

# Laura Speed Elliott Middle School

## Student Handbook 2019-2020



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# **Laura Speed Elliott Middle School**

700 Main Street  
Boonville, MO 65233  
(660) 882-6649  
<http://www.boonville.k12.mo.us/lse>

## **BOONVILLE R-I SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Boonville R-I School District is to provide all students with the opportunity to receive a quality education, become responsible individuals, competent workers and contributing citizens.

## **BOARD OF EDUCATION BOONVILLE R-I SCHOOLS**

Charlie Melkersman, President  
Dr. Richelle Kluck, Vice-President  
Dr. James Gann, Treasurer  
Dan Horst, Member  
Lisa Leathers, Member  
Sam Giroux, Member  
Steve Litwiller, Member  
Laura Grathwohl, Secretary to the Board

## **ADMINISTRATION**

Dr. Sarah Marriott, Superintendent  
Mr. Fred Smith Assistant Superintendent of Special Services  
Stephanie Green, Principal  
Curtis Walk, Assistant Principal

**School Hours: 8:10 am—3:05 pm**  
Supervision of students begins at 7:40 am

# DATES TO REMEMBER

Date	Event
AUG 7	6 <sup>th</sup> Grade SOAR (Student Orientation & Registration) and School Pictures 3:00 pm – 6:00 pm
AUG 8	7 <sup>th</sup> and 8 <sup>th</sup> Grade SOAR (Student Orientation & Registration) and School Pictures 3:00 pm – 6:00 pm
AUG 14	First Day of School *Classes Begin at 8:10 am and Dismiss at 1:05 pm
SEPT 3	NO SCHOOL—Labor Day
SEPT 13	End of 1 <sup>st</sup> Quarter
SEPT 16	NO SCHOOL –Teacher Professional Development Day
SEPT 16	Progress 1 Grades emailed
SEPT 20	School Dance 3:30-5:30
SEPT 20	Picture Retakes
SEPT 27	1:05 Dismissal-BHS Homecoming
OCT 22/24	Parent/Teacher Conferences October 22 conference held 3:30 pm – 8:00 pm October 24 conferences held 1:30-5:00 (Cookies & Punch Served at Parent/Teacher Conferences)
OCT 24	1:05 Dismissal—Parent/Teacher Conferences
OCT 25	NO SCHOOL—Due to Conferences
NOV 1	NO SCHOOL-Teacher Professional Development Day
NOV 18	Progress 2 grades emailed
NOV 27-29	Thanksgiving Break No School
DEC 10	Band Concert 7:00
DEC 15	LSE/BHS Holiday Concert 2:00
DEC 17	Pirate Plunder 5:00-6:30
DEC 20	1 <sup>st</sup> Semester ends 1:05 Dismissal
DEC 23-JAN 3	NO SCHOOL—Winter Break
JAN 3	1 <sup>st</sup> Semester grades emailed
JAN 6	Students Return to Classes 8:10 am
JAN 17	World Famous PIE auction and Concert 6:45
JAN 20	NO SCHOOL-Martin Luther King Day
FEB 10	Progress 3 Grades Emailed
FEB 13	All School Dance 3:30-5:30
FEB 14	NO SCHOOL-Teacher Professional Day
FEB 17	NO SCHOOL-Presidents Day Snow make up
FEB 21	Spring Pictures
MARCH 6	LSE Dodgeball Tournament 6:00
MARCH 9	3 <sup>rd</sup> Quarter grades Emailed
MARCH 11	1:05 Dismissal-Teacher Work Day
MARCH 12-16	NO SCHOOL Spring break snow make up (Mar 16)
APR 9-13	NO SCHOOL Easter Break Snow make up (Apr 9)
APR 14	Progress 4 Grades emailed
APR 28	Band concert 7:00
Apr 28	Pirate Plunder
MAY 7	LSE Spring choir concert 7:00
MAY 8	8 <sup>th</sup> Grade Celebration 6:00 pm
MAY 14	1:05 Dismissal Students Last Day
MAY 14	End of Semester 2
MAY 15, 18,19	Snow Makeup Days if needed
MAY 18	2 <sup>nd</sup> Semester Grades Emailed

## ACADEMICS

All students are enrolled in math, science, social studies, and communication arts and physical education/health. In addition to the five periods of required subjects, the student is required to take two periods of electives.

### Daily Schedule

1st period	8:10 – 8:58
2nd period	9:02 – 9:50
3rd period	9:54 – 10:42
4th period	10:46 --12:03 (Lunch)
5th period	12:07 –12:29
6th period	12:33 –1:21
7th period	1:25 – 2:13
8 <sup>th</sup> Period	2:17 – 3:05

### Daily Lunch Schedule

Lunch A	10:46 - 11:09
Lunch B	11:13 – 11:36
Lunch C	11:40 - 12:03

### Early Release Schedule

1 <sup>st</sup> Period	8:10 – 8:43
2 <sup>nd</sup> Period	8:47 – 9:19
3 <sup>rd</sup> Period	9:23 – 9:55
6 <sup>th</sup> Period	9:59 – 10:31
7 <sup>th</sup> Period	10:35 – 11:07
4 <sup>th</sup> Period	11:11 – 12:29
8 <sup>th</sup> Period	12:33 – 1:05

### Early Release Lunch Schedule

Lunch A	11:11 – 11:35
Lunch B	11:39 – 12:02
Lunch C	12:05 – 12:29

### Late Start Schedule

1 <sup>st</sup> Period	10:10 – 10:41
2 <sup>nd</sup> Period	10:45 – 11:16
4 <sup>th</sup> Period	11:20 – 12:38
3 <sup>rd</sup> Period	12:42 – 1:15
6 <sup>th</sup> Period	1:19 – 1:52
7 <sup>th</sup> Period	1:56 – 2:29
8 <sup>th</sup> Period	2:33 – 3:05

### Late Start Lunch Schedule

Lunch A	11:20 – 11:43
Lunch B	11:47 – 12:11
Lunch C	12:15 – 12:38

## Grading

The following marking system and percentages are used in the middle school.

Percent	Letter Grade	Honor Points	Definition
95-100	A	4.00	Outstanding
90-94	A-	3.67	
87-89	B+	3.33	
83-86	B	3.00	Above Average
80-82	B-	2.67	
77-79	C+	2.33	
73-76	C	2.00	Satisfactory Progress
70-72	C-	1.67	
67-69	D+	1.33	Below Average - Unsatisfactory
63-66	D	1.00	
60-62	D-	0.67	
Below 60	F	0.00	Failing

The grade chart serves as a general guideline for the assignment of grades. There may be certain variations depending upon the type of class involved. The main areas of consideration in determining students' grades are: class participation, attendance, homework scores and test scores. There is a definite relationship between daily preparation, attendance and test scores; therefore, the importance cannot be overemphasized.

## Grade Reporting

The Boonville R-I School District uses a quarterly reporting system. Report cards will be distributed in the following manner:

1 <sup>st</sup> Quarter –	Distributed at Parent/Teacher Conferences on October 22nd 3:30-8:00 pm October 24th 1:30-5:00 Mailed to families that do not attend Parent/Teacher Conferences emailed on October 22, 2018
2 <sup>nd</sup> Quarter/1st Sem.–	Emailed home on January 3, 2019
3 <sup>rd</sup> Quarter –	Emailed home on March 10, 2019
4 <sup>th</sup> Quarter/2nd Sem.–	Emailed home on May 18, 2019

\*All dates pending snow make-up days

## Progress Reports

At each mid-grading period, parents are sent an email notification that progress reports are ready to be viewed through the Parent Portal. Progress report notifications will be emailed on the following dates: September 16, November 18, February 10, and April 14.

## Honor Roll

The honor roll will be calculated at the end of each grading period. In order to be a member, a "B" average must be attained. A list of those students making the honor roll will be made available for the Boonville Daily News.

## Eligibility

If a student has an F or 3 D's in any subject during a grading period, that student will be deemed **ineligible** to attend or participate in all extracurricular activities until written documentation from the teacher can be shown that the grade is passing. The ineligible list will be created using grades from: 1<sup>st</sup> Quarter Progress Reports, 1<sup>st</sup> Quarter Grade Cards, 2<sup>nd</sup> Quarter Progress Reports, 2<sup>nd</sup> Quarter Grade Cards, 3<sup>rd</sup> Quarter Progress Reports, 3<sup>rd</sup> Quarter Grade Cards, and 4<sup>th</sup> Quarter Progress Reports.

## Eligibility for Attending and/or Participating in Extracurricular Activities

Students will be suspended from attending and/or participating in extracurricular activities for the following reasons.

1. Excessive misconducts
2. Excessive absences and/or tardies.
3. Failing to attend assigned Wednesday Detention **or** if a student was assigned in-school suspension that day.
4. During suspensions from school.

## **ACADEMIC INTEGRITY**

The Integrity of the academic program and the evaluation of each student's achievement are of primary concern to all educational institutions. Cheating on any educational exercise not only reflects dishonesty on the part of the cheater but also diminishes the value of the work done by his or her classmates. Any student who cheats/plagiarizes or allows someone to copy his/her work is subject to the following:

### **First Offense:**

1. A zero will be recorded for the assignment/project.
2. Parents will be contacted by the teacher.
3. The student will be referred to the counselor.

### **Second Offense:**

1. A zero will be recorded for the assignment/project.
2. A referral will be written and the student referred to the office.
3. The student will be assigned an after school detention.
4. A parental conference will be required.

### **Third Offense:**

1. A zero will be recorded for the assignment/project.
2. A referral will be written and the student referred to the office.
3. The student will be assigned 1-3 days in school suspension days.
4. A parent conference will be required.

**Subsequent Offenses:** Students will be referred to the principal, a parent conference will be required, and in-school or out-of-school suspension will be assigned.

## **ACTIVITY FEE/FINES**

All fines must be settled before inclusion in extra-curricular activities. : "All students are required to take care of school debts **before records are transferred or promotion takes place**".

## **APPEARANCE OF THE SCHOOL BUILDING**

The entire Boonville School System has a reputation for its fine program of building maintenance. Students should cooperate with school employees in continuing this pride in an attractive and well-kept school by giving every piece of equipment and furniture proper care.

The Missouri statutes provide that parents are financially responsible for damage to any school property by their children. Students are requested to report to teachers any defacing marks that may appear on equipment and furniture. Defacing of the furniture may require students to pay for the maintenance/refurbishing of the item. Students should not write on the walls, desks, or other furniture. Gum is prohibited. Violation of the gum policy will result in the same consequences used for tardies and late to school.

## **ATTENDANCE**

State law requires that all pupils under sixteen years of age be in school the days that school is in session. Letters will be sent home to parents for students who accumulate excessive absences.

Each parent or guardian shall follow the guidelines below when it is necessary for a student to be absent from school:

1. Please notify the office by phone (882-6649) **each and every day the student is absent to verify the absence.**
2. Please give the reason for the absence from school.
3. If the parent or guardian does not call on the day of the absence, it is unexcused. (If the parent or guardian does not have a phone, a note is required on the day the student returns).
4. A student **MUST** be in .5 attendance at school on the day of an activity in order to participate in it after school. Examples include, but are not limited to, basketball, football, track, and school dances. If the activity is held on Saturday a student must be in attendance on the preceding Friday unless cleared prior to the event by the administration.
5. If absence is not verified, it will be considered truancy.

## Absences

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from a Physician. ( Changed from Parent)

2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent.
3. If a student's injury calls for the use of the elevator. Documentation from the medical professional will have to be turned into the office. An elevator key will be issued upon the administrator's approval without documentation.
4. Medical appointments, with written appointment confirmation by medical provider.
5. Funeral, with written excuse from parent. The principal may require a program or other evidence from services as well.
6. Religious observances, with written excuse from parent.
7. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
8. Out-of-School suspension.
9. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are unexcused.

### **Consequences for Violations**

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, principals with the assistance of building staff will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the principal or designee will notify the parent.
2. When a student has accumulated **five (5) absences** (excused or unexcused) in a semester, the principal or designee will notify the parent via letter and/or telephone to discuss the student's attendance and current level of academic performance. The purpose of the notification is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
3. When a student has accumulated **eight (8) absences** (excused or unexcused) in a semester, the principal will schedule a conference with the parents at a time convenient for the parents. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
4. When a student has accumulated **ten (10) absences** (excused or unexcused) in a semester, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.
5. **Ten (10) or more absences** (excused or unexcused) in a semester will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be subject to zeros in the gradebook.

### **Truancy**

Truancy is defined as:

1. Not attending school after leaving home to do so.
2. Leaving school without permission from the office and the office contacting a parent or guardian.
3. Not attending a class, the student is enrolled in or assigned to, without a legitimate pass to do so.
4. Leaving class without permission.
5. Being absent without parent's permission.
6. Excessive morning tardies after 8:30 a.m.
7. Students who are habitually late to school may be required to make up time after school or other assigned time. Only a medical note from a doctor will excuse the late arrival. **Truancy absences will not allow the student to earn credit for make-up work.**

**Consequences for Truancy:** Notification of parents and a minimum of 3 days in school suspension. The Juvenile Office will be notified for truancy.

### **Tardy Policy**

Punctual and regular attendance is necessary in a well-ordered school, both for the proper training of the individual student and to avoid disruption of classroom activities. The pupil who is tardy wastes not only his own time but also the time of the other class members who are distracted upon the entry of the late pupil. To discourage the practice of being tardy, tardies are generally considered to be unexcused unless the student has a note from a teacher or the office.

Class begins when the tardy bell sounds. Teachers will close their door when the bell rings. At the office, students will be issued a tardy and given a tardy admit slip to present to their teacher to be admitted to class. **Tardies are based on total tardies accumulated for all classes.**

### **Discipline Administered For Excessive Tardiness**

1. During a semester period, Fall/Spring students will be assigned the following consequences on the fifth tardy and all succeeding tardies to class. Tardies will start over at the beginning of each semester.
  - 5th Tardy – Wednesday Detention



- 6th Tardy – 1 Day of ISS
- 7th Tardy – 1 day of ISS
- 8th Tardy – 1 day of ISS
- 9th Tardy – 2 days of ISS
- 10th Tardy – 2 days of ISS
- 11th Tardy – 3 days of ISS
- 12th Tardy – 3 days of ISS

2. Students who miss more than half a class shall be counted as being absent from that class period.

### Late to School Policy

To discourage the practice of being late to school, being late to school is generally considered to be unexcused unless a note is received from a doctor or approval is received by an administrator. All late to school occurrences will be treated the same as tardies.

- **1<sup>st</sup> & 2<sup>nd</sup> late to school** - Complete a brief statement of explanation and conference with the principal.
- **3<sup>rd</sup> & 4<sup>th</sup> late to school** - After-School Detention ending at 4:00 p.m.
- **5<sup>th</sup> & 6<sup>th</sup> late to school** - Two After-School Detentions ending at 4:00 p.m.
- **7<sup>th</sup> and subsequent late to school** - One day in-school suspension.
- If a student fails to attend an assigned Detention, one day in-school suspension will be assigned.

**The LSE late policy/procedure is based on total accumulated late to school occurrences by semester. Late to school occurrences will count in the Truancy Court Program.**

### Notice and Due Process

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unexcused should have been recorded as excused. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule.

### **BICYCLES/SKATEBOARDS**

Upon arrival on school property, students are to dismount their bike and walk it to the bike rack. Failure to walk bikes on/off school property will result in the loss of this privilege. Racks are provided for the parking of bicycles during the school day. All bicycles are to be stored in the racks and **locked**, as LSE will not be responsible for loss or damage to property. Students who improperly store or use their bicycles around the school will have their privilege revoked until their parents have a conference with the principal. Skateboards are to be stored in a student's locker during the day and may not be taken on the bus.

### **BUS SERVICE, ARRIVAL & DEPARTURE PLAN**

The Boonville R-1 School District contracts the bus service from First Student Transit School Bus Service. The local representative is Peggy Carney-Jackson and Carmen Lindsey. Please call 882-7421 with any questions concerning the buses, schedules, and rules.

*The student may ride only the bus he/she is assigned to ride unless permission has been given by First Student for a change. After the parent has obtained approval from First Student the Principal can then issue a pass to the student allowing a bus change. This can be done in emergency situations only. Going to a friend's house, overnight stays with a friend, meetings, etc., are not considered emergencies.* Please give First Student and the school 3 days advance notice of any changes that you would like to make.

**In addition, students are not to bring big items onto the bus, such as skateboards or scooters. No food or soda is allowed on the bus with the exception of a school lunch.**

### **Bus Behavior**

All rules and regulations of the Boonville R-1 School District apply to all students riding on a school bus. Behavior on school buses that violates school policy may result in a student being suspended from riding on the bus or having other disciplinary action taken.

Bus conduct reports are issued by the bus driver to students who are involved in inappropriate behavior. A copy of the report will be provided to the principal with a student conference to be held. Students must have their parents sign and return a copy of the report to return to the bus the next day following the incident. If a student receives a bus misconduct, the following steps will be followed:

- 1<sup>st</sup> offense - conference with the principal
- 2<sup>nd</sup> offense - suspension from riding all district buses for up to three (3) days
- 3<sup>rd</sup> offense - suspension from riding all district buses for up to ten (10) days
- 4<sup>th</sup> offense - suspended from riding all district buses for the remainder of the year

### **Parent Pick-up/Drop-off Point**

Our main parent pick-up and drop-off point will be at the north door (Locust Street) entrance. This door will remain unlocked until 8:05 a.m. After 8:05 a.m. all students should come into the commons door (Main Street) entrance, and report directly to the office. **PLEASE DO NOT PARK IN THE CIRCLE DRIVE BEFORE OR AFTER SCHOOL.** A parent wanting to see or pick up their child must report to the office first.

### **Arrival**

Buses arriving before 8:00 a.m. will unload in the bus drive on Main Street. All students walking or riding with parents enter the building using the Main Street doors. The alley door will not be available for students to enter the building. Once on school property all students must enter the building immediately and go directly to assigned area, the gym or if they choose to eat breakfast, report immediately to the cafeteria. After breakfast, all students are to report directly to assigned areas, the gym or auditorium, and sit in the section assigned

by the staff. All students coming onto school property before school shall remain until dismissed at the end of the school day. Bus students are not to leave school grounds after getting off the bus. When students are dismissed from morning assigned areas, the gym or cafeteria, they are to go directly to their lockers and place their coat or jacket, hats, purse, book bag, and any items not needed for class in their locker. Students are prohibited from going to, or being in their lockers before school begins (8:05 a.m.) unless they have the permission of a staff member.

### **Departure**

Buses will start leaving approximately 5 minutes after the dismissal bell rings. It is important that the buses leave on schedule as the rest of the school system depends on the buses arrival at their respected school. Students are not to take snacks or soda on the buses. Students not riding the buses will be prohibited from loitering on school premises. All students not waiting for a bus or at a supervised activity must be out of the building and off school property by 3:10 p.m. If a student leaves the building, they may not reenter the building without teacher permission. Students waiting for the bus shall abide by all school rules, follow all directions and conduct themselves in an orderly fashion. Violations may result in a disciplinary referral.

## **CAFETERIA SERVICE**

Beginning the first day of school, lunches will be served in the cafeteria. There will be A and B line options available most school days for lunch. **Breakfast and Lunch will be free to all LSE students.**

## **CELL PHONES**

Student cell phones must be turned off and stored in lockers during school hours. Cell phones will not be allowed to be carried by students throughout the school day. Students may not use cell phones during the school hours of 8:05 a.m. to 3:10 p.m. Before and After School Phones can be used. Cell phones should be turned off before they leave the gym in the mornings. Students should **not** make calls, receive calls, send or receive text messages, or capture pictures during school hours. If in violation, the phone will be confiscated and taken to the administrative office to be claimed by a parent/guardian and disciplinary steps will be taken. The Boonville R-1 School District and Laura Speed Elliott Middle School is not responsible for lost or stolen cell phones.

- 1<sup>st</sup> Offense – • Confiscation of electronic device/phone (including SIM card) • Student may pick up after school in the front office
- 2<sup>nd</sup> Offense – • Confiscation of electronic device/phone (including SIM card) • Parent must pick up (from Administrator) • 1 Detention
- 3<sup>rd</sup> Offense – • Confiscation of electronic device/phone (including SIM card) • Parent must pick up (from Administrator) • 2 Detentions
- 4<sup>th</sup> Offense – • Confiscation of electronic device/phone (including SIM card) • Parent must pick up (from Administrator) • 1 Day of ISS
- 5<sup>th</sup> Offense – • Confiscation of electronic device/phone (including SIM card) • Parent must pick up (from Administrator) • 3 Days ISS
- 6<sup>th</sup> Offense & Subsequent Offenses • Confiscation of electronic device/phone (including SIM card) • Parent must pick up (from Administrator) • 1-10 Day(s) OSS

## **CHANGE OF ADDRESS**

If at any time during the school year a student moves to a different address, the student/parent must report this change to the school office. Likewise, a change of telephone number or new installation of a telephone should be reported.

## **DAILY PROCEDURES**

### **Procedures Before School**

When students come onto school property or get off the bus in the morning, they must immediately enter the school building. Upon entering the building, the students must report to the commons if they would like to eat breakfast. If the student is not going to eat breakfast, they must report directly to assigned area, such as the gymnasium or auditorium. Students are not to be in their lockers, restroom, 2nd or 3rd floor before 8:05 a.m., unless they have a teacher's permission. Once a student has finished breakfast, they are to report to assigned area. All students will remain seated in the gym/auditorium until dismissed to go to their lockers. All outer wear (coats, hats, gloves, sunglasses, etc.), book bags, cell phones, backpacks and personal care items (brushes, combs, cosmetic items, fingernail files, polish, etc.) should be placed in the student's locker and kept there until the end of the school day. Students are not allowed access to lockers before 8:05 unless given permission from a teacher.

### **Procedures After School**

When the Dismissal Bell rings at 3:05, students are to go directly to their lockers and get supplies, backpacks and personal items. Students riding the bus are to go to the commons. If their busses are waiting outside, they are to leave the building and board. If their bus has not arrived, they are to have a seat in the commons and remain seated until dismissed. **BUS RIDERS MAY NOT PURCHASE SODAS OR SNACKS.** Busses begin leaving LSE at approximately 3:10 pm. Students who walk home, or get rides home, should exit through the Locust Street doors. They should be out of the building and off school grounds by 3:10 p.m., unless they are at a school supervised activity. Once a student leaves the building, he/she may not reenter the building without a staff member's permission. Students are not allowed to loiter on school premises. Violations may result in disciplinary actions. Our main parent pick-up and drop-off point will be the north doors on Locust Street. The vending machines will be available at this time to LSE students. Students who violate these procedures are subject to disciplinary action.

**Students may not use the office phones unless it is an emergency (going to a friend's house after school or staying overnight with a friend is not considered an emergency). The office phone will be available to students if practices or other activities are cancelled due to weather or other reasons.**

## **DRESS CODE**

Student's appearance should be neat and clean. Dress and appearance which causes disruption of the educational process, health and safety problems, or defaces school property shall not be permitted. The Board prohibits the presence of any apparel, jewelry, accessories, student materials (notebooks) or manner of grooming which, by virtue of its color, arrangement, trademark or any other

attribute, denotes membership in gangs or groups which advocate drug use, violence, and disruptive behavior or is a disruption to learning.

When a building administrator thinks that a student is in violation of this policy and the student refuses to correct the alleged violation, the building administrator will request the student and the guardian to meet to discuss the specific problem. Every effort will be made to have the guardian correct the identified problem.

If the parent or legal guardian is unwilling or unable to correct the problem, and the problem is deemed by the administrator to amount to disruption of the educational process or to endanger the health or safety of the student concerned or others, the administrator then may suspend the student pending correction of the problem in accordance with Board policy.

As a general rule, all clothing designed for specific non-school activity or designed to call attention or make the wearer conspicuous is not appropriate at school.

1. All students must wear footwear (house shoes or slippers are not permitted).
2. All shorts should have a four inch inseam and any skirts should be at least fingertip length. Pants should not have holes above the four inch mark.
3. Any garment with exposure in front (cleavage), back, sides or midriff is prohibited. Tops must have at least a three inch shoulder.
4. Undergarments should not be exposed to view (including bra straps, undershirts, boxers and shorts worn under pants). Pants should be worn at hip or above.
5. Students should not wear sleepwear to school, including lounge pants or pajama bottoms.
6. Markings or insignia on clothing must not be obscene, suggestive or promote illegal activity. Clothing should not suggest any gang affiliation.
7. Students are to place sunglasses, hats and any other head gear in their locker. These items are not to be worn in the school building.
8. These guidelines apply to Physical Education classes as well. Shirts must be worn at all times and shirts that are cut on the sides exposing the torso or undergarments are not allowed.

The appropriateness of any clothing not specifically covered by these guidelines shall be addressed by the staff/administration in a manner consistent with the intent of this policy to provide a school environment conducive to learning.

Students who fail to comply with these guidelines will be provided appropriate clothing and/or accessories to be in compliance for that school day and are subject to disciplinary action which may include detention and/or suspension from school. The school administrator will make the final judgment if an article of clothing is appropriate for school. **The dress code will be enforced at all LSE activities/events, including dances.**

## Semester Field Trips

Each semester, students will have the opportunity to participate in a semester field trip if they meet standards and guidelines established by the PBIS (Positive Behavior Intervention Support) Team committee. There will be field trips for each grade level with an emphasis on enriching education for students.

Standards include, but are not limited to:

1. Attendance:
  1. Must maintain a 93% attendance rate for 1st and 2nd quarter.
  2. Must have less than 5 total tardies for 1st semester.
2. Discipline:
  1. Students must not have been assigned OSS at any time throughout the first 2 quarters.
  2. Students must have no more than 2 referrals during 1st and 2nd quarters.
3. Grades:
  1. Students must meet a 3.0 GPA.
  2. Student must not have earned an F during the grading periods for 1st and 2nd quarters.

If a student believes they should be allowed to attend the field trip, they may complete an appeal for further information regarding their field trip status.

## GENERAL BEHAVIOR EXPECTATIONS

Students may converse with their neighbors during the regular intervals for passing to classes. However, there should be no need for loud talking nor congregating in front of lockers and restrooms. Running is not allowed for safety reasons. Bumping, crowding, and locking arms together in halls is not allowed. For students to be prompt to class they should move expeditiously between classes. There should not be any displays of public affection between students. This would include, but is not limited to, holding hands, hugging, putting arms around each other, kissing, or standing close together. Violations may result in disciplinary actions.

1. Students are expected to follow the directions and instructions of school personnel. If a student feels that a teacher's demands are unjust or unfair, the student may confer with the administration at an appropriate time without interrupting class or further compounding the problem.
2. Common courtesy and respect for the rights of others should be observed at all times.
3. Students may use school buildings and facilities only under the direct supervision of the school staff. A faculty member must be physically present and actively supervising all activities held in the school building.
4. "Horseplay" in the form of running, pushing, shouting, and hitting has no place at school.
5. When students report to class, they are expected to have the books and the supplies necessary to carry out class activities successfully.

6. Public display of affection has no place in school.
7. No food or drink permitted in the classroom.
8. Note-writing is not allowed. Notes will be confiscated and given to the principal.
9. Violations may result in disciplinary actions.

## **GUIDANCE**

The Guidance Department exists for the benefit of every student in Laura Speed Elliott Middle School. The guidance services, including personal and educational counseling, are available to all students. Parents are welcome to confer with the school counselor by making an appointment (882-6649). The purpose of the Guidance Department is to:

- A. Help each student to get the most from his/her actual class work.
- B. Help each student to find his/her place in the extra-curricular program.
- C. Help each student with his/her personal problems.
- D. Administer aptitude, achievement and interest tests to help students realize their capabilities.
- E. Encourage students to explore various career possibilities.
- F. Assist students in developing skills for adolescence.

## **GYM CLOTHES**

Boys' and girls' physical education uniform shall consist of the following items:

1. Boys and girls will dress in solid colored shorts with no symbols larger than 1 inch x 1 inch, writing or emblems on them and no metal on shorts. Girls and boys will wear a solid colored T-shirt. These should not have any signs, emblems, or writing on them. Violations will result in a disciplinary action.
2. Gym shorts (marked with the student's last name printed across the waist band of the shorts).
3. Gym shoes (marked with the student's last name on the inside of the shoes).
4. Socks (White socks are required, marked with student's last name printed on the bottom of the socks).
5. Towel if student wants a towel (Towels must be furnished by each individual student, marked with the student's last name).
6. Glasses Guard: It is required that those students who wear eyeglasses must also wear an adjustable "glasses guard". The glasses guard is an inexpensive item that could possibly prevent serious eye and facial injuries and also aid in prevention of eyeglass breakage.
7. Shower shoes (Shower shoes are not required, but are highly recommended if plan to shower.)
8. Athletic Supporter (All male students should wear an athletic supporter marked with the student's last name printed on the waist band).

**ALL GYM CLOTHES SHOULD BE LAUNDERED AT LEAST ONCE A WEEK.**

### **Not Dressing Out for Physical Education**

Any student not dressing out for PE, without a doctors excuse specifically stating the student is unable to dress out, will be considered unprepared to class and subject to the following:

#### **First, Second and Third Offense:**

1. A zero will be recorded for the day.
2. On the 2<sup>nd</sup> and 3<sup>rd</sup> no dress, a parent will be notified by the teacher.

#### **Fourth and Subsequent Offenses:**

1. A referral will be issued to the student and sent to the office.
2. A zero will be recorded for the day.
3. Parent will be notified by the administration.

## **HEALTH**

All schools in the district adhere to state guidelines as well as district policies and protocols. Our food service follows state and federal guidelines in preparation of meals lowering fat and sugar content as well as increasing a variety of fruits and vegetables. A health information form will need to be filled out each new school year and updated as needed. (forms can be obtained from your child's school)

### **Sickness/Injury**

Students will be sent to the health office should they become ill or have an injury. Parents/guardians will be called to pick their student up as soon as possible if deemed necessary by the school nurse. Please make sure emergency contacts are kept up-to-date.

#### **YOUR CHILD SHOULD NOT BE IN SCHOOL IF THEY HAVE:**

**FEVER OF 100 OR ABOVE**

**VOMITING**

**DIARRHEA**

**RASH WITH FEVER**

**ANY UNTREATED COMMUNICABLE DISEASE SUCH AS: IMPETIGO, PINK EYE, LICE, SCABIES, STREP THROAT, ETC. (IF IN DOUBT CALL SCHOOL NURSE)**

**YOUR CHILD SHOULD BE SYMPTOM/FEVER FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.**

### **Head Lice**

Re-entry into school after head lice and/or nits are found:

1. Parents must accompany student to school.

2. Student will be rechecked by school nurse.
3. Student will need to be lice free.

### **Medication**

A health care provider and a parent request form will need to be filled out for any prescription medication. Over-the-counter medications (ibuprofen, acetaminophen, cough drops, antacid, benadryl) will only be dispensed with parents signed permission. All forms may be obtained in health office.

### **HONOR ROLL & ACADEMIC AWARDS**

Any student achieving a GPA of 3.50 to 4.00 will be on the Principal's Honor Roll at the end of each grading period. Any student achieving a GPA of 3.00 to 3.49 will be placed on the Honor Roll at the end of each grading period. Any student who is placed on the semester honor roll will receive a certificate. Students on the quarter honor roll will have their name in the newspaper.

**Departmental Academic Achievement Award** - Each semester either one or two students per grade level will be recognized for outstanding academic achievement in the following departmental programs:

- |                          |                       |                               |
|--------------------------|-----------------------|-------------------------------|
| a. English/Language Arts | e. Reading            | i. Computer Technology        |
| b. Mathematics           | f. Physical Education | j. Chorus                     |
| c. Science               | g. Art                | k. Family & Consumer Science  |
| d. Social Studies        | h. Band               | l. Contemporary Issues/Health |

Selection will be by the staff members in the different departments and will be based on the following criteria:

- a. Superior academic performance on a daily basis.
- b. Outstanding grade percentage for the course.
- c. Excellence on a major class project or outstanding class performance.
- d. Exceptional achievement while participating in a voluntary project or contest outside the classroom.
- e. Personal best.

Each teacher will have an opportunity during the year to select student(s) for this award. Each student selected will receive a certificate of achievement.

### **HONOR SOCIETY SELECTION PROCESS**

Membership in the Laura Speed Elliott Honor Society is awarded to students who meet the required standards of evaluation: scholarship, leadership, service, citizenship and character as determined by a Faculty Council, which is selected with approval of the school administration. The selection procedure begins as soon as the first semester grades are finalized. Students are invited to apply for consideration for membership if they are in the seventh grade, if they have a 3.5 GPA or above, have attended Laura Speed Elliott Middle School for at least one semester and have no disciplinary referrals.

There is a deadline for submission to assure timely return of the forms. Once all forms are returned, the chapter advisor makes copies of each form for the five Faculty Council members to evaluate. The students' names are removed from their forms so that the written portion is anonymous. The Council evaluates this portion by awarding points in the areas of service and leadership. Candidates receive points on a scale of 1 through 4 with 4 being the highest number of points they can attain. The essay portion is used to help determine character and leadership.

To determine citizenship and character, the Council also awards points on a 4-point scale. This part of the process is subjective and to help them make their decisions, Council members may consult disciplinary or behavioral/conduct records. They may also solicit input from the rest of the staff regarding their professional reflections on each candidate's character. This information may also be used by the Faculty Council to award membership to those who fall below the required percentage of points but whose membership is felt to benefit the group providing there is a majority of the Council in agreement.

Once the Council has completed their evaluations, the evaluations are returned to the advisors who then tally the scores. There are a total of 84 possible points. If a student receives 80% of the possible points, they are then awarded membership. Students who receive 67 points or above achieve this percentage.

Once all calculations are made, all candidates are notified in writing of the results. Following notification of their acceptance, new members are inducted in a formal ceremony shortly thereafter. Once inducted, new members must maintain the same level (or better) of performance in all areas that led to their selection.

It must be stressed that membership in the Honor Society is not a right but a privilege that is earned and must be maintained by upholding the values of the organization.

### **IMMUNIZATION POLICY**

According to state law, a student must be up-to-date on immunizations. Students who do not furnish up-to-date certifications immunization will be excluded from school. If your child is medically or religiously exempt, your child's health care provider will need to furnish a medical or religious immunization exempt form which can be obtained from your child's school health office. Immunization requirements are on the district website (enrollment) or you can obtain them from your child's school health office.

### **INCIDENTAL EXPENSES**

Incidental expenses are determined by the subjects in which the students are enrolled. ALL students enrolled in Family and Consumer Science will pay for sewing materials. Supplies for food projects will be furnished by the school for FACS. Art students will incur a \$5.00 supply fee for the 2019-2020 school year to pay for materials needed in specific projects.

The parents of students whom lose school issued items, including locks, library books, and textbooks will be required to pay for the item. Textbooks that have excessive wear and tear to the cover or pages, will be charged for the textbook.

## **LIBRARY MEDIA CENTER**

The LSE Library Media Center is the place where students learn to find and evaluate information in both print and electronic resources. In the Computer Lab, students can prepare multimedia productions. Students can also read for fun from our extensive book and magazine collection.

### **Hours**

8:05 a.m. - 3:15 p.m. Monday through Friday when school is in session. Students may come to the Library Media Center between classes and during school hours with the permission of a staff member.

### **Checkout Policy**

Books may be checked out for a period of two weeks and materials may be renewed if necessary.

Sixth grade students: One item may be checked out at a time

Seventh grade students: Two items may be checked out at a time

Eighth grade students: Three items may be checked out at a time.

Students must return overdue items before they may check out other items. Students are responsible for damaged or lost library materials.

## **Computer Lab and Technology Equipment Usage**

The LSE Computer Lab is located in the Library Media Center. All LSE students and their parents or guardians are asked to read the Boonville R-I School District Technology Usage Agreement, which is found on the District's home page. The TUA must be signed by both parent/guardian and student before technology can be accessed at LSE. The Boonville R-I School District uses a filtering system to prevent students from accessing unacceptable websites and applications. No filtering system is infallible; therefore, any student found to be in violation of the Technology Usage Agreement may have their technology privileges revoked for a period of time to be determined by the library media specialist and the administration. Personal email accounts and other outside forms of communication cannot be used at school.

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Visit the LSE Home Page at <http://www.boonville.k12.mo.us/schools/lse/Pages/default.aspx>

## **LOST AND FOUND**

All articles found should be turned in to the office. Valuable articles will be kept in a secure place and will be returned to the owner upon identification. Students might want to inquire several times for a lost article as it may not have been located immediately. Please mark your belongings with student name to help identify lost property. After a reasonable amount of time, items will be given to charity.

## **PARTNERS IN EDUCATION (PIE)**

Partners In Education (PIE) is the parent organization to support the students and staff of LSE Middle School. The organization has a slate of officers each year and meetings throughout the year. Meetings will be announced via email and the school website.

### **PIE Objectives**

The objectives of the organization are:

- a. To promote the welfare of all LSE students in home, school, and community.
- b. To promote those activities that will enhance and emphasize the role of parents in the educational process and in the development of respect, responsibility, and resourcefulness within our adolescents.
- c. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of all LSE students.
- d. To develop between educators and the general public such united efforts as will secure for all LSE students the best possible education.
- e. To support the middle school by the purchase of necessary items which will benefit the general school population but are not included in the school budget.

## **PERSONAL PROPERTY, LOCKERS AND SECURITY CAMERAS**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be

searched by school administrators or staff who have reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and such witnesses are available. Students may be asked to empty pockets, book bags, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents shall be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials. Security of personal property is the individual responsibility of each student. Bicycles, hall lockers, and gym lockers should be locked at all times. Combination locks will be furnished for hall and gym lockers. However, students are responsible for locks for bicycles. If students damage or lose the lock they will be charged \$5.00 for replacement costs. Any lock that is placed on a school locker that has not been issued by the school will be cut off. The school cannot and will not accept responsibility for the valuables of students. Locks and combinations are to be used by only the student assigned to that locker. **DO NOT UNDER ANY CIRCUMSTANCE, REVEAL YOUR COMBINATION TO ANYONE.** Lockers are provided to be used for the storage of outer garments, school materials, and physical education clothing. **THE LOCKER IS NOT THE STUDENTS PRIVATE PROPERTY AND MAY BE OPENED BY SCHOOL AUTHORITIES AT ANY TIME.** Each student at LSE has been assigned a locker for their use only. Sharing lockers or keeping items in another student's locker is not permitted. Students who damage their locks or lockers or lose their locks are to be held responsible.

Students are not allowed to keep soda or open food/snacks in their lockers. Students who are found to have any food (other than lunches) or soda containers in their locker are subject to disciplinary action.

For the protection and safety of students, faculty and staff, LSE Middle School uses security cameras in non-academic areas in and around the building. The viewing of any video from building or bus security cameras, that includes the photographic image of a student, will be in accordance with the Family Educational Rights and Privacy Act (FERPA) willing not be allowed and will not be considered directory information.

## **PIRATE TIME/RTI**

Pirate Time is a grade-level classroom where a teacher will provide academic support and students will use their time as a study hall. Activity meetings, assemblies, etc. will take place during this time so that classroom disruptions will be reduced. Pirate Time will take place from **12:07-12:29** daily. Students will come prepared, bring all necessary materials and use Pirate Time as a quality learning experience by working and not visiting or distracting others. Students will have access to the media center and other teachers with prior approval from that teacher. Bullying Lessons and the Math and Reading Labs will take place during this time.

**All Expectations will be followed or students will be subject to the Discipline Policy in the Handbook.**

## **POSSESSION OF UNNECESSARY ITEMS**

No student shall **have at school, either on their person or in their locker or any other place at school**, any item that is not directly related to classroom activities or assignments, unless permission has been given by the teacher or administration. These would include, but are not limited to, weapons, alcohol, drugs, toys, dice, baseball bats, chain accessories, jewelry with spikes, video games, virtual games, audio devices, comic books, collector cards, AND laser pointers.

These items will be confiscated and disciplinary action taken.

- The **first time** an article is confiscated, it will be returned to the student after school, if appropriate, or a parent will need to pick up the item in the LSE main office.
- The **second time** an article is confiscated, it will only be returned to a parent/guardian.
- The **third time** an article is confiscated, it will be kept for 30 days and returned to the parent/guardian.
- The **fourth time** an item is confiscated, it will be kept until the end of the school year and returned to parent/guardian.

**Any unclaimed item will be discarded two weeks after the end of the school year.**

## **SCHOOL CLOSINGS**

In case of an ice storm, excessive amounts of snow or other severe weather which may cause school to be closed for the day, students and/or parents should listen to KWRT radio, KOMU TV, or receive alerts. School closings are usually announced between 6:00 a.m. and 7:45 a.m. If bad weather commences after school has begun, school is usually held until the end of the school day. **Any decision for early dismissal or school closing is made through the Superintendent of Schools office. Please listen to KWRT for early dismissal announcements due to weather.**

## **SCHOOL DANCE EXPECTATIONS**

1. All school expectations will be enforced during any school dance.
2. Only students of Laura Speed Elliott Middle School may attend the dances.
3. Phones will be available on a limited basis after the dance. Parents or guardians need to arrive 10 minutes before the dance is over to pick up their children.
4. Students leaving the dance are not allowed to return and should leave school grounds immediately.
5. Students must be in attendance at school on the day of the dance, or in case of a Saturday dance, the previous day.
6. Students will follow the directions of the dance chaperones at all times. Those who do not follow the directions of the adults will be asked to immediately leave the dance and the school grounds.
7. Food will not be taken into the dance area during the dance.
8. Administrators have discretion to allow or not allow students to attend the dance.

## Dates of Dances

September 22, 2019

330-5:30 p.m.

February 13, 2020

3:30-5:30

\*Dance dates are subject to change.

## **SCHOOL PICTURES**

School Pictures will be taken of all students and LSE staff members during August registration. Students wishing to receive a packet of pictures will be required to pay for the pictures at the time they are taken. Picture retakes will be taken on September 20, 2019. Spring pictures will be taken on February 21, 2020.

## **SODA/SNACK MACHINE**

Vending machines may be available to students after school only, unless they are riding the bus. Students will not be allowed to purchase these items during or between classes. Students should not take snacks or soda out of the commons area during any time. If a student has any of these items outside the commons, they will be confiscated and not returned to the student. Students are not to keep any food (except sack lunches) or soda in their locker. No food or drinks should be taken back to locker after lunch except from a sack lunch. Any student in violation of these rules will result in disciplinary action.

**Note: Students that purchase school lunch or bring a lunch from home should not bring soda for lunch.**

## **STUDENT DISCIPLINE**

**After five misconducts occur the student may not be allowed to participate or attend any school activity or sporting event for that semester.**

The Boonville R-1 School District has a district wide In School Suspension classroom At LSE. This classroom is located on the first floor of LSE. Students are expected to attend ISS if assigned to ISS. Student assignments for the days in ISS will be sent to the teachers at the ISS room for the students to complete each day. ISS has a strict Policy if a student is removed from ISS during the school day they will be sent home for the remainder of the day and must repeat the following Day.

## **General Statement**

The Boonville R-I School District believes that schools have been established for the education of the individual and the improvement of society. The district also believes that one of the major functions of our schools is the preparation of youth for citizenship in our community and nation. Self-discipline and the acceptance of individual responsibility are important phases of this preparation. It is the objective and policy of the Boonville R-I School District to recognize, preserve and protect the individual rights of all students, and yet at the same time to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Therefore, in order to clearly understand and set forth the guidelines of student behavior in the schools, the following rules and regulations have been adopted by the Boonville R-I Board of Education for use in grades 9-12.

## **Definitions**

**After school detention** - Students may be assigned to after-school detention for such infractions as excessive class tardies, unexcused class absences, habitual disregard for classroom and/or school rules. Students may be assigned detention time after school by any teacher or any administrator. Detention is held every Wednesday from 3:05 to 4:05 p.m. The privilege of bus transportation shall be suspended for students on the day of serving after school detention. Students will be given at least one day to arrange transportation if necessary. Students who are assigned detention and fail to serve it will be assigned to in-school suspension.

**In-School Suspension** - Students may be assigned to in-school suspension for such infractions as truancy, tardies, and habitual disregard for classroom and/or school rules. In-school suspension will be held from 8:05 to 3:05 p.m. at Laura Speed Elliott. Students assigned to in-school suspension will be required to work on class assignments. Students will not be counted absent from class and will receive full credit for all class work completed and submitted to their teachers on time. Students who are tardy to ISS will receive a tardy applied to their first hour class at LSE.

Students must bring all necessary school items with them. Breakfast and lunch will be provided at LSE. If a student misses any part of the day for any reason, the student will be required to make up the day in ISS. If a student is dismissed from ISS, he/she will be required to make up the time before returning to regular classes at LSE. All time the student is assigned to ISS must be served. (Example: A student is assigned to 4 days of ISS. The student must serve 4 full days of ISS prior to returning to classes at LSE.) Any student in ISS is ineligible to participate or attend any extra-curricular activity on that day. Once ISS has been served, the student will be able to participate or attend events on following days.

**Suspension** - A building principal may suspend a pupil for a period not to exceed ten (10) school days. Students may be suspended for actions deemed to be prejudicial to good order in the school or which violate the rights of others or the school. During a suspension from school students are not to be on school property or attend any school related activity. Students who are suspended may make-up work if requested by the student during the suspension. Any work requested after the suspension will not be given credit. A re-entry hearing will be required for any student suspended for weapons, alcohol, drugs, or any violation deemed necessary by the re-entry committee.

## **Missouri Safe School Act**

The Missouri Safe Schools Act became law in August 1996. The Boonville R-I Board of Education has adopted policies which implement this law. These policies deal with enrollment procedures, reporting procedures to law enforcement officials for serious



offenses, suspension of students for serious offenses, and discipline procedures for students in possession of a weapon. The intent of this law is to reduce violence in schools and make Missouri schools safer.

## Discipline

Every effort is made to create a positive learning environment for all students at LSE. This is a shared effort with your good parenting and cooperation to accomplish a positive learning environment with minimal problems. First and foremost, we encourage all students to resolve any conflicts quickly, take responsibility for their actions, and learn appropriate ways to manage their behaviors even when they are upset. Our goal is to keep the children involved in school activities.

A Positive Behavior System for discipline is used at LSE. Students are given “grace” (opportunities to improve) and help to accept responsibility for their actions. On occasion students may be moved to a safe seat, buddy room, or a recovery area to give the student a chance to regroup. Plans will be put in place to help the student to learn to manage their behavior. Severe and continuing problems may result in removal of the student from the classroom or school setting. You will be notified of any serious or persistent problems with your student. We want to have open communication and involvement with our students and parents.

## Student Discipline and Consequences

1. Arson – Intentionally causing or attempting to cause a fire or explosion at school or a school activity  
1<sup>st</sup> offense – 10 day suspension **and** recommendation for long term suspension or expulsion.\*
2. Assault and/or physical attack on a student  
1<sup>st</sup> offense – minimum 5 day suspension  
2<sup>nd</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*
3. Assault and/or physical attack on a staff member  
1<sup>st</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*
4. Bullying – 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.  
1<sup>st</sup> offense – 5 days ISS  
2<sup>nd</sup> offense – 10 day suspension
5. Direct swearing to teacher, staff member, or school  
1<sup>st</sup> offense – minimum 3 day suspension  
2<sup>nd</sup> offense – minimum 5 day suspension  
3<sup>rd</sup> offense – 10 days suspension and recommendation for long-term suspension
6. Dishonesty – any act of lying, whether verbal or written, including forgery.  
1<sup>st</sup> offense – Nullification of forged document and Wednesday Detention  
2<sup>nd</sup> offense – Nullification of forged document and 5 days ISS
7. Disrespectful or Disruptive Conduct or Speech – 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.  
1<sup>st</sup> offense – Principal/Student conference, Wednesday detention, in-school suspension, or 1-10 days out-of-school suspension.  
2<sup>nd</sup> offense – Principal/Parent/Student conference, Wednesday detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
8. Dress code violation  
1st offense- Principal/student conference, correction of dress code violation.  
2nd offense- Correction of dress code violation, Wednesday detention.  
3rd offense- Correction of dress code violation, 1 day of ISS  
4th and subsequent offenses- Correction of dress code violation, 1-2 day(s) of ISS (adding one day for each subsequent violation. 5th= 2days, etc.)
9. Electronic devices violation- (See Electronic Device Policy)  
\*\*\*In classes **WITHOUT** e-device stations:  
1<sup>st</sup> offense – Wednesday Detention  
2<sup>nd</sup> offense –2 Wednesday detentions  
3<sup>rd</sup> and subsequent offenses – 2 to 10 days of ISS  
\*\*\*In classes **WITH** e-device stations:  
1<sup>st</sup> offense – 1 Day of ISS  
2<sup>nd</sup> and subsequent offenses – 2 to 10 days of ISS
10. Excessive classroom misconducts  
1<sup>st</sup> offense – 3 day suspension  
2<sup>nd</sup> offense – 5 day suspension  
3<sup>rd</sup> offense – 10 day suspension and recommendation for long term suspension or expulsion.
11. Extortion – Verbal threats or physical conduct designed to obtain another student’s money or valuables at school or school activity  
1<sup>st</sup> offense – 5 day suspension.\*  
2<sup>nd</sup> offense – 10 day suspension **and** recommendation for long term suspension or expulsion.\*
12. Failure to Meet Conditions of Suspension  
1<sup>st</sup> offense – 2 days suspension  
2<sup>nd</sup> offense – 10 days suspension
13. False Alarms – 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.

- 1<sup>st</sup> offense – Restitution and 5 day suspension  
 2<sup>nd</sup> offense – Restitution and 10 day suspension
14. Fighting or causing a fight  
 1<sup>st</sup> offense – minimum 3 days of ISS\*  
 2<sup>nd</sup> offense – 6 days of ISS\*  
 3<sup>rd</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*
15. Gambling  
 1<sup>st</sup> offense – 3 days ISS  
 2<sup>nd</sup> offense – 6 days ISS
16. Hazing – 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.  
 1<sup>st</sup> offense – 5 days ISS  
 2<sup>nd</sup> offense – 10 days ISS
17. 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.  
 1<sup>st</sup> offense – Confiscation and principal/student conference  
 2<sup>nd</sup> offense – Confiscation and 2 days ISS
18. Indecent Exposure/Inappropriate Sexual Conduct  
 1<sup>st</sup> offense – minimum 3 day suspension  
 2<sup>nd</sup> offense – minimum 5 day suspension  
 3<sup>rd</sup> offense – minimum 10 day suspension
19. Open defiance to a staff member  
 1<sup>st</sup> offense – minimum 3 day suspension  
 2<sup>nd</sup> offense – minimum 5 day suspension  
 3<sup>rd</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion
20. Physical attack on a student or staff member with a harmful weapon  
 1<sup>st</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*
21. Possession of or under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances, and/or drug paraphernalia during the school day or at a school activity  
 1<sup>st</sup> offense – 10 day suspension\*  
 2<sup>nd</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*
22. Possession of explosive devices at school or school activity  
 1<sup>st</sup> offense – 10 day suspension **and** recommendation for long term suspension or expulsion.\*
23. Possession of a weapon on school property or at a school activity. (A weapon shall be defined as any instrument or devise customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.)  
 1<sup>st</sup> offense – Student subject to a maximum of a ten day suspension with possible recommendation to the superintendent of schools for a long term suspension.\*
24. Profanity (excluding profanity directed at a staff member)  
 1<sup>st</sup> offense – 1 Day of ISS  
 2<sup>nd</sup> offense – 2 days ISS  
 3<sup>rd</sup> offense – 4-10 days ISS
25. Public Display of Affection  
 1<sup>st</sup> offense – Wednesday Detention  
 2<sup>nd</sup> offense – 1 Day of ISS  
 3<sup>rd</sup> offense- 2 days of ISS
26. Sale or distribution of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances, and/or drug paraphernalia during the school day or at a school activity.  
 1<sup>st</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*
27. Sexual Harassment – Includes the following:  
 - 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.  
 - 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.  
 1<sup>st</sup> offense – 5 day suspension  
 2<sup>nd</sup> offense – 10 day suspension
28. 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.  
 1<sup>st</sup> offense – Confiscation and 3 days ISS  
 2<sup>nd</sup> offense – Confiscation and 5 day suspension

29. Students Remaining in the Building – All students are to remain inside of the high school building during the school day unless they have checked out through the office, have an instructor's approval, or are going to the vocational school.  
 1<sup>st</sup> offense – 1-3 days of ISS  
 2<sup>nd</sup> offense – 3 days of ISS  
 3<sup>rd</sup> and subsequent offenses – 6 to 10 days of ISS
30. Students Walking Out Of Class – In the case of any student who deliberately walks out of a class in such a way as to cause a classroom disturbance or when he has been instructed not to do so by a teacher.  
 1<sup>st</sup> offense – 1 Day of ISS  
 2<sup>nd</sup> offense – 3 days of ISS  
 3<sup>rd</sup> and subsequent offenses – 6 to 10 days of ISS or suspension
31. Theft of student, staff, or school property. Restitution and:  
 1<sup>st</sup> offense – minimum 3 days of ISS\*  
 2<sup>nd</sup> offense – 6 days of ISS\*  
 3<sup>rd</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion
32. Tobacco Possession – LSE Middle School is a tobacco free campus. No tobacco, tobacco products or substances similar in nature or representing tobacco, including but not limited to e-cigarettes are allowed on the campus at any time. Staff members who find any students in possession of these items on their person or in their locker will remove them and bring them to the office. Confiscated tobacco will only be returned to a student's parent. Any student who has tobacco confiscated more than once during a school year is subject to disciplinary action that could include suspension from school. It is unlawful for students under eighteen years of age to be in possession or use tobacco products. For this reason, law enforcement officials will be notified in writing about any tobacco confiscation or usage for those students under eighteen years of age.  
 1<sup>st</sup> offense – 1 Day of ISS  
 2<sup>nd</sup> offense – 3 Days of ISS  
 3<sup>rd</sup> and subsequent offenses – 4 to 10 days of ISS
33. Tobacco Usage – Tobacco use is strictly prohibited at school or at any school activity. Violators will be disciplined as follows:  
 1<sup>st</sup> offense – 3 days of ISS  
 2<sup>nd</sup> offense – 6 days of ISS  
 3<sup>rd</sup> offense – 10 day suspension  
 It is unlawful for students under eighteen years of age to be in possession or use tobacco products. For this reason, law enforcement officials will be notified in writing about any tobacco confiscation or usage for those students under eighteen years of age. \* denotes referral to local authorities if necessary
34. 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.  
 1<sup>st</sup> offense – 5 day suspension  
 2<sup>nd</sup> offense – 10 day suspension
35. Unauthorized use of computer and/or unauthorized access to computer files, and/or unauthorized installation of software. Payment for repair of any damages and:  
 1<sup>st</sup> offense – minimum 3 days of ISS and 4 weeks loss of computer privileges  
 2<sup>nd</sup> offense – 10 days of ISS and 8 weeks loss of computer privileges  
 3<sup>rd</sup> offense – 10 day suspension and recommendation for long term suspension or expulsion and loss of computer privileges for remainder of school year.
36. Unprepared for class.  
 1<sup>st</sup> offense – Conference with Principal  
 2<sup>nd</sup> offense – Wednesday detention  
 3<sup>rd</sup> offense – 1 Day of ISS
37. Using a laser pointer at school or at a school activity in such a manner as to harass or injure others.  
 1<sup>st</sup> offense – minimum 3 day suspension\*  
 2<sup>nd</sup> offense – minimum 5 day suspension\*  
 3<sup>rd</sup> offense – minimum 10 day suspension and recommendation for long term suspension or expulsion\*.
38. Verbal threat to teacher or staff member  
 1<sup>st</sup> offense – minimum 5 day suspension  
 2<sup>nd</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*
39. Willful destruction of student, staff, or school property. Payment for replacement of damaged property and:  
 1<sup>st</sup> offense – minimum 3 days of ISS\*  
 2<sup>nd</sup> offense – 10 days of ISS\*  
 3<sup>rd</sup> offense – 10 day suspension and recommendation for long-term suspension or expulsion\*

### **Accumulation Of Disciplinary Problems**

When a student has a record of two suspensions, upon the 3rd suspension the building administrator shall suspend the student for 10 days with a recommendation being made for a long-term suspension.

### **Administrative Discretion**

The building administrator has the option to follow the disciplinary action outlined in the handbook or administering lesser disciplinary action at the administrator's discretion. If other disciplinary action is considered, the administrator is to have a conference with the referring teacher before rendering a final decision.

### **Student Rights In Suspension Cases**

In cases where the building administrator suspends a student for a period not to exceed ten (10) days, (short-term suspension) the student shall be afforded an informal hearing by the building administrator before the suspension is imposed.

### **Bullying and Hazing**

District staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, and district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

### **Definitions**

**Hazing:** For purposes of this policy, hazing is defined as any activity, on or off school grounds, 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 include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

**Bullying:** For the purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber-bullying or cyber-threats. Cyber-bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber-threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Students who are involved in the harassment/bullying of students during school or school events are subject to the following disciplinary action:

- First Offense -- Three day suspension
  - Second Offense -- Five day suspension
  - Third Offense -- Ten day suspension with recommendation to the Superintendent for a long term suspension.
- \*Local law enforcement authorities and Juvenile Office may be contacted.

### **USE OF BUILDING**

The building shall not be used for any activity involving students on Sunday except under extraordinary circumstances (use must be approved by the principal). **The building shall not be used for any unscheduled activities by students, faculty, or patrons during the evenings or on weekends.** All use of the building must be approved by the building administration.

Pursuant to the Equal Access Act, the secondary schools of the district must provide that all groups of students are allowed the opportunity to meet on school premises during non-instructional time. Non-instructional time is limited to time immediately before classroom instruction begins, immediately after classroom instruction ends for the day, and while faculty is available for supervisory and consultation purposes without cost to the school district.

In order to meet on school premises, all student groups must obtain prior written approval from the building principal or his/her designee. Requests for approval must be submitted in writing to the building principal and include the following information: purpose and goals of the group; name of the group; name of the sponsor (contact person); times and dates of proposed meetings; space requirements; and upon request, the group's governing documents.

All rules and regulations governing student conduct and discipline are applicable to school groups meeting on school premises. In addition, school personnel may take all appropriate steps to ensure that membership in, and attendance at, non-curriculum related student groups is voluntary and student initiated.

No student group meeting on school premises may be directed, controlled or regularly attended by non-school persons. In addition, all student groups must obtain prior written approval from the building principal or his/her designee for non-school persons to attend meetings held on school premises. The building principal may limit the number of repeat visits by any non-school person.

### **VISITORS TO THE BUILDING**

All visitors to the building are to report directly to the office to state the reason for their presence in the building and/or parking lot. Failure to comply with the request may result in trespassing charges. Visitors will not be allowed to attend classes unless the visitor has prior principal approval.

## WITHDRAWAL OR TRANSFER AND STUDENT RECORDS

Several days before a pupil plans to withdraw or transfer from school, he/she should bring a note from his parents explaining the situation. The pupil will present this note at the office and receive instructions regarding the return of textbooks, library books, locker equipment, etc. No clearance slip will be issued or refunds made until all fees or fines have been made.

According to law, most pupil records are confidential. A parent or guardian of a minor pupil must, upon request, be shown the pupil's records in the presence of a person qualified to explain and interpret them. Pupil records may be released with the written permission of the parent or guardian. In the event a student withdraws, records will be transferred to his new school when written notice is received from his parent, guardian, or new school, and there are no outstanding obligations.

### A. Release of Student Records

1. If a student's record is requested by an official of another school system in which the student enrolls, the record may be released. However, written authorization to release the record may be sought and encouraged from the parent/guardian if the student is unmarried and under 18 years of age. Otherwise, the authorization will be sought from the student. Requests in writing for records will be considered as a release by an individual applying for school admission or employment.
2. Information from the student files will not be available to unauthorized persons with the school or any person outside the school without the express consent of the student or the parent/guardian except to comply with a judicial order or subpoena or in cases where the safety of persons or property is involved.
3. Both natural parents of the student shall have access to the student's records regardless of their marital status, unless a court order or divorce decree removes one parent's right to have knowledge about and/or to participate in the child's education.
4. Copies of the records of the currently enrolled students will be made available to authorized personnel upon request.

### B. Appeal Procedure

The following appeal procedures shall be used for the correction or deletion of inaccurate, misleading or inappropriate data in a student's record.

1. Parents and/or legal guardian or 18 year olds, after inspection of school records, may petition the appropriate principal(s), in writing, for an informal hearing to determine the accuracy and/or content of the student's school records.
2. The principal(s) will, within 10 working days of the written request, review the petition, consult with knowledgeable school personnel, listen to parental statements and evidence supporting the petition, and provide a decision to those concerned.
3. If not satisfied, the petitioner may request, in writing, that the superintendent of schools review the case and determine appropriate action within 30 working days.
4. If not satisfied, the petitioner may submit a written request to the superintendent for a formal hearing before a Board of Education.
5. The Board of Education will have 30 working days in which to arrange for and hold the hearing. The Board of Education will make a final decision in regard to the status of the student's records and the materials contained therein.

## CONCUSSION PROTOCOL

In response to House Bills passed in August 2011, the Boonville School District in conjunction with the Missouri State High School Activities Association, has implemented protocol to address the serious issue regarding student and athlete concussions. This protocol addresses efforts that will be made to minimize damages from school sports injuries.

All staff must take a course on the signs, symptoms, and prevention of concussions.

All parents and athletes must receive and sign for the concussion materials as indicated on the MSHSAA Preparticipation Physical Form.

The concussion information for parents and athletes can be found in the following three locations:

- The free NFHS "Concussion in Sports" course described above;
- The materials that are provided on our website ([www.mshsaa.org](http://www.mshsaa.org)) by clicking on the Sports Medicine Tab and then on "MSHSAA Concussion Information Packet;" and
- The Concussion Information PowerPoint located on our website ([www.mshsaa.org](http://www.mshsaa.org)) by clicking on the Sports Medicine Tab and then on "MSHSAA Concussion Video Introduction."

Athletic Directors must keep accurate records of this information and be able to provide it to MSHSAA if asked to do so.

([https://www.mshsaa.org/resources/pdf/IYSBIPreventionReport\\_1213v2web.pdf](https://www.mshsaa.org/resources/pdf/IYSBIPreventionReport_1213v2web.pdf))

In addition, if the student is diagnosed with a concussion, an athlete or non-athletic participating student, must be cleared for progression to activity by an approved healthcare provider (MD/DO/PAC/LAT/ARNP/Neuropsychologist). An emergency room physician cannot clear for progression. A MSHSAA Concussion Return to Play Form must be completed and submitted to the appropriate building level administrator prior to the student returning to any physical activity—sport, competition, physical education classes, and/or recess. The Boonville R-1 School District will follow MSSHA Return to Play (RTP) Procedures after a diagnosed concussion.

### **Notice of Nondiscrimination**

The Boonville R-1 School District has adopted policies which affirm its compliance with applicable statutes regarding nondiscrimination on the basis of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age or handicapping condition. The institution is therefore in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Vocational Rehabilitation Act of 1973.

Any person having inquiries concerning Boonville R-1 School District's compliance with regulations implementing the acts listed above are directed to contact the Superintendent of Schools, 736 Main Street, Boonville, MO 65233, who has been designated to coordinate the institution's efforts to comply with these regulations. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding compliance activities.

### **Notice of Asbestos Control**

The Boonville R-1 School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the appropriate state agencies.
4. Post warning(s) on all areas containing asbestos, and send a written notice to parents and employees, apprising them of the conditions.

Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

### **Notice of Human Sexuality Instruction**

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

### **Notice of Educating Children Who Are Homeless**

The Boonville R-1 School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

### **Notice of Professional Qualifications Release**

In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

### **504 Public Notice**

The Boonville R1 School District, as recipient of federal financial assistance from the United States Department of Education and who operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Boonville R1 School District assures that they will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

District policies and procedures regarding section 504 can be reviewed at the Boonville R-1 School District, 736 Main Street, 8:00-4:30, Monday through Friday.

This notice will be provided in native languages as appropriate.

### **504 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 Boonville R-1 School District assures that they 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.

**Boonville R-1  
Section 504 Procedures**

**Identification, Evaluation, and Placement of Students Suspected of Having Disabilities under Section 504**

These procedures are pursuant to Board Policy # IGBA-AP3 adopted 8/15/07, revised 9/15/2010.

**PROGRAMS FOR STUDENTS WITH DISABILITIES  
(Section 504 and ADA Procedures)**

The purpose of this procedure is to assist district personnel in complying with the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA). In general, students with disabilities who qualify under Section 504 also qualify under the ADA, and this procedure is designed to identify those students in need of accommodation and provide them necessary accommodations.

**Definitions**

*504 Evaluation*—A process where the 504 team determines whether a student has a disability and needs a 504 plan in accordance with Section 504. A 504 evaluation must draw on information from a variety of sources in the area or areas of concern. An evaluation must be conducted before the 504 team makes an educational placement or makes a significant change in the placement of a student. Evaluation may be based on existing information and observation or may include more formal assessment, including the administration of tests and other specialized evaluation instruments.

*504 Plan or Accommodation Plan*—A written document developed by the 504 team specifying accommodations necessary to provide a free and appropriate public education to a student with disabilities in accordance with law.

*504 Team*—A multidisciplinary group consisting of two (2) or more persons who have knowledge of the student, the meaning of the evaluation data and the placement options. This group could include school employees, necessary professionals, the parent, or others who have knowledge of the student. The 504 team decides eligibility, the accommodations necessary to provide a student with disabilities a free and appropriate public education, and the placement of the student.

*Long-Term Suspension*—Suspensions in excess of ten (10) consecutive school days, or suspensions in excess of ten (10) school days cumulatively in a school year where a pattern of suspension is created. In determining whether a series of suspensions has resulted in a significant change in placement, the district should consider the length of each suspension, the proximity of the suspensions to each other and the total amount of time the student is excluded from school.

*Major Life Activities*—Include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include the operation of major bodily functions including, but not limited to, the functions of the immune and reproductive systems; normal cell growth; digestive, bowel, bladder, neurological, brain, respiratory, circulatory and endocrine systems; and other major bodily functions.

*Parent*—For the purposes of this procedure and related forms, a biological parent, guardian or person acting as a parent in the absence of a biological parent or guardian. A student who is 18 and otherwise competent assumes the rights of the parent.

*Students with Disabilities*—For the purposes of this procedure, students who have a physical or mental impairment that substantially limits one (1) or more major life activities.

*Substantially Limited*—Unable to perform a major life activity that the average person in the general population can perform, or significantly restricted as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the condition, manner or duration under which the average person in the general population can perform that same major life activity. In determining whether a student is substantially limited in a major life activity:

1. The district will interpret "substantially limited" broadly.
2. Determinations about whether a disability that is episodic or currently in remission would substantially limit a major life activity will be made as if the disability were currently active.
3. Except for ordinary glasses and contacts, the district will not consider the ameliorative effects of mitigating measures such as medications, assistive technology, auxiliary aids, prosthetics, hearing aids, cochlear implants, mobility devices or oxygen therapy when determining whether a disability substantially limits a major life activity.

**General**

The district does not discriminate against persons with disabilities, nor against those who have a record of such an impairment or are regarded as having such an impairment. The district seeks to identify, evaluate and provide free and appropriate educational services to all qualified students with disabilities within the definitions of Section 504 and the ADA. No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

This procedure will not be applied to students with disabilities who are eligible for services under the Individuals with Disabilities Education Act (IDEA). Those students will receive services in accordance with the IDEA, regulations interpreting the IDEA, the Missouri State Plan, and district policies and procedures implementing the IDEA.

**Compliance Officer**

The district's compliance officer designated in policy AC is also the district's 504 and ADA compliance officer.

**Identification**

The district will take measures to identify and locate every student with disabilities and take steps to notify the students and their parents of the district's obligations to provide the student education and accommodations, if necessary.

District staff will contact the district's compliance officer or designee immediately when:

1. Due to a student's medical condition or impairment, a parent asks for a change of schedule, change of facilities or other accommodation that is not routinely provided to students.
2. A parent notifies the district that a student has a medical condition or impairment that could require accommodation.

3. Based on a student's medical condition or impairment, a teacher, nurse or other employee recommends an accommodation that may be necessary for the student to participate in the district's programs.

### **Evaluation**

The district will conduct a 504 evaluation of any student who needs or may need accommodation due to a disability before making an educational placement or making a significant change in the placement of the student.

Once notified and provided information that a student may have a physical or mental impairment that could qualify as a disability, the compliance officer will organize a 504 team. The compliance officer or designee will contact the parent and the classroom teacher(s) for additional information for the 504 team to consider and will provide the parent and/or student a copy of the procedural safeguards and notice of evaluation. The compliance officer or designee will obtain written consent for any additional formal assessment. If the parent refuses to consent, the district may request a due process hearing as described below.

The 504 team will meet to examine the existing information and determine whether additional information or testing is necessary and, if so, what information should be obtained before making a decision. The compliance officer or designee will assist the 504 team in obtaining additional information. The compliance officer or designee is responsible for ensuring that:

1. Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer.
2. Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient.
3. Tests are selected and administered so as to best ensure that when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the student's aptitude, achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual or speaking skills (except where those skills are the factors that the test purports to measure).

### **Eligibility**

The 504 team will decide if the student is eligible for accommodations under the law. To be eligible as a student with a disability, the student must have a physical or mental impairment that substantially limits one (1) or more major life activities. Not all students with medical impairments are eligible as disabled under the law. In interpreting evaluation data, determining eligibility, and making placement decisions, the 504 team shall:

1. Draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior.
2. Ensure that information obtained from all such sources is documented and carefully considered.
3. Make a placement decision that complies with the law.

When making a determination, the 504 team will consider the effect the impairment has on the student's performance in comparison with children at the same age or grade in the general population. The 504 team will not consider mitigating measures except for ordinary eyeglasses or contacts.

Once the 504 team determines whether the student is eligible, the district will notify the parents of the decision in writing and will document the reasons for the decision. If the 504 team determines that the student has a disability as defined in law, the 504 team will determine educational placement.

### **Educational Placement**

The 504 team will decide the educational placement necessary to provide a free and appropriate education. The accommodations or services determined necessary by the 504 team and the details regarding those accommodations will be recorded in the 504 plan, provided to the parents in writing and maintained by the district. Information regarding the 504 plan will be provided to all district staff as necessary to ensure that the accommodations are provided to the student. Accommodations will include, but are not limited to, the following:

1. *Academic Setting*—Students with disabilities must be educated to the maximum extent with students who do not have disabilities, unless it is demonstrated by the district that an appropriate education cannot be achieved in the regular environment with the use of supplementary aids and services. This may require modifications to desks, seating arrangements, methods of communication or flexibility to leave the room.
2. *Nonacademic Setting*—Students with disabilities will have the same opportunity to participate in nonacademic activities and services (including meals, recess periods, counseling opportunities and other services) as students without disabilities and will participate in those activities and services with students without disabilities to the maximum extent appropriate.
3. *Facilities Accommodation*—The district must provide facilities to students with disabilities that are comparable to the facilities provided to students without disabilities. Students must have access to restroom facilities, cafeterias, playgrounds and classrooms. When the 504 team places a student in a setting other than the regular educational environment, it must take into account the proximity of the alternate setting to the student's home.
4. *Transportation*—Students with disabilities will be provided appropriate transportation at no greater cost than students without disabilities.

### **Extracurricular and Nonacademic Services**

The district shall provide nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation in such services and activities. These services may include, but are not limited to: personal, academic or vocational counseling; athletics; transportation; health services; recreational activities, special interest groups or clubs; referrals to agencies; and employment of students, including employment by the district or assistance in outside employment. Students with disabilities may participate in physical education and athletic activities to the same extent as students without disabilities. The district may offer students with disabilities physical education and athletic activities that are separate or different from those offered to students without disabilities when necessary; however, no qualified student with a disability will be denied the opportunity to compete for teams or to participate in courses that are not separate or different.



### **Preschool, Summer School and Adult Education**

The district will not exclude qualified students with disabilities from preschool, summer school or adult education and will take into account the needs of the students in determining the aids, benefits or services to be provided.

### **Re-Evaluation**

A student with disabilities receiving accommodations under this procedure will be re-evaluated minimally every three (3) years and before making any significant change in placement. The compliance officer will provide the parent and/or student a copy of the procedural safeguards at the time of the re-evaluation. The scope and extent of the re-evaluation will be determined by the 504 team. The compliance officer or designee will obtain written consent for formal assessment for a re-evaluation unless the district takes reasonable measures to obtain consent from the parent and the parent does not respond. If the parent refuses to consent, the district may request a due process hearing as described below.

### **Access to Records**

Parents will have an opportunity to examine all relevant records, including personally identifiable education records, in accordance with law and as outlined in Board policy and district administrative procedures.

### **Parental Involvement**

The district will involve parents throughout the accommodation process. The compliance officer or designee will provide notice to parents before conducting an initial evaluation of a student. The parents will be invited to participate in the eligibility determination meeting and any meeting during which their child's program is designed and placement is determined, but their participation is not required.

### **Disciplining Students with Disabilities**

Students who qualify for accommodation under Section 504 cannot receive a long-term suspension or be expelled for behavior that is a manifestation of the disability. Before a student may serve a long-term suspension, the 504 team must meet and review the behavior subject to disciplinary action, along with current information regarding the disability, to determine whether the student's actions were a manifestation of the disability. If the behavior was not a manifestation of the student's disability, the student may be suspended and will only receive educational services to the extent that educational services are provided to students without disabilities during a suspension. If the behavior was a manifestation of the disability, the district cannot suspend the student, and the 504 team must determine whether the current educational placement is appropriate. The district will provide students and their parents a copy of the district's procedural safeguards at the time any long-term suspension is imposed.

### **Grievance Procedures**

All complaints alleging discrimination, violation of law or failure to follow district policies or procedures regarding the education or accommodation of students with disabilities will be made to the compliance officer and will be investigated immediately. The district will use the grievance procedure outlined in policy AC. Complaints may be made at any time to the U.S. Department of Education, Office for Civil Rights.

### **Impartial Due Process Hearing**

In the event the parent or district wishes to contest an action with regard to the identification, evaluation or placement of a student with a disability under law, either party may initiate a due process hearing. The district may do so by notifying the parent in writing. The parent may do so by notifying the district's compliance officer in writing. The request for a due process hearing must include a detailed statement as to the nature of the dispute. Both parties will have the opportunity to participate in the hearing and to be represented by counsel.

The district will immediately secure the services of an impartial hearing officer. The hearing officer will set a date for the hearing and may request additional clarification from either party as to the nature of the dispute. The hearing officer has the authority and the responsibility to create reasonable rules governing the hearing to ensure that relevant information is presented, but that a decision is made as expeditiously as possible. The hearing officer will provide each party a copy of the written decision within 15 calendar days after completion of the hearing. The decision is binding on both parties unless determined otherwise by a court of competent jurisdiction.

# Missouri Department of Elementary and Secondary Education **Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES**

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 <sup>2</sup> In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

## **Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs**

### **Table of Contents**

#### **General Information**

1. What is a complaint under ESSA?

2. Who may file a complaint?

3. How can a complaint be filed?

#### **Complaints filed with LEA**

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)?

#### **Complaints filed with the Department**

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?

#### **Appeals**

9. How will appeals to the Department be investigated?

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

# Style Guide for Writing Papers at LSE

## What is a style guide?

The LSE style guide is designed to make writing formal papers in the Boonville School District consistent among grade levels and subject areas. It provides students with guidelines on the physical format of papers as well as information on how to document sources and cite them within a paper using MLA (Modern Language Association) style.

## Plagiarism Statement

Plagiarism, in plain and simple terms, is cheating. It is stealing another's words or ideas either on purpose or through carelessness. It will be treated in accordance with the school handbook.

### **First Offense**

1. A zero will be recorded for the entire exercise or project.
2. The parents will be contacted.
3. The student will be referred to the counselor.

### **Second Offense**

1. A zero will be recorded for the entire exercise or project.
2. The student will be referred to the principal.
3. The student will be assigned a detention.
4. A parent conference will be required.

### **Third Offense**

1. A zero will be recorded for the entire exercise or project.
2. The student will be referred to the principal.
3. The student will be assigned 1-3 days ISS.
4. A parent conference will be required.

**Subsequent Offenses:** Students will be referred to the principal, a parent conference will be required, and in- school or out-of-school suspension will be assigned.

As students move on to further their education, plagiarism holds more serious consequences. Many institutions of higher learning expel students for the first offense. This is a serious offense that needs to be dealt with in a serious manner.

## How to cite a source within a text.

Acknowledge the sources used for the paper by parenthetical citations in the body of the paper. Do this in the paper by placing in parentheses the author's last name and the page number of the source. The citation is placed immediately after the information you are citing.

### **Example:**

These otherwise normal individuals, along with millions of others, experience fears so extreme that the fears may be diagnosed as phobias, which are "anxiety disorders characterized by exaggerated and persistent fears of specific objects or situations" (Keller 1).

*Note that no punctuation is placed between the author or the page number and that the period to end the sentence is placed after the citation. If the source has two authors, only the name of the first author listed is given.*

## When to cite a source.

Be sure to cite your source under these circumstances:

- It is a direct quotation from a source.
- It is a source that provides necessary information to support the thesis.
- It is material that might be disputed if not documented.
- It is statistical information that is not common knowledge.\*

\*Common knowledge is information that may easily be found in at least three sources.

## Preparing a works cited page.

In MLA documentation style, citations used in your text are keyed to a works cited page at the end of your paper that gives an alphabetical list of works used. This is an example of typical parenthetical citation using MLA style.

Ancient writers attributed the invention of the monochord to Pythagoras, who lived in the sixth century BC (Marcuse 197).

The citation "(Marcuse 197)" tells the reader that the information in the sentence was taken from page 197 of a work by an author named Marcuse.

This is how it would look in the works cited page. Marcuse, Sibyl. A Survey of Musical Instruments. New York: Harper, 1975.

**When using a source, it is wise to keep track of the following information.**

- author's name
- title of document
- publisher
- city of publication
- date of publication
- page numbers
- date of electronic publication or last update
- date when you accessed the electronic source
- network address or URL

**Examples on how to cite a source in the list of works cited:**

**A book by one author**

Wharton, William. A Midnight Clear. New York: Random House, Inc., 1982. Citation in Text Wharton 140)

**A book by two or three authors**

Freeman, Craig and Eileen K. Schofield, Roadside Wildflowers of the Southern Great Plains. Kansas Press of Kansas, 1991. Citation in Text (Freeman and Schofield 22)

**A book with an editor**

Wilkins, Robert W., ed. Medicine-Essential of Clinical Practice. Boston: Little Brown Company, 1978.

**A signed article in a reference book**

Braddock, Bill. "Tobogganing." Encyclopedia Americana. 1991 ed. Citation in Text (Braddock 326)

**An unsigned article in a reference book**

"Brinkley, Christie." Who's Who of Women in the Twentieth Century. 1995.

**An article in an online reference book**

"Fresco Painting." Encyclopedia Britannica Online. 2002. Encyclopedia Britannica. 8 May 2002  
<<http://search.eb.com/>>.

**An article from a periodical (magazine)**

Levy, Steven. "Is AOL Out of Lines?" Newsweek. February 2, 1997, p. 51. Citation in Text (Levy 51)

**An article in a periodical (magazine) with no author given**

"The Good Gray Suit," Consumer Reports, 51:502-510, August 1986.

**An article in an online magazine**

Levy, Steven. "Great Minds, Great Ideas." Newsweek 20 May 2002 (date of publication. 16 February 2004 (date accessed)  
<<http://www.msnbc.com/news/754336.asp>>.

**A signed article from a daily newspaper**

Rosenberg, Martin. "Merger begins." Tuesday Business. February 11, 1997, p.1.

**An unsigned article from a daily newspaper**

"School too easy, teens say." The Kansas City Star. February 11, 1997, p. 1. Citation in Text ("School" 1)

**An article in an online newspaper**

Archenbach, Joel. "America's River." Washington Post 5 May 2002. 20 May 2002  
<<http://www.washingtonpost.com/wp-dyn/articles/A13425-2202May1.htm1>>.

**Government document**

United States. Federal Communications Commission. Investigation of the Telephone Industry in the United States. 7th Congress, 1st session. H. Doc. 340. Washington: GPO, 1939.

**Personal Interviews**

Webster, Jay. Personal interview, E-mail interview, Telephone interview, May 19, 2004.

**Source within a source**

Boswell, James. The Life of Johnson. Ed. George Birbeck Hill and L.F. Powell. 6 vols. Oxford: Clarendon, 1934-50. Citation in text: Samuel Johnson admitted that Edmund Burke was an "extraordinary man" (qtd. in Boswell 2: 450).

**A work in an anthology, short story collection**

Allende, Isabel. "Toad's Mouth." Trans. Margaret Sayers Peden. A Hammock beneath the Mangoes: Stories from Latin America. Ed. Thomas Colchie. New York: Plume, 1992. 83-88. Citation in Text (Allende 84)

### Internet source using World Wide Web (WWW)

This list shows components of an entry for an Internet publication in the order they are normally arranged. If you do not have one piece of the information, go to the next.

1. Name of author (last name first).
2. Title of article, poem, short story (in quotation marks).
3. Title of book (underlined).
4. Name of editor followed by *Ed.*
5. Publication information.
6. Title of the Internet site (database, online periodical, personal site [underlined]).
7. Version, volume, or issue number of the source.
8. Date of electronic publication, latest update, or posting.
9. Name of subscription service and the name and location of subscriber (our library).
10. The number range of pages.
11. Date accessed.
12. Electronic address.

### Example:

Hoffman, Heinrich. "Struwwelpeter." Trans. Mark Twain. Nineteenth Century German Stories. Ed. Robert Godwin-Jones. 22 Feb. 1999. Foreign Lang. Dept., Virginia Commonwealth U. 10 Jan. 2002 <<http://www.fln.vcu.edu/struwwel/twpete.html1>>.

### Maps and charts

Michigan. Map. USA. Chicago: Rand, 2000.

**Radio or television program**" An Interview with Sadat." Sixty Minutes. CBS, November 11, 1979.

### Computer software

Braunmuller, A.R., ed. MacBeth. By William Shakespeare. CD-ROM. New York: Voyager, 1994.

### Information updated using

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: Modern Language Association of America, 2003.

### Film

Inherit the Wind. Dir. Stanley Kramer. Perf. Spencer Tracy and Frederick March. United Artists, 1960.

## Sample Paper

- Double Spaced
- 1/2 inch header margin for name and page number
- 1 inch top margin
- 1 inch left side margin
- 1 inch right side margin
- 1 inch bottom margin
- Font: Times New Roman
- Font Size: 12 point

**1/2 Inch Header Margin**

Rusher 1

**1 Inch Top Margin**

Brandi Rusher  
Mrs. Courtney  
Introduction to Literature  
September 24, 2003

**(Double Space Twice)**

An Excerpt from "Theft" Among Thieves

**(Double Space Twice)**

Joyce Carol Oates is an astounding author who has written numerous novels and short stories throughout her career. Her literary works are deeply felt, wonderful representations of life in the society she lives within. Take, for example, Oates' 1982 short story "Theft." This story has a theme focused on Marya's relationships with people in her world and the violence that surrounds her; has characters that are lifelike, understandable, and very plausible; and has subtle irony that astounds readers by making them see themselves in the reading. (thesis statement)

The major focuses in Oates' themes are often on an individual's relationships with the outer world (Magill 665). Her works strongly feature violent acts, giving rise to the criticism of her stories depicting too much violence. This "violence—often random, graphic, even obsessive" is found in many works, and is one of the most prominent

## Works Cited Page

- Double spaced, hanging indent
- 1/2 inch header margin for name and page number
- 1 inch top margin
- 1 inch left side margin
- 1 inch right side margin
- 1 inch bottom margin

**1/2 Inch Header Margin**

Rusher 3

**1 Inch Top Margin**

Works Cited

Magill, Frank N., ed. "Joyce Carol Oates." Short Story Writers, Salem Press, 1997. 3 vols.

Oates, Joyce Carol. "Why Is Your Writing So Violent?" The New York Times. March 29, 1981. September 18, 2003

[http://www.nytimes.com/books/98/07/05/specials/oates\\_violent.html](http://www.nytimes.com/books/98/07/05/specials/oates_violent.html).

# BOONVILLE R-I SCHOOL DISTRICT STUDENT DRUG TESTING

## **I. Random Drug Testing**

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, synthetic drugs, prescription drugs without a valid prescription, and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment.

The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy. The district will use a laboratory certified by the U.S. Department of Health and Human Services.

## **Random Drug Testing**

Participation in extracurricular activities is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, synthetic drugs, prescription drugs without a valid prescription, and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 7-12 as a condition of participation in covered activities. Covered activities include all extra-curricular activities, co-curricular activities, and any student who chooses to drive to school and park in a district parking area. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Certain extra-curricular activities have an academic component during the school day, as well as an extra-curricular component outside of school hours. This policy applies only to the participation opportunities afforded students during the extra-curricular component of the activity. Therefore, if a student violates this policy, the consequences described below will apply only to the extra-curricular component of the activity. The student's grade will not be lowered because of the student's suspension from participation in extra-curricular activities. The student may be expected to complete alternative assignments during the suspension in order to maintain his or her grade.

## **Notice and Consent**

Drug testing information will be made available on the school district website or by calling the principal's office. The parent or legal guardian and the student participant will be required to agree to and sign a written consent for testing prior to the student's participation in a covered activity. Covered activities include all extra-curricular activities, co-curricular activities, and any student who chooses to drive to school and park in a district parking area. This consent form will also bind the student and parent to compliance with the terms of this policy. The consent form will remain in effect for the duration of the student's enrollment within the Boonville R-I School District, unless revoked in writing by the parent or legal guardian. The refusal to consent to the application of any provision in this policy will result in the automatic exclusion of a student from all covered activities until consent is provided.

## **Random Selection Process**

Each student who has signed a consent form will be assigned to the random pool while their activity is in season. When the activity the student is involved in ends, the student will be removed from the random pool.

Random drug testing may occur at any time during the school day. The schedule and number of tests administered shall be at the discretion of the School Board and administration.

The Designated School Official will compile a list of all eligible students for drug screening at each testing time (the random pool). The drug screening company will randomly select and present to the Designated School Official the list of students selected for testing. Participants will be called for testing in the order listed until all have been identified as available for testing.

District employees shall not have the authority to waive the testing of any student selected using the random selection process.

## **Testing Process**

The testing method to be administered will be urinalysis. Testing will be conducted by a certified drug screening company contracted by the school district. The drug test shall screen for illegal drugs, synthetic drugs, prescription drugs without a valid prescription, and alcohol.

## **Sample Collection**

Urine samples will be collected using a method intended to minimize the intrusiveness of the procedure. The testing entity will operate the collection process. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing. The student will void urine in private within a closed-door stall. Before the student enters the bathroom, the collection technician will have secured the bathroom by taking steps such as removing trash cans, placing dye in the toilet bowl water, taping-off water supplies and the like.

Once the student has completed the void, the collection technician will check the specimen for sufficient amount, appropriate temperature, no foreign color and no foreign odor. If at any time the collection technician suspects the sample is being tampered with, the collection technician may end the collection process and notify the Designated School Official, who will determine whether a new sample should be obtained or if the student should be considered to have refused to provide a specimen.

If a student does not provide a urine specimen in 3 hours, the student will have up to 5 days to have a “shy bladder examination” to determine if there is a valid medical reason for not voiding in the 3-hour time frame. If the student does not have the exam (done at the family’s expense), or if there is not a valid reason, the test would be deemed positive.

## **Verification of Sample**

The Screening Test will be conducted on the specimen by the Testing Company. Any non-negative specimen will be further tested by a gas chromatography/mass spectrometry (GC/MS) test.

If the GC/MS is non-negative, the results will be forwarded to the Designated School Official (DSO). The DSO will contact the student’s parent/guardian and ask for a meeting. At the meeting, the DSO will inform the parent/guardian of the non-negative result and ask for permission to forward the results to a medical review officer (MRO). If permission is granted, the DSO will obtain the parent/guardian’s name and contact phone number and the student’s name and identification code and forward that information to the contracted screening company, who will then forward the information to the MRO. If permission is not granted, or the parent/guardian will not meet with the DSO, the lab results will be accepted as the final results.

As used above, the term “non-negative result” refers to the detection of one or more tested drugs in the initial screening test, which requires additional testing by the laboratory and confirmation by the MRO. The term “positive result” refers to a non-negative test result which the laboratory has confirmed as a result of additional testing and which, thereafter, is confirmed by the MRO.

## **Disclosure of Other Medications/Final Determination**

When the MRO receives the above information, the MRO will contact the parent/guardian, verify the student’s identification and then discuss medications the student is taking. If any of the medications being taken by the student could explain the non-negative result, the MRO will verify with the pharmacy filling the prescription or the prescribing physician (in some cases, both) that there is a legitimate prescription in the student’s name. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. Those results will be forwarded to the contracted screening company who will then forward them to the DSO.

## **Consequences**

The DSO will notify the student and their parent/guardian of the final determination of the MRO. Upon a positive result, the appropriate extracurricular sponsor and other persons the DSO determines need to know the information to implement district policies or procedures will be notified. All files pertaining to drug testing will be kept confidential and separate from the student’s other education records, and only school personnel with a need to know the information will have access to the information.

Offenses shall be cumulative from grades 7-12.

If a student who has initially consented to participate in random drug testing is selected and refuses to test, he or she will immediately be excluded from participating in extra-curricular activities for 365 calendar days.

A positive test through this random testing program will not result in suspension from school or academic sanctions. The district will not report results to law enforcement.

Students who test positive through this random testing program will be excluded from participation in covered extra-curricular activities as follows:

**First Offense** – Exclusion from all covered activities for a minimum of 30 calendar days. The student shall incur a mandatory retest, as described below.



A student under exclusion may attend and participate in practice sessions and sit with fellow participants during activities/contests; however, the student is not permitted to directly participate in any activities/contests, or to dress in uniform.

**Reduction of Exclusion** – This exclusion can be reduced to 15 calendar days if the parent/guardian obtains, at the parent/guardian’s expense, a substance abuse evaluation by a recognized substance abuse program or professional, along with written documentation of enrollment and regular attendance in an educational/counseling program. A mandatory retest will be required.

**Mandatory Retest** - Any Participant who tests positive will be required to provide a negative drug test at the Participant’s cost before regaining eligibility and will be subject to periodic follow-up tests at District cost for 365 days after return to activities. Failure to provide a negative drug test, within five school days, at the end of the initial suspension will be considered a Second Offense. All tests will be conducted by the District approved Testing Company.

**Second Offense** – Exclusion from all covered activities for a minimum of 180 calendar days and must pass a mandatory retest administered by the district prior to participating in covered activities again.

**Reduction of Exclusion** - This exclusion can be reduced to 90 calendar days if the parent/guardian obtains, at the parent/guardian’s expense, a substance abuse evaluation by a recognized substance abuse program or professional, along with written documentation of enrollment and regular attendance in an educational/counseling program. A mandatory retest will be required.

**Mandatory Retest** - Any Participant who tests positive will be required to provide a negative drug test at the Participant’s cost before regaining eligibility and will be subject to periodic follow-up tests at District cost for 365 days after return to activities. Failure to provide a negative drug test, within five school days, at the end of the initial suspension will be considered a Third Offense. All tests will be conducted by the District approved Testing Company.

**Third Offense** – Excluded from all covered activities for the rest of the student’s enrollment in the district.

## **II. Suspicion-Based Drug Testing**

A student may be required to submit to a drug test when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Staff members will report such suspicions to the building administrator or designee as soon as possible. The building administrator or designee will determine if reasonable suspicion exists. The district’s attorney may be consulted as necessary.

### **Consequences**

Students who test positive under this section will be disciplined in accordance with the district’s discipline code and may also be temporarily or permanently excluded from all district extracurricular activities in accordance with other district policies or practices.

### **Refusal to Submit or Falsifying Results**

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A student who refuses to submit to testing or takes deliberate action to falsify results may still be disciplined under the district’s discipline code for being under the influence of alcohol or drugs. A student who takes deliberate action to falsify results may also receive additional disciplinary consequences.

\*\*\*\*\*

**Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.**

Adopted: February 20, 2013

Cross Refs: IGAEA, Teaching about Drugs, Alcohol and Tobacco  
IGD, District-Sponsored Extracurricular Activities and Groups

Legal Refs: U.S. Const., amend. IV  
*Board of Educ. of Ind. Sch. Dist. No. 92 of Pottawatomie County v. Earls*, 536  
U.S. 822 (2002)  
*Vernonia Sch. Dist. v. Acton*, 515 U.S. 646 (1995)

Boonville, R-I School District, Boonville, MO

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# Laura Speed Elliott Middle School Student Handbook Contract

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

I have been provided with a copy of the Laura Speed Elliott Middle School Student Handbook. The handbook has been reviewed with me. I have had an opportunity to ask questions concerning the information published in the school handbook. I understand that:

- I may ask the principal, or any of my teachers questions about the information contained in the handbook anytime during the year to gain a better understanding of what is expected of me as a student at Laura Speed Elliott Middle School.
- Ignorance of the school rules is not an excuse for failing to follow any or all of the school rules.
- It is impossible for the student handbook to contain all the rules necessary to maintain an orderly school atmosphere. Therefore, my conduct at school should at all times be consistent with the standards published in the student handbook and discipline administered for situations not covered in the handbook will be consistent with those published in the handbook.
- The rules outlined in the student handbook are applied on all school property and at all school activities, home or away.
- The rules outlined in the student handbook are to be followed through the last day of school and should I choose not to follow the rules during the last few days of the school year, discipline will be administered during the next school year.
- The compliance with the standards of conduct published in the Laura Speed Elliott Middle School Student Handbook as adopted by the Boonville R-I Board of Education is mandatory.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_