

# **LINN COUNTY R-I ELEMENTARY HANDBOOK 2024-2025**



**Linn County R-I  
15533 Hwy KK  
Purdin, Missouri  
660-244-5045  
[linnr1.k12.mo.us](http://linnr1.k12.mo.us)**

**Approved By  
the  
Board of Education  
May 15<sup>th</sup>, 2024**

## **WELCOME**

The Board of Education, Administration, Faculty, and Staff of the Linn County R-1 Elementary School welcome you as one of the most important aspects of our school. An excellent Faculty and Staff, coupled with your child's potential for growth and your cooperation should make this one of the best years of your child's life.

This handbook will acquaint you with the basic operations of the Elementary School. You are encouraged at any time to call, write, or visit your school should you have any questions. Your input is encouraged and valued. This is your school.

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

## **A PHILOSOPHY OF EDUCATION**

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

We must recognize that the American Public School system is peculiarly our own, and was developed to fit our needs. We believe that it must be a flexible system, adaptable to the needs 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 on untried pathways.

Due to 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 his development. When one fails the other must move in to fill the gap. It is the responsibility of the home to see that each child has the 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 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.

We must recognize that no two individuals are alike, that each child represents a different situation. We must demand that each student develop to his fullest capacity. Consequently, we must set high standards of achievement and resist all pressures to lower them, recognizing, of course, that all children cannot attain the same levels of achievement. We must create an atmosphere that will enable each child to develop his capacities to the fullest extent possible.

## **NOTICE OF NONDISCRIMINATION**

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

Superintendent  
15533 Hwy. KK  
Purdin, MO 64674  
660-244-5045

School Nurse  
15533 Hwy. KK  
Purdin, MO 64674  
660-244-5035

## **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.

### **Linn County R-1 Elementary Discipline Guideline**

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.

Misconduct will be dealt with immediately. If 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 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.**

**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

### **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.**

The Linn County R-1 Elementary Discipline Policy is designed to maintain proper learning environment, foster respect towards authority and property, and to insure the orderly 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, Tobacco, Alcohol and Drugs.

## Common Offenses

Classroom 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, recess issues, & failure to follow teacher's directions. 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. **No code can be expected to list each and every offense which may result in disciplinary action.** However, if a student is sent to the office for a Common Offense, the consequences will be as follows:

1 <sup>st</sup> offense	Offense is recorded in the discipline record; discussion with the principal. Discipline slip sent home.
2 <sup>nd</sup> offense	1 day of exercising during recess/special class time/free time community service to school
3 <sup>rd</sup> offense	2 days of exercising during recess/special class time/free time community service to school; Contact Parents
4 <sup>th</sup> offense	1 afterschool detention
5 <sup>th</sup> offense	2 afterschool detentions
6 <sup>th</sup> offense	1 day of ISS
7 <sup>th</sup> offense	More days of ISS OR OSS days to be determined by the seriousness of the offense.

If an after school detention is not served within the one-day window, the detention time will be doubled. Failure to serve the detentions within the new two-day window will result in a day of ISS.

## Severe Offenses

### Defiance of school personnel with profanity or threatening in nature.

- First offense: Principal/student conference, detention, in-school suspension, or 1-10 days out of school suspension. Parent Notification.
- 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. Parent Notification.

### Use of Improper Language

- A. Threatening Language- Use of verbal, physical or written threats to do bodily harm to person or 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. Parent Notification.
  - 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. Parent Notification/Juvenile Authorities notified.
- B. Use of Obscene or Vulgar Language-Language which depicts sexual acts, human waste, and blasphemous language.
- First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days of out of school suspension. Parent Notification.
  - 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. Parent Notification/Juvenile Authorities notified.

- 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. Parent Notification.
  - 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. Parent Notification/Juvenile Authorities notified.

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

- 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 to be a willing participant.)

**Stealing** – Knowingly taking something that does not belong to you

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

**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. Parent Notification/Juvenile Authorities notified.
- Subsequent offense: Restitution, 3-10 days OSS, recommendation to superintendent for 11-180 day of out of school suspension or expulsion. Sheriff's Department may be called if deemed necessary

**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. Parent Notification
- 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 to juvenile officer.

**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. Parent Notification/Juvenile Authorities notified.
- 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. Parent



Notification/Juvenile Authorities notified.

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

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

**Bullying** (intentional intimidation or infliction of physical, emotional, or mental harm.)

- 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. Parent Notification/Juvenile Authorities notified.
- Subsequent offense: In-school suspension, or 1-10 days of out of school suspension, or recommendation to superintendent for 11-180 days of out of school suspension. Parent notified. Juvenile office/law enforcement officials notified. Cyberbullying- Parents may notify law enforcement officials.

**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: 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. Parent Notification
- Subsequent offense: 1-10 days out of school suspension, or recommendation to superintendent for 11-180 days of out of school suspension or expulsion. Parent Notification/Juvenile Authorities notified.

**Possession or use of a weapon**

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

**Possession or use of firearms:**

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

**Possession of Tobacco/Juuling/ECIGS/Vaping**

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

- First offense: Confiscation of tobacco, Juul/Vaping Product/ECIG product, in-school suspension. Notification of parents.
- Subsequent offense: Confiscation of tobacco, Juul/Vaping Product/ECIG product, detention, in-school suspension, or 1-10 days out of school suspension. Notification of parents and juvenile authorities.

**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 2<sup>ND</sup> OFFENSE INFRACTION, EVEN IF THE OFFENSE IS OF A DIFFERENT NATURE.**

## **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.

## **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 school's 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 Afterschool Detention
- Fourth and/or more One Day of I.S.S

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

## **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:

- i. Promote safety and prevent harm to students, school personnel and visitors in the school district.
- ii. Foster a climate of dignity and respect in the use of discipline and behavior-management techniques.
- iii. Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint in response to emergency situations.
- iv. 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.
- v. Promote the use of non-aversive behavioral interventions, including positive behavioral support techniques.

## **Homework Policy**

Homework is designed to direct students to tap into their abilities and to acquire the self-discipline and work habits that will serve them well not only in an educational setting, but in the workplace as well. When the belief is expressed and maintained that a student can and will be successful, it follows that the student will meet the expectations and will take pride in completing an assignment to the best of their ability. The school will set the example by placing significant value on the importance of completing assignments on time and to the best of one's ability. Please refer to the individual grade level handbooks for each grade level's homework policy.

## **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.

## **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**

Students should be most considerate of other classes in session; running, yelling, pushing, etc. will not be allowed. Any student in the hall during class time must have a hall pass from his or her teacher for that period.

Hallway Rules that elementary students will follow:

- Walk in a single file line on the right side of the hallway.
- Keep hands at your sides and face the front of the line.
- When standing in line, stand with feet in 1 block.
- Keep a row of blocks between the wall and your line.
- No conversations.

## **Manners and Courtesy**

Manners and courtesy are a reflection of a student, their parents and their school. Respect for parents, faculty, fellow students, and the property of others, builds for a better school and a better community. Students should treat their teachers and their peers with respect. Good manners **MUST** be exhibited in the lunchroom as well as other parts of the school building. Loud conversation, bad manners and/or inappropriate comments will not be allowed at the lunch table or in the lunchroom.

**Linn County R-1 Elementary School (K-5)**  
**Attendance Policy-Absence/Tardy**

Regular attendance is one of the main responsibilities of the pupil. If physically able, the pupil should attend school every day the school is in session. Absences due to minor causes are inexcusable. The habits students develop at an early age will affect their behavior in the future. Therefore, we want to begin implementing an elementary discipline policy that will be carried on into the students' high school years and into their adult life.

The frequent absence of pupils from classroom learning experiences disrupts the continuity of the learning process. The benefit of regular 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. Excessive Absences-- By law, it is the parent's responsibility for the regular attendance of a child in their care. For each day absent after 8 days in one semester, the student will be required to stay after school to make up for time missed. If the time is not made up by the end of the school year and there isn't time to make up the absence, the student will be required to make the time up by attending summer school. A student and a parent may appeal this policy to the Superintendent and then to the Linn County R-1 Board of Education. Students with extended illnesses (confirmed by a doctor), which requires a student to miss 8 or more days of school, serious accidents, or any extenuating circumstances, are examples of cases suitable for appeal.

1. When a student reaches his/her fifth absence the school will notify the parents in writing and the student's attendance will be sent to the Juvenile Office.
2. When a student reaches his/her seventh absence the school will notify the parents in writing that the student is close to the number of absences per semester that requires after school time.
3. After the eighth absence, the school will contact the parent to set an appropriate time for the student to stay after to make up required work and time.
4. 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 the child.

Tardy-- A tardy is arriving at school and entering the classroom after 8:00 a.m. Tardiness causes a disruption in classroom procedure and hinders the orderly beginning of classroom activities. Parents bringing students to school should make every effort to make sure that the student is on time.

**AFTER SCHOOL DETENTION**

If a student receives an after school detention for disciplinary reasons, tardies or for not turning homework in, the student will be given a one-day window in which to serve the detention. 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**

#### **APPEARANCE AND ATTIRE**

You are expected to display cleanliness, neatness, and appropriate 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.

Hats are not to be worn inside the building during the school day. Halter tops, midriff tops, pajama pants, alcohol and drug insignia, obscene and suggestive clothing are not to be worn.

Heely's or any type of shoes with wheels on them are not allowed at school. They are also not allowed to be worn during school activities.

During cold/bad weather times, it will be at the discretion of the Administration, Faculty and Staff to determine whether a child has the appropriate attire to participate in recess outside. If not, the child will stay inside during recess.

Linn County R-1 maintains a "no tolerance" policy regarding gang-related attire. Because 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.

#### **ARRIVAL AND DEPARTURE**

Students should not arrive at school before **7:30**. Any student arriving before **7:30** will be asked to sit in the commons area. Students will not be allowed to roam the halls, purchase pop or candy, or be in the classroom unsupervised. Elementary students are not to be in the building after school unless they are supervised by a teacher or staff member.

Students are required to go directly to the buses following school. They are not allowed to purchase pop and candy prior to boarding the buses.

## **CHILDREN LEFT AFTER SCHOOL**

Students are not to be left unattended on school grounds. Students who do not have a parent/guardian or school staff supervision are to be off of the school grounds when the buses leave. Any student participating in a teacher/coach sponsored activity should be picked up directly after the activity ends. Younger students are not to stay with older students who may be participating in an activity. Activity sponsors or coaches should not have to supervise or be responsible (be a baby sitter) for students who are not part of the activity.

## **AFTER SCHOOL ACTIVITIES**

Elementary students that are absent from school due to an illness are not allowed to attend extra-curricular activities that same day/evening.

## **STUDENT PICTURES**

Individual pictures will be taken of students in grades Preschool through grade five. Pictures are generally taken during the first part of the year. (See the school calendar) Students will be provided with packets and allowed to order student pictures at a nominal fee.

## **BUS CONDUCT**

The Linn County R-1 District believes that all children have the right to use school transportation, and that all children have the right to feel safe on school transportation. For that reason, the Linn R-1 District has developed the following bus regulations and has given the building principal the authority to enforce these regulations for the better good of all children involved.

### **BUS REGULATIONS:**

1. The driver is in charge of pupils on the bus. Pupils must obey the driver promptly and with a manner of respect.
2. Pupils are to be on time at the bus stop.
3. The bus driver has the authority to assign seats to anyone.
4. Students are to stay seated and keep their heads and hands inside the bus.
5. It is to be understood that misbehavior at the bus stop is to be considered the same as misbehavior on the bus. (Before or after school)
6. Students are to ride their assigned bus. Any student riding another bus must have permission from their parent/guardian either through a note or by a telephone call before they will be allowed on another bus.
7. Students are to keep their hands to themselves, refrain from throwing things on the bus, respect other student's property, and are to abstain from the use of obscene language.
8. Preschool-Fifth grade students are not allowed to purchase pop or candy from the machines before getting on the bus.

## BUS DISCIPLINE

Students may be suspended from riding the bus for fighting, obscene language, use of alcohol or tobacco products, disrespect and defiance of the bus driver, throwing objects on the bus, destroying other student's property, sexual harassment, continued violation of school bus regulations, or other infractions judged to be of such a nature that disciplinary actions need to be taken. (Depending upon the severity of the infraction, suspension from school may also be part of the disciplinary action taken.)

Usual Procedure:

First Offense -	Warning
Second Offense -	1 - 3-day suspension from the bus.
Third Offense -	3 - 10-day suspension from the bus
Fourth Offense -	Recommended 30-day suspension from riding the bus.
Fifth Offense -	Recommendation that the student be suspended from the bus for the full school year (175 Days). This suspension may extend into the next school year.

Note: Based upon the severity of the offense, the principal may dispense without a warning.

THE FOLLOWING OFFENSES WILL RESULT IN A MINIMUM OF 10 DAYS SUSPENSION FROM THE BUS WITH POSSIBLE SUSPENSION TO THE FULL EXTENT OF THIS REGULATION.

1. In possession of a dangerous weapon.
2. Threatening or using a weapon against another student or the bus driver.
3. Possession and/or use of alcoholic beverages on the bus.
4. Possession and/or use of illegal drugs or drug paraphernalia.
5. Severely injuring another student or bus driver.

## CARE OF BUILDING AND EQUIPMENT

All students are responsible for leaving the school building and equipment in as good as condition as when such facilities were made available to them except for reasonable wear with proper use. Students will be held responsible for any damage to school properties, and fines will be assessed when necessary. Willful destruction of school property will result in payment in full of all damages.

## CONDUCT IN CLASSROOM

Students are expected to exhibit good behavior so that every student has the opportunity to learn. You are expected to respect classroom rules and school policy. Students should be ready in their seats when the bell rings. Students should use study time wisely and turn in homework.

**DISCIPLINE:** The Linn County R-1 has an elementary discipline policy. Elementary students are held accountable to this policy. Discipline may consist of exercising during recess, being placed in ISS, or being held back during other activities. For serious offenses the Linn R-1 District reserves the right to use the paddle. Parental contact will take place either by letter or by phone before the paddle is used. (See Elementary Discipline Policy)

**AFTER SCHOOL DETENTION** - Our district instituted an after school detention that is used for disciplinary reasons and also students who continue to be negligent in their assignments may be assigned an after school detention. Parents are responsible for making arrangements for transportation.

## RECESS GUIDELINES

All students must follow the rules of the playground and the gymnasium. If a student chooses to not follow the rules, the student will be disciplined appropriately. The school will supply balls and other items for use at recess. Recess rules:

1. Use playground equipment appropriately.
2. Show respect to teachers and other students.
3. Show respect to school property.
4. Play in a safe manner.
5. Outside toys and items from home are prohibited.

## 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 by signing the Media Opt Out Form that has been included in the First Day Folders and returning it to the front office. An example is listing names with the Honor Roll in the Ledger, newspaper, or on the district's website, and our social media pages.

## LIBRARY

An elementary library is maintained in addition to the classroom libraries. Students will visit the library weekly and will be allowed to check out books. Students checking out books are responsible for them until they are returned. Magazines may be checked out for classroom use only. Any lost or found books may be returned to the principal's office.

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.

## **FIELD TRIP GUIDELINES LINN COUNTY R-1**

Linn County R-1 Elementary Students and Teachers are fortunate to have a School Board and Administrators that continue to support a yearly field trip for each class. Due to the increased cost of transportation, all field trips should be carefully scrutinized by the administration. All parents of students who are eligible to participate in the field trip shall be notified of the activity. These field trips are a privilege and are planned with academic standards in mind. To insure that all field trips are conducted in a safe and educational way, the following guidelines for participation have been set:

### **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).
- \* All other school policies are to be followed and will be enforced by the teachers/administration during the field trip.

### **Parent Participation:**

- \* Please be aware that some destinations for class field trips have a recommended number, or guidelines, for the number of adults allowed to attend with a school sponsored field trip. Therefore, teachers will determine the number of parents needed to help supervise students on any given field trip. The adult who accompanies a Linn County R-1 student for a school sponsored field trip must be a custodial parent or legal guardian.
- \* A Parent Volunteer Form must be filled out and returned 7 days prior to the date of the field trip by every parent/legal guardian attending.
- \* A parent may choose to ride the bus with his/her child or follow the bus in their own vehicle. However, all students must ride the bus to the field trip destination.
- \* Parents participating in the field trip will be responsible for students assigned to them by the teacher during the field trip.
- \* Other family members/friends of the students participating in the field trip will not be allowed to accompany a parent or to join the group at the field trip destination.
- \* Prior written arrangements must be made if a parent wishes for their child to be released into someone else's care at the end of the field trip. Students will only be released to a custodial parent/legal guardian and must sign out with the teacher.
- \* Linn County R-1 is a drug free school. Alcohol and illegal drugs are prohibited with any school related function. Parents who choose to smoke cigarettes or chew tobacco are required to do so in an area away from the students.

Please Note: These guidelines will be sent home again with permission slips for each class field trip as the date approaches.

## RELEASE OF STUDENTS

For your child's protection, we will not allow a student to leave the school with anyone other than a legal parent or guardian. If you wish for your child to go home early with any other person, be it a neighbor, friend, or relative, we need a note or a telephone call to authorize us to release the student.

## ADDRESS, BABY SITTER CHANGES, OR PHONE CHANGES

For the welfare of your child, it is important that we always have your current address, telephone number, and emergency and baby sitter phone numbers. Please inform the school office when there is a change in residence or telephone. Please keep us informed.

## VISITORS

School visitation by parents and interested patrons is welcomed at any time. We are proud of our building and our educational system and welcome visits.

Visitors will enter the glass doors on the east side of the school building. A visitor must push the button for the intercom, state their name and wait to be buzzed in. Visitors should report to the office, sign in and get a visitor's badge and then be referred to the proper area of the school that they are visiting. Parents wishing to confer with school staff should check with the office first.

Visitation from students from other schools is discouraged.

### Events Especially for Parents

1. Parent/Teacher Conference
2. Open House
3. Halloween Party
4. Valentine Party
5. Christmas Programs
6. End-of-the-Year Award Ceremony
7. Elementary Track Meet
8. Fall and Spring Title 1 Meetings/PAT Meetings
9. Evening Parent/Student Meetings

## LUNCH PERIOD

The Linn Co R-1 Elementary School has a closed lunch period. No one is to leave the grounds without permission of the principal. Students are not allowed in the hallways or unsupervised rooms during lunch. Students in grade Pre K-5 will NOT be allowed to purchase pop or bring pop from home for consumption at school. This rule may be waived on special occasions such as track day and/or for classroom celebrations as approved by the administration.

### Lunch Room Rules:

The first priority of the lunch room is to eat lunch.

The students should use good manners.

Inside voices need to be used in the lunch room.

Students should eat their own food – no sharing.

Only one thing may be left on the tray before the student is allowed to go to the salad bar.

If a student gets food from the salad bar, he/she needs to eat all of it. Failure to do so will result in losing the privilege to go to the salad bar for a week.

After eating the teacher will direct students to the gym or outside. **Students are to wear only gym shoes when playing in the gym.**

Lunch money is payable by the week on Monday or the first day we return from a holiday. We do not



**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 go where they are supposed to.

The radio stations that we will be announcing on are:

KZBK Brookfield - FM 96.9

KDWD Marceline – 99.1

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

### **AMI (Alternative Method of Instruction) Day**

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 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.**

PreK, K, 1<sup>st</sup> and 2<sup>nd</sup> grades will not bring chromebooks home. These students will each have packets that are labeled snow day #1, snow day #2, etc. On snow day #1 please have your child(ren) complete the packet that states snow day #1. The student will then return that work to the teacher on the next day they are in attendance. If we have 2 snow days in a row, have them complete the snow day #2 packet on the second snow day and also return that work to the teacher on the next day they are in attendance. Please leave the other packets labeled snow days #3, #4, etc. in their folders to complete if we would have to have other snow days at a different time.

3-5– Google meet live sessions. If recorded, sessions will be linked to Google classroom. Each elementary teacher will create their own schedule. Instruction will begin no earlier than 9 am and end no later than noon. Specials teachers record lesson/activity and put on Google classroom (not for PREK, K or 1<sup>st</sup>). Elementary teachers will give the students time to access specials from 11:34-11:54 am. Sessions will be live. 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.**

### **LATE START SCHEDULE**

Linn County R-1 has implemented a late start schedule for inclement weather days. On late start days’ teachers will arrive at 9:30 am and students may arrive at this time if necessary. School will actually begin at 10:00 am.

### **LOCKERS**

Lockers will be assigned to the students by the classroom teacher. We expect that no locks be used on the elementary lockers. Lockers should be kept clean and not cluttered with unnecessary articles. The school is not responsible for lost or stolen articles.

## IMMUNIZATIONS

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 the following shots.

- DPT - At least 4 doses of DPT, DTAP, DT or Td with last dose on or after the 4th birthday.
- Polio - At least 3 doses with last dose after 4th birthday. Last 2 doses must be 6 months apart.
- MMR - Two doses MMR on or after 1st birthday separated by at least 30 days.
- Hep B - Three doses before entering Kindergarten.
- Varicella - Two doses with first dose on or after 12 months of age and second dose prior to Kindergarten.

## 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. She 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 parents/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 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.

## **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.

## **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 its 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 EDUCATION PUBLIC NOTICE**

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

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

The Linn County R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Linn County R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Superintendent's office at the Linn County R-I School District during regular business hours. Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Superintendent Ryan Livingston at the Linn County R-I School in Purdin, MO 64674.

This notice will be provided in native languages as appropriate.

## TITLE 1

The Linn County R-1 District has employed two Title 1 teachers to help serve students in the area of reading. The Title 1 teachers will visit each class daily and will assist in the remediation of students having trouble in reading/language skills and math skills. A meeting about the Title program will be held in the Fall and the Spring of each year. A parent information and resource center can be found at the following website: [www.missouri-pirc.org/](http://www.missouri-pirc.org/).

## 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.

**\*\*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 affect immediately and will override any existing policies. Any and all policies/regulations can be found on the Linn County R-1 homepage.**

Revised May 9, 2024