STANDARDS GRADES K-6

Students will be enrolled in kindergarten in compliance with current state laws. Promotion to succeeding grades will occur if a student is meeting grade level expectations as identified by the local board policy and State Department of Education. When first semester grades or other circumstances suggest a student might not be promoted, a conference consisting of the student's parents/guardians, the teacher, and the principal will be held. This conference will occur no later than January, and follow-up conferences will be held as necessary.

However, consistent with Senate Bill 319 which replaced House Bill 889, the requirements for determining a student's reading level this school year are as follows: All students in grade 3 will be assessed to determine their reading level. Transfer students in grades 4, 5, & 6 will have their reading level assessed, unless they have already been determined to be reading at or above grade level. We feel it is important to start assessing a student's reading level earlier than what the state wants. The next page describes the Reading Improvement Policy adopted by the Leopold R-III School District.

Leopold-Reading Improvement Policy

Senate Bill 319 is a law geared at third through sixth grade students which basically requires schools to do two things. First insure that public schools check the reading ability of students and provide extra help for students who need it. Secondly, the law seeks to prevent the "social promotion" of students who are reading at more than a year below their grade placement. These state guidelines require all third graders and any student who transfers in for grades 4-6 during the year to be tested. This assessment is not required for students who have an Individualized Educational Plan or students whom English is not a native language. We believe as a school district all students in grades first through sixth should be tested every spring for reading with the Stanford 10 test. These reports will allow us to help any student who maybe struggling in the area of reading. The students at Leopold in grades first through sixth were tested last year for reading on the Stanford 10 test. The results will alert us to students who need help.

The Leopold R-III "Reading Improvement Policy": A list of students in grades 1-6, who are reading below one grade level from their current grade placement based on their achievement test from the previous year, would be compiled no later than the mid-quarter point of the first quarter. These students would be re-tested upon teacher recommendation or parent request. If the student continues reading one grade level below their current grade placement, a parent conference would be scheduled. At that time we would develop a Reading Improvement Plan to assist the identified student. The plan would include at a minimum "30 hours of additional reading instruction or practice outside the regular school day." It also stipulates that these students must participate in the Remedial Reading/Communication Arts Program during the school day. We would re-test, no later than 45 days prior to the end of the school year. If at that time the student remains below one grade level from their current grade placement, the student will be required to attend summer school. During summer school the student will receive at least 60 hours plus of extra reading instruction. The student would be re-tested at the end of summer school. A student would be retained if they refuse to be a part of the Reading Improvement Plan and their score is one grade level below their current grade placement.

The Leopold R-III School District believes it is important to offer this program to students who are at-risk in reading. An at-risk student is a student who is not a full grade level below their current grade placement, but is also not at grade level. A list of at-risk students would be compiled no later than the mid-quarter point of the first quarter based on their achievement test from last year and teacher recommendation. These students would be re-tested upon teacher recommendation or parent request and if they are still at-risk, a parent conference would be scheduled. We would then develop a Reading Improvement Plan just like the students who are reading below one grade level from their current grade placement with the parent's approval. If at the end of the plan or if they refuse to be a part of the plan, a student who is still at-risk will not be retained.

VISITORS

Parents/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.

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.

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/guardians are the only people allowed to take students home after school sponsored activities to which students rode a bus.

ABSENCES

When it is necessary for a student to be absent from school, it is the responsibility of the parent/guardian to notify the school, in advance if possible. When an illness or emergency occurs, the parent/ guardian should call the school to report the absence on the day of the absence. If the school is not notified, a note from the parent/guardian will be required on the first day of the student's return to school. When calling, please indicate the reason for the absence, and if illness is the reason, give a description of the illness. It is required that the school reports the nature of all illnesses to local health authorities. If the parent/guardian must leave for work before school opens he/she may call the principal at home (837-9875) or have the baby-sitter call the school.

CLASSIFICATION OF ABSENCES

Excused--Any necessary absence that is approved in advance by the parent/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/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.

HOMEWORK/LATE ASSIGNMENTS

If an assignment is not completed on time there will be a 10% deduction from the score when it is recorded. If the late work is not completed by the beginning of the school day following the day it was marked late, a zero will be recorded. If a student is absent due to an illness an exception will be made and he/she will be given a reasonable amount of time to complete the missed work. Recess time will not be consistently used as a study hall to do work that should have been completed as homework.

ITEMS BROUGHT TO SCHOOL

Students should not bring toys, games, radios, etc. to school unless they are required for the completion of a lesson or special project. The only exceptions are baseball/softball gloves. (No bats: they are too dangerous on the bus. No hard baseballs: they are too dangerous for students. Softballs will be provided in the classroom.)

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 removed from the library without the permission of the librarian or a teacher. Reference books may be checked out for overnight use only.

LUNCHESES

Elementary lunches are \$1.40 per day or \$7.00 per week. On field trips and other events, adult lunches are \$2.25. Lunch money is collected on the first and last day of the school week. Additional milk will be 40 cents per carton.

Kindergarten and first grade have the opportunity to purchase additional milk in the morning. The price of the extra milk is 40 cents per carton. School lunches will have to be paid for in full each quarter.

LUNCHROOM AND RECESS

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.

The class that is first to lunch will be the first to leave the lunchroom. No student will be permitted to leave until a majority in his/her class has finished lunch and the teacher releases them.

Grades 3, 4, 5, and 6 will use the outside water fountain as long as water is available there.

All classes should be ready to begin work no later than 5 minutes after the end of recess.

On rainy days students may utilize the lunchroom or gym when available during recess, or play quiet games in the classroom. Teachers will determine activities permitted.

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

STUDENT BEHAVIOR

One of the important goals of education is learning self-discipline. While discipline does not appear as an academic subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency.

With an understanding of the purpose of discipline in school, one may form a correct attitude toward it, and not only do one's part in making his/her school an effective place for learning, but develop habits of self-restraint which makes for a better person in all situations.

SEXUAL HARASSMENT

The Leopold School District is committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcomed 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.

RULES OF CONDUCT

Every student should try to be considerate of others. Making boisterous noises, slamming doors, running in the halls, marking on desks, walls and floors, and talking while another is speaking are examples of behavior that good citizens avoid. A student should attempt to show that he/she is a responsible person.

The following are some examples of misconduct:

1. Being disrespectful
2. Using vulgar or profane language or gestures.
3. Making noise or other disturbances in hallways.
4. Rowdy behavior such as pushing, shoving or throwing things.
5. Leaving school without permission.
6. Tardiness.
7. Damaging or stealing school or personal property.
8. Running--in hallways, to and from buses or other inappropriate situations.
9. All litter should be put into wastebaskets. Students should feel a responsibility for keeping our school and grounds neat and clean.
10. Any other conduct that inhibits the education purposes of the school.

STUDENT DRESS

Students' clothing should be clean and comfortable. Shorts may be worn during announced warm days at the beginning and end of the school year. Extremely short or tight-fitting clothing can be uncomfortable as well as distracting to the students. Shirts/blouses should be long enough to cover 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. Clothing should be in good repair. Printing on clothing which advertises alcohol, drugs or tobacco is prohibited. Profane suggestive or derogatory remarks are also prohibited. Students can not wear compression shorts/spandex unless they wear shorts over them.

BULLYING

The Leopold School District is committed to maintaining a learning and working environment free of any form of bullying, intimidation by students toward a district personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context, or cyber bullying. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals. Bullying can be reported anonymously by using the school climate improvement box which is located outside of the principal's office. The school climate improvement box will be checked by the principal daily.

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.
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 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.

PENALTIES FOR MISCONDUCT

Penalties for misconduct will be determined from the Student Discipline Policy. Reports of disciplinary action will be written and parents/ guardians will receive a copy to sign and return to school.

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/guardians.

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.

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 building 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 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.

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. Students can not store medication at the school to be taken on their own.

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 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 year and are required to be completed and returned each year as soon as possible to the office.

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.

THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Leopold R-III School District is informing you, that as parents/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.

ELECTRONIC DEVICES

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 during the first semester after adoption of this policy will result in confiscation. The device will be picked up from the principal by the parent/guardian of the student. A second offense will result in the item being confiscated for the remainder of the semester. On second and further offenses, the student will also serve after school detentions.

GENERAL ADMINISTRATION

Dear Parent or 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 student's education records, except to the extent that FEPRPA 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 FEPRPA.

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 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 31st, 2012. 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

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

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.*

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.*

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

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.*

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

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

Violations Against Public Health and Safety

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

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

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.

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

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

Violations Against Persons

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

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.

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.

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.

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.*

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.*

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

Minimum 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.*

Maximum Consequences

11-180 days out-of-school suspension, possible notification to law enforcement officials, and documentation in student's discipline record.

Violations Against Property

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

Minimum Consequences

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

Maximum Consequences

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

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

Maximum Consequences

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

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.

Maximum Consequences

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

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

Minimum Consequences

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

Maximum Consequences

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

First violation of minor driving rules will be reported to parent/guardian. Driving privileges revoked for one month

Maximum Consequences

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

Principal/Student conference and make up time missed; 1-3 days in-school suspension

Maximum Consequences

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, loss of recess time.	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.

LEOPOLD WILDCAT FALL BASEBALL 2015-2016

September 3 rd	Bloomfield	Home	4:15
September 5 th	Campbell Tournament	Away	TBA
September 8 th	Oran	Away	4:15
September 14 th	Bell City	Home	4:15
September 17 th	Oran	Home	4:15
September 21 st	Bernie	Home	4:15
September 22 nd	Bloomfield	Away	4:15
September 25 th	Puxico	Home	4:30
September 28 th	Bell City	Away	4:15

LEOPOLD WILDCAT VOLLEYBALL 2015-2016

August 21 st	2015 Jamboree	Home	6:00
August 24 th -28 th	Woodland Tournament	Away	TBA
September 2 nd	Marquand	Away	6:00 pm
September 8 th	Oran	Home	6:00 pm
September 10 th	Advance	Home	6:00 pm
September 11 th -12 th	SEMO Dig For Life	Away	TBA
September 14 th	Meadow Heights	Home	6:00 pm
September 17 th	Zalma	Away	6:00 pm
September 18 th	Bell City	Away	6:00 pm
September 21 st	Scott City	Home	6:00 pm
September 22 nd	Dexter	Home	6:00 pm
September 25 th	Notre Dame	Away	6:00 pm
September 26 th	Scott City JV Tournament	Away	TBA
September 28 th	Woodland	Home	6:00 pm
October 1 st	Jackson	Away	6:00 pm
October 5 th	Oak Ridge	Home	6:00 pm
October 6 th	Greenville	Home	6:00 pm
October 7 th -9 th	MVC Tournament	Away	TBA
October 10 th	Jackson JV Tournament	Away	TBA
October 12 th	Saint Vincent	Away	6:00 pm
October 13 th	Bernie	Away	6:00 pm
October 16 th	Puxico	Away	6:00 pm
October 19 th -22 nd	District Tournament	TBA	TBA

LEOPOLD WILDCAT JUNIOR HIGH BASKETBALL 2015-2016

September 24 th	Marquand-Zion	Home	6:00 pm
September 25 th	Meadow Heights	Home	6:00 pm
September 29 th	Greenville	Away	6:00 pm
October 6 th	Meadow Heights	Away	6:00 pm
October 8 th	Oak Ridge	Home	6:00 pm
October 9 th	Woodland	Home	6:00 pm
October 15 th	Zalma	Home	6:00 pm
October 19 th -21 st	Oak Ridge Tournament	Away	TBA
October 26 th - 29 th	Chaffee Tournament	Away	TBA
November 2 nd	Puxico	Home	6:00 pm
November 9 th	Oak Ridge	Away	6:00 pm
November 10 th	Richland	Away	6:00 pm
November 13 th	Scott City	Home	6:00 pm

LEOPOLD WILDCAT BASKETBALL 2015-2016

November 20 th	Zalma	Away	6:00 pm
November 30 th -December 4 th	Woodland Tournament	Away	TBA
December 7 th -10 th	Meadow Heights JV Tournament	Away	TBA
December 8 th	Woodland	Away	6:00 pm
December 11 th	Bell City	Home	6:00 pm
December 16 th	Kelly	Home	6:00 pm
December 17 th	Saint Vincent	Home	6:00 pm
December 26 th – 30 th	SEMO Christmas Tournament	Away	TBA
January 2 nd -6 th	Leopold JV Tournament	Home	TBA
January 5 th	Meadow Heights	Away	6:00 pm
January 12 th	Oak Ridge	Home	6:00 pm
January 15 th	Marquand	Away	6:00 pm
January 21 st	Richland	Away	6:00 pm
January 22 nd	Greenville	Home	6:00 pm
January 26 th	Chaffee	Away	6:00 pm
January 29 th	Oran	Away	6:00 pm
February 1 st -6 th	MVC Conference Tournament	TBA	TBA
February 9 th	Puxico	Away	6:00 pm
February 12 th	Advance	Home	6:00 pm
February 16 th	Zalma	Home	6:00 pm
February 19 th	Delta	Home	6:00 pm
February 20 th -26 th	District Tournament	TBA	TBA

I have received a copy and read the student handbook for the 2015-2016 school year.

(Parent/Guardian Signature)

(Student Signature)