

Laquey Middle School

Mrs. Nicole Hanson, Principal

Dear Students and Parents:

Welcome back! My name is Mrs. Nicole Hanson I am the principal at Laquey Middle School. I, along with the faculty and staff of Laquey Middle School take great pleasure in welcoming you to Laquey R-V Middle School. As I write this letter, summer break is nearly over. I hope you have had a chance to enjoy the weather and spend more time with your family. While I have thoroughly enjoyed the summer, I am looking forward to kicking off the new school year. I believe by working together we will have an outstanding school year.

It is important that you are familiar with this handbook. If the handbook does not address a question you have, please feel free to call us. Please make note of our policies on cell phones and other electronic devices as well as our attendance policies. I believe that our teaching staff can do great things for your child, but we have to have them at school to help them. A high rate of attendance of school is very important to your child's academic success. My goal for attendance is to maintain a 95% rate or better.

Here are some important facts about our school

- The district currently has approximately 700 students in grades K-12. The small size of our school allows each student to be known by their name. Words such as caring, understanding, and personal touch identify Laquey with the strong rural culture of the area. We generally maintain class sizes of 25 or less in middle school, which allows individualized attention to those needing it. (
- The school consists of an elementary school containing preschool

through fifth grade, a middle school containing grades six through eight, and a high school containing grades nine through twelve. All three schools are located on the same campus. All schools are fully accredited. (

- The special education department offers a full range of special education classes for all grades. Gifted education is provided for all qualifying students. (

- Middle School students in grades 7 and 8 participate in school-sponsored events such as basketball, math contest, art contest, spelling contest, industrial technology contest, band contests and performances, and cross-country. Youth sports outside of school such as soccer, basketball, baseball and softball are offered in the community throughout the year as well. (

- There are currently two school nurses on staff school wide to promote and maintain the health and wellness of the students and staff. The district also employs elementary, middle school, and high school counselors, and elementary and secondary librarians. (

- Interactive white boards are in each of the middle school classrooms and a middle school computer lab/classroom allows for computer science classes for 7th and 8th graders and is also available for all middle school teachers to use as needed. (I'm expecting a great school year. I maintain an open door policy. Please feel free to drop by any time whether you have a question, concern or just want to visit. I will be glad to talk with you, show you our school, etc., etc. I'm very proud to serve you and your children as middle school principal.

(Sincerely, *Nicole Hanson* (

Mrs. Nicole Hanson Laquey Middle School Principal (

Laquey Middle School School Wide Positive Behavior Supports (SW-PBS)

School Motto Together Everyone Achieves More

SW-PBS Purpose Statement

Laquey Middle School Creed

Be Respectful

Be Responsible

Be Safe

Be A Learner

Laquey Middle School will implement SW-PBS to help us work together as a team in order to become responsible, respectful, and safe learners so we are all able to achieve success in every aspect of life.

General Information

Laquey R-V School Address: Mailing Address

Laquey Middle School PO BOX 130 Laquey, Missouri 65534

District Office: Dr. Randy Caffey, Superintendent of Schools
Phone: 573-765-3716 FAX: 573-765-4052

Secretary: Mrs. Kathy Stephens Bookkeeper: Mrs. Terri Skidmore

Elementary School: Mr. Michael Mayle, Elementary Principal

Phone: 573-765-3245 FAX: 573-765-5604

Secretary: Mrs. Teresa Mattheis Counselor: Mrs. Bonnie Hooker

Middle School: Mrs. Nicole Hanson, Middle School Principal

Phone: 573-765-3129 FAX: 573-765-4086

Secretary: Mrs. Mary Jones-Ledbetter

Counselor: Mrs. Tina Fortner

High School: Mr. Eric Shaw, High School Principal

Physical Address

Laquey Middle School 27600 Hwy AA Laquey, MO 65534

Phone: 573-765-4051

Secretary: Mrs. Charity Hendrix

Counselor: Mrs. Shelly Mayle

Special Services: 573-765-3245 Ms. Monique Stokes, Special Services Process Coordinator

Transportation: 573-765-3159 John Bahle, Director

Food Service: 573-765-3208 Delilah Peschel, Director

FAX 573-765-5608

To parents, students, teachers, staffs, and their respective organizations:

Mission:

To prepare the student to function comfortably in an ever-changing, worldwide society.

Philosophy:

Laquey R-V Schools is founded upon the philosophy of child-centered education. Everyone is constantly alert to the personal needs of each individual student. To meet these needs the mental, social, moral, and physical areas are developed. All facilities of the district are directed at one common goal: To help the student become a thinking, feeling, and creative individual.

If a child is to live the more abundant life, he must have a sound mind and body. This makes it imperative that adequate emphasis be given to the safeguarding and developing of the child's health and subject matter areas. **It is very important that the student learn citizenship.**

Statement of Non-Discrimination:

Laquey R-V Schools offers equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socio-economic status, marital status, sex, age, handicapping condition or organizational membership. This applies to employment, assignment, and promotion of personnel, courses taken, and pupil placement.

General Instructions:

School Day: Classes will begin at 8:04 AM and end at 3:10 PM. The first bell rings at 8:00 AM and students are tardy after 8:04AM. The schools are open for students at 7:45 AM and all students are to leave campus by 3:30 PM unless under the direct supervision of a teacher. Students may not hang around after school so they can attend a ball game or other school event later in the evening without staff supervision. Please do not drop your children off before 7:45 AM. There is no one here to supervise them.

MIDDLE SCHOOL BELL SCHEDULE

DOORS OPEN 7:45AM Visitors: Laquey is a closed campus.

All visitors must report to the appropriate office for a pass before they will be permitted into the school proper. We **do not** allow parents to have lunch with their child in the cafeteria. We will however, provide you a private space to have lunch with your child only in the school if so desired. No one is to disturb classes or school activities or hinder the instructional process. **Siblings, relatives, friends, etc. of students are not allowed to visit the school to spend the day.** With over 700 students visitors would add to confusion. It is very important that your child have a safe environment in which to learn. **Laquey R-V Schools will do whatever is necessary to insure a safe environment.**

No outside drinks are allowed.

School Trips: Sometimes we take trips as “perk ups” or to reward students for doing well. These trips often require bus travel and are often to places that are privately rented or reserved for our group. In order to protect the privacy and well being of our students, parents are generally not allowed to ride the bus or attend such functions.

Guidance Counselor: There are three guidance counselors, one for grades K-5, one for grades 6-8, and one for grades 9-12. The counselor's office is open to all students, the parents, and faculty members. The best time to see the counselor is during normal school hours. Students will not be excused from class to go to the guidance office unless the counselor issues a pass. Emergencies, of course, take precedence. The guidance department operates under a comprehensive guidance curriculum developed to meet the needs of Laquey students.

Library: There are two libraries, K-5 and 6-12, fully staffed with individual librarians. The library is open during the school day for checking out and returning materials and for research. Students must have permission to go to the library without the teacher.

The librarian must first schedule teachers bringing classes to the library. If the students are doing individual research no more than two from any one class can be sent at one time. The teacher should send a pass with the student advising the librarian of the type of research being done.

The libraries are places for quiet study. An atmosphere conducive to study will be maintained. Therefore, **no talking is allowed without permission of the librarian.** All students are expected to leave the library neat and clean when they leave; this includes putting materials back on the circulation desk and putting chairs back under the tables. A list of library rules and consequences is prepared by the librarians and is available at the library.

School Nurse: Laquey has two full-time school nurses available to the students. All medication must be dispensed through the school nurse. No students may have in their possession pills, liquid medicines, pillboxes, etc.

School Immunization Requirements:

To meet statutory requirements all students enrolled at Laquey R-V Schools must be appropriately immunized or in the process of being immunized against polio, diphtheria, measles, tetanus, rubella, mumps and chicken pox (varicella) or have medical exemptions signed by a physician or a religious exemption signed by a parent. The number of doses required for each disease is established by the Missouri Division of Health, Department of Health and Welfare. Students may not attend school unless they have documentation that they are in compliance with the immunization requirements. These are:

1. **Varicella Vaccine: Incoming kindergarten students must have 2 doses of varicella vaccine unless they have documentation from a licensed healthcare provider stating month and year that they have had chicken pox.**

(Parental or guardian statements of disease will no longer be accepted beginning with the 2010-2011 school year for students entering kindergarten.) For children enrolled in grades one (1) through five (5), only one dose of varicella vaccine is required and parental or guardian statements continue to be acceptable.

2. Measles: Two doses required for all students entering kindergarten.
3. Mumps: Two doses required for all students entering kindergarten.
4. Rubella: Two doses required for all students entering kindergarten.
5. Polio: At least three doses of oral polio vaccine with last dose to be administered on or after fourth birthday.
6. DTaP: At least four doses of vaccine before entering kindergarten with last dose on or after fourth birthday and before seventh birthday.
7. Hepatitis B: At least three doses to all students entering kindergarten.
8. **Tdap, which contains pertussis vaccine, is required for students enrolled in grade eight (8) who have completed the recommended childhood DTP/DTaP vaccination series and have not had a Td booster dose within past two years. For students in grades 9-12 a Tdap or Td booster is required ten (10) years after the last dose of DTaP, DTP or DT.**

To remain in school, students "in progress" must have an Imm.P.14 form (which includes appointment date for needed

immunization(s) on file) and must receive immunizations as soon as they become due. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. In progress **does not apply** to Tdap or Td booster.

The school nurse will attempt to let you know by letter when your child is due for an immunization. If a record of updated immunizations or an "in progress" form is not received by school nurse in a timely manner (i.e. no later than 30 days from date of notice) then the matter may be turned over to administration.

Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Satisfactory evidence of immunization consists of a statement; certificate or record from a physician or other recognized health facility or personnel. The statement must include the type of vaccine given and the month and year of administration.

Head lice control - All students found to have evidence of head lice or nit infestation will be excluded from school attendance until treated and all nits have been removed. The school nurse will provide parents methods to treat the infestation on the hair. The child will be examined on return to school and will be sent back home if any evidence continues to exist.

Food Service: The school cafeteria offers good, wholesome meals to all students. Students in grades 5-12 will be served a number of choices each day, one of which will be the standardized meal. We utilize computer assistance in our facilities.

Payments should be made in advance for lunches. The student's

account will be credited and the cost of lunch debited. Lunch money should be put in the designated envelopes and put in the lunch payment box outside of the middle school office. Payment envelopes are available in the cafeteria or in the middle school office. Parents will be notified of all delinquent accounts and all lunch charges must be paid at that time. Students can only charge meals for a maximum of 10 days.

Free and reduced lunch forms will be sent home at the beginning of school. We now participate in the direct certification process provided by the State Department of Education. This will eliminate the need for some families to go through the filing process. All families will be notified if they are to receive free or reduced priced meals due to the family size income scale. **All parents are encouraged to apply for free and/or reduced lunches.**

Special Services: The following special services are provided to qualifying students in grades K-12: ID; SLD; ED; Gifted. All other special services are arranged through the special services department. All services are offered to students as outlined in the special education plan available in the special education coordinators office.

Grading Scale: To pass a student must earn 60% or more. All middle school grades utilize the straight percentage system.

Progress Reports: Progress reports are rendered eight times a year. Progress/deficiency notices are sent out the 20th day of the session with formal report cards being issued at the end of each session. Parents are always welcome to come by and check on their student's progress. Parent may also obtain a parent log in and view their student's progress online.

Honor Roll: A middle school honor roll is published four times a year at the end of each quarter.

Accidents: All accidents or injuries occurring to students at school

or at school sponsored events must be reported to the supervising teacher or administrator in charge. An accident report will be prepared and a copy will be mailed to the parents/guardian. It is recommended that parents purchase low cost insurance, which will protect their children while at school.

Assemblies: Assemblies are held from time to time. Parents are welcome to attend any assembly. There is class assigned seating for all assemblies.

Hall Passes: All students are required to have a hall pass when they are out of class during class time. No student should be out of a class for the first thirty minutes of each class period unless it is an emergency.

Students Planners: Students will be issued a school planner to help keep them organized. The planners belong to the school and can be collected at any time. If a student loses or destroys a planner they may be charged for the cost of the planner.

Personal Possessions: Laquey R-V School is not responsible for the loss, theft, damage, etc. to a student's personal possessions.

Cell Phones & Other Personal Electronics: **The School is not liable for lost or stolen electronic items.**

Telephone calls: Students will not be called to the telephone unless it is an emergency. We encourage the student to be responsible, therefore telephone calls for forgotten books, gym equipment, etc. are strongly discouraged and in most cases prohibited, unless the situation was caused by school personnel (i.e. game rescheduled, events rescheduled, or other valid reasons).

Disaster Preparation Drills: Fire, tornado, and earthquake drills are held periodically throughout the year. Each classroom has information posted near the exit containing the actions to be taken for each drill. These actions are the same as for an actual situation.

Lost and Found: Any articles found are turned in to the lost and found. The student should check the lost and found to see if something they misplaced is there. Items that remain in lost and found for a long period of time will be removed and donated to a local resource center. Please do not allow your students to bring large amounts of money or jewelry to school. We are not responsible should it be stolen.

Care and use of School Owned Items: Textbooks, lockers, locks, equipment, uniforms, etc., although used by the student, remain the property of Laquey R-V Schools. Parents are responsible for reimbursement to the school for any lost textbooks, lost library books, broken equipment, etc. Stolen textbook(s) does not negate responsibility and the student will have to pay for the book.

Alcohol/Drug Abuse/Possession: Laquey R-V Schools is responsible for the health, welfare and safety of the students while attending school or school sponsored activities. The use, sale, transfer, possession or being under the influence of such on any school property, school vehicle, vehicle used to transport students to events, school activity, or anything associated with this school, is prohibited and will be dealt with immediately and completely.

Law enforcement will be notified. Possession of drugs will result in immediate expulsion.

Weapons on School Grounds: Any weapon brought on to school grounds will result in an immediate suspension of 180 school days and law enforcement will be notified.

Display of Affection: Hand holding only. Other types of affection **are not allowed.** In general students are not to put their hands on each other for anything.

All cell phones and other electronic devices are to be turned off and put away during the school day. Confiscated cell phones or other electronic devices will be turned in to the office for parent

pick up. Students who violate this policy could be subject to further disciplinary consequences.

Dress Code:

- Pajamas, slippers, or other types of sleepwear **are not allowed** to be worn at school. (
- Hats and sunglasses are not to be worn inside the buildings. (
- No vulgarities or implied vulgarities are permitted on clothing of any type. (
- Clothing is that advertises any product or service not permitted to minors by law or that defames any (person on the basis of his/her race, color, or creed **is not allowed**. (
- No cropped tops, midriffs, see through shirts or tops exposing cleavage are allowed. Shorts or skirts are to (be no shorter than fingertip length when the arms are resting at the student's side. (
- Pants with large holes or tears in them at or above the knees **are not allowed** unless shorts covering the (body are worn under them. (
- Pants are to be worn with a belt and fastened at the waist. "Baggy" or "Lowered" pants are **not allowed**. (Clothing designed, as "underwear" cannot be worn so that it is visible. Muscle shirts are **not allowed**. No (spaghetti strap style tops are allowed. (
- No chains or gang related materials (such as handkerchiefs, displaying gang colors) are allowed at school. (

- Final approval is at the discretion of the principal. (
- **Use of Tobacco:** Laquey maintains a smoke free environment in all buildings. Students are not allowed to use tobacco products at school or on school-sponsored events regardless of their age. (
- **Leaving the Campus:** Because this is a closed campus no one is allowed to leave the campus once they arrive without checking-out in the appropriate office. Students cannot check out without parental/guardian permission. (
- **Harassment:** Laquey Middle School has zero tolerance for harassment of any kind. Students that feel they are being harassed are to notify a teacher, counselor, or principal. Harassment is considered a disciplinary matter and will be dealt with accordingly. (
- **Bullying:** Bullying may be verbal, physical or psychological. In fact any action, which makes a child feel uncomfortable, insecure or threatened, may be defined as bullying. The school disapproves of bullying in all its forms and considers it a serious offence. Students that feel they are being bullied are to notify a teacher, counselor, or principal. Bullying is considered a disciplinary matter and will be dealt with accordingly. (
- **Parking Permits:** Parking permits are required for all students to drive, and park, a vehicle on campus. Middle school students will not be issued parking permits. (
- **Discrimination:** Laquey Middle School does not tolerate discrimination of any kind. Students that feel they are being discriminated against are to notify a teacher, counselor, or principal. (

- **Transportation:** Riding the school bus is a privilege not a right. Abuse of the rules may result in your child/children losing that privilege. The consequences for not following the rules are outlined below. (Students need to be at the bus stop 3 to 5 minutes before the scheduled pickup time and they need to respect private property of others at the stop location. Students need to wait for the bus in a safe place – well off the roadway to ensure their safety. (

General bus rules include: (

- 1. Respect the rights of others. Avoid roughhousing. Quiet and orderly socializing is acceptable – shouting or any loud noise is not acceptable. Keep your hands to yourself; pushing, grabbing, reaching or climbing over seats is not permitted. Do not leave papers on the seat or floor of the bus. No spitting.**
- 2. Be courteous, use no profane language. Profane or inappropriate language or remarks are not permitted.**
- 3. Obey the instructions of your school bus driver. Be cooperative and obey your bus driver. The following items are not allowed on the school bus: live animals, weapons, explosive or flammable materials, and no tobacco or alcoholic products are permitted.**

The driver has the authority to deny transportation of items. The driver has the authority to assign seats whenever and wherever is necessary for good student management.

- 4. Keep head, hands, and feet inside the bus. Serious injury could result from being struck by an object as the bus passes or hitting the window frame as the bus goes over a bump. Do not throw objects from the bus.**

- 5. Keep the aisles clear** Students as well as book bags, instruments and other “stuff” must be kept out of the aisle; the driver must have a clear view down the aisle through the back door window at all times. In general, rules violations will be dealt with on an individual basis between rider and driver. If a problem continues, a written report will be made. 1st offense – written warning 2ND offense – 1 to 3 days of bus suspension 3rd. offense – 3 to 5 days of bus suspension 4th offense – 5 to 10 days of bus suspension 5th offense – Removal from the bus for the remainder of the school year. The transportation code of conduct is a guide and can be modified by the appropriate administrator to fit the situation.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear on the schedule as a typical subject, it underlies the entire educational process and structure. Discipline is an attribute that develops self-control, character, organization, and orderliness. It is the key to proper conduct and relationships with others.

The responsibility of proper conduct lies with each individual student, not the teacher, or principal. The primary disciplinarian is the parent/guardian. Individual decisions are made, and if wrong, responsibility for that action must be accepted. A person chooses to violate the rules.

Definitions:

1. In-School Motivational Center (IMC): The student is under the supervision of a teacher for the entire day. This is an alternative environment for a period no less than 10 days.

2. In-School Suspension (ISS): The student is under the supervision of a teacher for the entire day. The student is ineligible for any extra-curricular activities during the day assigned to ISS.
3. Out-of-School Suspension (OSS): The student cannot come on campus for any reason and could not receive credit for school work during this time.
4. After-School-Detention (ASD): The student will remain after school during the designated time period. The student will work during the entire session and parents are responsible for the child's transportation home. This option currently is not being used but could be implemented if needed.
5. Saturday School (SatSch): The student will serve from 8:00AM to noon on the designated Saturday(s) under the supervision of a school employee. All regular school day rules will apply. SatSch is also used for making up assignments missed due to excessive absences or suspensions. The student will work during the entire session and parents are responsible for the child's transportation home. This option currently is not being used but could be implemented if needed.

The use of these disciplinary measures does not preclude normal classroom management procedures.

STUDENT CODE OF CONDUCT

The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the

imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstances of any offense or 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. All discipline referrals become a part of the student's discipline record. This record may be destroyed upon graduation.

All instances resulting in assignment to out-of-school suspension could be reported to law enforcement.

In instances where civil or criminal laws are violated, the authorities will be summoned. School matters and legal matters will be handled separately as far as penalties for both are concerned.

Parents will be notified by telephone or a letter will be given to the student to take home and a copy mailed to the parent.

Due Process: Students have the right to due process concerning disciplinary action. **Student Discipline:**

1. **Arson** - Starting a fire or causing an explosion with the intention to damage property or buildings. (1) First Offense: 11-180 days out-of-school suspension or expulsion (2) Subsequent Offense: Expulsion

2. **Assault** - a. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury. (1) First Offense: 3-180 days of In-School Suspension (ISS), 1-180 days out-of-school suspension (2) Subsequent Offense: 11-180 days out-of-school suspension or expulsion

b. Attempting to kill or cause serious physical injury to another - Immediate expulsion

3. **Bus Misconduct** - Any offense committed by a student on a

district-owned or contracted bus shall be disciplined in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

4. Verbal Abuse - Use of words or actions, verbal, written or symbolic, meant to harass or injure another person; i. e. threats of violence or defamation of a person's race, religion, gender or ethnic origin.

(1) First Offense: Principal/student conference, ASD, ISS, or 1-10 days out-of-school suspension (2) Subsequent Offense: ISS or 1-180 days out-of-school suspension, or expulsion.

5. Disrespectful Conduct or Speech - Disrespectful verbal, written or symbolic language or gesture that is inappropriate to public settings

(1) First Offense: Principal/Student conference, ASD, ISS, or 1-10 days out-of-school suspension

(2) Subsequent Offense: ASD, ISS, 1-180 days out-of-school suspension

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

(1) First Offense: Principal/student conference, ASD, ISS, or 1-10 days out-of- school suspension

(2) Subsequent Offense: ASD, ISS, 1-180 days out-of-school suspension, or expulsion

7. Drugs/Alcohol

a. Possession of or under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or

drug-related paraphernalia.

(1) First Offense: 11-180 days of ISS, or 11-180 days out-of-school suspension

(2) Subsequent Offense: Expulsion b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.

IMMEDIATE EXPULSION.

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

(1) First Offense: ISS, or 1-10 days out-of-school suspension

(2) Subsequent Offense: 1-180 days out-of-school suspension, or expulsion

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

(1) First Offense: Principal/Student conference, ASD, ISS, 1-180 days out-of-school suspension, or expulsion.

(2) Subsequent Offense: ISS, 1-180 days out-of-school suspension, or expulsion

10. Fighting - Mutual combat in which both parties have contributed to the conflict by physical action.

(1) First Offense: 1-180 days of ISS, or 3-180 days out-of-school suspension (2) Subsequent Offense: 3-180 days out-of-school suspension, or expulsion

11. Public Display of Affection - Physical contact that is inappropriate for the school setting. **HAND HOLDING ONLY.**

(1) First Offense: Principal/Student conference, Lunch Detention, ASD, ISS, or 1-180 days out-of- school suspension.

(2) Subsequent Offense: ASD, ISS, 1-180 days out-of-school suspension

12. Sexual Harassment –

a. Use of verbal, written or symbolic language that is sexually harassing (1) First Offense: Principal/student conference, ASD, ISS, 1-180 days out-of-school suspension. (2) Subsequent Offense: ISS, 1-180 days out-of-school suspension, or expulsion

b. Physical contact that is sexually harassing (1) First Offense: ISS, 1-180 days out-of-school suspension or expulsion (2) Subsequent Offense: 11-180 days out-of-school suspension or expulsion

13. Theft, Attempted Theft or Possession of Stolen

Property (1) First Offense: 1-180 days of ISS or 1-180 days out-of-school suspension (2) Subsequent Offense: 11-180 days out-of-school suspension or expulsion

14. Tobacco - Possession of any tobacco products on school grounds, bus or at any school activity

(1) First Offense: Principal/student conference and confiscation, ASD, or ISS.

(2) Subsequent Offense: ISS or 1-10 days out-of-school suspension b. Use of any tobacco products on school grounds, bus or any school activity

(1) First Offense: 3 days of ISS or 1-3 days out-of-school suspension

(2) Subsequent Offense: 5-10 days of ISS or 1-10 day's out-of-school suspension

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

(1) First Offense: 1-3 days ISS (2) Subsequent Offense: 3-10 days ISS, 1-10 days out of school suspension

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

(1) First Offense: ASD, ISS, 1-180 days out-of-school suspension or expulsion

(2) Subsequent Offense: 11-180 days out-of-school suspension or expulsion

17. Unexcused Tardies- Being late for class without an excused note from a staff member.

(1) Third Offense per quarter: ASD, ISS (2) Subsequent Offense: ASD, ISS or 1-10 days suspension

18. Weapons - (See Board policy 2620)

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

(1) First Offense - ISS, 1-180 days out-of-school suspension or expulsion

(2) Subsequent Offense - 11-180 days out-of-school suspension or expulsion

b. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMO.

(1) First Offense - 180 day out-of-school suspension or expulsion

19. Harassment - persistent, unwanted annoyance toward another person.

(1) First Offense: Principal/Student conference, ISS, 1-180 days out-of-school suspension.

(2) Subsequent Offense: ISS, 1-180 days out-of-school suspension, or expulsion

20. Bullying - Bullying may be verbal, physical or psychological. Any action, which makes a child feel uncomfortable, insecure or threatened, may be defined as bullying.

(1) First Offense: Principal/Student conference, ISS, or 1-10 days out-of-school suspension (2) Subsequent Offense: ISS, 1-180 days out-of-school suspension, or expulsion

A Code of Conduct is a guide and can be modified by the appropriate administrator to fit the situation. All possible violations are not covered by this guide because that would be impossible. If there is a disagreement with the discipline, the parent/guardian can appeal that decision through the administrative chain of command.

Zero Tolerance: Zero Tolerance Policies mandate the permanent expulsion of any student bringing a dangerous weapon to school, committing arson on school property, or engaging in criminal or sexual misconduct.

Student Participation in Secret Organizations and Gangs – Student Discipline Regulation 2653

The Board of Education prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District. The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of

Education acts to prohibit existence of gangs and gang activities as follows:

a. No student on or about school property or at any school activity:

Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.

Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, handshakes, (etc.) showing membership or affiliation in a gang. (

Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang (activity, including but not limited to: Soliciting others for membership in any gangs. (

c. Requesting any person to pay protection or otherwise intimidating or threatening any person.

d. Committing any other illegal act or other violation of school District policies.

e. Inciting other students to act with physical violence upon any other person. Any student found to violate Student Discipline Regulation 2653 will be suspended or expelled from school.

ATTENDANCE Arrival to School: Once students arrive to school, they are not permitted to leave campus without permission and/or without being signed out by a parent or guardian.

Perfect Attendance: Attendance at school is an important habit to cultivate. Frequent absence of students from regular classroom learning experiences disrupt the continuity of the instructional process. The school cannot teach students who are absent. Additionally, potential employers often check with the school

when a student applies for a job. They want to know how many times the student has been absent from school and how many times the student has been late to school. This shows consistency and is valuable to the employer.

Perfect attendance is defined as not being absent during the school year. Field trips, school directed functions, court appointments or appointments directed by other government agencies will not be counted as absence.

Absences: In case of absence, it is the responsibility of the parent/guardian to notify the school. Periodically phone calls may be made informing parents/guardians that their child is not in attendance that day; this does not excuse or unexcused the student. The parent/guardian is still responsible for contacting the office.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement required to be excused).
2. Days of religious observance.
3. Death in the family (Each building shall define degree of relatedness required to excuse absence).
4. Family emergencies that necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Each building shall define degree of emergency required to excuse absence).

Note: If the absences are prearranged through the principal and the absences are considered unexcused, the decision may be appealed through the chain of command.

Students who are absent so as to prevent academic difficulties should follow the following procedures:

1. The student shall obtain assignments from appropriate staff members. **Assignments shall be obtained in advance if the absence is foreseen.**
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.
4. A homework policy for excused absences is in place.

Unexcused Absences: Unexcused absences are absences without a doctor's note, or any absence, which is not defined as excused. Out of school suspension or expulsion is considered to be an unexcused absence.

Excessive Absences: A student shall be allowed a maximum of five (5) unexcused absences from school during a quarter. Students who accumulate in excess of five (5) days from school or (5) class periods from the same class may not earn the credit. After three (3) and (5) days of absences (excused or not) a form letter will be sent home to inform parents/guardians of the absences.

A student who misses more than the maximum number of days or class periods in a quarter and does not earn credit for a class may appear before the attendance committee and request that credit is granted.

The attendance committee will be composed of school staff members. They will review the student's file and report the students that have not met the attendance requirement to the counselor and the grade will be reduced to a 59%. If the student is not in agreement with the decision of the attendance committee he/she may appeal that decision through the chain of command. The appeal should be first brought to the building principal. If the

student is not in agreement with the decision of the building principal he/she may appeal that decision through the Superintendent.

When unusual or extreme circumstances occur, exceptions to this stated policy would be made only by administrative discretion on an individual basis. Any absence not accounted for will be considered an unexcused absence.

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy. Example: field trip, athletic event, student activity, class trips, etc. It is the student's responsibility to remind all of his/her teachers following a school-sanctioned absence to if he/she was reported absent inadvertently.

A student is expected to make up work as a result of class periods missed. It shall be the student's responsibility to meet with the teacher and receive the necessary instructions and assignments.

Any exceptions to the items cited above shall be approved by the Board of Education. Each principal may have written policies, which further detail procedures for making up work, reporting absences, etc.

HOMEWORK POLICY

A student shall be permitted to make up work missed as a result of an absence. Homework is an important part of school instruction. Students are responsible for completing all assignments given by the teacher. **It is the responsibility of the student to obtain all assignments that he/she has missed.** Notification of the absence must be prior to the absence, the day of the absence, or the day the student returns to school.

When daily homework/projects are assigned, they are due when the teacher calls for them. If the assignment/project is not turned

in, the student will receive a zero unless he/she was absent the day before. Students are given two (2) days from the day returning to school to make up the work each day of absence, unless given more time by the individual teachers. Students sent home by the nurse are also entitled to two days to make up their work.

Students in ISS are to follow the same rules for completing make up work that was not given to them to complete while they were in ISS.

Out of School Suspension (OSS) is considered an unexcused absence and students will not be given credit for assignments they missed during this time.

When a student is aware that he/she will be absent, the student is to make arrangements to receive homework prior to leaving. This includes students who will be gone for a school related function or activity.

Academic assistance is often available before and/or after school by appointment, please check with the individual teachers to get further details.

Prolonged illness or hospitalization will be dealt with on a case-by-case basis.

Teachers may or may not have additional criteria related to student absences in their rooms including but not limited to giving partial credit for work completed out of the stated timeline, etc.

SCHEDULING Guidance: Guidance services are offered within the total educational program to help meet the needs of all students and teachers.

Guidance Appointments: At times students may ask permission to go to the guidance office during class time, and the teacher may feel that there is a necessity for the student to do so. The teacher shall initiate a hall pass allowing the student to go. The counselor

might need to see a student during class time. The teacher needs to release the student when the counselor asks. However, except in cases of emergencies, students should have an appointment before going to the counselor.

Student Records: Each office maintains the student records of those students assigned to that school. Student records are defined as records, which are directly related to a student but does not include records maintained by individual staff members for their personal use.

Records may be released to:

1. School officials, including teachers who have a legitimate educational interest in the records.
2. Parents and/or legal guardians.
3. Parents and/or legal guardians of students 18 years of age and older who are dependent upon their parents as defined by Internal Revenue Code.
4. Officials of schools in which the student seeks or intends to enroll.
5. Other agencies, institutions, and individuals upon receipt of written release from parent, guardian, or eligible student.
6. Other state and federal offices and agencies as prescribed by law.

Admission Procedures: Students entering Laquey R-V Schools are to report to the registration office. We cannot register a student without records. Therefore, the parent/guardian will be required to provide us with a copy of the students academic and discipline records prior to admission. In emergencies the parent can contact the previous school and have them fax us the students records.

Laquey middle school students are under a seven block system. The students have seven (7) fifty minute classes a day with 4 minutes between classes.

Schedule changes are made only under strict guidelines. We do not believe that a student should drop a class simply because they have a poor grade, unless that student is actually working up to potential and cannot cope. No schedule changes will be considered without permission of the parent and approval of the losing teacher, gaining teacher, counselor, and appropriate administrator. Course changes can be made only during a period five days before and/or five days after the beginning of the first and third session unless approved by the administrator.

PROMOTION REQUIREMENTS

To be promoted to the 9th grade a student must have satisfactory progress in grades 6, 7 and 8.

Satisfactory progress will be determined, with input from the teachers, by the counselor and the principal, with the principal having the final determination. Parents are strongly encouraged to be a part of this process. Students failing more than two core classes will automatically be considered for retention.

A student will not be allowed to participate in promotion ceremonies if he/she is not eligible to be promoted academically.

WITHDRAWAL FROM SCHOOL

Occasionally it becomes necessary for students to change schools. We have a very mobile patronage. There are formal checkout procedures and the form is obtained from the appropriate office. We will not clear a student without permission of the parent. All bills must be paid prior to being withdrawn from the school and before a transcript and other pertinent school records will be

forwarded.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are an integral part of the over-all education of the student. Laquey offers many clubs and athletic activities for the student body. Since clubs are added and dropped yearly the student will have to check what is available at the beginning of each school year.

The Missouri State High School Activities Association (MSHSAA) is the governing body for athletic and academic competition within the state. To participate in activities a student cannot be failing any subjects at the end of each reporting period. There are 8 reporting periods: 20th day 1st session, end 1st session, 20th day 2nd session, end 2nd session, 20th day third session, end third session, 20th day 4th session and end 4th session.

Students must be present at school the day of an activity to participate in that activity.

Transportation is provided for students participating in extra-curricular events. The student must travel to and return on school provided transportation unless the parent picks the student up and signs them out from the appropriate sponsor.

Suspended and/or students in ISS/IMC cannot participate nor attend extra-curricular activities.

Ineligibility List: Any student failing a class at the middle or end of each quarter will become ineligible to participate in extra curricular activities that do not receive a grade. Students that become ineligible at mid quarter can participate after two weeks if the failing grade or grades are passing. Students that become ineligible at the end of a quarter cannot participate until they are passing all classes at mid quarter. Students that are ineligible can practice with a team but cannot travel or sit on the bench with a

team.

School Dances: School dances may be held from time to time. Dances sponsored by the school are restricted to Laquey grades 6-8, *eligible students only*. Any student causing a disturbance will be asked to leave and forfeit the privilege of attending dances. Non-Laquey students cannot attend dances at Laquey Middle School. Any student leaving the building before the dance is over will not be readmitted and will have to leave school grounds. Parents will be notified.

LOCKERS

Lockers are the property of Laquey R-V Schools. They are provided only for the convenience of the student. **As such, they are subject to periodic inspection without notice.** Any locker, student and/or desk can be searched by school administrators who have a reasonable suspicion that the lockers, student, and/or desk contains drugs, alcohol, material of a disruptive nature, stolen properties, weapons, or other items posing a danger to the health or safety of students and/or school employees. Locker room lockers are available from the physical education department. No writing, stickers, etc. is allowed on the outside of the lockers.

PARENT SERVICES AVAILABLE: The STI website and Parent Notification Service allow parents to access information on their students and be notified in the event of an emergency. Contact Mr. Steve Moore at the school for more information on these services. Call 573-765-3129

ASBESTOS HAZARDS EMERGENCY RESPONSE

Laquey R-V School has complied with these Federal requirements for formulating a plan for the identification, inspection, re-inspection and maintenance of asbestos containing building materials as proscribed in the AHERA Act. We provide ongoing maintenance, training of workers who may come in contact with

asbestos materials, update the management plan as activities present themselves and contract with certified business' for the testing and removal of known and found materials which may be disturbed during necessary repairs or projects. The plan/book is available to all interested persons and must be acknowledged by anyone who may provide services to the buildings and may disturb building systems, such as wall and ceiling finishes, thermal insulation, fire retardant compositions or floor tiles, identified as asbestos containing.

Asbestos Management plans are available in the District Office.

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, 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 Laquey R-V 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/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 Laquey R-V 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 Laquey R-V 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 Laquey R-V 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 at the Laquey R-V School District's Special Services office from 8:00 a.m.-3:30 p.m. Monday through Friday.

This notice will be provided in native languages as appropriate.

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The purpose of the Laquey R5 School District's (hereafter referred to as the District) network, including Internet access and other technological resources is to support and enhance communication, learning, teaching, and Internet safety. The District is responsible for securing its network and computer systems against unauthorized access and/or abuse, while making them accessible to authorized and legitimate users. This responsibility includes informing users of expected codes of conduct and the discipline

measures for not adhering to them. Any attempt to violate the provisions of this policy will result in the temporary revocation of user privileges, regardless of the success or failure of the attempt, and may result in additional disciplinary action. The party or parties, committing the offense, will pay for any violations that incur expense to the district. Any nonpayment of such expenses may result in withholding of grade reports and/or graduation diploma. The District reserves the right to amend this document at any time.

The users of the network are responsible for respecting and adhering to local, state, federal and international laws. The Internet Service Provider, MOREnet reserves the right to inspect any data on any MOREnet Service at any time for the purpose of ensuring the proper operation of the Service. Any attempt to break those laws through the use of the network may result in litigation against the party or parties, committing the offense by proper authorities. If such an event should occur, the District will cooperate with the authorities to provide any information necessary to the litigation process, and the District will not assume any liability.

Students shall not:

- Share your password with another or intentionally modify passwords belonging to other users. (
- Bring computer games or CDs from home to use in the lab computers. Only data disks related to school assignments may be (used. (
- Use a computer to harm other people or destroy their work or data files. Nor trespass on others' folders, work or files. (
- Damage the computer or network in any way. (
- Interfere with the operation of the computer or the network by installing illegal software, shareware, or freeware. Do not (place unlawful information on or through the computer system. (
- Attempt to break the security system. (

- Violate copyright laws. (
- Use obscene, abusive, or otherwise objectionable language or images in either public or private files or messages. Do not (access obscene, pornographic or anything harmful to minors. (
- Waste limited resources such as disk space or printing capacity. (
- Upload or download computer viruses. (
- Use the computer or network to facilitate illegal activity. (
- Use the computer or network for commercial or "for profit" purposes. (
- Use the computer network for chat rooms and/or instant messaging programs, social networking (
- Misrepresent yourself or other users on the computer or network. (
- Bring food or drink in the vicinity of computer equipment. (Give personal information on website or other computer network systems (**Students shall:** (Notify an adult immediately if you encounter materials that violate the STUDENT ACCEPTABLE USE POLICY or observe other students violating the rules. (BE PREPARED to be held accountable for your actions and the loss of access to computers and network. (**NOTE** Any student failing to have a SIGNED user agreement form on file will be locked out of the system until the form is accounted for. A consequence will be given to ANY student caught "loaning" their password to those who have failed to account for this form. (*Parents: (if you have more than one child in the district, they may all sign the same form) (*

Student Acceptable Use Policy

I have read and understand the above policies in the technology acceptable use agreement form. I agree to comply with these policies, and I understand that there will be consequences for failing to do so.

Parent/Guardian Name (Print)

Student Signature

_____ Student Signature
_____ Student Signature
_____ Student Signature
_____ Student Signature

Date

_____ **Date**

_____ **Date**

_____ **Date**

_____ **Date**

_____ **Date**

Student:

Handbook Received and Read

I _____ have received and read the Laquey R-V handbook. I understand the rules and regulations according to the handbook and will abide by

those rules and regulations.

Signed: _____

(Student) Date: _____

Parent/Guardian:

I have read and discussed the handbook with my child. I understand the rules and regulations according to the Laquey R-V Middle School handbook.

Signed:

_____ (Parent/

Guardian) Date: _____

Please return to the Middle School Office. Thank You.