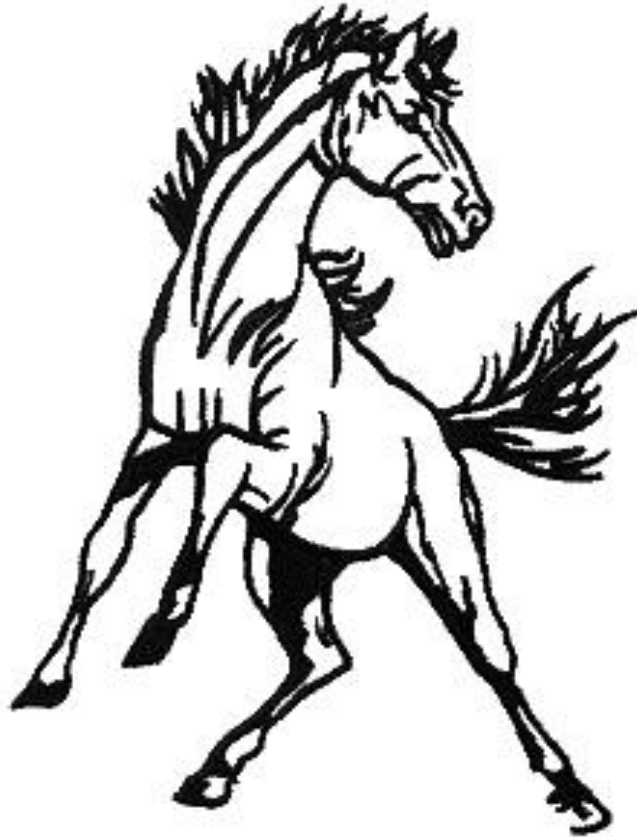


**Linn County R-I  
High School  
Student Handbook  
2023-2024**



**Linn County R-I  
15533 Hwy KK  
Purdin, Missouri  
660-244-5045  
linnr1.k12.mo.us**

**Approved By  
the  
Board of Education  
May 17, 2023**

## **A PHILOSOPHY OF EDUCATION FOR THE LINN COUNTY R-1 SCHOOL DISTRICT**

Public education is a joint responsibility of the profession, the public, and their representatives. We realize that the Board of Education, administrators, and classroom teachers have a common goal -the best possible education for the students that attend Linn County R-1 Elementary and Secondary School.

We must recognize that the American Public School System is peculiarly our own - that it was developed to fit our needs. We believe that it must be a flexible system, adaptable to the need of various localities and able to meet changing conditions. We must recognize that education is not static; that we must keep abreast of changing times, constantly recognizing new needs, constantly seeking new methods of achieving our goals, yet not rushing blindly out of untried pathways.

Due to the increasing mobility of the American people, we must realize that we no longer prepare our children to become citizens of the area in which they grow up. Therefore, we must be prepared to meet at least certain minimum standards on state and national levels. At the same time, we believe that the state and federal governments have a growing responsibility in the support of a school system which will meet our state and national requirements.

We must recognize that the child is the product of his home, his community and his school. All must contribute to the development. When one fails, the others must move in to fill the gap. It is the responsibility of the home to see that each child has an upbringing that is healthy, happy and morally and mentally well-balanced. It is the responsibility of the community to contribute the means for a child's education, to set high standards for his health, safety and moral and civic development. If the school is to fulfill its function, we as teachers and members of the Board of Education in a public school, must pledge ourselves to recognize and abide by the goals of our educational system; to do the very best we can with the means at our command.

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty, the administration and the Board of Education. This information has been carefully prepared and presented so that it will be of great value in helping you and your parent/guardian become an integral part of our school.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help our students successfully participate in the world of tomorrow. We hope that your participation in our school will prepare you to live a better life and ultimately take your place in our complex society. Remember that your success in this school will be directly proportional to the effort put forth.

### **A WORD TO PARENTS**

The education of your children is best achieved when there is a high degree of cooperation between the student, parent/guardian(s) and the Linn County R-1 Staff. Your children are the most valuable resource for the continued success of our communities and country. It is imperative that each parent cooperate in seeing that:

- Your child attends school regularly.
- Your child has sufficient time at home for rest and study.
- Your child's progress reports and report cards are read throughout the year.
- You, as a parent, show interest and involvement in your child's educational pursuits including academics, extra-curricular activities and organizations.
- You, as a parent, keep your child actively involved and accountable to his/her educational goals.

## LINN COUNTY R-1 MISSION

We, as a school and community, are committed to ensuring a high level of academic and behavioral achievement for all students.

## LINN COUNTY R-1 VISION

Linn County R-1 is a partnership between students, parents, and teachers who believe success comes through hard work and effort.

Success is achieved through....

- Citizenship
  - A. Respecting one's self and others
  - B. Accepting responsibility
  
- Environment
  - A. Providing a safe and welcoming culture
  - B. Encouraging and modeling positive school spirit
  
- Learning
  - A. Demanding high expectations
  - B. Providing progressive and rigorous education
  - C. Producing critical thinkers
  - D. Preparing for lifelong learners for future success

## NOTICE OF NONDISCRIMINATION

As per Board of Education policy adopted June 8, 2004, Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment with Linn County R-I are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning Linn County R-I compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact. Ryan Livingston, Superintendent Linn County R-I, 15533 Hwy KK, P.O. Box 130 Purdin, Missouri 64674 1-660-244-5045.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's Compliance with the regulations implementing Title VI, Title IX or Section 504.

## ASBESTOS NOTIFICATION

Our facility is inspected on a regular basis for asbestos safety. If you feel that any materials, supplies or equipment may be unsafe, teachers are encouraged to report to the office of the superintendent. The last asbestos inspection was July 2009.

Asbestos was found in the floor tiles only. This is considered non-friable asbestos, and imposes no immediate danger to occupants or visitors.

All ACBM in this building has been addressed in a Management Plan written according to Federal and State requirements. The purpose of this plan is to safeguard the health and safety of all building occupants.

**SCHOOL MASCOT: The Mustang**

The Mustang, more than any other horse, is uniquely American. The Mustang represents the exuberance of the completely free spirit and also reflects the American spirit. A Mustang is a horse with heart, will, and the drive to work for a good partner.

We, as Mustangs, should possess the same fine qualities as the original horse. Our school spirit and determination will help us defeat our opponents.

By attending our school activities and supporting our teams, we will gain the admiration of other schools in surrounding communities.

**SCHOOL SONG**

The official school song for the Linn County R-I High School was adopted during the 1966-1967 school year. A new school song was necessary, due to the combining of Linneus and Browning High School.

The lyrics, sung to the tune of "On Wisconsin" were written by a committee of Student Council members and adopted by the student body.

On Ye Mustangs, On Ye Mustangs On to Victory; Fight Tonight, reach the height Red and Green and White, Fight! Fight!

On Ye Mustangs, On Ye Mustangs Play with all your might School spirit, loyalty, We'll WIN tonight!

**STUDENTS**

**Policy 2531**

**Student Academic Achievement**

**Graduation Requirements**

The Board of Education for the Linn County R-I School District establishes the following graduation policy and instructs the administration to develop all necessary procedures for proper implementation.

**Requirements**

Unless one (1) of the stated exceptions applies, a student must meet the following requirements in order to graduate from the Linn County R-I School District:

1. Complete a total of 26 credits in grades nine (9) and above, including credits required by the State Board of Education.
2. Successfully complete a course of instruction of a **full unit of credit** in the institutions, branches and functions of the government of the state of Missouri, including local government, and the government of the United States and in the electoral process.
3. Pass proficiency exams concerning the Missouri and the United States Constitutions.
4. Successfully complete a course of instruction of at least one unit of credit in American History.

**EOC Requirements**

Students must take the following EOC's prior to Graduation:

Algebra I	Communication Arts II	Biology	Government
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Students receive units of credit towards graduation in grades 9-12. Students who earn 26 units of credit shall be eligible for graduation based on the following requirements:

Class of 2010 and beyond	
Communication Arts	4 units
Mathematics	3 units
Science	3 units
Social Studies	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health Education	1 unit
Personal Finance	1 unit
Additional Electives	<u>8 units</u>
Total Units Required	26 units

\*\* Local requirements may be waived by the building principal if scheduling problems or unusual circumstances exist.

Students must comply with all other requirements for graduation as set by the local Board of Education, the State Board of Education, or the State of Missouri.

### **Exceptions**

1. Graduation requirements and grading scales for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's Individualized Education Program (IEP).
2. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended, including the requirements of (2), (3), and (4) above.
3. Students who transfer from another state or country or an unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents to develop a program of study that will result in graduation once successfully completed.
4. Eligible students who successfully complete and pass the High School Equivalency (HiSET) may be awarded a high school diploma.

### **Earning Credit**

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The Linn County R-I School District recognizes units of credit obtained through correspondence courses delivered primarily through electronic media (such as satellite video, cable video, computer-driven or online courses) as long as they are earned through the University of Missouri Center for Distance Learning or from a school accredited by the North Central Association of Colleges and Schools or its equivalent regional accrediting agency.
3. Students may earn advanced-standing credit by successfully completing high-school level courses prior to entering the ninth grade. This advanced-standing credit may be counted toward meeting the subject-area requirements for graduation and for meeting the district requirements, but it will not be counted toward the minimum number of credits required by the State Board.
4. Linn County R-I students must attain 26 units of credit for graduation. However, because of time in transportation, vocational students attending vocational school in Chillicothe or Brookfield, students may be allowed to waive 1 unit of credit each year they attend vocational school. Vocational students must meet state requirements and cannot waive credits in English.
5. A student may be allowed one elective unit of credit on a pass/fail basis. Credit will not count in computing class rank, GPA, or honor roll; but will count towards the required number of units for graduation.
6. Students may earn credit by other means as approved by the Board and in accordance with law.

**Missouri Course Access and Virtual School Program  
Linn County Regulations for Implementation  
MOCAP/Virtual Education Policy 6190**

Students will be allowed to enroll in courses that:

1. Are not taught/offered at Linn County.
2. Are taken during the regular school hours.
3. Are necessary due to medical, psychological, court-ordered purposes.
4. Meet the requirements in Linn County Board Policy 6190.

Students will be denied access to online coursework if it is not in their best educational interest---grades, attendance, discipline.

**Nondiscrimination and Student Rights - Harassment Policy 2130**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

**Bullying Policy 2655**

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 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.

## **Diplomas**

Students will be awarded either a diploma or certificate of attendance in accordance with this policy and as permitted by law.

### **College Visit Days/Job Shadow Days**

Students will be allowed one college visit day/one job shadow during their junior year and two college visit days/job shadow days during their senior year. In order for these college visit days not to negatively impact the student's attendance hours, all forms must be completed and returned to the counselor before the student leaves for their college visit.

### **LCACTC Guidelines**

As we prepare for a new school year, I want to inform you of the guidelines for attendance and transportation for Linn County R-1 students enrolled in the Linn County Area Career/Technical Center in Brookfield. The bus will leave the Linn County R-1 School at 7:50 am Monday-Friday.

- Students will drive or ride the bus to Linn County R-1 School to load the Vo-Tech bus
- On Mondays only, the bus will pick up/drop off in Browning at the community center, at the school (LC), in Purdin by the community center, and in Linneus at PB5. Specific times will be given to students for each pick up.
- Students wishing to eat breakfast will need to arrive to school early enough to eat and board the bus by 7:50 am
- Students will need to get prior approval from the HS Principal or Counselor to be able to drive to Vo-Tech on a special need basis
- A driving permit form will be issued to you and you ONLY. No other students are allowed to ride with you
- The driving permit form must be turned in with the proper signatures before you are permitted to drive
- Consequences for driving without prior permission are as follows:
  - 1<sup>st</sup> Offense – Warning
  - 2<sup>nd</sup> Offense – Afterschool Detention
  - 3<sup>rd</sup> Offense – ISS
  - Additional Offenses will result in further consequences
- Students with special circumstances who request permission to drive daily will need to present their case to the school board for approval
- All students are required to attend LCACTC when it is in session; including days Linn County R-1 is not in session
- Students must be in attendance at LCACTC on Mondays in order to participate in Monday evening activities.
- If a student is absent from LCACTC, that absence counts against his/her absences at Linn County R-1.
- Students that attend LCACTC will follow their school calendar for the school year. The only days the students will not attend will be the last day before Christmas break and the last day of the Linn County R-1 school year. Students will be excused from Vo-Tech for Linn County R-1 school trips that they are involved in.



## BELL SCHEDULE

Warning Bell	7:57
First Period	8:00-8:48
Second Period	8:51-9:39
Third Period	9:42-10:30
Fourth Period	10:33-11:21
Fifth Period	11:24-12:32
Sixth Period	12:35-1:23
Seventh Period	1:26-2:14
Eighth Period	2:17-3:05
Homeroom	3:08-3:40

## LATE WORK POLICY

Individual teachers will include their own late work policy in each course syllabus that will be handed out to the students during the first few days of the school year. Individual teachers will be responsible for notifying parents/students about missing assignments and insufficient grades.

## AMI (ALTERNATIVE METHODS OF INSTRUCTION) DAYS

The Department of Elementary and Secondary Education requires the School District to take attendance on AMI Days. Students will be counted absent if they do not log on during the AMI scheduled times. The absences will affect attendance for A+. The student(s) will be held accountable for any work assigned on AMI days and they will have consequences for not completing the work that is assigned.

6-12– AMI Schedule is as follows:

### MS/HS Bell Schedule

1 <sup>st</sup> hour	9:00 – 9:20
2 <sup>nd</sup> hour	9:22-9:42
3 <sup>rd</sup> hour	9:44-10:04
4 <sup>th</sup> hour	10:06-10:26
5 <sup>th</sup> hour	10:28-10:48
6 <sup>th</sup> hour	10:50-11:10
7 <sup>th</sup> hour	11:12-11:32
8 <sup>th</sup> hour	11:34-11:54

Sessions will be live. If recorded, sessions will be linked to Google classroom. Teachers will have lunch from 12:00 – 12:30 pm. They will be available for questions from 12:30 pm – 3:00 pm by email as student’s complete work from the morning’s instruction. You may also contact me by email if needed, [dshrum@linnr1.k12.mo.us](mailto:dshrum@linnr1.k12.mo.us).

Parents will be required to fill out a form for students that do not have access to the internet and the students will be required to complete work that will be sent home in the place of logging on for AMI.

## **BULLETIN BOARDS**

Bulletin boards are provided in the hallways. Announcements of general interest to students and faculty will be posted on the bulletin board nearest the Superintendent's and Principal's Office. All announcements (posters included), must have office approval before being placed on the bulletin board; approved announcements will be initialed by office personnel.

## **CLASS MEETINGS**

Classes will meet once a month, or whenever deemed necessary by their sponsors or the administration. All meetings will take place during a designated time.

## **CLASS RINGS**

Class rings are ordered during the fall. Class rings will be received during the fall semester of the sophomore year, usually in early September.

## **DAILY ANNOUNCEMENTS**

Announcements will be read each day by the teachers during third period. The bulletin will be posted on the SIS system. Students will be responsible for anything covered by the announcements. A copy of each day's bulletin will be posted on the front hall bulletin board for any student who misses the third period reading. Students wishing to place announcements in the bulletin must have office approval.

## **FEES AND OTHER FIXED COSTS**

All fees will be paid in the office. Any student who cannot pay a fee at the required time should see the Principal. ALL fees and owed charges must be paid before grade cards will be issued.

## **SECURITY CAMERAS**

Areas of the school may be subject to security cameras surveillance. These areas may include but are not limited to hallways, building entrances, cafeterias, and parking lots.

## **GUIDANCE SERVICES**

1. The objectives of the Guidance Department are to help students with their educational, vocational, and personal challenges. In the counseling situation, an attempt is made to help the student understand himself, his difficulties, and to make intelligent and realistic decisions.
2. Some of the services of the counselor are to provide educational and vocational information and materials, provide aid in securing scholarships, plan student course schedules, and to administer and interpret test scores.
3. Tests will be given at different intervals during the school year in the areas of scholastic ability, achievement, interests, and college ability.
4. The Counselor's Office is open to any student in grades K-12. Students wishing to have an appointment should contact the counselor for an appointment. The student will be given a pass to take to his teacher, notifying the teacher of the scheduled appointment.

### **INCLEMENT WEATHER**

Students and parents are asked to listen to radio stations in Brookfield and Marceline for information about cancellation of school due to poor weather conditions. Winter! The very word makes us think of cold and snow-and student safety.

If we have received a good-sized snow, listen to the radio to insure that school is in session. As was the case last year, we will call the radio stations as soon as we know that school will not be in session. Most of the time that decision will be made by 6:30 AM. . **Every Parent can also sign up to receive text/e-mail alerts. The sign up is available on the Linn County R-1 homepage.**

If it starts snowing or getting slick during the day, listen to the radio to see if we are letting out early. Remember, this is a big district with long bus routes and we have the safety of all of the students as our primary interest.

Plan now for where you want your children to go in case we do let out early and you are at work. Do they know what to do? Does the school know what they are supposed to do? Do they need to ride a different bus, go to a different house, or stay with a friend? In the excitement of letting out early, it is hard to get to all of the phone calls that come in, so make your plans now. In the case of small children, please let us know what the plans are so that we can insure that the students goes where they are suppose to.

The radio stations that we will be announcing on are:

KZBK Brookfield - FM 96.9

KDWD Marceline – 99.1

The information will also be sent via Linn County R-1 text caster.

### **LATE START SCHEDULE**

Linn County R-1 has implemented a late start schedule for inclement weather days. The schedule is as follows:

9:30 am	Teacher arrival; Students may arrive at this time if necessary
10:00-10:18	1 <sup>st</sup> hour
10:21-10:39	2 <sup>nd</sup> hour
10:42-11:00	3 <sup>rd</sup> hour
11:03-11:21	4 <sup>th</sup> hour
11:24-12:32	5 <sup>th</sup> hour and lunch Schedules resume normal time for remainder of the day

### **INSURANCE**

Group insurance is available to students and may be purchased by the student. Cost is nominal for this type of coverage. Information will be sent home early in the school year concerning group insurance.

All students who participate in athletics must be covered by an adequate health insurance plan, or must sign a waiver stating they accept full responsibility for their own health while participating in a school sponsored activity.

### **LOCKERS/BAG RACKS**

Lockers will be assigned to the students through the office. Lockers should be kept clean and not crowded with unnecessary articles. All books and supplies should be kept in the locker while not in use. Lockers will be cleaned out periodically. Students may keep bags on the bag racks at the end of the hallways. The school **WILL NOT** be responsible for lost or stolen articles.

### **LOST AND FOUND**

The Principal's Office receives articles that have been found and holds them for a reasonable length of time for claiming by the owner. If you find or lose an article, contact the Principal's Office. Please do not bring large sums of money or valuable possessions to school. The school **IS NOT RESPONSIBLE** for lost or stolen articles.

## **LUNCH PERIOD**

Linn County R-I High School has a closed noon hour. No one is to leave the school campus unless you receive the permission of the principal. Students are not allowed in the hallways or unsupervised rooms or on the stage during lunch.

**After eating, go to the gym.** Students are not allowed in the hallways, weight room, out in the parking lot or in cars. Unnecessary roughness and horseplay may cause you to lose your noon privileges. The pop machine is closed during the noon hour; state regulations prohibit the selling of soda pop during the lunch period. Students are to return to class when the bell rings.

## **LUNCH SCHEDULE**

Lunch periods start at 11:24 a.m. and end at 12:32 p.m.

First shift	11:24 -11:44	Grades 9-12
Second Shift	12:12 -12:32	Grades 4-8

## **BUYING BREAKFAST AND LUNCHESES**

The students can turn breakfast and lunch money in to the secretary. Meal prices will be determined at a later date as required by the State of Missouri. Refer to the school web page.

## **PHYSICAL EXAMINATIONS AND HEALTH RECORDS**

All athletes must have a physical examination from their family physician before participating in athletics. Physical examination forms may be obtained from the coach, or if during the summer months, in the main office. Current health records and Birth Certificate number for each student will be kept in the student's cumulative file.

## **REPORT CARDS AND ACADEMIC PROGRESS REPORTS**

Report cards will be issued on a quarterly basis. Occasionally a letter of explanation will accompany a low or unusual grade. Report cards are not to be turned in to the office; students may keep their copy of the report cards.

Students report cards will be mailed home. Academic progress reports for all students will also be mailed to the parent at mid-quarter. Teachers may also correspond and consult with parents about their child's progress when necessary. Parents are encouraged to consult with a teacher(s) when a question arises concerning the quality of academic work.

## **LEDGER**

If you do not want your child or guardians name or picture to be placed in the media by the school district, please notify the district office at 660 244-5035. An example is listing names with the Honor Roll in the Ledger, newspaper, or on the district's internet site.

## **STUDENT IMMUNIZATION**

The state requires that students have the appropriate immunizations or release forms in order for the child to attend school. Please keep the school office up to date on your child's immunizations. The school, along with the Linn County Health Department, conducts a free immunization clinic. All records are monitored by the school nurse. You will be notified by her if your child needs any state required immunizations. It is the parent's responsibility to make sure any needed immunizations are received in a timely manner. Students will be properly immunized or they will not be allowed to attend Linn R-1. If a student is exempt from immunizations the proper medical or religious exemption forms must be on file prior to the first day of school.

Medical exemption forms must be completed by a licensed doctor of medicine or doctor of osteopathy only.

**In the event a student has had a medical reason for not being current on scheduled immunizations, an "In Progress" form should be obtained from your physician or health department stating the next scheduled appointment. If this appointment is not kept, the "In Progress" becomes void and the student will not be allowed back into school until the immunizations are current. The "In Progress" is not for lack of planning on parent's end and is only to be used in the event of a medical situation that caused the child to become behind in the immunization schedule.**

Student immunization is a requirement of the Division of Health and the Department of Public Health and Welfare. Students are to have all immunizations required for attendance to elementary school and the following.

Prior to 8<sup>th</sup> grade – Tdap booster and first dose Meningococcal Conjugate

Prior to 12<sup>th</sup> grade – 2<sup>nd</sup> dose Meningococcal Conjugate

### **STUDENT PICTURES**

Individual pictures will be taken of students in grades PREK through 11 during the first quarter of school. Pictures may be purchased by the student at nominal charge. Senior composite pictures will be taken at a different time either at school or a studio. Seniors are responsible for any and all arrangements concerning senior pictures. Usually a \$15 sitting fee is charged.

### **VENDING MACHINES**

The Linn Co. R-1 student government provides vending machines. Students are not to use the vending machines during the day, unless special privilege is granted by a teacher. Pop may not be purchased during the morning or during lunch and pop is not allowed to be used with the lunch meal, whether purchased or brought from home. Pop may be purchased after the last bell of the day rings.

Students will be allowed to purchase items from the Gatorade and snack machines before and after school. Students are allowed to purchase Gatorade/Water during lunch. However, once the lunch shift is over, the Gatorade must be thrown away. Gatorade will not be allowed to leave the lunch room. It is not allowed to be carried in the hallways or taken into the classrooms. Water is allowed in the classrooms. Please place empty cans in the trash or recycle container.

### **BEVERAGE CONTAINERS/OUTSIDE FOOD AND BOOKBAGS**

Beverage containers/outside food and drinks are prohibited during the school day. They will be confiscated and repeat offenders will be subject to disciplinary action. A reusable closed container may be brought to school for water. Anything brought to school must be consumed before entering the building. The same is true if you leave and return to school the same day. It **MUST** be consumed outside the school building. Students are not allowed to get cups/drinks out of the school kitchen and students are not allowed to get drinks/snacks out of the storage room. Large carry bags, book bags, and back packs are to be used to carry books to and from school and must be kept in the student's locker or on the bag rack during the school day. The only exception would be PE classes.

### **ASSEMBLY CONDUCT**

All students are expected to pass to the gymnasium quietly and orderly, take their seats, and speak in low conversational tones until the program begins. General guides for behavior at assemblies:

1. Give the speaker your utmost cooperation and attention.
2. Treat performers as guests.
3. Applaud only when applause is in order.
4. At the close of the program, wait for the signal to leave, then proceed back to the proper classroom, quietly and orderly.
5. No public display of affection holds true during assemblies.
6. Any student acting in a rude or disrespectful manner will be escorted out of the assembly and will not be allowed to attend any assemblies for the remainder of the school year.

All teachers are to attend all assemblies. Each class will have an assigned section for seating. Class sponsors are to sit with their respective classes.

### **ARRIVAL AT SCHOOL**

Students should not arrive at the high school building in the morning before 7:30 a.m. After arriving, students should go to their lockers and put their things away. Students are allowed to congregate in the halls and commons area. Students are also allowed in the gym. (Gym shoes must be worn on the gym floor.) High school students are not to go to the elementary building without permission.

### **RULES GOVERNING SOCIAL FUNCTIONS**

School sponsored dances: All dances or parties must have at least two faculty members present. It is the responsibility of the officers of the group sponsoring the dance to find competent and willing chaperones. No student will be allowed to leave or return to the building where the school sponsored activity is taking place. Faculty members will serve as advisors and sponsors for each class. Sponsors must be present at all activities for which they are responsible.

Alcoholic beverages and smoking will not be permitted. Class parties, dances, etc. will be confined to Friday or Saturday evenings and must be over by 11:00 P.M. unless approved by the principal. Clean up will be completed as soon as the event is over.

Students must meet eligibility requirements to participate in any activity. Out-of-school dates must be cleared in advance. Students bringing out-of-school dates are responsible for their behavior.

Each class may have one private party per year, and must be cleared in advance. No class parties will be permitted at Linn Co. R-1 during regular class periods.

### **ITV CLASSES**

Students that take ITV classes are typically in class Monday, Wednesday and Friday. The ITV classes do follow a different schedule than Linn County R-1 and have days when they are not in session while Linn County R-1 is in session and vice versa. ITV students will report to an assigned classroom on days in which ITV is not in session. The students are to stay in the assigned room and use the time for a study/homework period. Students are not to be out roaming the halls or in other classrooms.

### **TARDIES**

Students are expected to be in their rooms on time. The students are given three minutes to go from class to class. Upon the fifth tardy per quarter, the student will receive an after school detention. Tardies will be a running total throughout the day, not class by class or hour by hour. If any student shall receive a total of ten tardies in a quarter that student will be required to serve a Saturday detention which will be set up on an as needed basis. The detention will make this lost hour up.

Part of the tardy policy is that students are also expected to be prepared for class with materials needed for that class and students need their school planners to be excused from class. Each class period (9 periods) allows for four hall passes per semester. After the four hall passes are used, tardies will be issued. Administrators and/or teachers have the authority to justify a tardy under other circumstances.

### **HANDBOOKS/PLANNERS**

Any student that misplaces/loses their handbook/planner will need to purchase a new one for \$5.00. The new handbooks/planners will only have half of the passes to use for leaving the classroom.

### **DETENTION**

If a student receives a detention for disciplinary reasons, missing work or for tardies, the student will be given a one day window in which to serve. The student is responsible for making arrangements to stay after school.

"Not having a ride" is not an excuse for not serving an after school detention.

If the after school detention is not served within the one day window, the detention time will be doubled.

Failure to serve the after school detentions within the new two day window, will result in one day of I.S.S.

Students owing after school detentions at the end of the year will not be allowed to enroll in classes or attend Linn R-1 until the detention time is served.

Detention rules are as follows:

- 1<sup>st</sup> Offense in each class per semester will be a lunch detention.
- 2<sup>nd</sup> Offense and subsequent offense will be before or afterschool detentions.
- Detentions will be served on predetermined days from 7:10-8:00 am or 3:40-4:30 p.m.
- Students will bring everything needed to work on assignments, etc. (books, paper, pencil)
- There will be no eating or drinking soda during the detention.
- Students will serve the detention the day following the infraction. This allows for parent notification.
- Students may not elect to skip detention and go to an after school practice.

**EXCEPTION: Parents must notify Administration if a student has an appointment and needs to reschedule detention. NO STUDENT OWING AN AFTER SCHOOL DETENTION WILL BE ALLOWED TO PRACTICE IN ANY ACTIVITY ON A DAY WHEN DETENTIONS ARE BEING SERVED. IN SHORT, GOING TO PRACTICE OR TO A GAME IS NOT AN EXCUSE FOR NOT SERVING A DETENTION. IF A STUDENT CAN STAY AFTER SCHOOL FOR PRACTICE, THEY CAN STAY FOR A DETENTION. DETENTIONS ALSO NEED TO BE SERVED BEFORE STUDENTS ATTEND A MORNING PRACTICE. MORNING DETENTIONS CAN BE SCHEDULED.**

### **SATURDAY DETENTION**

The detention will cover grades 3-12. Once a student is sent to the office 5 times specifically for CLASSROOM DISRUPTIONS, the student will owe a Saturday detention. After that, if the student is sent 3 more times, then the student owes another Saturday detention. If a student does not show up for the detention then the parent will have to accompany the student to school (or the student will be sent home) and the student will owe 2 detentions. **The student will also be turned in to the juvenile office.** The Saturday detentions will begin at 8:00 a.m. and end at 11:00 a.m. Students will also serve Saturday detentions for tardies and attendance hours.

### **ATTENDANCE POLICY (Regulation 2310)**

Regular attendance is one of the main responsibilities of the pupil. If physically able, the pupil should attend school every day the schools are in session. Absences due to minor causes are inexcusable.

The frequent absence of pupils from school classroom learning experiences disrupts the continuity of the learning process. The benefit of regular daily classroom is lost and cannot be regained. Teachers cannot teach pupils that are not present. The total process of education requires a continuity of instruction, classroom participation, learning experience, and study in order to obtain the maximum educational benefit for each individual student. The regular contact of pupils with each other in the classroom and their participation in a well-planned instructional program under the direction of a competent teacher are vital to this purpose.

In order to implement this policy, the following:

If a student is absent from school in excess of five class periods per semester due to a non-school related reason, (leadership conferences and activities that are tied to SAE projects will be taken into consideration as a school related absence) he/she will fail the class for the semester. The student will be given the opportunity to make up each absence over five with seat time as not to fail the class due to absences. (Seat time equals 1 hour per period missed.)

Students will be given the opportunity to make up one school day missed or one day for each period missed. Students owing attendance hours will be required to attend a scheduled Saturday detention and required to stay after school according to a schedule until the hours are completed. If the absence does occur at the end of the school year and there isn't time to make up the absence, the student will be required to make it up during summer school. A student and parent may appeal this policy to the Superintendent and then to the Linn County R-I Board of Education.

Students with extended illnesses (confirmed by doctor), which require a student to miss six or more days of school, serious accidents, or any other extenuating circumstances, are example of cases suitable for appeal.

1. When a student reaches his/her fourth absence in any class period the school will notify the parents in writing that the student is in danger of failing to earn credit in the specific class periods due to excessive absence.
2. With the student's fifth absence, the parent or legal guardian will be informed in writing by the principal that the student will fail the class upon the next absence in any class period that semester unless the attendance time is made up. The student's attendance will be sent to the Juvenile Office.
3. The school day is divided into eight forty-eight minute class periods. Students arriving to class 25 minutes late or leaving class 25 minutes early will be considered absent for the entire period.
4. Any student who exceeds the five absences and receives a "no credit" may appeal to the Superintendent within ten school days.
5. When a student reaches his/her tenth absence the school will notify the parents in writing and the student's attendance will be reported to the Division of Family Services.

Excessive, undocumented absences of a student will be reported to the Linn County Juvenile Office. Each time a student is absent, he/she should bring a note from a doctor or parent explaining the reason for the absence. EDUCATIONAL NEGLECT IS NOW CONSIDERED AN ACT OF CHILD ABUSE UNDER MISSOURI LAW. Parents are subject to prosecution by the Prosecuting Attorney for excessive absences of a child.

The student will be expected to make up work missed during all absences (excluding out-of-school suspensions). The individual teacher in accordance with what was missed will determine work assigned and the time-line for receiving the completed work. A student may be allowed to complete his work in advance if an absence is planned (vacation with parents, early Thanksgiving, Christmas, hunting trip, etc.). The student must, however, receive the prior approval of the principal and the teacher. Each teacher will be responsible for making arrangements with the individual student. Students who do not attend classes may not attend extra-curricular activities unless excused by the principal.

#### **FIRE DRILL PROCEDURE**

1. The fire alarm warning signal will be continuous short rings of the bell system.
2. At the sound of the fire alarm ALL class activity should stop, and students will await the instructions of the teacher.
3. Classes will move orderly and quickly to their assigned areas. The assigned areas are posted in each room.
4. Teachers should take their grade book with them and will take roll of the assigned students immediately after reaching their assigned areas.

#### **TORNADO DRILL PROCEDURE**

1. The alarm signal for this drill will be a continuous siren. The signal will be given for one minute period.
2. At the sound of the tornado signal, all class activity will stop and students will await instruction of the teacher. Classes will move quickly and orderly to the designated shelter areas. The designated areas are posted in each room.
3. Teachers should take their grade book with them and take roll immediately after reaching their designated areas.
4. Everyone will come into the building from outdoors and take cover in their designated area. Stay clear of glass areas, all doorways and entrances. No one will be allowed in the gym during a tornado drill.
5. People should remain calm and await further instructions during the drill. Only through the efforts and cooperation of everyone can we survive in the event of an actual disaster.
6. In the event that emergency procedures are in effect during the time of school dismissal, everyone is to remain in the sheltered area until released by the principal. Buses will not run, and no person is to leave the designated area. Students will be released ONLY to their parents.



## **HEALTH SERVICES**

The school district provides a registered nurse. The nurse's office is located adjacent to the high school office. Parents needing assistance with health or immunization concerns are encouraged to contact the nurse. The nurse may be contacted by calling 244-5035 ext. 230.

In the event of an illness, injuries or emergencies, it is important that the school office be able to contact someone if the parents cannot be reached. It is the parent/guardian's responsibility to make sure that we have the phone number of someone to contact in the event of such circumstances. Any student who becomes ill during the school day should request to see the school nurse. If it is determined that a student needs to go home because of illness the nurse or office will contact the student's parent/guardians. Students are not to contact parent/guardians on their own. (cell phones are not allowed during school hours) Students who are ill are not allowed to linger in the restroom or hallways.

If your child has a special illness or health problem, please contact the school nurse or special education director or principal, so we may be aware of the condition. It is important that the teacher and staff working with the child be aware of any special needs or problems. In order for the school to make special plans or considerations for a child's medical or health condition, documentation from a physician is required.

### **Illness Guidelines**

We are aware of how difficult it is to decide whether or not to attend school because you or your child may be ill and/or contagious. However, for the protection of everyone at school we ask you to take a conservative approach in making this decision. In other words, if you are in doubt, wait another day or two before returning to school. If a child becomes ill during class, the parent or caregiver will be called. For your child's well-being and the health of others, please pick up your child as quickly as possible. Your child along with a staff member will wait in a quiet area for your arrival. Guidelines we use are as follows:

- 1) **FEVER:** Students with 100 degree Fahrenheit or above should not attend school or will be sent home if they are already in attendance and a fever develops. Students must be fever free for 24 hours without the aid of medication before they may return to school.
- 2) **CONJUNCTIVITIS/PINKEYE:** Students with red, watery eyes, with or without purulent drainage, must remain at home until 3 doses of antibiotic eye drops have been administered and eyes are clear of purulent discharge.
- 3) **IMPETIGO:** This condition is highly contagious and requires treatment. Unless under the care of a health care provider, the student may not attend school.
- 4) **VOMITING/DIARRHEA:** If a student has vomited or had diarrhea during the night or just before school, he/she should not attend. Students should remain at home until symptom free and able to tolerate regular food.
- 5) **SORE THROAT:** A sore throat may require medical attention to determine if a strep infection is present and an antibiotic needed. If a throat culture is done, student should remain at home until results are known. If culture is positive, student may return to school after 24 hours of antibiotics, if no fever is present.
- 6) **COUGH:** A cough following a cold is not necessarily contagious and may be prolonged. If the cough is croup or is productive with non-clear discharge, student should remain at home until symptoms improve.

If a child seems tired, listless and/or exhibits a change in behavior, he/she may be experiencing the early stages of an illness. Please report any communicable disease such as strep throat, chickenpox, flu, etc. to the nurse office for the protection of the children attending. If you have any questions about your child's attendance at school, contact the nurse office at 660-244-5035.

## **MEDICATIONS**

The school nurse dispenses most all medications, especially prescription medications. Medications will not be dispensed unless the parent has communicated in writing with the nurse in regard to details of the medication. Please contact the nurse regarding medications. No medication will be given that is not properly identified on the package or by a note from the parent. If at all possible, medications should be scheduled so they do not have to be dispensed at school. All medications are to be taken to the school nurse to be dispensed, unless otherwise directed by the school nurse or doctor. If a medication does have to be given during school time, dosage times should be managed so only one dose needs to be given during school hours.

### **Prescription Medications**

Medication must come to school in a container with the pharmaceutical label and a note from the parent or guardian explaining the reason the medication is being given. The medication will be given as the label reads. When medication is dispensed from the pharmacy, ask the pharmacist for a second labeled bottle that can come to school with the student. The label should contain the following information:

Student's name

Date dispensed

Name of medication

Specific instructions for giving the medication—time of day, amount of medication to be given.

Name of doctor prescribing medication.

Routinely scheduled medications (i.e. ADHD meds) must be brought to the school at the beginning of the year by the parent/guardian and proper paperwork filled out and signed by parent/guardian and nurse. After the initial paperwork is completed, the student may bring the medication to school with them if necessary. This medication should be brought to the nurse office or principal's office immediately upon the student arriving at school and **NOT** be kept by the student in their classroom or locker.

### **Non-prescription Medications**

Over the counter medication (other than non-aspirin and antacid tablets) will be given if the medication is properly labeled with a note from the parent or guardian. The medication must be brought to school in the original container. Written instructions and consent must be brought with the medication. Administration of non-prescription medication will be given on a limited basis for acute symptoms. Chronic conditions must be diagnosed by physician in order for medication to be given over a lengthy period of time. Compliance of Section 504 of the 1973 Rehabilitation Act is required by law.

If medications are not properly identified, they will not be given. That will be the policy for prescription and non-prescription medication both.

Non-aspirin medication and antacid tablets can be given to children who have returned parental consent forms only. Multiple requests for medication (either several requests during one day or frequent requests over a period of time) will be evaluated. Notes will be sent to parents making them aware of the frequency of health room visits. Non-aspirin medication or antacid will not be given unless parental consent is given annually.

## **HEAD LICE**

Lice can be acquired in various locations in the community, the school being one of the places. This is a social problem that pervades the whole community and is not just a school related problem. The school cannot eradicate the problem of head lice. We can do everything we can to help control it in our environment, but everyone needs to be involved. Parents are an important link in helping their child and us with controlling the problem.

### **What are head lice**

The scientific name for head lice indicates that the insect is found on human heads. This type of lice is not shared with other animals, nor is it found on other parts of the body than the head. Lice are small, wingless insects that live on the human scalp. They are about 1/8 inch long, dirty gray in color, but color may vary with individual's hair color.

They do not hop, jump, or fly—they crawl. They can fall off the head or crawl from one article of clothing to another if left in close contact. Some sources say lice live no longer than 48 hours off the human head, some sources say they may live as long as 5-7 days.

Because lice live from ingesting human blood, and need "a meal" about every 5 hours to survive, the shorter estimate of time they can live off the head is probably more accurate.

The head louse travels from person to person by direct contact with the hair or by sharing personal items such as combs, brushes, hair barrettes, clothing, towels, bedding, or upholstered furniture (including car upholstery). Once a pregnant female attaches herself to the scalp, she begins to lay eggs (called nits), that she glues firmly to the growing hair. Females lay eggs only while on the head. Nits will not hatch into insects if they have fallen off the head. The nits hatch in 7-8 days and young lice are released onto the skin. The empty eggshells look like a small grain of rice attached to the hair. The first noticeable sign of the presence of lice is itching of the scalp or the feeling of something crawling in the hair. In severe cases scratching may infect the scalp. Swollen lymph glands may even be present.

### **TREATMENT**

There are several lice control products on the market to treat lice. They come in forms of shampoo, crème rinses and lotions. Some of the products are sold over the counter at the drug store and some are available by a physician's prescription only. In order for the preparation to be effective, label directions must be followed carefully. In all cases, enough of the preparation should be used to completely wet all of the hair and scalp. The solution must be thoroughly massaged into the scalp, because the scalp is where the lice live, not the ends of the hair. The lice don't always die immediately. It may take up to 24 hours. If live lice are seen two days after treatment, retreat with a different brand. A second treatment is almost always recommended, seven to ten days after the first treatment. This is needed to kill any lice that may have hatched after the first treatment.

### **FOLLOW-UP TREATMENT**

A fine toothed comb should be used to remove nits from the hair shaft after treatment, or the nits may be removed by picking them off the hair shaft by hand. When combing, separate the hair into small sections and repeatedly comb toward the scalp. This is the most effective and least painful method. Soaking the hair with nit removal rinse or a solution of half water and half vinegar 10-30 minutes before combing can help in removing the eggs. All children in the family should be treated, if one family member is found to have lice. Adults are usually not infested, but should be examined to be sure. Children may return to school the day after they have been treated. Head lice treatment will not prevent someone from getting head lice.

### **TREATMENT OF HOUSEHOLD AND PERSONAL ARTICLES**

All washable clothing and bed linen should be machine washed in hot water and machine dried. Drying at high heat for 20 minutes will destroy nits. Any clothing or personal items that cannot be washed, need to be dry cleaned. Combs, brushes and barrettes should be soaked for at least 15 minutes in hot water over 120 degrees F., (equal to hot tap water in most homes). Stuffed animals or hair articles that can't be washed can be enclosed in plastic bags, securely tied for 2 weeks. Upholstered furniture and carpets in the home and the car should be vacuumed thoroughly. Because head lice treatment is not fool proof, frequently looking at a child's head is one of the most important aspects of lice control and prevention. The second priority, after treatment with a lice control product, is removal of nits. This prevents further hatching and allows a proper diagnosis to be made if reinfestation occurs.

### **SCHOOL PROCEDURE**

As previously stated, there is no medication that is guaranteed to kill 100% of all head lice and nits. Therefore, the Linn County R-1 School has chosen to not allow students in school, or on school buses if they have been found to have live lice or nits in their hair.

1. When a child is found to have lice or nits, the child will be removed from the classroom. A parent or guardian will be called to come and get the child from school. The nurse will give guidance to parents on appropriate treatment procedure.
2. The student will not be allowed to ride the school bus from the time the child is identified with lice, treated, checked and readmitted to school.
3. When the nurse or other designated person declares the student lice/nit free, the student may return to the classroom and may again be allowed to ride the school bus.
4. The child will be reexamined within six to ten days after being readmitted to determine if there is a re-infestation.
5. Rechecks will be done on a regular basis to make sure that there is not a reoccurrence.
6. If persistent reinfestation occurs the Linn County R-1 School may request that the student be checked and declared lice/nit free by the student's primary care provider. A letter from the primary care provider must be presented to the school before readmittance.

## DISCIPLINE REGULATION

Self-discipline is the most effective kind and students are expected to assume responsibility for their behavior. Self-respect and pride in one's school naturally results in good behavior. When a student's behavior is not acceptable, necessary action will be taken.

According to state law, the teacher or school administrator shall have the same right as a parent to control or discipline a student during the time such student is in attendance or in transit to or from school or any school-sponsored function. **No code can be expected to list each and every offense which may result in disciplinary action.**

Misconduct will be dealt with immediately. If an after school detention is assigned, a student will be given one day's notice so transportation can be arranged. Transportation and arrangements are the responsibility of the student and the parent.

Students assigned to ISS (In-School-Suspension) will be responsible for all class work, but will accomplish it in an isolated setting away from the rest of the student body. (Students may be assigned a report for each day in ISS. All effort will be made to make disciplinary reports related to class work.)

OSS (Out-of-School-Suspension) will result in the student being suspended from school and all days missed will be "unexcused". All homework and/or tests will be recorded as zeroes and work cannot be made-up. Students suspended from school are not allowed to participate in any school activity or attend any school function while on suspension. (If an assignment or test covers material that spans the time of the suspension, the student will be able to make up the assignment or take the test.)

**STUDENTS IN ISS OR OSS WILL NOT BE ALLOWED TO PARTICIPATE IN ANY SCHOOL ACTIVITY DURING THE DAY OF THE ISS OR OSS.**

**STUDENTS RECEIVING OSS OF ANY KIND WILL NOT BE ALLOWED BACK INTO SCHOOL UNTIL THE PARENT HAS CONTACTED THE PRINCIPAL BY PHONE OR IN PERSON. STUDENTS WITH OSS OF THREE DAYS OR LONGER WILL NOT BE ALLOWED BACK INTO SCHOOL UNTIL THE PARENT (S) OR GUARDIAN HAVE A PERSONAL MEETING WITH THE PRINCIPAL. ALL PARENTS OF STUDENTS RECEIVING OSS OR ISS WILL BE OFFICIALLY NOTIFIED BY DISCIPLINE SLIP.**

**TEACHERS** have the right to establish a classroom structure and routine that provides an appropriate learning environment in light of their own strengths and weaknesses. They determine and request appropriate behavior from students and ask the principal, parents or any other appropriate party for help when they need assistance with a student.

**STUDENTS** have a right to a learning environment that is safe, free from unnecessary distraction and disruption, and conducive to learning.

**PARENTS** have the right to expect the principal and teachers to provide such an environment for their children.

## GENERAL SCHOOL BEHAVIORS

**STUDENTS WILL:**

- Be respectful
- Make an honest effort to learn
- Practice self-discipline
- Respect the rights of others
- Behave in an appropriate manner
- Dress appropriately for school
- Abide by school policy

The discipline policy here at Linn Co. is designed to maintain proper learning environment, foster respect towards authority and property, and to insure the order operation of the school district. In cooperation with parents, teachers, students and principal, we institute guidelines to be used to insure consistent disciplinary action. For disciplinary purposes we have divided offenses into three categories: Common Offenses, Severe Offenses, Tobacco, Alcohol and Drugs.

### **PRINCIPAL'S DISCLOSURE STATEMENT**

The Principal reserves the right to treat any offense individually and may choose to use a substitute consequence for any offense due to unique situations. **The School SRO may be involved in any discipline issues that take place at the discretion of the Administration.**

### **COMMON OFFENSES**

Class disruption, backtalk (not abusive), dress code, hall conduct, non-preparation for class, talking out of turn, throwing objects, possession of nuisance items (water guns, toys, radios, etc.), inappropriate signs of affection, continued failure to do homework, running in the halls, failure to follow teacher's directives. This list of Common Offenses is not all inclusive, and other offenses may be classified as Common Offenses. Common Offenses are offenses that are to be handled by the classroom teacher and discipline will be administered by the classroom teacher and will follow classroom rules.

However, if a student is sent to the office for a Common Offense, the consequences will be as follows:

1st offense-	Offense is recorded in discipline record; discussion with the school principal.
2nd offense	1 after school detention
3rd offense	2 after school detentions
4th offense	1 day ISS
5th offense	2 days ISS
6th offense	2 days OSS
7th offense	5 days OSS

### **SEVERE OFFENSES**

#### **Defiance of school personnel /disrespect or threatening in nature**

- First offense: Principal/Student conference, detention, in-school suspension or 1-10 days of out of school suspension. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.
- Subsequent offense: Detention, in-school suspension, 1-10 days out of school suspension, or recommendation to superintendent for 11-180 days of out of school suspension or expulsion. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.

#### **Use of Improper Language**

- A. Threatening Language- Use of verbal, physical or written threats to do bodily harm to person/personal property.
- First Offense: Principal/Student conference, detention, in-school suspension, 1-10 days out of school suspension or recommendation to superintendent for 11-180 days of out of school suspension or expulsion. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.
  - Subsequent Offense: In-school suspension, 1-10 days out of school suspension, or recommendation to superintendent for 11-180 days of out of school suspension or expulsion. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.

- B. Use of Obscene/Vulgar Language-depicts sexual acts, human waste, & blasphemous lang.
- First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days of out of school suspension. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.
  - Subsequent Offense: Detention, in-school suspension, 1-10 out of school suspension or recommendation to superintendent for 11-180 days of out of school suspension or expulsion. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.
- C. Disruptive or Demeaning Language or Conduct – Use of hate language to demean other persons due to race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.
- First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out of school suspension. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.
  - Subsequent Offense: Detention, in-school suspension, 1-10 days out of school suspension, or recommendation to superintendent for 11-180 days of out of school suspension or expulsion. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.

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

- A. Assault of a student or staff member
- First offense: 1-10 days of out of school suspension, or expulsion. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.
  - Subsequent offense: 1-10 days of out of school suspension, recommendation to superintendent for 11-180 days out of school suspension or expulsion. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.
- B. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.
- First offense: Expulsion: Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.

**Improper display of Affection – consensual kissing, fondling, or embracing**

First Offense: Principal/Student conference, 1 day ISS.

Subsequent Offense: 1-3 days in-school suspension, parent notification.

**Inappropriate Sexual Conduct**

- A. Physical touching of another student in the area of the breasts, buttocks, or genitals
- First offense: In-school suspension, out of school suspension and notification of parent and law enforcement officials.
  - Subsequent offense: Recommendation to the superintendent for 11-180 days out of school suspension or expulsion and notification of parent and law enforcement officials.
- B. Use of sexually intimidating language, objects, or pictures.
- First offense: Principal/Student conference, in-school suspension, or 1-10 days out of school suspension. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.
  - Subsequent offense: 1-10 days out of school suspension, or recommendation to superintendent for 11-180 days of out of school suspension or expulsion. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.

**Bullying/Cyber Bullying**-intentional intimidation or infliction of physical, emotional or mental harm.

Communication with another by means of telephone, writing or electronic communications.

- First offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out of school suspension, or recommendation to superintendent for 11-180 days of out of school suspension. Parent and law enforcement officials notified.
- Subsequent offense: In-school suspension, or 1-10 days out of school suspension, or recommendation to superintendent for 11-180 days of out of school suspension. Parent and law enforcement officials notified.

**\*\*\* All parents have the right to turn bullying/cyber bullying cases into local law enforcement officials.**

**Truancy/Cutting class-Absent from class without authorization**

- First offense: Principal/Student conference, in-school suspension
- Subsequent offense: Detention or Out of school suspension. Notification of parents and law enforcement/juvenile office.

**Fighting – Combat in which both parties have contributed to the conflict either verbally or by physical action.**

- First offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out of school suspension or recommendation to superintendent for 11-180 days of out of school suspension. Parent and law enforcement officials/juvenile officer notified.
- Subsequent offense: Detention, 1-10 days out of school suspension, or recommendation to superintendent for 11-180 days of out of school suspension. Parent and law enforcement officials/juvenile officer notified.

(If the fight is instigated by one, the principal may suspend punishment for the innocent party. Usually any participant who strikes another intending to harm is considered a willing participant.)

**Defacing Property or destroying property** (During or after school)

- First offense: Restitution. Principal/Student conference, 1-10 days out of school suspension, or recommendation to superintendent for 11-180 days of out of school suspension or expulsion. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.
- Subsequent offense: Restitution, 3-10 days OSS, recommendation to superintendent for 11-180 day of out of school suspension or expulsion. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.

**Extortion**-Threatening or intimidating any student for the purpose of obtaining money or anything of value/Threatening another student with the promise or intent of bodily or emotional harm.

- First offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out of school suspension. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.
- Subsequent offense: In-school suspension, 1-10 days out of school suspension, or recommendation to superintendent for 11-180 days of out of school suspension or expulsion. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.

**Injuring another student** (even if non-intentional/example: tripping, poking with a pencil or pen, pulling desk out, etc.)

- First offense: Principal/Student conference, detention, in-school suspension, 1-10 days out of school suspension, or recommendation to superintendent for 11-180 days of out of school suspension or expulsion. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.
- Subsequent offense: in-school suspension, 1-10 days out of school suspension, or recommendation to superintendent for 11-180 days of out of school suspension or expulsion. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.

**Automobile/Vehicle Misuse-Discourteous or unsafe driving on or around school property, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.**

- First offense: Suspension or revocation of parking privileges, detention, in-school suspension or 1-10 days out of school suspension.
- Subsequent offense: Revocation of parking privileges, detention, in-school suspension, recommended to superintendent for 11-180 days of out of school suspension. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.

**Theft:**

- First offense: Principal/Student conference, return or restitution for property, in-school suspension, out of school suspension. Notification of Parent, Juvenile Authorities and/or Law Enforcement Officials.
- Subsequent offense: Return or restitution for property, in-school suspension, out of school suspension, recommended expulsion. Local authorities may be contacted.

**Failure to serve In-School Suspension:**

- First offense: In-school suspension doubled
- Subsequent offense: 1-3 days OSS, ISS served when the student returns.

**Possession/or use of a weapon:**

- First offense: 1-180 days OSS, notification of law enforcement
- Subsequent offense: 3-180 days OSS or expulsion; Notification of law enforcement

(Depending on the severity of the weapon and its use, at the principal's discretion, may immediately be considered a second offense violation.)

**Possession or use of firearms:**

- First offense: 1 year suspension, referral to legal authorities
- Subsequent offense: Expulsion, referral to legal authorities

**Arson:**

- First offense: 1-10 days out of school suspension, recommendation to superintendent of 11-180 days out of school suspension or expulsion. Restitution if appropriate. Referral to legal authorities
- Subsequent offense: 11-180 days out of school suspension or recommendation to superintendent for expulsion. Restitution if appropriate. Referral to legal authorities.



## **ALCOHOL, TOBACCO, AND DRUGS**

Students are forbidden to use or have in their possession on school property or at school functions tobacco, alcohol or any controlled substance. Students are not allowed to use any tobacco product during school or at school sponsored activities.

Students are forbidden to attend school or any school activity under the influence of alcohol or other controlled substances. The SRO will be involved in the investigation process. The following consequences will be enforced:

### **Possession or any tobacco product, Juuling/ECIGS/Vaping: On school grounds, school transportation, or any school activity**

- First offense: Confiscation of tobacco, Juul/ECIG/Vape product, in-school suspension, complete online informational program
- Subsequent offense: Confiscation of tobacco, Juul/ECIG/Vape product, detention, in-school suspension, or 1-10 days out of school suspension.

### **Smoking or using tobacco, Juuling/ECIGS/Vaping on school property or at school activities**

- First offense: Confiscation of tobacco, Juul/ECIG/Vape product, 1 day out of school suspension, complete online informational program
- Subsequent offense: Confiscation of tobacco, Juul/ECIG/Vape product, 1-10 days of out of school suspension

### **Selling or distribution of any tobacco, Juuling/ECIGS/Vaping products**

- First offense: 3 days of OSS, Parent notified/Juvenile Office notified, complete online informational program
- Subsequent offense: 5-10 days out of school suspension, Juvenile Office notified.

### **Under the influence of alcohol or drugs**

- First offense: 1-3 days OSS, Parent and law enforcement officials notified.
- Subsequent offense: 5-10 days out of school suspension, or recommendation to superintendent for 11-180 days of out of school suspension or expulsion, Parent and law enforcement officials notified.

### **In possession of alcohol, drugs or drug paraphernalia**

- First offense: 3-10 days OSS, Parent and law enforcement office notified.
- Subsequent offense: Recommend 11-180 day out of school suspension or expulsion, Parent and law enforcement officials notified.

### **Selling or distribution of drugs or drug paraphernalia**

- First offense: 11-180 day recommended suspension, Parent and law enforcement officials notified.
- Subsequent offense: Recommended expulsion from school, Parent and law enforcement officials notifies.

The Linn Co. R-1 School District, in cooperation with the juvenile office, Division of Family Services and law enforcement agencies, will recommend students for referral to drug and alcohol treatment.

**IT IS THE INTENT OF THIS POLICY FOR STUDENTS THAT ARE INVOLVED IN SEVERAL "SEVERE" DISCIPLINE MATTERS TO BE DEALT WITH MORE SEVERELY THAN THOSE THAT ARE INVOLVED IN THEIR FIRST INCIDENT. IF A STUDENT HAS RECEIVED AN IN-SCHOOL SUSPENSION OR OUT-OF-SCHOOL SUSPENSION IN A PREVIOUS "SEVERE" INCIDENT, THEY ARE AUTOMATICALLY HANDLED AS A 2ND OFFENSE INFRACTION, EVEN IF THE OFFENSE IS OF A DIFFERENT NATURE.**

## **CHEATING/PLAGIARISM**

Cheating and Plagiarism demonstrate a lack of integrity and character that is inconsistent with the goals and values of Linn County R-1.

Cheating includes: copying, faxing, emailing or in any way duplicating assignments that are turned in (as a whole or in part) as one's original work, exchanging assignments with other students, using any form of memory aid during tests or quizzes without the permission of the instructor, giving or receiving answers during tests or quizzes, taking credit for group work when the student has not contributed an equal or appropriate share toward the final result, accessing a test or quiz for the purpose of determining the questions in advance of it administration.

**Plagiarism includes:** taking someone else's assignment or portion of an assignment and submitting it as one's own, submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source, presenting the work of tutor's, parents, siblings or friends as one's own, submitting purchased paper as one's own, submitting papers from the internet written by someone else as one's own, supporting plagiarism by providing work to others, whether it is believed it will be copied or not.

Cheating/Plagiarism (for all parties involved—including students allowing others to copy their work)

- First offense: Teacher/Student/Principal conference, opportunity to re-do the assignment for partial credit
- Subsequent offense: Receive a zero on the assignment(s).

## **Foreign Language**

### Course Description

Students enrolled in a foreign language course complete the coursework on the Rosetta Stone online program. Each student will have an account to access their lessons and coursework. Each student is expected to login and be actively working on the Rosetta Stone program each day. All students must show adequate progress within their foreign language level each quarter. By the end of the first quarter the student's progress should be twenty-five percent, by the end of the second quarter the student's progress should be fifty percent.

If a student transfers into the class at semester, they will still be expected to make twenty-five percent progress each quarter, meaning at the end of the third quarter the student's progress should be twenty-five percent and at the end of fourth quarter the student's progress should be fifty percent.

Only progress made in the current school year will be used to determine the student's grade. No progress from working ahead during previous years will be used in the calculation of students' overall grades.

Failure to meet the quarterly progress, students' grades will be lowered to reflect an average of their current score percentage and their progress percentage for the course level they are assigned to. If enough progress has not been made at the end of the semester the student could receive zero credit for the course.

### Steps to logging on

1. Rosetta Stone web address: <https://linncounty.rosettastoneclassroom.com> (Save the web address to your browser or desktop)
2. Username: **firstinitiallastname** example: **cblack**
3. Password: **mustang**
4. Click Launch **Rosetta Stone Foundations**
5. Click **Start Lesson**

### **Helpful hints**

- Make sure your headphone and microphone are connected
- You can redo a lesson as many times as you need to get the score you want
- You can check your grade and your progress by clicking on 'My Reports' after signing in

- I can see the progress you are making, including the date and time you log on and how long you are actively working in a lesson
- You must be working everyday—No exceptions!
- If you are not making adequate progress, you will be given detention

### **SEARCH AND SEIZURE**

The school will remain covenant of the school lockers and may conduct routine searches for missing property or disorderly or unsafe conditions. Searching of students, their property, and their possessions and the seizing of property deemed dangerous or disruptive to other students or to the orderly maintenance of the educational program or seizure of stolen property may be done under the direction of the superintendent or the building principal.

Searches for particular items or information or searches of particular individuals must be on reasonable suspicion.

### **CELL PHONES/MUSIC DEVICES/ELETRONIC DEVICES Policy 2656**

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity and academic dishonesty. As a result, student cell phones, digital camera, music devices and other electronic devices will be banned during the instructional day, as well as, in dressing areas during extracurricular activities. Violation of this policy will result in the following disciplinary actions being imposed:

First offense	Device will be confiscated and returned at the end of the school day.
Second offense	Lunch Detention
Third offense	Before or Afterschool Detention
Fourth and each following offense	Saturday Detention

The following guidelines have been set for the 2023-2024 school year:

1. Teachers will determine cell phone usage in their own classroom. Each teacher will list their cell phone policy in their syllabus.
2. Students may use their phones/electronic devices for personal/recreational use before school, during passing periods, during lunch time, and after school.
3. Once school starts and/or the lunch period is over, all phones/electronic devices are to be turned to silent.
4. With the relaxed recommendation for use of phones/electronic devices during the lunch hours, we expect full cooperation and compliance with the above rules at all times. Failure to do so by the student body will result in administrative recommendation that the existing district policy of ZERO TOLERANCE use of cell phones be re-instated for the remainder of the quarter.

\*\*\*The student body will be given 4 chances per quarter to allow for the new guidelines of the cell phone policy. On the 4<sup>th</sup> phone/electronic device violation by the Student Body the ZERO TOLERANCE rule will be reinstated for the remainder of the quarter.

If, for any reason, a student might need to use their phones/electronic device outside of the designated time, the student MUST go to the Office and ask for permission.

This includes texting your parents/friends/family/employer, etc..... If a parent comes to the office, bringing you something you forgot and says, "My child texted me and said they needed this" that will count as a violation. The above offenses will still be in place for the violations by students.

Exception: Electronic books (Nook, Kindle) may be allowed at the discretion of the teacher.

## **TRUANCY**

Truancy is defined as any unauthorized absence from school or class. A student will be considered truant if his absence is not legitimate, if he leaves the building during school hours without proper authorization, or if he fails to attend class. Those students who have not yet attained the age of sixteen, who are habitually truant, will be referred to the county juvenile officer. **EDUCATIONAL NEGLECT IS NOW CONSIDERED AN ACT OF CHILD ABUSE UNDER MISSOURI LAW.**

Truancy will result in the following additional disciplinary action:

- First Offense: 1 day ISS
- Second Offense: 3 days ISS
- Frequent: 3-10 days OSS

## **SECLUSION, ISOLATION, RESTRAINT**

The Linn County R-1 Schools have adopted a Policy on Seclusion, Isolation, and Restraint. Through the adoption of this policy, the Board of Education expects to:

1. Promote safety and prevent harm to students, school personnel and visitors in the school district.
2. Foster a climate of dignity and respect in the use of discipline and behavior-management techniques.
3. Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint in response to emergency situations.
4. Provide parents/guardians information about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
5. Promote the use of non-aversive behavioral interventions, including positive behavioral support techniques.

## **BUS CONDUCT**

Students riding the buses will be required to conduct themselves in the same manner in which they conduct themselves in school. The administration may deny the right to any student to ride the bus because of bad conduct. Action by the Board of Education may permanently debar the offender.

### **SCHOOL BUS REGULATIONS**

1. The driver is in charge of the pupils on the bus. Pupils must obey the driver promptly and with a manner of respect.
2. Pupils must be on time at their stop.
3. The driver may assign seats if necessary.
4. Students should stay seated and keep their hands inside.
5. Drivers are required to report rowdy conduct or improper behavior to the administration.

## **LEAVING SCHOOL DURING CLASS HOURS**

No student is to leave school during the day for any reason without the permission of the administration. The student must sign out in the office, and sign back in when returning. Failure to do so could result in disciplinary action. In case of illness, the parent must be contacted before the student will be allowed to go home.

## **HALL PROCEDURE**

Adequate time will be given for passage from one class to another. Behavior of students in the halls should be reflective of young adults. Running, yelling, pushing, etc. will not be allowed.

Any student in the hall during class time must have their student planner. Please walk to the right in the corridors. Do not block traffic by standing in groups. Help us keep the halls clean by picking up trash and seeing to the neatness of your locker.

### **HONOR ROLL TRIP**

Students making the Honor Roll three of the first three quarters will be rewarded. The regular Honor Roll is a GPA of 3.5-3.99 and the Principal's Honor Roll is 4.0 and above. The trip will be of entertainment value during the fourth quarter. All attendance requirements must be met for participation on this trip. Students who take more than one Pass/Fail course during the school year will be excluded from the honor roll trip.

### **GRADING SYSTEM**

A 95-100%	= 4.0	C 73-76%	= 2.0
A- 90-94%	= 3.7	C- 70-72%	= 1.7
B+ 87-89%	= 3.3	D+ 67-69%	= 1.3
B 83-86%	= 3.0	D 63-66%	= 1.0
B- 80-82%	= 2.7	D- 60-62%	= 0.7
C+ 77-79%	= 2.3	F 59-00%	= None

Report cards will be issued every nine weeks. Academic Progress Reports will be sent to the parents of all students, grades 6-12, in the middle of the quarter, and at times when necessary. Mid-quarter reports will also be used to determine academic eligibility. All Parents, grades 2-12, can sign up for the SIS parent portal. The portal will allow you to check your student's assignments and grades on a regular basis.

### **MANNERS AND COURTESY**

Our manners and courtesy are a reflection of yourself and your parents. Respect for parents, faculty, fellow students, and the property of others, builds for a better school and a better community. Treat your teachers with respect. Teachers are never to be addressed by their first names while at school.

### **LUNCH HOUR**

Running to the lunch line from classrooms is prohibited. There is to be no horseplay, crowding, or saving a place in the lunch line for another student. Please place your plates, paper, utensils, etc. in the appropriate container before leaving the cafeteria. Students are to stay in the commons area or in the gym at lunch. Students are not to roam the halls or go to a classroom unsupervised. Return to the classroom when the bell rings.

### **SCHEDULE CHANGES**

Students will be allowed to change classes at the beginning of each semester. Notice of schedule change deadline will be posted in the bulletin. After that deadline, no student will be allowed to drop a class. (The administration may make exception if the need of the student is deemed necessary.)

### **TRANSPORTATION ON SCHOOL TRIPS**

All students participating in school sponsored activities requiring transportation will be transported on school furnished transportation.

All sponsors will secure permission from the Superintendent for transportation. Students will not be allowed to take their automobiles on school sponsored activities.

Any parents/guardians chaperoning or attending a field trip with a class or group of students must fill out a Parent Volunteer Form. This form must be filled out and turned into the administration seven days prior to the date of the trip.

All students are required to travel to events by school transportation. Parents may sign students out to ride home from events with them. Students will be permitted to travel to and or from contests with their parents provided prior approval has been given by the sponsor, principal or superintendent. Students will be allowed to ride with another student's parents only if prior approval has been obtained. Exceptions may be made only if prior approval has been made.

## DRESS CODE

Students are expected to display cleanliness, neatness, and appropriateness of attire at all times. Any form of conspicuous dress is discouraged; disciplinary action will be taken when a student's dress becomes a disruptive factor in school. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to the health or safety, the student may be required to make modifications.

Hats are not to be worn inside the building during the day, mid-riff tops, halter tops, T-strap tops, Tank Tops, pajama pants, alcohol and drug insignia, obscene and suggestive clothing are not to be worn.

**All tops worn should be two inches or more on the shoulders seam and must meet the waistband of the pants.** Tops also need to cover the cleavage area and bra straps need to be completely covered by outer clothing. At minimum, pants must meet the shirt under normal movement. Shirts that are slit down the side must have a tank top under them. **Shorts must measure at least 10 inches from the waist line of the shorts.** Skirts must meet the shorts guidelines. **Holes in jeans must meet the shorts guidelines. There are to be no holes above the 10 inches from the waist line.** Heelys or shoes with wheels on them are not allowed in the school building. Gym clothes are NOT to be worn to class at Linn Co. R-1 School. Students will be asked to change their attire if it is not deemed suitable for school. If a student refuses to abide by the dress code they will be sent home or sent to I.S.S. for the day. Alternative clothing is provided, but must be returned at the end of the day.

Dress code applies to ALL school events and activities- band concerts, awards assemblies/ceremonies, field trips, extracurricular events.

It is impossible to anticipate all dress or grooming situations that might be considered improper for school wear, the school administration will have the exclusive right and authority to correct any questionable or improper dress deemed detrimental to the students or the school program or disruptive to the educational process.

## VISITORS

School visitation by parents and interested patrons is welcome at anytime. We are proud of our building and our educational system and welcome their visits. Visitors should come to the office and sign in; they will be referred to the proper classroom or individual. Parents wishing to confer with school staff or student should check with the office first.

Student visitors must receive permission through the office. Student visits are discouraged on the last day before Christmas break and on the last day of school.

## ELIGIBILITY

The Linn Co. R-1 School district checks eligibility approximately every 5 weeks. At quarter grade card, to be eligible for extracurricular activities, a student must maintain a 2.0 average on our 4.0 scale and not have any F's. At mid-quarter the student must not have any F's to be eligible. If a student was ineligible in the previous quarter, the student will remain ineligible until the following mid-quarter check where they must have higher than a 2.0 average and no F's. Eligibility requirements will be waved at the first eligibility check for all incoming 6th graders and new students in the district. (ALL state requirements precede local eligibility requirements).

Quarter- No F's, GPA above 2.0

Mid-Quarter: No F's (If ineligible from previous quarter, student needs no F's and above 2.0 GPA.)

## **LIST OF ACTIVITIES AFFECTED BY ELIGIBILITY REQUIREMENTS:**

Baseball, softball, basketball, track, cheerleading, flags, FFA and activities not associated with a grade, ASAP, dances, speech contests, FTA, academic team, school play, fields trips and class parties not associated with a letter grade, Science Olympiad, Senior trip. (A senior must be eligible for graduation and must be passing all courses for quarter and semester to go on the senior trip.)

ANY ACTIVITY THAT IS A DIRECT EXTENSION OF A CLASS AND IS PART OF THE CLASS GRADE IS NOT SUBJECT TO THESE REQUIREMENTS.

### **FIELD TRIPS**

Linn County R-1 students are privileged to take assorted field trips throughout their school years. To insure that all field trips are conducted in a safe and uniform way, we are implementing the following policy.

Students participating in the field trip will meet the following requirements:

\* Be eligible by the school policy on eligibility, be in compliance with the Linn County R-1 attendance policy (must have made up any hours required by the attendance policy), be in attendance at school the day prior to the field trip, if school is in session, unless they are involved in a school related activity. If a student is absent due to illness or family tragedy, prior to a field trip, arrangements must be made with the principal before the day of the field trip, dress appropriately, following the school policy on attire, use no foul or offensive language, follow all other school policies

### **WITHDRAWAL**

When a student moves from the district or leaves school for any reason, the parent or guardian should notify the principal. Each student is to pick up a withdrawal form in the office when withdrawing.

Withdrawal will be signed by teachers indicating that books and materials are turned in to the proper location. Students must clear themselves of all obligations to the school before the office can complete and forward any official school records and transcripts.

### **STUDENT SPORTSMANSHIP**

Your conduct is representative of our school; treat our opponents and the referees as our guests. It is important for us to set the example for all schools to follow. It takes years to make a good name for our school, but only a few minutes to make a bad one!

### **CANTEEN**

The canteen is operated by the Sophomores, Juniors and Seniors, with the profits divided among the three classes. Students are expected to honor their commitment to work the canteen.

#### Canteen Guidelines

Sponsors will be assigned to work canteen duties. A volunteer (faculty member) will be asked to work each canteen to help the sponsor. The volunteer will be paid a stipend each time they work canteen.

1. Each student must work at least 2 canteen shifts each year. The exact number of canteens will depend on how many students are enrolled and how many home games there are during the year. The students will sign up to work canteens at the beginning of each school year. If a student cannot fulfill their duty, a parent may take their place.

2. If a student is sick, they must find someone to trade with or have a parent take their place.
3. If a student does not report for their shift or have someone scheduled to cover their shift, they cannot attend the sporting event.
4. It is the responsibility of the scheduled student to either work or find coverage for the shift. The student must notify the sponsor working the game, prior to the game, if you are trading with another student. If you trade with another student and that student does not work, it is the original student's responsibility to pay the fine.
5. Canteen workers will remain the same for all rescheduled games.
6. Workers handling food must wear gloves.
7. Cell phones are not allowed during shifts. If a student has a cell phone out, the sponsor will take the phone until the shift is over.
8. Eating is not allowed during a student's shift.
9. Students who work the first shift must arrive one hour prior to the start of the game to set up. Students will be fined \$5 if they arrive 15 minutes or less late. They will be fined \$10 if they are 15-30 minutes late.
10. Students who work second shift must arrive by the end of the previous game and stay for clean-up. Students will be fined \$5 for not staying for clean-up.

Consequences for not working:

- 1<sup>st</sup> Offense: \$30 fine
- 2<sup>nd</sup> Offense: \$40 fine
- 3<sup>rd</sup> Offense: \$50 fine
- The fine for each offense will continue to go up in increments of \$10.

\*\*\*All student fines have to be paid before going on the Senior trip and/or before receiving their diploma.

Organization of the canteen schedules:

- The students will have access to a copy of the schedule after it has been finalized.
- Notifications will be set up to remind students when they have canteen duty.
- Teachers will post a list outside of their door to remind students of canteen duties.

## **CLUBS, ORGANIZATIONS & AWARDS**

### **ACADEMIC AWARD CEREMONY**

In the Spring an academic awards ceremony will be held to recognize outstanding achievement in all subject areas. We invite all students and patrons to join us in recognition of academic excellence. Dress code applies to this ceremony.

### **ACADEMIC TEAM**

The Linn Co. R-1 District participates in a variety of Academic Bowl Competitions. We offer a junior and senior high academic team. Try-outs take place in the late fall of the year. Members of the Mustang team fall under all eligibility requirements and are expected to represent our school favorably. Academic letters are awarded to high school team members.

### **AFTER SCHOOL ART PROGRAM (ASAP)**

ASAP, the After School Art Program is for students in grades 4-12 who are interested in learning more about art. ASAP is a hands on program where students are free to express their creative side while still learning proper art techniques. Students will be introduced to various artists and their artwork, art history and a range of mediums.



## ATHLETIC AWARDS

School letters are awarded to those students meeting minimum standards maintained by the Linn Co. R-1 High School Athletic Department. Awards may be earned in baseball, softball, basketball, and track and are awarded at the athletic banquet at the end of the year. To receive these awards students must be present at the athletic banquet. Certain situations will be looked upon by the A.D., Coaches, and Administration. Dress code applies to this ceremony.

## CHEERLEADERS

Tryouts for junior and senior high cheerleaders are held during the fall of the year.

The duties of a cheerleader includes: Cheering at athletic events, promoting school spirit, maintaining crowd control and sportsmanship, and participating in spirit boosting activity. Cheerleaders should be able to attend games; transportation will be furnished to all out-of-town games by bus. Cheerleaders must be good school citizens and must meet eligibility requirements. It is an honor and a privilege to be a Mustang cheerleader.

## FFA

The Linn Co. chapter of the FFA was chartered in 1992. Members of the Linn Co. FFA must be enrolled in at least one Vocational Agriculture class on the high school level, or be past students of our Vo-Ag program. They will attend FFA functions, participate in competition, and are encouraged to take part in the chapter government. **\*\* Students must be enrolled in an Agricultural Education course for at least one semester each year at Linn County R-1 to be eligible for membership in the Linn County FFA Chapter.**

## SCIENCE OLYMPIAD

Science Olympiad is an intense, fast paced and highly regarded competition that consists of both hands-on building and paper/pencil testing events. Competition takes place at the regional level in late February with an opportunity to pass on to the state level in early April if students place in their events.

## FTA

Linn County has an active FTA. The FTA provides opportunities for future teachers and takes an active part in recognition of excellence in education. We offer a supervised cadet teaching opportunity for credit. Cadets will be under the supervision of a classroom teacher.

## HONOR GRADUATES

Valedictorian and Salutatorian recognition and awards will be presented to the number 1 and number 2 ranking student in the graduating senior class.

## MUSIC AWARDS

Letter awards are given to qualifying band and chorus members. Medals are awarded to each member receiving a "1" in district contest and advancing to state.

## NATIONAL HONOR SOCIETY

The Linn Co. Chapter of the National Honor Society holds its induction ceremonies in February. To qualify for induction, students grades 10, 11, and 12 must meet national academic standards (3.5 gpa on 4.0 scale) and be approved by at least 75% of the student's teachers in the area of scholarship, service, leadership, character, and citizenship.

Students will take part in a week long initiation with an induction ceremony, where they will be recognized and presented with their National Honor Society pin. Senior NHS members will be recognized at graduation with yellow cords. Student membership will be teacher reviewed on a yearly basis to make sure requirements are being upheld.

## SCHOLARSHIP AWARDS

Each year scholarships are awarded seniors at the academic awards ceremony or at Graduation.

## STUDENT COUNCIL

The Student Council is the democratic voice of the student body in the discussion of school activities and problems. It cooperates with the administration concerning school problems and discipline. Student Council officers are selected in the spring of the year along with 1 member at large. Each year in the fall, grades 7 through 12 elect a representative to the Student Council.

## Technology Usage

The Linn County R-1 School District recognizes the educational and professional value of electronics-based information, both as a means of access to enriching information and as a tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and board, and increased engagement of the student's families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Students and all other users of the district's computer resources are responsible for respecting and adhering to local (as stated in board policy), state, federal and international laws governing usage of the available technology. Any attempt to violate the provisions of the district's rules and regulations governing usage may result in revocation of user privileges, suspension, or other disciplinary action appropriate to the circumstances.

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges
2. Revocation of Network privileges
3. Suspension of Internet access
4. Revocation of Internet access
5. Suspension of computer access
6. Revocation of computer access
7. School suspension
8. Expulsion

The district's technology is not private and the school district may monitor use of district technology including, but not limited to, accessing browser logs, e-mail logs and any other history of use.

## LIBRARY

The Linn County R-1 Libraries are open for check-out to all district patrons and students. Summer library has been held over the past several years. The library is also open during summer school and at other times upon request.

The library is to be used for research and general check-out. Using the library is a privilege that can be curtailed if it is abused. Teachers have the right to sign up to bring their classes in for class projects. Other students will be asked to check out materials and then leave so that these classes may use the library as their temporary classroom. See the priority list below.

Students are expected to check-out materials through the computer at the check-out desk. If a librarian is not there, students are required to sign the check-out clipboard. The information will be entered in the computer later in the day. Failure to check-out materials (magazines & books) will result in an automatic 9th hour.

Priority for library usage is as follows:

- #1. Teachers who need to bring whole classes to the library for class research or projects using library materials or computers.
- #2. Students using resources or computers for specific assignments that require these resources (teacher assigned).
- #3. Students using computers for optional assignments in which computer usage is optional (spelling, etc.)
- #4. General reading, computer usage or browsing.

Library Hours: The libraries are open from 7:45 a.m. to 3:40 p.m.

Check Out Limits: 21 days for regular, non-reference books; reference books, 3 days. Fines: The computer calculates 5 cents per school day per book for books checked out past 21 days or 3 days for reference books. No single book can accumulate more than \$3.00 per fine.

Damaged or Lost Books: If a book has been damaged, a fine may be assessed, or the total cost of the book may be assigned so that it may be replaced. If a book is lost, the student may pay for the book. The payment is entered in the computer in the book record and on the student's record. If the book is found and returned in good condition, the full price of the book will be returned, although the usual fine will be assessed. We return money for several "found" books every year. Notices are given to students near the end of a quarter/semester. If books are overdue at the end of the year, the status will be changed to "lost," and parents will be billed for the replacement cost of the book, plus fines already incurred. Books cannot be replaced by parents through Amazon, for example, due to the inferiority of the bindings.

Students who have overdue books will not be allowed to check out until the books are returned and fines paid.

**\*\*This handbook reflects policies that are currently in place as directed by the Linn County R-1 Board of Education. Therefore, any updated or newly adopted policies will take effect immediately and will override any existing policies. Any and all policies/regulations can be found on the Linn County R-1 homepage.**

Revised May 17, 2023

## **Earthquake Safety**

### **For Missouri's Schools**

**The New Madrid Seismic Zone Extends 120 Miles Southward** from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

**The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year** (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

**The Highest Earthquake Risk in the United States** outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

**A Damaging Earthquake in this Area**, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri).

There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports.

The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

**A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12** was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

**When Will Another Great Earthquake the Size of Those in 1811-12 Happen?** Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

**What Can We Do to Protect Ourselves?** Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

#### **Prepare a Home Earthquake Plan**

Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.

Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

Choose an out-of-town family contact.

Take a first aid class from your local Red Cross chapter. Keep your training current.

Get training in how to use a fire extinguisher from your local fire department.

Inform babysitters and caregivers of your plan.

#### **Eliminate Hazards**

Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.

Bolt bookcases, china cabinets and other tall furniture to wall studs.

Install strong latches on cupboards.

Strap the water heater to wall studs.

#### **Prepare a Disaster Supplies Kit for Home and Car**

First aid kit and essential medications.

Canned food and can opener.

At least three gallons of water per person.

Protective clothing, rainwear, and bedding or sleeping bags.

Battery-powered radio, flashlight, and extra batteries.

Special items for infant, elderly, or disabled family members.

Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)

Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

**Know What to Do When the Shaking BEGINS**

DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.

In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.

If you are in bed, hold on and stay there, protecting your head with a pillow.

If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

**Know What to Do AFTER the Shaking Stops**

Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.

Check others for injuries. Give first aid for serious injuries.

Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)

Listen to the radio for instructions

Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!

Inspect your home for damage. Get everyone out if your home is unsafe.

Use the telephone only to report life-threatening emergencies. *The information contained in the flier was extracted from the American Red Cross website*

*[http://www.redcross.org/services/prepare/0,1082,0\\_241\\_00.html](http://www.redcross.org/services/prepare/0,1082,0_241_00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455*

**SPECIAL PROGRAMS/SPECIAL EDUCATION**

Linn Co. R-1 Elementary Special Education facilities provide resource services in areas of (1) learning disability (L.D.) i.e. significant discrepancy between estimated potential and actual achievement in oral expression listening skills, reading comprehension, mathematics calculation or mathematics reasoning.

Learning disabilities must be due to one of these factors, and not primarily due to a visual, hearing or motor handicap, mental retardation, emotional disturbance, or environmental, cultural or economic disadvantage. (2) Mental retardation, educable (E.M.R.) i.e., performance significantly below peers of equivalent age, ethnic, and cultural background in areas of cognitive ability and adaptive behavior. Resource rooms serving L.D. and E.M.R. pupils are coordinated with regular classrooms in order to provide the most appropriate education in the least restrictive environment in accordance with Public Law 94-142. An individualized educational plan (I.E.P) is developed for each pupil according to his or her areas of concern. The L.D. or E.M.R. pupil is mainstreamed into the regular classroom for services designed to remediate deficits and meet areas of concern at his or her own level of achievement.

**SPEECH THERAPY**

Speech therapy is provided to every student who is in need of learning to correctly produce a particular sound or sounds, and/or is in need of language development remediation.

Speech students are seen one or two times a week. The class lasts approximately 20 minute.

Revised May 17, 2023

August 22, 2023

Dear Parent and/or Guardian,

Today your child was given a copy of the Linn County R-1 Handbook, which includes the attendance policy. I feel it is very important for you to have this in your possession to use as a reference for information about our school district.

Please take time to review this handbook and feel free to contact us if you have any questions about Linn County R-1 Student Policy.

At the bottom of this letter is an acknowledgement that states you and your child have read and understand the contents of this handbook. You must sign and return this to the school either by mail or with your child. Failure to return this form will result in your child not receiving his/her grade card.

Sincerely,

Mr. Devin Shrum  
Principal Pre-School-12

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I have received a copy of the Linn County R-1 Student Handbook.

Students Name \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date