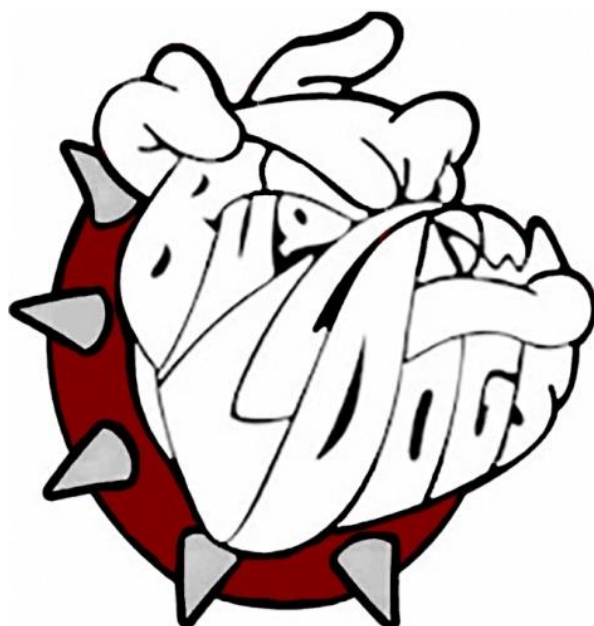


Welcome to Louisiana Middle School



“Home of the Bulldogs”

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ADMINISTRATIVE OFFICES

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Mr. Ryan Griffin	Middle School Principal	griffinr@louisiana.k12.mo.us
Mrs. Faye Raney	Middle School Secretary	raneyf@louisiana.k12.mo.us
Ms. Leah Waddell	Middle School Counselor	waddelll@louisiana.k12.mo.us
Mr. Matt Cannon	Athletic/Activities Director	cannonm@louisiana.k12.mo.us

BOARD OF EDUCATION

Mrs. Jenna Loveless	President	lovelessj@louisiana.k12.mo.us
Mr. Shep Sheppard	Vice-President	sheppards@louisiana.k12.mo.us
Mrs. Erica Hill	Secretary	hille@louisiana.k12.mo.us
Ms. Pam Todd-Watts	Treasurer	toddp@louisiana.k12.mo.us
Mr. Jeff Chapuis	Member	chapuisj@louisiana.k12.mo.us
Mr. Rob Lumley	Member	lumleyr@louisiana.k12.mo.us

MIDDLE SCHOOL FACULTY

Anderson, Mrs.	Food Director	andersonc@louisiana.k12.mo.us
Blaylock, Mrs.	Mathematics/Science	blaylockc@louisiana.k12.mo.us
Boswell, Mrs.	Language Arts	boswells@louisiana.k12.mo.us
Cannon, Mr.	Alternative	cannonm@louisiana.k12.mo.us
Chidster, Mrs.	Special Services	chidstert@louisiana.k12.mo.us
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MISSION STATEMENT

The mission of the Louisiana R-II School is to prepare each student to be a caring and critical thinking citizen.

NONDISCRIMINATION

The Louisiana R-II School Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as an applicant for employment and as an employee.

It is the policy of the board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions, or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district and individuals with whom the board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and, in the location and use of facilities and educational materials. The Board will designate an individual to act as the district's nondiscrimination compliance coordinator, and will ensure that the coordinator's name, business address and telephone number, as well as the statements of nondiscrimination by the district, are published to patrons, employees, and students on an annual basis.

The superintendent shall continue all necessary actions to ensure that discrimination does not occur in the educational program, employment practices, or activities of the school district.

The contents of this handbook cannot address every situation that may arise. The Louisiana R-II School District board policy would supersede this handbook if discrepancies would occur.

PUBLIC NOTICE - IDEA

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

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

The Louisiana R-II 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 Provisions Act (GEPA). This plan may be reviewed at Central Office at 3321 West Georgia Street, Louisiana, Missouri between 7:30 a.m and 3:30 pm, Monday through Friday.

PUBLIC ANNOUNCEMENT SURROGATE PARENT PROGRAM

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. The Missouri Department of Elementary and Secondary Education and the district will provide training for persons serving as surrogate parents.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's surrogate parent contact person the person responsible for the district's special education program.

PUBLIC NOTICE - ASBESTOS

The Louisiana R-II School District surveys and assesses the potential for exposure to friable asbestos in all buildings. This report is available for public view in the superintendent's office. The District will take every precaution in compliance with the Asbestos Hazard Emergency Response Act.

LANGUAGE MINORITY STUDENTS

To whom it may concern: Louisiana-II Schools has adopted a policy that identifies and assesses the educational need of students whose native or home language is other than English and provides appropriate programs to address these unique needs.

Language Minority Contact

Sabrina Gilley

500 Haley Avenue

Louisiana, MO 63353

Telephone: 573-754-6904

Office: Louisiana Elementary School

Hours: 7 AM - 4 PM: Tuesday - Friday

HOMELESS OR MIGRANT EDUCATION

To Whom It May Concern: Louisiana R-II Schools has adopted a policy to articulate the identification process and procedures to be used in providing educational services to any student who enrolls in our district and is classified as homeless children or youth. The school district also systematically identifies migratory children, ages 3-20, notifies the director of the regional migrant center of the state director of their presence, and gives full access to all programs and services provided to all other children.

District: Louisiana R-II

Pike County

3321 W. Georgia Street

Louisiana, MO 63353

Ryan Griffin

Homeless/Migrant Education Coordinator

Telephone: 573-754-

Hours: 7 AM - 4 PM: Tuesday - Friday

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)2 .

<p>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</p>	
<p>General Information</p> <ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
<p>Complaints filed with LEA</p> <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	<p>Complaints filed with the Department</p> <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<p>Appeals</p> <ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has

violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint

resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).

6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

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

9. How will appeals to the Department be investigated?

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

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

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

STUDENT DIRECTORY INFORMATION

Student directory information is available to the public upon request. Individuals listed in the student directory have the right to request information be removed from the student directory. The school may furnish pictures of students involved in school activities to local media. If you do not want your child's picture published, please notify the school in writing.

CHANNELS OF COMMUNICATION

Please use the channels of communication. Many issues can be resolved at the level at which they occur. Most issues have four levels on which to problem solve. In order, they are 1) the teacher/coach, 2) the principal, 3) the superintendent and, 4) the school board. Please approach problem solving in that order.

WHAT PARENTS CAN DO

Almost every parent we know wants to cooperate with the school. Frequently, parents inquire, "How can I work with the school?" The answer is too long to put down in a school handbook. However, here are some key ways parents can help.

1. Support the school. Maintain a positive attitude about education, the school, and the teachers. If a problem occurs at school, get the FACTS, and then cooperate with the school to affect a workable solution to the problem.
2. Insist upon regular attendance and punctuality. Most parents go to great lengths to see that their children are in school on time every day except when illness, death in the family, or another type of emergency necessitates their absence. Transportation problems, bad weather, and other involvements often make "getting the kids to school" a difficult task, but the dividends to the child's education is well worth the effort.
3. Become acquainted with your child's teachers and cooperate closely with them. You may help tremendously by coming to school for a conference when requested to do so. Make a point of seeing grade reports at each grading period. Attend all meetings for parents. Learn "what is going on at school" so you can discuss schoolwork and activities at home.
4. If at all possible, provide the student with a "private" study area at home -- a place where he may study without interruption. Check on homework preparation; very few of our students can finish all their work at school.
5. Read the handbook completely. It answers many questions and provides information that will help you understand the operation of Louisiana Middle School.
6. Attend extracurricular school functions with your child.

Louisiana Middle School welcomes the opportunity to work with you. Feel free to call the office any time for consultation. (573)754-5340 or (573)754-5075

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES (MSHSAA)

A 6th, 7th or 8th grade student must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

- a) Grading Period Prior: A “grading period” is a period no less than six weeks and no greater than nine weeks where progress is determined and reported to students/parents. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any student who failed more than one scheduled subject, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade.
- b) Grading Period of Participation: The student shall be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age.
- c) Entry into 6th or 9th Grade: This section shall not apply to students promoted for the first time into 6th or into the 9th grade prior to the first day of classes.

DISCIPLINE FOR ALL EXTRA-CURRICULAR ACTIVITIES

Interscholastic activities are offered at Louisiana R-II Middle School as an integral part which complements the curriculum. Interscholastic activities are governed by the Missouri State High School Activities Association and the Louisiana R-II School District. The Official Handbook of the Missouri State High School Activities states, “**to be eligible to participate in school athletics / activities is a privilege - not an inherent right.**” This particular privilege is granted if you meet the eligibility standards as set forth by the MSHSAA. According to the MSHSAA eligibility standards, student / athletes must be good citizens in their school and community. More specifically, any student who represents his / her school in interscholastic activities must be a creditable citizen and be judged so by the proper school authority. A student whose character or conduct is such to reflect discredit upon himself / herself or his / her school is not considered a creditable citizen. His / her conduct shall be satisfactory in accord with the standards of good discipline.”

Each individual activity has the authority to set more restrictive citizenship standards and shall have the authority to judge its participants under those standards as long as those restrictions do not conflict with or supersede those standards set forth by the Louisiana School District or MSHSAA. The standards shall be reviewed and sanctioned by the building principal at the beginning of the school year to insure that the standards are reasonable. Each student involved, along with the parents, shall attend a meeting outlining the standards and responsibilities as set

forth by the Louisiana School District, MSHSAA, and individual activity before the student can participate in any activity.

The privilege of being on a team / organization carries the responsibility of displaying good citizenship, abiding by rules and regulations, and meeting the following responsibilities.

Restrictive action taken under the extra - curricular umbrella discipline policy is not a reflection of action which may be taken under the student handbook for the same infraction.

Tobacco/Vaping

Students caught possessing or using tobacco (smokeless included)/vaping will be suspended from athletics/activities (contests/trips, etc.) for ten school days. The student cannot be involved in athletics/activities (contests, trip, etc.) until completing his / her suspension. A school day is defined as an actual calendar day of school. If practice starts in August, those days will count as actual school days. A second offense results in suspension from the athletics/activities for one calendar year.

Drugs

A student who buys, possesses uses, transmits, or is under the influence of any alcoholic beverage, drug, or narcotic will be suspended from athletics/activities (contests, trips, etc.). This includes counterfeit or “look alike” substances transmitted as drugs. The penalty for the first offense shall be suspension from the athletics/activities (contests, trips, etc.) for a maximum 25 school days or until all obligations to society have been met, which ever time is longer. Due to the range of severity of offenses possible under this policy, the specific suspension period will be determined by the building principal, athletic director, head coach, and student. The second offense results in suspension from athletics/activities (practice, meetings, contests, trips, etc.) for one calendar year. A school day is defined as an actual calendar day of school. If practice starts in August those days will count as school days. The student cannot be involved in athletics/activities (contest, trips, etc.) until completing his / her suspension.

All students involved with suspension because of drug or alcohol and subject to school discipline are expected to become involved in counseling and rehabilitation. This will be done at the individuals own expense. When the student wishes to return to the team / organization, they must provide a written statement of treatment from a certified Drug and Alcohol Service Agency. This will be done at a conference with the building principal, student, and parents before reinstatement can occur. In the event these conditions are not met, a further conference shall be scheduled with the Superintendent of Schools, who may dispose of the matter or refer to the Board of Education.

General Guidelines for all Activities

- A. Must have a current physical exam on file with the activities director.
- B. Must have a signed parent permission form on file with activities director.
- C. Must submit proof of medical coverage.
- D. Student and Parent must sign an Activities Handbook Contract before a student can participate in a contest for an activity.
- E. Must attend homework room two times per week if student has a failing grade at quarter or semester grade checks.
- F. If a student is suspended during one sports season, they are not eligible until the end of that season.
- G. Students must maintain good citizenship in school, out of school, and on a team or organization. Any student involved in inappropriate behavior in the community will be required to attend a hearing conducted with the student, his/her parents, activities director, building principal, and coach/sponsor before eligibility can be reinstated. Any student arrested by a law enforcement agency is subject to losing eligibility for school athletics/activities. Students who are arrested will be removed from the team or activity until cleared of all charges or until all obligations to society have been met.
- H. Any in school or out of school suspension will prevent students from participating in practice or games/activities during suspension. If excessive, the student will be removed from team/activity.
- I. Detentions, Saturday detentions, practice tardies and practice absences will be handled by the coach/sponsor through discussion and a penalty. If this becomes excessive, the student could be removed from the team/activity.
- J. You cannot quit a team to participate on another team/activity without permission of both team/activity coach/sponsors.
- K. Dual sport participation has to be approved by the building principal, Activities Director, coaches and parents. There will be a form signed by all parties that states the student's primary and secondary sport.
- L. A student must ride the bus to and from all school sponsored activities unless a parent is present at the activity and gets permission from the coach/sponsor to take his/her son/daughter after the activity. This is to be done in writing. Students may not leave with anyone other than their own parents. A student must ride the bus to the activity in order to be eligible to participate. If circumstances prohibit the student from riding the bus, permission from the parent by the building principal must be done beforehand. (ie., doctor appt., funerals)
- M. Students must follow the directions of their coach/sponsor on any other requirements.
- N. Any incidents not covered on these guidelines will be reviewed on an individual basis by the building principal and coach/sponsor.

Code of Ethics for Athletic Contests

MSHSAA handbook states that each school is responsible for the conduct of its teams, coaches, students, and fans at contests both home and away. Penalties under this by-law range from reprimand up to one year's suspension from the association.

If suspended from the association, Louisiana Middle School would not be allowed to participate in any sports events for one year.

Spectators are an important part of any athletic contest at LMS, but should conform at all times to accepted standards of good sportsmanship and behavior.

1. Spectators should at all times respect officials, coaches, and players as guests in our school and extend courtesies to them.
2. Enthusiastic and wholesome cheering is encouraged as part of school spirit. Booing, stamping of the feet, and disrespectful remarks or gestures is NOT accepted behavior at any activity.
3. Bells, whistles, or noisemakers of any kind are not acceptable.
4. During a free throw in basketball, LMS fans should remain quiet.
5. Spectators should observe and obey the rules and regulations of the host school concerning smoking, food, and soft drink consumption.
6. Alcoholic beverages of any kind on school property are prohibited. Anyone under the influence of alcohol or drugs will be removed from school grounds.
7. Spectators should respect all coaches, school officials, and law enforcement officials at all athletic contests. Violations of this code can result in spectators being asked to leave the contest.

GENERAL INFORMATION

CHARACTER TRAITS

The Louisiana RII School District will be continuing our Character Education program this year. Emphasis will be placed on honesty, perseverance, respect, responsibility, self-esteem, sense of humor and kindness. These traits were selected by a committee consisting of administrators, teachers, parents and other community members. Through this emphasis, students will learn the importance of these traits for their development for their future.

STUDENT ATTENDANCE

Student attendance is directly correlated with learning and academic success. It is, therefore, the intent of the Louisiana R-II staff to have each student attend every day that he / she is physically and mentally capable of learning.

If a student's absence is excused, the work may be sent home for the student to complete for full credit. If a student's absence is unexcused the student will need to make arrangements with the teachers to make up their work during regular Monday – Thursday after school sessions or during Saturday School. If a student has more than ten days of unexcused absence, all further absences will be considered unexcused and the student will need to make arrangements as they would for any unexcused absence. Work will not be sent home for students for any unexcused absence.

Parents / guardians are asked to contact the school office their child attends after 7:30 a.m. on the morning of the absence. If the school has not heard from the home by 9:00 a.m., the school office will attempt to contact the parent / guardian at home or place of employment. If contact is not made, it is the student's / parent's / guardian's responsibility to bring a written statement from home the morning the student returns to school. Numbers to notify the school regarding absences are 754-5340 or 754-5075 for Louisiana Middle School.

To encourage good attendance, the instructors will use a system of rewarding extra credit points. If a student misses no more than one (1) day per semester, the student will be rewarded two (2) extra credit percentage points on the semester grade. If a student misses no more than three (3) days per semester, the student will be rewarded one (1) extra credit percentage point on the semester grade.

Academics is the emphasis at Louisiana R-II Schools. So, in order to be eligible to attend or participate in any extracurricular activity, a student must be in school, all day, on the day of the activity unless excused by the principal. Students who participate in an activity on a night before a school session, must be in school, on time, the morning after the event unless excused by the principal. Students not in attendance on Friday will not be allowed to participate on Saturday unless approved by the principal. If a student leaves school during the school day sick they will

not be allowed to participate that night. Students who leave school sick on Friday are ineligible to participate in a Saturday activity unless approved by the principal. If a student leaves during the day for a doctor's appointment and returns during the day they may participate on the same night.

In the case of a serious accident, extended serious illness, or other emergency health situation where an extended absence from school is expected, a doctor's written letter and an "Application for Home Bound Instruction" should be filed with the principal.

ABSENCE CLASSIFICATIONS

Excused Absences:

- Illness or hospitalization (verified by a doctor)
- Death in the family
- Medical appointments (verified by a doctor)
- Religious reason
- Prearranged absence by the parent or guardian (must contact the building administrator at least five(5) days in advance.)

Unexcused Absences:

- Automobile trouble
- Student business
- Court dates
- Needed at home
- Incarceration
- Oversleeping
- Working

Request for homework must be received prior to 10:00 a.m. to be ready by the end of the day.

TARDIES

Tardies will be counted as total tardies and not tardies per class. All tardies will be handled through the office. If you are tardy due to being detained by a teacher you must have a note from that teacher explaining the delay, otherwise you will be counted as tardy.

1. Tardies #1 & #2 – warning.
2. Tardies #3, #4, & #5 - 30 minute detention per tardy. Students will be assigned ASD at the Middle School Library.
3. Tardies #6, #7, & #8 – one hour detention per tardy. Students will be assigned ASD at the Middle School Library.
4. Tardies #9, #10, #11, #12 - two hours Saturday Detention per tardy.
5. All tardies over twelve (12) will result in 2 days ISD.

INCLEMENT WEATHER

In case of inclement weather parents should receive a call, text and/or email for school closings or delayed starts. At times when secondary roads are hazardous, we may follow a “snow route” procedure. School closing information can also be found on local radio and television stations.

CONSEQUENCES FOR DISCIPLINE

AFTER SCHOOL DETENTION (ASD)

Tardies and minor classroom discipline problems are now part of the After School Detention program. Teachers may refer students to the office for an after school detention assignment for situations not meriting ISD (in school detention). Failure to attend after school detention for a 30 minute detention doubles the time assigned. Rescheduling is done immediately. Failure to attend an after school detention for a one hour assignment places the student in Saturday detention with the time doubled. Students will be given 24 hour notice of their After School Detention assignment.

Procedural guidelines for the administration of the Middle School After School Detention program shall be as follows:

I. Reasons for Referral

- a. Classroom / hallway / restroom disturbances & misconduct
- b. Failure to turn in assignments or meet class requirements
- c. Lunchroom disturbances & misconduct

II. Inductive Procedure for After School Detention

Students will be notified in advance before a student serves ASD. Parents / guardians are responsible for providing transportation home. ASD will last from 3:30 p.m. to 4:00 p.m. for 30 minute detention and from 3:30 p.m. to 4:30 p.m. for one hour detention. Students will be assigned a designated room to serve ASD. Students will bring with them notepaper, pencils and sufficient schoolwork to keep them busy for the entire detention time assigned.

IN SCHOOL DETENTION (ISD)

In school detention has been made a part of the disciplinary options available for the school year. The primary purpose of ISD is to minimize out of school suspension. Students in ISD will be isolated from the student population and expected to complete assigned coursework. ISD can be assigned for one day or for a series of days. Course work from ISD will be accepted by classroom teachers, but this work must be completed within the assigned time frame. Students are not allowed to attend school activities while serving ISD.

SATURDAY DETENTION OF STUDENTS (SD)

Procedural guidelines for the administration of the SATURDAY DETENTION program shall be as follows:

I. Reasons for referral

- a. Truancy from classes or school
- b. Excessive tardiness to classes
- c. Stealing
- d. Major behavioral problems, including disruption of classes, abusive language, defiance of authority, showing disrespect towards a teacher, possession or use of tobacco/vaping.
- e. Other behavior problems which have a detrimental effect on other students or the school

II. Inductive procedure for Saturday Detention

- a. Students, along with parents, will be informed of the date for Saturday Detention. Students will report for SD at 8:00 a.m. and will stay the assigned length of time or until 12:00 p.m.

III. Students will bring with them:

- a. Textbooks, library books
- b. Supplies of notepaper, pencils, etc...

IV. Rules & Regulations

- a. Students will be productive during the entire SD assigned time period
- b. No food or drink will be allowed in SD
- c. Students not working, causing disciplinary problems will face further penalty
- d. Assignments will be completed and returned to classroom teachers for full academic credit at the end of the SD assignment.

V. Absence

- a. A student absent on his / her assigned SD date, unless excused by the principal, will face three(3) to five (5) days of In School Detention and will still be required to serve the assigned SD on the next scheduled Saturday.

OUT OF SCHOOL SUSPENSION (OSS)

Students may be suspended from school for a specified period of time. The student is not to attend school sponsored activities or be on school grounds during the term of the suspension. Work missed during OSS may not be made up.

VIOLATIONS OF DISCIPLINE

CELL PHONES

Cell phones should be turned off before entering school and should be kept in the student locker. Cell phones should not be seen or heard during the school day, including instructional class time, class change time, breakfast or lunch. If a student is seen with their cell phone the following punishment will be assigned:

First Offense – Confiscation until parent makes arrangements to pick up phone.

Subsequent Offense – Confiscation and 2-4 Hour Saturday Detention or ISD.

Students are not allowed to use their cell phones to call or send messages during the school day, including instructional class time, class change time, breakfast or lunch. If a student is seen placing call or text messages with a cell phone the following punishment will be assigned:

First Offense – Confiscation until parent picks up phone and 1 Hour After School Detention

Subsequent Offense – Confiscation and up to and including expulsion.

SCHOOL PROPERTY AND PERSONAL PROPERTY

The school and surrounding property is public property, owned by the taxpayers and placed under the control of the school board. Students who destroy or vandalize school property will be required to pay for losses or damages. Many items, such as textbooks and lab materials, are loaned to you for your use in getting your education. If these items are lost or damaged while they are checked out to you, it is your responsibility to pay for their replacement. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

Lockers and combinations are issued to students at the beginning of the year. Lock combinations are changed each year and the combination is issued only to the student who is responsible for his / her own locker and possessions. Students are cautioned against telling their combinations to each other or they cannot expect their property to be safe. Each student is responsible for keeping their assigned locker clean both inside and outside. Damage caused by misuse of tape, etc... will be charged to the students responsible. Any locker malfunction should be reported to the office. The lockers are the property of the Louisiana Middle School and are subject to inspection by authorized personnel.

OPEN CONTAINERS

Students are to discard any and all beverage containers before entering Louisiana R-II school buildings. Louisiana R-II provides beverage and juice machines for student use in the middle school and high school. There is the opportunity to select milk during the lunch periods. Beverages brought to school must be discarded before entering the building. Items brought for school lunches need to be sealed and remain unopened until the lunch periods. All soda, water, or juice must be discarded before leaving the cafeteria.

GYM AREA

Students are not to walk on the playing surface of the gym floor unless in gym class. Food or drinks are not allowed in the gym.

ARRIVAL AND DISMISSAL

Students are not to arrive at school earlier than 7:15 a.m. or remain later than 3:45 p.m. unless under the direction or supervision of a staff member. Students are not allowed to leave school grounds after arriving at school until dismissal time.

STUDENT PICK-UP

The area in front of school is reserved for school bus use after school. Parents picking up students should use the back parking lot by the gyms.

HALL PASSES

In order for students to be in the halls at times other than passing periods, students must have a hall pass from the class they are in. Each classroom will have two hall passes meaning only two students can leave a give classroom at that time.

STUDENT PERSONAL APPEARANCE CODE

It is the feeling of this district and administration that the way students dress has a direct affect on their behavior and thus how they respond in the classroom. Louisiana School officials – principals, teachers, custodians, etc. –have a responsibility to provide you, the student, with a clean, neat, attractive school environment. This will help make your school day a pleasant experience. In turn students are expected to come to school clean, neat, and appropriately dressed. **Students will be required to change clothing that is disruptive to the educational process.**

General:

- A. No dress code can possibly cover all eventualities and it should be understood that though a specific item is not mentioned, it is the intention of the code to discourage any extreme, severe, or revealing fashions. The principal will make the final determination of whether a particular item is appropriate.
- B. All students should base their clothing primarily on their physical stature.
- C. Violators, if not extreme, may be warned **once**. If the violation is correctable (borrow jeans or reverse shirt, etc.), the student may be allowed to stay at school.

Specific Dress Code:

1. Shoes or sandals must be worn by all students.
2. Teachers of specific courses where safety or health is a factor may require students to adjust hair or clothing, or both, accordingly during the class.
3. All shirts will be kept buttoned except when worn over another shirt as a layered look.
4. Any clothing worn shall not have writing, drawings, or emblems that are obscene, derogatory, or racially offensive. Ads for liquor, tobacco, or controlled substances will not be allowed.
5. The braless look will not be permitted.
6. Halters, backless clothing, see through garments, or bare midriffs will not be permitted at school. Tops must be long enough so that during normal movement, raising of arms, and sitting, the midriff is not exposed.
7. Tank tops will not be allowed unless worn over or under appropriate garments. Tops that hang excessively low below the neck or armpits will be considered tank tops. Tops that do not hang excessively low in these areas will be considered appropriate sleeveless tops.
8. Extremely short or revealing shorts will not be permitted. A general rule of thumb is to hang your arms to your side. If your shorts are shorter than your little fingertip, they are not appropriate. This also applies to jeans with holes in them. This is only a guideline
9. Clothing styles, unusual grooming, jewelry or hats which create disorder, either in the classroom or while attending school sponsored activities will not be acceptable.
10. Students are expected to observe good grooming and personal hygiene while in attendance at school sponsored activities.
11. Students are not permitted to wear caps, hats, or bandannas in the school building.
12. Students are not permitted to wear gang related apparel or insignia at school or school functions.
13. Trousers, pants, and jeans must be pulled up to an appropriate level and zipped and fastened. Low slung pants and excessively oversized clothing will not be permitted. All clothing must be worn in the manner intended by the manufacturer. Undergarment should not be visible at any time.

LOCKERS

1. Students will be assigned a lock & locker.
2. You are expected to keep your locker locked at all times. The school will not be responsible for stolen items.
3. You have been issued a school owned lock for your locker. You will be responsible to pay replacement cost for locks (\$5.00) destroyed or not turned in at year's end.
5. Students will be expected to keep lockers in a clean and orderly manner.
6. Students may not use their own locks on lockers. Unauthorized locks will be removed.
7. All book bags will be kept in student lockers.

STUDENT PHONE USE

Office personnel will assist students in making all phone calls in regard to cases when students need to leave school during school hours.

LOST AND FOUND

A lost and found department will be maintained by the office. Books, clothing and other articles which are left lying around the building will be turned in to the office and placed in the lost and found box. If you lose an item, the first place to check is the lost and found box. Articles such as watches, billfolds, or purses found around the building should be turned in to the office immediately. They may be claimed by proper identification. Items not claimed by the last day of school will be disposed of.

CHANGE OF ADDRESS

If your address or telephone number changes during the school year, please tell the office. It is very important we have a current telephone number where we can reach your parents.

REPORT CARDS AND PROGRESS REPORTS

Progress reports will be sent to all of the parents at mid-term. Parent / Teacher conferences will be requested and scheduled at the end of the first term. Report cards will be issued approximately every nine weeks.

GRADING SCALE

The LMS grading scale is as follows:

90 - 100 =	A
80 - 89 =	B
70 - 79 =	C
60 - 69 =	D
59 or below =	F

HONOR ROLL & AWARDS

To earn honor roll status, a student must achieve a 3.0 to 3.99 grade point average on a 4.0 scale. All course work is considered when figuring grade point averages. A second group of students will be recognized as being part of the Principal's Honor Roll of Academic Recognition when grade point average is 4.0 on a 4.0 scale.

LIBRARY

The library is open from 7:15 a.m. until 3:45 p.m. Students may use the library before and after school. During the school day, they may use it with permission of their teacher. Books may be checked out for two weeks and may be renewed by bringing it back to the library for renewal.

If any book is overdue, no other book may be checked out until the overdue book is returned/renewed.

Lost or damaged books need to be paid for before any other book may be check out.

Library books are checked out to you for your use in getting your education. When you check them out you take the responsibility of caring for them and returning them in good shape for the next student.

COMPUTER LAB

The computer lab is to be used by teacher supervised classes only. No student may be in the computer lab without their classroom teacher's supervision.

Computers are available in the library for individual student use when the library is open and are supervised by the librarian.

When using computers in the computer lab and library, no settings may be changed. This includes screen savers, desktop backgrounds, etc. Changes to computers without approval of teacher can result in disciplinary action.

Computers in the computer lab and library are for your use in getting your education and are for approved school work only. When you use a computer, you take the responsibility for using it in an appropriate manner and keeping it in good shape for the next student.

OFFICE

Office personnel want to help you with any problems you may have, but we ask cooperation in the following ways:

1. Do not use the office phone except for emergencies.
2. Do not enter the office area unless requested by the secretary or a teacher. Use the counter provided.

VISITORS

*******ALL VISITORS ARE REQUIRED TO CHECK IN AT THE OFFICE*******

No out of district students may visit unless accompanied by their parents. Parents are patrons of our district but are visitors to our buildings and are expected to check in upon entering the building.

ELECTRONIC DEVICES

Cell phones, video games, etc. have become a problem as to when they can and cannot be used. These items will be confiscated if found during the school day.

SCHOOL LUNCHES

Student breakfasts are \$2.25 per day and lunch is \$3.15. Meals are to be paid for in advance. Money will be collected in the mornings before school in the cafeteria. No charges will be allowed for lunch or breakfast.

MEAL CHARGING

A student may not accumulate more than \$10 in unpaid meal charges.

A student with money in hand will not be denied a meal even if the student has past due charges.

Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

GUIDANCE SERVICES

The counselor works directly with students, parents, and teachers to provide needed services and to plan well for student education. In the counselor's office, you will find the following:

1. Personal counseling - seeking help with personal problems or experiencing adjustment problems.
2. Self appraisal - you may talk with the counselor concerning test results, achievement records, and other information you may need in planning further schooling.

To see the counselor, you should ask for a pass from your teacher. No problem or need is insignificant. Your needs are why we are here. We will do our best to help. If your problem is not something we can help you with here at school, we will suggest a person who can help.

SEXUAL HARASSMENT OR INDECENT CONDUCT

Sexual harassment constitutes unlawful sexual discrimination. It is the policy of the Louisiana Middle School to maintain learning and working environment that is free from sexual harassment. Examples of harassment may include, but are not limited to the following:

1. Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling clothes, students "making out" on school premises
2. Unwanted sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment

If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the building principal. If the building principal is not of the same sex as the student, or the student for any reason would prefer to report the student's concern to another administrator within the school district, the student may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

Consequences: Consequences will be determined on a case by case basis. It is the policy of the Louisiana Middle School that sexual harassment and indecent conduct will not be tolerated and will be dealt with severely.

SOCIAL ACTIVITIES

Supervised school social activities are considered an important part of middle school life. Each activity will be assigned a faculty sponsor. The students, working cooperatively with the sponsors and student council, shall plan and be responsible for the activity. The following rules apply to all social activities.

1. All events, decorations, and other aspects of the activities must have the sponsor's approval.
2. Consideration in planning activities should be given to all students.
3. Only Louisiana Middle School students that are currently enrolled in good standing and attending classes at the time of the school activity will be allowed to attend.

TRANSPORTATION

- 1) Bus transportation is a school service. Students are responsible to the driver at all times and are expected to be courteous and considerate to other students.
- 2) When buses are being loaded, pupils are to form separate lines for each bus. No student may board the bus except as directed by the driver. Failure to follow bus rules may result in withdrawal of the privilege of riding the bus.
- 3) The local school has a measure of responsibility in training pupils to be good bus passengers and observing certain rules for good discipline and safety. The following regulations for pupil safety will serve as a guide.
- 4) The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
- 5) Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
- 6) If a student misses the bus, the bus will not return to pick them up.
- 7) Riding with friends for special occasions will not be allowed (birthday parties etc.)
- 8) Students should never stand in the roadway while waiting for the bus.
- 9) Unnecessary conversations with the driver are not allowed.
- 10) Classroom conduct is to be observed by pupils while riding the bus, except for ordinary conversations. No "horseplay" is permitted.
- 11) Students must not get on or off the bus or move about within the bus while it is in motion.
- 12) Students must not extend arms or head out of the bus windows.
- 13) Students must observe instructions from the driver when leaving the bus.
- 14) Only one pick up address and one delivery address will be allowed. (Need not be the same.)
- 15) Changes must in writing and delivered to the principal's office no less than two days in advance.
- 16) A minimum of 15 school days must pass before another change can be made.
- 17) Split custody will be considered but will require a prior written schedule.
- 18) If the delivery place appears unsafe the student will be returned to the school.
- 19) Any damage to a bus must be paid for by the student responsible for the damage.
- 20) Profanity and vulgar language will not be tolerated.
- 21) All students will be subject to supervision and discipline from any teacher or administrator at any school.
- 22) Riding the bus is a privilege that may be forfeited.

ACTIVITY TRANSPORTATION

Any student leaving school on any school sponsored activity must return to the Middle School with their sponsor unless the principal approves a request made by the student's parent / guardian. All students must return to the point of origin. If a parent wishes to have a student picked up or left off at a convenient location on the bus route to an extra-curricular event or field trip, a written request must be made to the principal the day of the event. Parents wishing to take a student home from an activity to which the student was brought by a district bus must personally request permission of the sponsor in charge. Under this latter condition, we cannot let a friend of your child's accompany him / her home with you unless that child's parent has made arrangements with the principal. Such a request must be made prior to the activity and should be made in person if possible. A written request should accompany the contact with the principal. All requests should indicate who the student would be leaving the activity with and any specific instructions the sponsor should have as necessary information.

HEALTH RELATED INFORMATION

Parents are asked to provide the school with written information regarding special health concerns their child may have as soon as possible.

IMMUNIZATION

It is Missouri State Law that all students must be immunized prior to enrolling in any public school system. Immunization records must be provided to the school and reviewed prior to enrollment. These records must come from a physician or other recognized health facility stating the required immunizations have been given to the student and verification of the type of vaccines given. Parents shall be required to provide documentation of the month, day and year of vaccine administration. Please refer to 19 CSR 20-28.010, section 167.181, RSMo.

BIRTH RECORDS

All students must have a birth certificate on file in the schools cumulative records. If you do not have a copy, you may contact the BUREAU OF VITAL STATISTICS, Jefferson City, Mo., or contact the Pike County Health Department at 1-573-324-6373. Fees may apply.

ILLNESS AND INJURY RESPONSE AND PREVENTION

When a student becomes ill or is injured during school hours, the Principal, School Nurse or authorized personnel will administer first aid as described in accordance with policy and procedures EBB, EBBA, EBBA-AP and guidelines provided by the Department of Health and Senior Services (DHSS) and the Pike County Health Department.

Due to the increasingly high number of student health referrals and missed classroom instructional time, the following protocol will be implemented: Basic first aid procedures will begin in the classroom. If the illness complaint is not resolved in the classroom, the student will be referred to the office for further evaluation. If a student exhibits fever, vomiting, diarrhea or other potentially contagious illness, the parent will be contacted to arrange for pickup of the student. If your child has been diagnosed with a contagious illness, please notify the school immediately for the school's contagious illness compliance guidelines.

***Children must be fever free, diarrhea free, and vomit free for 24 hour without the use of medication(s) before returning to school.**

MEDICATION ADMINISTRATION

Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home. The district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible. Please refer to policy, procedures and policy medication administration forms FILE: JHCD, JHCD-AP, JHCD-AF1, JHCD-AF2 and JHCD-AF3.

- All medications must be delivered to the school principal, nurse or other designed person(s) by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original package.
- All medications must be accompanied by a Board approved medication form. (Available in every school office)
- Emergency medication such as an inhaler or epi-pen will require a doctor's order to administer. A written healthcare plan and emergency action plan will be required for student's receiving emergency medications.
- It is the responsibility of the parent/guardian to maintain the student's supply of medication.

All student occupied buildings will maintain an Epi-Pen, Benadryl and Asthma related rescue medication to be used on students with undiagnosed medical emergencies.

VISION AND HEARING SCREENING

Vision screenings are the only screening required in Middle School and they are to be completed on 7th grade students only. These screening are planned to be completed by the end of December. Any new students enrolling after the screening has taken place will be screened by the end of the school year.

- **IMPORTANT NOTE:** If any parent/guardian of a Middle School student would like to have their student screened for possible Vision or Hearing issues, contact the school nurse and a permission slip will be sent home for your signature before the screening can be completed. Individual screenings require a signature, mass screening do not.

HEAD LICE

Students who are found with Live Lice or Nits will be sent home for treatment. Student/s who are accompanied by a parent/guardian can return after 24 hours for a recheck by the district nurse and if no live lice are found the student/s will be readmitted into their classroom. Another recheck will be completed on the student/s after 5 calendar days and if live lice are found then the student/s will again be sent home to restart the treatment process. This process will continue until the student/s has been found clear after the 5 day recheck. Confidentiality of the infected student will be maintained. Please note when head lice is found in a classroom, the classroom room is cleansed and sprayed. For a complete copy of the procedure see the district nurse.

DIETARY REQUESTS

All dietary restrictions require a completed special meals form signed by the parent and healthcare provider.

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

Reporting to Law Enforcement

It is the policy of the Louisiana R-II School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Participation in Activities

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

Prohibition against Being on or near School Property during Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee. Each day of suspension is considered an unexcused absence.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty:

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson

Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:	Detention, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

1. 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.

First Offense:	Principal/Student conference, detention, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Detention, 1-180 days out-of-school suspension, or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense:	Expulsion.
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Automobile/Vehicle Misuse

Uncourteous or unsafe driving on or around school property, unregistered parking, 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, principal/student conference, detention, or 1-10 days out-of-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, or 1-180 days out-of-school suspension, or expulsion.

Bullying (see Board policy JFCF)

Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.

First Offense:	Detention, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct (see Board policy JFCC)

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty

Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, detention, or 1-10 days out-of-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, 1-180 days out-of-school suspension, or expulsion.

Disrespectful or Disruptive Conduct or Speech
 (see Board policy AC if illegal harassment or discrimination is involved)

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any medication is not allowed. This includes prescription drugs, over-the-counter drugs, herbal preparations, imitation drugs or performance enhancing substances

First Offense:	Detention or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	Detention or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD) Continued

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Extortion

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, 1-180 days out-of-school suspension, or expulsion.

Failure to Meet Conditions of Suspension

Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See the section of this regulation titled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.

First Offense:	Verbal warning, detention, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Verbal warning, detention, 1-180 days out-of-school suspension, or expulsion.

False Alarms (see also "Threats or Verbal Assault")

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

First Offense:	Restitution. Principal/Student conference, detention, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault")

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

First Offense:	Principal/Student conference, detention, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, 1-180 days out-of-school suspension, or expulsion.

Gambling

Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Hazing (see Board policy JFCF)

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:	Detention or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Incendiary Devices

Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or 1-180 days out-of-school suspension.
Subsequent Offense:	Principal/Student conference, detention, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity

Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Harassment (see Board policy AC)

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense:	Principal/Student conference, detention, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Detention, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

First Offense:	Principal/Student conference, detention, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Sexually Explicit, Vulgar or Violent Material

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on phones, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

First Offense:	Confiscation, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violation other than those listed in (1), (2) or of Board policy EHB and procedure EHB-AP.

First Offense:	Restitution. Principal/Student conference, detention, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, detention, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft

Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault

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

First Offense:	Principal/Student conference, detention, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Detention, 1-180 days out-of-school suspension, or expulsion.

Tobacco/Vape

1. Possession of any tobacco/vape products on school grounds, school transportation or at any school activity.

First Offense:	Confiscation of tobacco/vape product. Principal/Student conference or detention.
Subsequent Offense:	Confiscation of tobacco/vape product. Detention or 1-10 days out-of-school suspension.

2. Use of any tobacco/vape products on school grounds, school transportation or at any school activity.

First Offense:	Confiscation of tobacco/vape product. Principal/Student conference, detention, or 1-3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco/vape product. Detention or 1-10 days out-of-school suspension.

Truancy

(see Board policy JED and procedures JED-AP1 and JED-AP2)

Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense:	Four (4) hours Saturday School, 1-5 days detention, or 1-10 days out-of-school suspension.
Subsequent Offense:	5-10 days detention or 1-10 days out-of-school suspension.

Unauthorized Entry

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Principal/Student conference, detention, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Vandalism (see Board policy ECA)

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

First Offense:	Restitution. Principal/Student conference, detention, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. Detention, 1-180 days out-of-school suspension, or expulsion.

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense:	Detention, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense:	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.