



Laquey

7-12 Handbook

LAQUEY HIGH SCHOOL MISSION STATEMENT

Our mission is to forge strong, positive connections with students so they can achieve independence, build confidence and gain academic knowledge.

LAQUEY HIGH SCHOOL VALUES

We will provide the tools and opportunities for learning and growth in a safe environment through the demonstration of positive character traits.

We will promote an atmosphere that encourages critical thinking, creativity, independence and a love for learning in our global society.

We will collaborate to develop innovative teaching strategies with student success as the primary focus.

We will be dedicated to continuous professional and personal improvement of ourselves and our students.

We will be committed to being effective problem solvers, communicators and positive role models.

LAQUEY HIGH SCHOOL GRADUATION REQUIREMENTS

In order to graduate from Laquey High School students are required to complete all the following subject and credit requirements set by the Laquey Board of Education:

Laquey Required Subjects

Communication Arts	4
Mathematics	3
Science	3
Social Studies	3
Fine Arts	1
Practical Arts	1
Physical Education	1
Health	.5
Personal Finance	.5
Electives	<u>8</u>
TOTAL	25 (2023-2024 Seniors)

-SPECIAL NOTICE-

CREDIT REQUIREMENTS FOR GRADUATION WILL BE GRADUALLY INCREASING OVER THE NEXT 3 YEARS. CREDITS WILL INCREASE IN THE FORM OF ELECTIVES AS FOLLOWS:

- **2023-2024 JUNIORS WILL NEED 27 TOTAL CREDITS (2 MORE ELECTIVES)**
- **2023-2024 SOPHOMORES WILL NEED 28 TOTAL CREDITS (3 MORE ELECTIVES)**
- **2023-2024 FRESHMAN WILL NEED 29 TOTAL CREDITS (4 MORE ELECTIVES)**

GRADUATION POLICY

The Board of Education for the Laquey School District establishes the following graduation policy and instructs the administration to develop all necessary procedures for proper implementation.

Requirements

A student must meet the following requirements in order to graduate from the Laquey School District, unless one (1) of the stated exceptions applies. The student must:

1. Complete all required credits in grades 9-12, including credits required by the State Board of Education.
2. Pass proficiency exams concerning the United States and Missouri Constitution tests. Successfully pass at least one (1) semester of instruction on the institutions, branches and functions of federal, state and local government, and the electoral process.

Exceptions

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

HONOR ROLL

To qualify, a student must be enrolled in at least 2.5 units per semester (5 subjects), with all grades complete.

Honor Roll GPA = 3.0 – 3.59. High Distinction GPA = 3.6 – 4.0.

NATIONAL HONOR SOCIETY

Any student with a cumulative GPA of 3.80 or higher at the beginning of their junior year will receive an invitation to apply for National Honor Society. Membership is a faculty awarded honor presented to those students who have excelled in the areas of character, leadership, and service. No student with incidences of academic dishonesty, excessive absences, or disciplinary action will receive an application. Current NHS students who drop below a 3.66 cumulative GPA will have their membership suspended until the cumulative GPA is raised back to a 3.80 or higher. Current NHS students with

incidences of academic dishonesty, excessive absences, or disciplinary action will be removed from the organization.

Grading System

A	95-100	C	73-76.9
A-	90-94.9	C-	70-72.9
B+	87-89.9	D+	67-69.9
B	83-86.9	D	63-66.9
B-	80-82.9	D-	60-62.9
C+	77-79.9	F	0-59.9

SEMESTER GRADES / PROGRESS REPORTS

There are two Semesters per school year. Each Semester will consist of 2 eight week grading periods. The Semester grade will be reflective of the average of the 2 eight week grading periods and the semester final (unless test exempt). All students, with a D or below, will receive a four week Progress Report during each eight week grading period. All Progress Reports will be reported with a percentage and/or letter grade. A grade card will be distributed approximately one week after the conclusion of each Semester. Students and parents are reminded that only the Semester grade will determine a student's credit toward graduation.

A+ PROGRAM

This program provides money to students to help pay for post-secondary training at any Missouri Vocational/Technical or Community College provided they meet the following criteria:

1. Attend an A+ designated school for 3 years prior to graduation
2. 95% attendance overall
3. 2.5 cumulative GPA
4. 50 hours unpaid mentoring/tutoring
5. Maintain good citizenship
6. Be free of drug/alcohol violations
7. 18 year old males must be registered for the selective service
8. Score Proficient or Advanced on any qualifying math EOC exam.

INELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Participating in extracurricular activities is a privilege not a right. It is qualified first by eligibility requirements and secondly by performance requirements. Therefore, be it resolved: Students not performing satisfactorily in the academic areas offered or accepting responsibilities in a manner acceptable to the faculty, administration and Board of Education shall have their names placed on an ineligibility list and not be permitted to participate in any school-sponsored extracurricular activities and events until such time as the student's name has been removed from the ineligibility list or they have met the criteria outlined below.

Eligibility Criteria for Interscholastic Athletics and Extracurricular Activities

1. Students failing 1 or more courses on their progress report (Mid-Quarter) or report card (Quarter) will be ineligible for extracurricular activities and events including athletic contests, school sponsored dances (including Prom), as well as all other non-credit bearing activities and events. Students may participate in athletic practices and attend contests with their team but may not participate in games, meets, scrimmages or other competitions while ineligible.
2. Once the ineligibility list comes out following the progress report or report card, a student will be ineligible for 1 week (7 days). At the end of 1 week (7 days) a student may earn the privilege of being eligible by following this process:
 - Picking up an eligibility form from the Main Office.
 - Getting the signatures of the teachers in the classes they were failing, stating that they are now passing the course.
 - If the form is turned in on time (by 3:30pm on the 7th day) with the teachers' signatures and they are not failing any courses, the student will be listed as eligible.
 - If they are still failing one or more courses, they will be ineligible for another week.
 - The students will follow this procedure until they are passing all courses.

Students may also be declared ineligible for a period of time by the building principal for inappropriate behaviors that result in out of school or in school suspensions.

ENROLLMENT FORMS

At the time of enrollment every student completes an Enrollment Form which contains parent/guardian address and phone contact information. It is extremely important to notify the office of any changes in that information in the event the school needs to notify parent/guardian in cases of emergency.

MOCAP ENROLLMENT

Students seeking virtual course options may do so through the MOCAP program <https://mocap.mo.gov/> operated by the Missouri Department of Elementary and Secondary Education. For more information on MOCAP enrollment, please contact Mr. Kent Stoumbaugh (kstoumbaugh@laqueyhornets.us), Laquey High School MOCAP designee.

SCHEDULE CHANGES

A schedule change will only be made if the change meets the academic needs of the student. Requests for a schedule change will be considered on an individual basis. Such changes will only be made after careful consideration by teachers, counselors, and administrators.

STUDENT WITHDRAWAL FROM SCHOOL

Any student who intends to move from LHS should report to the Counseling Office. All necessary details will be explained to the student and parents will be contacted. All

school books and school property must be checked in, and the student must complete the check-out procedure before being withdrawn from LHS. Transferring students must complete the check-out procedure before transcripts are forwarded

NON-CUSTODIAL PARENT'S RIGHTS TO PROGRESS REPORTS

Unless a non-custodial parent has been denied visitation rights under section 452.400, such non-custodial parent or any parent who has joint custody of a child shall, upon request receive any deficiency slips, report cards, or pertinent progress reports regarding the child's progress in school.

STUDENTS OF LEGAL AGE

Every student eighteen years of age or older shall be deemed to be an adult. Although a student may be eighteen years of age or older, as long as that student resides with a parent or legal guardian, the school has an obligation to continue to communicate with the parent or legal guardian regarding school matters. The parent or guardian will still be expected to sign and verify all appropriate forms. Such students, like all other students, shall comply with the policies, rules, and regulations established by the Laquey Board of Education, pursue a prescribed course of study and submit to the authority of teachers and others in a supervisory role. It also should be noted that at eighteen years of age the laws governing adults change and become more stringent: and law enforcement may be contacted more frequently when discipline problems arise. Students living on their own, where confirming an absence with a parent/guardian is not possible, will be considered unexcused unless a doctor/dental note is produced. In addition, students at least 18 years of age and residing on their own must report to the office when signing any school forms. Administrative authorization is required.

VOCATIONAL PROGRAM

Laquey High School is affiliated with the Waynesville Career Center for those students interested in academic vocational programs. Enrollment into these programs is open to Juniors and Seniors in good standing, (grades, discipline, and attendance are checked). Information is available in the counseling office.

Vo-Tech students report to LHS and are transported by bus to the Waynesville Career Center campus to attend Vo-Tech School. Students MUST travel to and from WCC in school transportation. Students that drive to Vo-Tech without administrative authorization will be subject to disciplinary action. Students attending WCC must abide by their attendance policy in order to receive the credit.

ALTERNATIVE EDUCATION PROGRAM (AEP)

Laquey High School Alternative Education Program (AEP) is designed to assist those students that are having difficulty succeeding in the traditional school setting. Criteria for placement into the program can include but is not limited to the following:

1. Students with repetitive behavior problems
2. Excessive truancy or unexcused absences
3. Academic failures due to extenuating or unforeseen circumstances.

The Alternative Program is a transitional program in which students are placed into the AEP for a short period of time (remainder of the current semester or school year). Students are given the opportunity to continue their education in an alternative setting with the intention to transition all AEP students back into the regular school setting. More information is available through the counseling office.

LIBRARY/MEDIA CENTER

The Library/Media Center is available for student use 20 minutes before school, as well as during the regular school day with teacher permission. Students are not to be in the library during their lunch period without prior arrangement. There are no late fees, however, materials that are lost, damaged or not returned, **MUST BE PAID FOR**. All materials checked out by students are to be returned on or before their due date and in good condition. **REGULAR BOOKS** may be checked out for two weeks and are renewable; **MAGAZINES** may be checked out one day at a time and also are renewable.

GUIDANCE AND COUNSELING DEPARTMENT

The Guidance and Counseling Department is a comprehensive developmental guidance program which serves as a counseling, consultation, and referral service. The goals and objectives of the department include: I. Knowledge of Self and Others; II. Educational and Vocational Development; III. Career Planning and Exploration. The Laquey School District believes that the guidance and counseling program is an integral part of the total educational process. Students develop emotionally and socially in school as well as acquire academic knowledge. Therefore, the guidance department must address the issue of growth and development in the affective areas. The counselors will work to create a climate which enhances every student's growth, especially towards self-awareness and positive self-concept in addition to academic success.

Student scheduling will be completed in the Spring Semester prior to the next school year. Counselors will review with students their credit requirements for graduation and discuss recommended courses for the various programs of study. **ALL** students will develop a four-year plan/ICAP of study before they enter their ninth grade year at LHS.

HEALTH SERVICES

Students who become ill or injured at school should report to the Nurse's Office. The school nurse will determine appropriate action. If the student is considered too ill to remain in class, a parent or guardian will be contacted. **STUDENTS WILL NOT BE ALLOWED TO LEAVE SCHOOL FOR AN ILLNESS/ INJURY UNLESS THEY HAVE VISITED THE NURSE'S OFFICE**. Written permission must be obtained from the parent/guardian to administer all medication. All medication must be in the original container and must be transported to and from school by a parent/guardian. The district will not administer the first dose of any medication. Your school nurse will provide the necessary information and form for you.

ATTENDANCE PROCEDURES

We believe that attendance in school is important. When a student misses school, regardless of the reason, he/she is missing something of value. We believe all students need to learn the value of developing a pattern of good attendance and punctuality. Frequent absences of students from the learning experiences disrupt the continuity of the instructional process for everyone. There is no such thing as a completely excused absence, as all absences will affect a student's educational experience to some extent. It is strongly suggested that parents/guardians schedule special family events in conformity with the school calendar.

Any time a student is absent from school, the parent/guardian needs to provide written/verbal documentation/verification/certification in reference to the absence and present it to the high school office on or before the day the student returns. Students leaving for a doctor's appointment or other necessary reasons must be signed out by an approved party at the high school office. All notified absences will be documented. Students will be allowed one day to make-up any learning for each day of confirmed absence.

An "unexcused" absence will be recorded for students who are truant, suspended or whose absence is not approved. Work missed during an unexcused absence may be made up at the classroom teacher's discretion.

As a school we are legally obligated to monitor student attendance and to report any cases that we feel qualify as educational neglect, regardless of whether the absences are confirmed or unexcused. (Board Policy PR 2310) Therefore, as a student begins to accrue absences, a review of the student's progress will take place. Interventions such as scheduling parent conferences, contacting the district social worker for assistance, mandating summer school, requiring retention, notifying the Children's Division and/or the Prosecuting Attorney of Pulaski County may be considered.

A student shall be allowed a maximum of eight (8) absences from school during a semester. Students who accumulate in excess of eight (8) days from school or (8) class periods from the same class may not earn the credit. After three (3), five (5), and seven (7) days of absences a form letter or telephone call will be sent home to inform parents/guardians of the absences. After eight (8) days absent a letter will be sent to a juvenile officer for educational neglect.

A student who misses more than the maximum number of days or class periods in a quarter and does not receive credit for a class may appear before the attendance committee and request that credit be granted. The school is also required to contact the local juvenile office reporting excessive absences.

The attendance committee will be composed of school staff members. They will review the student's file and report the students that have not met the attendance requirement

to the counselor and the grade will be reduced to a 59%. If the student is not in agreement with the decision of the attendance committee, he/she may appeal that decision through the chain of command.

*College visits – juniors and seniors only, 1 visit per year for juniors, 2 visits per year for seniors. College visit form must be filled out before visit, and must be signed by an authorized representative of the college and stamped with the college seal.

STUDENT ABSENCES

When students are absent from school:

1. Parents should phone the school before 7:30 a.m. at 573-765-3716 on the day of absence!
2. If a parent does not contact the school on the day of a student's absence, the student will be declared unexcused. If a student brings written documentation or the parent/guardian phones the attendance office prior to returning to class, the absences may be changed to confirmed.
3. Students will be responsible for obtaining their make-up work.
4. All make-up work should be completed within the same number of days that the student was absent except for tests and long-term assignments (two weeks or more). These tests and long-term assignments will be made up at the teacher's discretion.
5. Advanced Excused Absence – Parents are encouraged to notify the office in advance of a professional appointment; medical or dental appointment; or funeral leave so that the student may have time to communicate with their teachers and thus allow for makeup work prior to the absence.
6. Students with unexcused absences may receive credit for their make-up work (except for tests and long-term assignments, which are made up at the teacher's discretion in accordance with school policy).

LATE ARRIVALS TO SCHOOL

Students arriving late to school must sign in at the High School Office. Students late to school 15 minutes or less without a verifiable excuse will be considered tardy to their first period class. Students late more than 15 minutes without a verifiable excuse will be considered **truant** from their first period class and subject to disciplinary action.

LEAVING AND/OR ARRIVING DURING SCHOOL HOURS

Students who either arrive at school or need to leave the campus during the school day **MUST** check in/out through the High School Office. The school must obtain parental permission prior to the student leaving school premises. Students leaving without checking in/out through the office will be subject to disciplinary action.

CRISIS PLAN AND EMERGENCY PROCEDURES

Instructions for evacuation of the building in crisis or emergency situations are posted in each classroom. Students are to adhere to all instructions of staff and administration in the event of a crisis or emergency. If an emergency situation happens during the

passing period, students are to report to the designated location for the next period class. If at lunch, students should report to the designated location for their 6th period class. Fire and disaster drills will be conducted periodically throughout the school year.

SCHOOL CLOSING

Should school be unable to open because of bad weather, school closing information will be available by listening to the radio stations: KJPW and KJEL as well as KY3 and KOLR TV stations, and APTEGY. Please do not call the school or school personnel. Network television stations, social media, and the text caster service are also sources for school cancellation information.

POSTING OF FLIERS/ANNOUNCEMENTS

Anything posted on the bulletin boards or walls of the school must have the approval of the administration.

STUDENT COMPUTER USE

All students will be required to complete a Technology Agreement Form prior to utilizing the school's technology. This form need only be completed upon initial enrollment into the district. The student and/or parent will be responsible for costs incurred with inappropriate student use of the school's technology. Costs include but are not limited to repair of equipment, software, labor costs and replacement of supplies. Computer violations are subject to disciplinary action.

ACCESSIBILITY PLAN

Chromebook Rules and Fees

- Chromebooks are educational tools and should be used in that capacity only.
- The student is responsible for the Chromebook at all times. The school is not responsible for Chromebooks left in classrooms, hallways, lockers, as well as non-school properties.
- The Chromebook should not be used to- COPY, DOWNLOAD, UPLOAD, or SHARE COPYRIGHT MATERIALS without legal permission. This includes reproduction of music files and software applications.
- YOU are the only authorized user of your assigned Chromebook. Never share or swap Chromebooks with another student. Keep your passwords CONFIDENTIAL.
- Do not EAT or DRINK near your Chromebook.
- Do not remove district labels from the Chromebook.
- Chromebooks must come to school fully charged with power cords daily.
- Chromebooks are school property. If you stop attending Laquey High School and do not return your Chromebook, you will be in possession of stolen property and charges will be filed.
- Your Chromebook and district account are property of Laquey School District and can be reviewed by the district at any time.

Internet Use Rules

- Students agree to adhere to the Laquey High School Chromebook, Internet, and Home use policies as defined in the contract issued by LHS.

Home Use Rules

- Students are responsible for the care of their Chromebook.
- Do not leave Chromebooks in vehicles. Chromebooks cannot tolerate extremes in temperatures.
- Parents/guardians are encouraged to be involved in their students' use on a Chromebook.
- Laquey Schools do not provide home access to the internet.
- Parents/guardians are responsible for monitoring his/her child's use of the Chromebook at home. School policies continue to apply when using the computer from home. (Monitoring software is installed and utilized on every student device.)

STUDENT PICTURE IDs

Students must be in possession of their school ID. Student IDs will be used for identification and lunch charges. ID's can be replaced in the main office for \$5.00.

STUDENT PHONE MESSAGES

Students will not be called from class to answer the phone, nor will a class be interrupted to deliver a message to a student except in an emergency. Emergency messages from parents and numbers will be taken and delivered to students.

LOST AND FOUND

An area for lost and found items is located in the commons. If you need assistance with Lost and Found please contact the main office.

STUDENT LOCKERS

Each student at LHS will be assigned to a hall locker. These lockers are to be used by students for storage of books, coats and other items. Lockers are issued to students with the following understanding:

1. Valuables cannot be secure in lockers if students give out lock combinations or don't properly close the locker.
2. Backpacks, mini backpacks, purses, etc. will not be allowed in the hallways or classrooms unless they are clear or mesh, so lockers should be utilized.
3. Students should take precautions to make sure the combination lock is secure and the door latch is secure.
4. Lockers that become damaged or not operational should be reported to the office.
5. Any items that are stolen out of lockers should be reported to the office promptly.
6. Principals reserve the right to enter students' lockers for various reasons. Lockers are signed out to students for their use. There are times when the

principal may need to access lockers for security, safety or suspicion of wrongdoing.

7. Students are discouraged from taping or gluing items in their lockers.
8. Students are encouraged to take care of the locker assigned to them. Cost of repair due to vandalism, unusual wear, or damage to the locker may be assessed to the student by the principal.
9. Sharing lockers with other students is prohibited unless approved by administration. **THE STUDENT WHO THE LOCKER IS SIGNED OUT TO WILL BE RESPONSIBLE FOR ALL ITEMS IN THE LOCKER!!**

STUDENT TEXTBOOKS AND MATERIALS

Students are loaned textbooks, library books, and other school property for their use. These school properties must be returned to the school upon the student's completion of use. If textbooks or materials are lost, damaged, or defaced, the student will be assessed a charge for replacement of the textbooks or materials. Students who do not return school books, materials, or other property to the school will be held in obligation to the school.

STUDENT INSURANCE PROGRAM

The Board of Education recommends that all students have accident insurance, for the student's and their parents'/guardians' protection. Although arranging for such insurance is the responsibility of the student and parent/guardian, the Board will name an insurance carrier each year to offer group rates. Participation in the group plan is optional. Parents/guardians and students will deal directly with the insurance carrier. Students participating in interscholastic athletics will be required to have adequate insurance coverage. This may be in the form of either family coverage or a provisional coverage. The by-laws of the Missouri State High School Activities Association, of which the district is a member, require that a student be covered through athletic insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in practice until a signed letter indicating adequate insurance coverage is received in the principal's office.

ELECTRONIC DEVICES (cell phones, and other electronic devices NOT assigned by the district)- P2656

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cellphones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2023-2024 school year, student cell phones, digital cameras and similar electronic devices will be banned during the instructional day.

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their students for legitimate reasons.

SCHOOL DANCES

1. Ending time for dances will be determined by sponsors and the administration.
2. Appropriate dress will be determined by the organization sponsoring the dance and LHS Administration.
3. Only current LHS students in "good standing" (not serving suspension or expulsion or assigned to the Alternative School for behavioral reasons) will be allowed to attend.
4. All guests (everyone attending other than LHS students) must be pre-registered at least one week prior to the dance and approved by administration prior to attending. All guests will be expected to follow the established rules and procedures of LHS. In addition, out of school dates must produce some type of picture ID to be admitted to the LHS function.
5. No Junior High students may attend a High School dance. In addition no one over the age of 20 will be allowed to attend a LHS dance.
6. An administrator and/or sponsor will check for any violation of the LHS drug and alcohol policy. If a violation is detected, parents will be notified as well as the appropriate law enforcement agency if applicable.
7. Students that leave the building cannot return to the dance.
8. Students are not to loiter in the parking lot during or after school sponsored dances.
9. Misbehavior at school dances may jeopardize future dances or school sponsored social activities.
10. Identification will be required to enter any school dance.
11. Students must be in attendance for at least half a day on the day of the dance to have the opportunity to attend.

FOOD SERVICES - R5540

The District will participate in the National School Lunch Program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon Federal and State Guidelines. Information concerning the eligibility standards will be distributed annually within the District. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis. Menus may be found at the district website:

<https://www.laqueyhornets.us/> or on the school app, Laquey R5 School district, under dining. Breakfast is served from 7:15 until 7:35 each morning. They will remain in the cafeteria or commons area during their lunch period and will be supervised by a school employee or their classroom teacher.

Meal Charges (P5550)

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration

1. Student Groups: Grades 7-12 students will be allowed to charge a maximum of ten (\$10.00) dollars.
 - A. These meals will include only the menu items of the reimbursable meal.
 - B. After The Balance Exceeds Ten (\$10.00) dollars, the student may be given a designated menu alternate.
2. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, written correspondence, or by phone call from the Food Service Department.
4. On May 15 annually all charging will be cut off.
 - Parents/guardians will be sent a written request for “payment in full.”
 - All charges not paid before the end of the school year will be carried forward into the next school year.
 - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student’s diploma being held.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

All inquiries concerning lunches need to be directed to Mr. Franz Gruidl, he may be reached by calling 765-3245 ext.430.

PROCEDURES

The following procedures will be utilized to allow for proper supervision, maintain cleanliness throughout the building and more efficiently maximize the time allotted for each lunch shift.

- Laquey has a closed campus, which means that students are not allowed off campus during lunch. Attendance will be documented for any students that check out for lunch.
- DoorDash, Uber Eats, etc. is prohibited. We will not accept any food/other items delivered by a delivery service!
- Students are to remain within the Commons Area and cafeteria during their designated lunch shift.
- Food and/or drinks are to be consumed only in the Commons Area and cafeteria.
- **ENERGY DRINKS ARE PROHIBITED DURING THE INSTRUCTIONAL DAY!**
- Students with Food Allergies or Disabilities must have a “Medical Statement for Students Requiring Special Meals” completed and signed by a licensed physician. This form, along with a copy of the district’s policy regarding this matter, is available in the school nurse’s office.
- Money remaining in student’s meal accounts, at the end of the year, will be maintained for student use the following year. If the student graduates or leaves the district, the money will be refunded.

BUS TRANSPORTATION

Students attending Laquey High School are eligible to ride the school bus. Safety is the greatest consideration of this service. Any student who distracts the driver's attention may be denied bus service. Rules are available from all bus drivers. There are some rule violations that may happen in connection with bus transportation where a suspension from school is considered necessary. **In most cases, students need to conduct themselves on the school bus as if they were following classroom rules at school.**

STUDENT DRIVING AND PARKING PRIVILEGES

Students who choose to drive to LHS should consider this a privilege. Students must drive carefully on school property and provide for the safety of others.

Students who drive should adhere to the following:

1. All vehicles are to properly display the school Parking Permit.
2. A 5 mph speed limit is considered a safe speed in the parking lot.
3. Reckless driving or inappropriate parking may result in loss of driving privileges or disciplinary action.
4. Once a student has arrived on campus, the car is to be vacated and no loitering will be allowed around vehicles.
5. Students are not to be in cars during school hours or go to their car without administrative authorization.
6. Vehicles on school property are subject to inspection without owner permission. *Principals and Law Enforcement Officials reserve the right to enter students' automobiles parked on campus when there is reasonable suspicion for search and seizure.*

DISCIPLINE PROCEDURES

The basic, fundamental rule at Laquey High School is that:

No student will interfere with the learning, health, safety, general welfare, or property of another.

The school administration will be firm, fair and consistent in dealing with students. Administrators, from time to time, in severe cases, administer policy by deferring initial discipline steps and by proceeding to more severe disciplinary action. All policies outlined are enforced during school hours, before and after school, and at **ALL** school activities both at home and away. The following are some, but not all, of the methods used at Laquey High School regarding the disciplining of students. These discipline measures may be used by the administration in an effort to change inappropriate behavior:

DETENTION – is held after school on Tuesday and Thursday from 3:40pm – 4:40pm, and during lunch if arranged by administration. Detention is supervised by a staff member, in a quiet study hall atmosphere where students are to bring their homework or reading material to keep them busy. Being late or skipping office detention will result in additional detention being assigned and/or suspension.

IN-SCHOOL-SUSPENSION (ISS) - Certain behaviors warrant a student's removal from classes for a period of time. In such incidents students will be assigned to an In-School-Suspension for a specified number of days. ISS provides an opportunity for the student to complete her/his work in a supervised and restricted school environment. School work completed while in ISS will be credited to the student. If a behavior problem occurs during ISS the student will be sent home on OSS. The student will be required to complete all of their assigned ISS time before returning to school. Students serving ISS will not participate in any school activities, including athletic practices, school activities, and contests until they are reinstated on the next academic day.

- ISS students are to report directly to the ISS room upon arrival to school. Failure to do so may result in additional disciplinary action.
- Students are not eligible to attend extra-curricular activities while serving an ISS. These include: dances, sporting events, plays, musicals, contests, and any other activity considered school related. Students will be eligible for such activities whenever they have completed their next academic day following a suspension.
- Students not fulfilling their obligation of an ISS due to absence or misbehavior may be suspended (Out-Of-School) for an equal or greater number of days than were the original number of ISS assigned.

OUT-OF-SCHOOL SUSPENSION (OSS) - Students may be suspended out of school for more serious offenses. Students may also be assigned OSS for repeat offenses of inappropriate behavior. Students will be assigned OSS when students' health, safety and welfare may be affected.

- Students suspended from school are not allowed on school grounds during their suspension. They are not permitted to participate in or attend school activities, dances, sporting events, school plays, musicals or any other school sponsored activity home or away considered school related.
- Students will be allowed to continue doing their school work while suspended. Arrangements must be made through the office for work pick up during the duration of the suspension.

DISCIPLINE OFFENSES AND CONSEQUENCES

Students that exhibit behavior that is not conducive to the educational process will be subjected to disciplinary action. Depending upon the behavior, one or more of the following actions will be taken by school officials. Disciplinary issues not identified will be handled at the discretion of the administration according to school board policy and in accordance with Missouri Statute 167.171. Out-of-School Suspensions (OSS) will be used in situations where the health, safety and/or welfare of students are an issue in connection with a particular disciplinary offense. Parental involvement in discipline matters may be required for re-admittance to school for more serious offenses. ***THE ADMINISTRATION HAS THE AUTHORITY TO DEVIATE IF EXTENUATING CIRCUMSTANCES WARRANT.** Additional information concerning LAQUEY School District policies may be found on our website: www.laqueyhornets.us

STUDENT CODE OF CONDUCT:

The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstances of any offense or action involving a combination of offenses, may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. All discipline referrals become a part of the student's discipline record. This record may be destroyed upon graduation.

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

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

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

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

Student Discipline:

Extended Summary Suspensions- An asterisk * within the scope and sequence of a discipline consequence indicates that the potential exists for an extended summary suspension, or a suspension of greater than ten days. In accordance with state statutes § 160.261, § 167.161 and §167.171 RSMo. Student suspensions of greater than ten days require a Review Meeting before the superintendent or designee. Extended summary suspensions can be up to 180 school days.

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this regulation, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the administration or the board of education due to mitigating or aggravating circumstances.

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Incidents that happen outside of school hours may be punishable per the school discipline policy if they carry over into regular school hours or if premeditation took place during school hours.

Detention may be assigned during recess, lunch, after school or Saturday School as determined by the building principal.

ACADEMIC DISHONESTY

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

First Offense - No credit for work

Second Offense - No credit for work, conference with principal, and 1 day ISS

Third Offense - No credit for work and 3-5 days ISS

Subsequent Offenses - Course failure 5 days ISS

ALCOHOL/DRUGS

Alcohol/Drugs violations are divided into two offense categories. Suspensions may be reduced with successful completion of substance abuse review. Law enforcement authorities may be notified of violations.

Possession of or presence under the influence of alcohol regardless of whether the student is on school premises. Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

POSSESSION OR USE OF ILLEGAL/PRESCRIPTION DRUGS/ALCOHOL

Possession of or attendance after consumption of any unauthorized prescription drug, narcotic substance, counterfeit drugs or drug-related paraphernalia.

First Offense - 10-180 days OSS* Substance Abuse Review

Subsequent Offenses - 10-180 days OSS* Substance Abuse Review up to expulsion

POSSESSION OF OVER THE COUNTER MEDICATION

The possession, sale, and/or distribution of any medicine supplement is restricted on any school property. All over-the-counter/supplement medicine (i.e. Tylenol, Midol, Antihistamine, and/or similar product) needs to be turned in by the start of the school day to the school nurse.

First Offense - Conference up to 3 days ISS

Second and Subsequent Offenses - 3-5 days ISS

SALE OR DISTRIBUTION OF ILLEGAL/PRESCRIPTION DRUGS/ALCOHOL

May qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis. Law enforcement authorities will be notified of violations.

Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia.

First Offense - 10-180 days OSS* up to Expulsion

SALE OR DISTRIBUTION OF OVER THE COUNTER MEDICATION

First Offense - Conference up to 3 days OSS

Second and Subsequent Offenses - 3-5 days OSS

ARSON

The intentional and knowing use of fire on Laquey R-V School District property that may or may not cause damage to district property or property of others; or, the attempt to commit arson. Arson violations are divided into two offense categories. Law enforcement authorities will be notified of violations.

Class I Arson Offense - Characterized by arson that causes no appreciable property damage, injury to persons, or interruption to the educational or extracurricular process; or, an attempt to commit arson.

First and Subsequent Offense - 1-10 days OSS

Class II Arson Offense - Characterized by arson that causes property damage, injury to persons, or interruption to the educational or extracurricular process. (May qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis)

First Offense - 10-180 days OSS* up to expulsion

ASSAULTIVE BEHAVIOR

Intentionally or recklessly causing injury to another. Assaultive behavior is divided into eight categories. May qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis

Class I Assaultive Behavior - Assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct AND does not meet the definition of Assaultive Behavior. Law enforcement authorities may be notified of violations.

First Offense - 3-7 days OSS

Second Offense - 6-10 days OSS*

Subsequent Offenses - 10-180 days OSS*

Class II Assaultive Behavior - Assaultive behavior toward a person who does not indicate a desire to fight and thereafter does not engage in such conduct which causes significant physical injury (i.e. lacerations, bruising, stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person). Law enforcement authorities will be notified of violations.

First Offense - 5-180 days OSS* up to expulsion

Subsequent Offenses - 10-180 days OSS* up to expulsion

Class I Fighting - Physical conflict involving two or more participants which does not cause significant physical injury (i.e. bruising, stitches, broken bones, unconsciousness or where an ambulance must be called to care for any person) to any person engaged in the physical conflict.

First Offense - 3-10 days OSS

Second Offense - 5-180 days OSS*

Subsequent Offenses - 10-180 days OSS*

Class II Fighting - Physical conflict involving two or more participants, which causes significant physical injury, as defined above, to any person engaged in the physical conflict. Law enforcement authorities will be notified of violations.

First and Subsequent Offenses - 1-180 days OSS* up to Expulsion

Threatening to Fight

Expression of the intent to engage in assaultive behavior toward another.

First Offense - Conference, peer mediation - up to 3 days OSS

Second Offense - 3 days ISS - 5 days OSS

Subsequent Offenses - 6-10 days OSS*

Assaultive Behavior Toward District Personnel or Non Student

Assaultive behavior toward a school district employee whether the conduct occurs on or off school district property; or threatening to engage in assaultive behavior toward a school district employee whether the conduct occurs on or off school district property; or verbally or physically intimidating conduct toward a school district employee whether the conduct occurs on or off school district property.

Assaultive behavior toward non students including, but not limited to, student teachers, visitors, voters, volunteers and law enforcement personnel; or threatening to engage in assaultive behavior toward non students; or verbally or physically intimidating conduct toward non students on district property or at a district-sponsored event.

Law enforcement authorities will be notified of violations.

First and Subsequent Offenses - 5-180 days OSS*

Threats of Violence Toward a Person

The verbal, written, or physical communication of a threat to:

- Inflict serious physical injury or death upon any person;
- Bring a Class III Weapon or a Class II Explosive Device onto school district property or in the immediate vicinity thereof;
- Possess a Class III Weapon or Class II Explosive Device while traveling to or from school;
- Bring a Class III Weapon or a Class II Explosive Device onto a vehicle operated by or for the school district for the transportation of student;
- Bring a Class III Weapon or Class II Explosive Device to a district-sponsored or district-directed activity; or
- Use a Class III Weapon or a Class II Explosive Device on any person.

Law enforcement authorities will be notified of violations.

First and Subsequent Offenses - Conference-180 days OSS* up to expulsion

Threat of Violence Involving Property

The verbal, written, or physical communication of a threat to inflict serious property damage upon school district property, or property which is located on school district property, by use of a Class III Weapon, a Class II Explosive device, or by use of fire. Law enforcement authorities will be notified of violations.

First Offense - Conference-180 days OSS* up to expulsion

BUS SAFETY VIOLATION

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

Inappropriate Conduct - Standing while the bus is moving, yelling, littering in the bus, use of food or drink, not sitting in assigned seats, not sitting properly, eating on the bus, shoving or pushing (horseplay), not following directions of drivers, etc.

First Offense - Conference up to removal from the bus for 1 day

Second Offense - Conference up to removal from the bus for 3-5 days

Third Offense - Conference up to removal from the bus for 5-7 days

Subsequent Offenses - Conference up to removal from the bus for 7-10 days

COMPUTER/ELECTRONIC DEVICE USE

Class I Inappropriate Use of Electronic Device - The act of using electronic devices to create, record, or display confidential or private events involving faculty, staff, or other students is a violation. A “confidential” recording includes, but is not limited to a recording of faculty, staff, students or other persons which is taken in a location where the person has a reasonable expectation of privacy, such as a restroom, locker room or other location in or around school premises, during or in conjunction with an extra-curricular or school activity which is an image of a portion of the person’s body over which the person has a reasonable expectation of privacy. Law enforcement may be notified. This would include the filming, recording, or display of situations including but not limited to: acts of violence; disruptions to school environment; images of staff without permission

First Offense - 3 days ISS-180 days OSS*

Second Offense - 3-180 days OSS* up to expulsion

Class II Inappropriate Use of Electronic Device - The distribution of video, digital images, sound, pictures, or other recording of confidential or private events involving faculty, staff, or other students. A “confidential” recording includes, but is not limited to a recording of faculty, staff, students or other persons which is taken in a location where the person has a reasonable expectation of privacy, such as a restroom, locker room or other location in or around school premises, during or in conjunction with an extra-curricular or school activity which is an image of a portion of the person’s body over which the person has a reasonable expectation of privacy. Law enforcement may be notified. This would include the filming, recording or display of situations including but not limited to: acts of violence; disruptions to school environment; Images of staff without permission, etc.

First Offense - 1-180 days OSS*

Subsequent Offenses - 3-180 days OSS* up to Expulsion

Cell Phone Use/Misuse - Cell phones, digital cameras and similar electronic devices are prohibited during the instructional day. Earbuds are prohibited with the exception of in the classroom, at the teachers discretion, for educational purposes.

First Offense - Conference

Second Offense - 1-5 days ISS (Parent Contact)

Unauthorized Use of Computers/Electronic Devices -

- the use of a computer, handheld device, or any computer system to access, without authorization, a database, computer network, or computer system owned by the school district or an employee of the school district

- use of a school district computer, handheld device, or any computer system to access, without authorization, a database, computer network, or computer system owned by the school district or any other person or entity
- use of a computer, handheld device or any computer system at school to download or review data or other materials from a database, computer network, or computer system, with or without authorization, when access or downloading such data is prohibited, is pornographic or advocates violence or civil disobedience
- use of a school district computer, handheld device, or any computer system to do, attempt to: Bypass a District web filter; Install any executable file on a district servers or a computer; Run unauthorized files from district servers; Access a proxy server (anonymizer); Obtain and/or store images that, in the opinion of the district, are pornographic (whether or not they are blocked by web filters); Download and/or store music and/or movie files on district servers; Engage in other activity that is prohibited by the district or the administration of the school

First Offense - Conference-5 days OSS

Second Offense - 3-180 days OSS*

Subsequent Offenses - 10-180 days OSS*

Tampering with Computer Equipment or Data -

- The modification or destruction of data or programs that reside or exist internal to a district computer, computer system or computer network
- The modification or destruction of programs or supporting documentation residing or existing external to a district computer, computer system or network
- Disclose or take data, programs or supporting documentation that resides or exists internal or external to a district computer, computer system or computer network
- Entry into a district computer, computer system or computer network to intentionally examine information about another person or entity, in the opinion of the district including, but not limited to the following offenses: Gaining access tools; Privilege escalation and back door tools; Enumeration tools; Countermeasure tools; Scanning tools; Any other tools that could be used to bypass district computers or other security systems.

First Offense - 5-180 days OSS*

Subsequent Offenses - 10-180 days OSS*

DEFIANCE OF OR DISRESPECT FOR AUTHORITY

Defiance of Authority or Insubordination - Refusal to comply with a reasonable request or direction of district personnel or others in authority where there is no expressed disrespect for authority.

First Offense - Conference, up to 3 days ISS

Subsequent Offenses - Conference, up to 5 days ISS*

Disrespect for Authority - Overt conduct that exhibits a lack of proper respect for district personnel or others in authority, including incivility, irreverence, impudence, discourteousness or profanity directed toward any person in authority; or such conduct toward any Laquey R-V School District employee during or in conjunction with any district-sponsored or district-directed activity either on or off district property.

First Offense - Conference- up to 5 days OSS

Subsequent Offenses - Detention- up to 10 days OSS

DESTRUCTION OF PROPERTY/VANDALISM/TRESPASSING

Conduct that destroys, mutilates, vandalizes or defaces objects, buildings, materials or property belonging to the Laquey R-V School District or district personnel wherever the property is located; or toward property of others that is located on district property.

Destruction of Property/Vandalism is divided into two offense categories.

Class I Destruction of Property/Vandalism - Conduct that involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of less than one hundred dollars (\$100.00) in the opinion of the building administration.

First Offense - Restitution/up to 3 days OSS

Subsequent Offenses - Restitution/10-180 days OSS*

Class II Destruction of Property/Vandalism - Conduct that involves destruction of property/vandalism where the property destroyed/vandalized has a market value, replacement, clean-up, or repair cost of one hundred dollars (\$100.00) or more in the opinion of the building administration. Class II Destruction of Property/Vandalism Offense may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

First and Subsequent Offenses - Restitution/1-180 days OSS*

Trespassing - Breaking and entering/trespassing: To enter school property without permission.

First Offense - 1-30 days OSS

Subsequent Offenses - 1-180 days OSS*

DISRUPTIVE BEHAVIOR

Disorderly Conduct - Riotous, rowdy, disruptive or unruly conduct that breaks up the order or progress of the educational process in or out of the classroom; including but not limited to the use of non-directed profanity; or offensive/inappropriate language, or possession or use of inappropriate material.

First Offense - Conference/up to 1 day ISS

Second Offense -1-3 days ISS

Third Offense - 3-5 days ISS

Subsequent Offenses - 1-10 days OSS*

Group and Hazardous Disorderly Conduct - Riotous, rowdy, disruptive or unruly conduct that breaks up the order or progress of the educational process, or district-sponsored or district-directed activities, where two or more persons are involved and/or act in concert including gang related behavior or attire. Also includes conduct that creates or has the potential to create a dangerous, hazardous, or harmful situation.

First Offense - Conference - Detention

Second Offense - Conference - 1 day ISS

Third Offense - 1 day ISS - 1 day OSS

Subsequent Offenses - 1-10 days OSS*

EXPLOSIVE DEVICES, POSSESSION, OR USE OF

Class I Explosive Devices - The possession or use of fireworks which are otherwise legal to possess.

Possession of:

First Offense - Conference - 3 days OSS

Subsequent Offenses - 3-10 days OSS*

Use or Attempted Use:

First Offense - 1-3 days OSS

Subsequent Offenses - 5-10 days OSS*

Class II Explosive Devices - The possession or use of explosives, incendiary devices, bombs or similar devices; or possession of materials to manufacture such devices in whole or in part; or possession of instructions or directions for the manufacture of such devices or other explosive devices. Class II Explosive Devices Offense may qualify as a Safe Schools Violation and require the administrator to notify staff members on a need-to-know basis. Law enforcement will be notified.

First Offense - 1-180 days OSS* up to expulsion

EXTORTION

Gaining or attempting to gain something of value from another by compulsion, by actual force, or by threats that place the person in fear. Law enforcement will be notified.

First Offense - 1-10 days OSS*

Subsequent Offenses - 10-180 days OSS*

FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY

Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and instructional material.

First and Subsequent Offenses - Restitution, loss of privilege, principal/student conference, 1-5 days ISS

FAILURE TO MEET/SERVE CONDITIONS OF DETENTION/SUSPENSION

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.

First Offense - Warning up to 3 days ISS

Second Offense - 3-5 days ISS

Subsequent Offenses - 1-3 days OSS

FALSIFICATION OF INFORMATION OF RECORDS

Giving False Information/ Falsifying School Records Offense - Falsely altering any record maintained by the Laquey R-V School District; or filing, processing or using false information with the district with the intent to deceive district personnel.

First Offense - Conference - 2 days ISS

Second Offense - 2-5 days ISS

Subsequent Offenses - 3-10 days OSS*

Forgery Offense - Conduct that consists of making and/or using a signed document that is purported to have been signed by another.

First Offense - Conference - 2 days ISS

Second Offense - 2-5 days ISS

Subsequent Offenses - 4-10 days OSS

FILING A FALSE EMERGENCY REPORT

Knowingly giving false information to any law enforcement officer, security officer, fire department officer, school district employee or other person who deals with emergencies that an emergency is occurring or has occurred. This includes tampering

with emergency equipment, and setting off false alarms. Filing a False Emergency Report is divided into two offense categories.

Class I Filing a False Emergency Report Offense - Filing a False Emergency Report that does not disrupt any educational, extracurricular activity or the school environment such as a false 911 call.

First Offense - 1-5 days OSS

Subsequent Offenses - 1-10 days OSS*

Class II Filing a False Emergency Report Offense - Filing a False Emergency Report that disrupts an educational or extracurricular activity or the school environment such as pulling a fire alarm or making a bomb threat.

First Offense - 1-5 days OSS, law enforcement will be notified

Subsequent Offenses - 1-10 days OSS*, law enforcement will be notified

GAMBLING

Conduct that stakes or risks something of value upon the outcome of a contest of chance or a future contingent event, such as sporting events, not under the student's control or influence, upon an agreement or understanding that the student will receive something of value in the event of a certain outcome.

First Offense - Conference up to 3 days ISS

Subsequent Offenses - 1-10 days OSS*

GANG/SECRET ORGANIZATIONS RELATED BEHAVIOR/ATTIRE

First Offense - Conference - 3 days OSS

Second Offense - 3-10 days OSS*

Subsequent Offenses - 10 days OSS*

HARASSMENT

Conduct that violates Board of Education policies for Staff and Student Harassment; Sexual Harassment-Students; Hazing and Bullying; Staff/Student Relations. Harassment is divided into four offense categories

Inappropriate Non-Physical Harassment Offense - Harassment that is inappropriate verbal, written or nonverbal, non-physical conduct such as demeaning comments or jokes concerning a person's race, color, religion, sex, national origin or disability, or requests for sexual favors, sexual advances or other non-physical conduct of a sexual nature.

First Offense - 1-10 days OSS*

Subsequent Offenses - 5-180 days OSS*

Inappropriate Physical Harassment Offense - 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 cyberbullying or cyber threats. Cyberbullying 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.

First Offense - Conference up to 10 days OSS*

Subsequent Offenses - 5-180 days OSS* up to Expulsion

Hazing Offense - Student hazing is expressly prohibited by Board of Education policy. For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation. Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct. Non Students who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events.

First Offense - Detention up to 3 days OSS*

Subsequent Offenses - 4-180 days OSS* up to Expulsion

INAPPROPRIATE APPAREL

Dress Code and Grooming—We support the right of parents/guardians to exercise their responsibilities in determining proper dress and grooming for their child. However, school clothing should be appropriate as to the time, place, and weather. In addition, wearing of apparel that disrupts the classroom will not be considered appropriate. Shoes or sandals must be worn at all times. Clothing that advertises tobacco, alcoholic beverages, violence, or obscenities will not be worn to school (this includes hats). Chains, cables, trench coats, tank tops, baggy pants, spaghetti strap shirts, or midriff shirts are not allowed to be worn at school. (If a student sitting in a chair, raises one hand, and any part of the stomach is shown, the shirt is considered a midriff shirt.) Seamed sleeveless shirts that reach the outside of the shoulder will be allowed. No undergarments will be shown. Shorts and skirts will be mid-thigh in length within a one inch variation. Any student wearing shorts or skirts out of regulation will be asked to change clothes. Clothing with rips or tears in inappropriate areas will not be allowed. Any student wearing jeans with holes above mid-thigh and one inch variation will be required to change clothes. No blankets are allowed in classrooms.

Laquey School District has established Student Dress Guidelines to inform students and parents of appropriate clothing and accessory items to maximize the educational process and minimize distractions. A student's clothing, apparel and/or accessories are not to jeopardize anyone's health or safety, nor cause a disruption to the teaching/learning process. The following guidelines will apply:

1. No halter-tops, tube tops, tank tops, midriffs, shirts with bare sides, or see-through blouses/shirts may be worn. No clothing with spaghetti straps or such straps that may display any parts of undergarments may be worn. No excessively tight or incomplete clothing may be worn.
2. Muscle shirts and mesh jerseys may only be worn over shirts.
3. Pants will be worn appropriately, not excessively below the waistline. Shorts and skirts are to be of appropriate length.
4. No pants may be worn with holes or tears above mid thigh. Underwear may not be worn as outerwear or exposed to view.
5. Appropriate footwear must be worn at all times.
6. Students may not wear shirts, jackets, or other items with profanity, alcoholic beverage logos, drug references, sexual innuendos, or satanic inferences. Shirts that promote vulgarity/ violence are not allowed at school. Students may not wear anything that would be considered insensitive to any nationality, ethnic group, or gender.
7. Students may not wear caps, hats, bandanas, scarves, headbands, gloves, or sunglasses in the building. (Exceptions may be made for school-sponsored special activities such as School Spirit Week).
8. No gang-related colors, tags, symbols, or apparel will be permitted.
9. Any apparel that could cause injury to others will not be permitted. Examples: wallet chains, extreme rings, necklaces, or spiked bracelets, etc.
10. Face painting, writing or drawing on the skin, is not allowed at school. Costumes are not to be worn to school. (Exceptions may be made for school-sponsored special activities such as School Spirit Week).
11. Students are to be neat and clean upon entering school. Inattention to cleanliness will not be tolerated and students may be sent home to rectify this situation.

Offense - Change of attire. Conference. Failure to comply with the administrator's request to change attire will result in disciplinary consequences for insubordination and/or disrespect.

INAPPROPRIATE LANGUAGE

Use of obscene or vulgar language or gestures that depicts sexual acts, human waste, blasphemous language, obscenities, name calling etc... and does not show respect for the rights of others.

First Offense - Conference - up to 3 days ISS

Subsequent Offenses - 1-10 days OSS*

Improper Displays of Affection

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

First Offense - Conference - up to detention

Subsequent Offenses - Detention up to 5 days OSS

Parking in Restricted Areas/Driving Recklessly on School Grounds

First Offense - Conference - Banned from driving on school grounds for 1 month

Subsequent Offenses - Conference - Banned from driving on school grounds for up to 1 year

SEXUAL MISCONDUCT

Sexual Misconduct is divided into four offense categories. All Sexual Misconduct Offense categories below may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis.

Sexting and or Possession of Sexually Explicit, Vulgar, or Violent Materials -

Students may not possess or display, electronically or otherwise, sexually suggestive, explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.

First and Subsequent Offenses - Confiscation, principal/student conference and ISS up to 1-180 days OSS*

Class I - Sexual Misconduct - The exhibition, video, digital, or print display of a person's genitals, buttocks or the female breasts. Drawing of and/or creating a person's genitals, buttocks or the female breasts.

First Offense - Conference/ISS to 3 days OSS

Subsequent Offenses - 3-10 days OSS*

Class II - Sexual Misconduct - Conduct that is of a sexual nature by or between students that involves the intentional physical contact with a person's clothed or unclothed genitals, buttocks or the breasts of a female.

First Offense - 1-5 days OSS

Subsequent Offenses - 6-10 days OSS*

Class III - Sexual Misconduct - Conduct that is of a sexual nature by or between students such as sexual intercourse, oral sex, and masturbation.

First Offense - 10-180 days OSS*

TARDIES

If a student is late for school or class, he/she is counted tardy. When the bell begins to ring, students must be seated and prepared with a pencil/pen, paper, and other appropriate materials. A late bus will be considered excused and not counted against the student. All other reasons will be considered an unexcused tardy. On the fourth tardy in one quarter, a student will be given one (1) after-school detention. For every subsequent tardy violation (4 tardies), a student will be given additional detention(s) directly related to the offense number (Second offense will equal two detentions, third offense will equal three detentions, etc.).

4 tardies (in one Quarter) - After-School Detention

8 tardies (in one Quarter) - 2 After-School Detentions

12 tardies (in one quarter) - 3 After-School Detentions

THEFT

Taking property of the Laquey R-V School District or others.

Class I Theft - Conduct that involves a theft of property that has a market value or replacement cost of less than one hundred dollars (\$100.00) in the opinion of the building administration. Law enforcement may be notified.

First Offense - Restitution and 1-10 days OSS*

Subsequent Offenses - Restitution and 10-180 days OSS*

Class II Theft - Conduct that involves a theft of property that has a market value or replacement cost of one hundred dollars (\$100.00) or more in the opinion of the building administration. Law enforcement may be notified.

First Offense - Restitution and 3-10 days OSS*

Subsequent Offenses - Restitution and 10-180 days OSS*

Receiving Stolen Property - Conduct that involves receiving, retaining or disposing of property of another person, for the purpose of, or having the effect of depriving the person of the property and with the knowledge or belief that the property was stolen.

First Offense - Detention and up to 10 days OSS*

Subsequent Offenses - 3-180 days OSS*

BUYING/SELLING FOR COMMERCE

Buying/Selling of items for personal gain is prohibited on Laquey R-V School property.

First Offense - Conference/up to 3 days ISS

Second Offense - 3-5 days ISS

Subsequent Offenses - 1-10 days OSS

TOBACCO

Possession or use of any tobacco products, electronic cigarettes, Vaporizers, or other nicotine-delivery products on district property, district transportation or at any district activity.

First Offense - Conference/1-3 days ISS

Second Offense - 1-3 days OSS

Subsequent Offenses - 3-10 days OSS

TRUANCY

Out of Assigned Area - When a student is not in the proper place/location at the proper time during the school day according to his or her schedule or teacher permission.

First Offense - Conference, Detention, up to 1 day ISS

Subsequent Offenses - Detention - up to 5 days ISS

Truancy - Intentionally failing or refusing to attend or follow attendance procedures or removing oneself from attending class or other scheduled school activities where attendance is mandatory including, but not limited to, leaving campus without permission; arriving after the expected time class or school begins, as determined by the district. (Juvenile report required for excessive/chronic absences.)

First Offense - Detention - 1 day ISS

Subsequent Offenses - Detention - 5 days ISS

WEAPONS

All Weapons offense categories below may qualify as a Safe Schools Violation and require administration to notify staff members on a need-to-know basis. Law enforcement will be contacted.

Weapons Offense - Possession of Firearms or Weapons - including, but not limited to, a blackjack, an explosive weapon, a firearm, knives (including pocket knives), brass knuckles or any other items customarily used, or which can be used, to inflict injury upon another person or property.

First Offense - Up to 1 calendar year OSS* and/or expulsion, modified by the Board upon recommendation by the superintendent.

Subsequent Offenses - Expulsion

Possession of or use of ammunition or a weapon component of a weapon

First and Subsequent Offenses - Conference, ISS, 1-180 days OSS*, or expulsion

All violations are not covered by this guide because that would be impossible. If there is a disagreement with discipline, the parent/guardian can appeal that decision through the administrative chain of command.

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

From PRF 1300

Harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination. This Regulation governs and outlines the procedure for filing a complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified in Policy 1300 (outside of Title IX). A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 of the Rehabilitation Act of 1973 should be filed in accordance with the procedures outlined in Regulation 2110.

DISTRICT'S COMPLIANCE OFFICER

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

Casey Storie
27300 HWY AA Laquey, MO 65534
573-765-3716
cstorie@laqueyhornets.us

The District has designated the Compliance Officer with the responsibility to identify, prevent, and remedy unlawful discrimination and harassment in the District. The Compliance Officer is in charge of assuring District compliance with this Policy and Regulation, Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; as well as other state and federal nondiscrimination laws. See Regulation 1301 for the individual(s) designated by the District to be the Title IX Coordinator with the responsibility to identify, prevent, and remedy unlawful harassment and related retaliation in accordance with Title IX of the Education Amendments of 1972.

The Compliance Officer will:

1. Receive complaints of discrimination or harassment based on an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender

identity, disability, age, genetic information, or any other characteristic protected by law.

2. Oversee the investigative process.
3. Assess the training needs of District staff and students in connection with the dissemination, comprehension, and compliance with this Regulation.
4. Arrange for necessary training required for compliance with this Regulation.
5. Ensure that investigations are conducted by an impartial investigator.
6. In the event the complaint is about the Compliance Officer or Compliance Officer's immediate supervisor, the District will consider the appointment of an outside investigator.

**If any complaint involves allegations against the Compliance Officer, the Complaint shall be filed directly with the Superintendent, unless the Superintendent is the Compliance Officer, or President of the Board of Education.*

DEFINITIONS

For the purpose of this Regulation, the following terms are defined:

Compliance Officer: The District employee(s) designated by the Board of Education to coordinate the District's compliance with District policy, Missouri statutes, and federal laws regarding discrimination, harassment and retaliation based on an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic or any other characteristic that is protected by law.

Day: A calendar day. All timeframes and deadlines may be extended by the District for good cause, including but not limited to Board-approved holiday breaks and building closures.

Disability: A physical or mental impairment that substantially limits a major life activity.

Discrimination: Adverse conduct directed at an individual or group based on race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law. The encouragement, cooperation, coercing, or support of adverse conduct that is based on race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law is discrimination.

Harassment: Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law and is so severe or pervasive that it:

- Affects an individual's ability to work in, participate in, or benefit from an educational program or activity

- Creates an intimidating, threatening, abusive hostile or offensive environment
- Has the purpose or effect of substantially or unreasonably altering the work or educational environment.

For the purposes of this Regulation, sexual harassment is defined as unwelcome conduct of a sexual nature or based upon sex when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or consequence is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment.

Retaliation: Adverse conduct including, but not limited to, conduct of a coercive, intimidating, threatening, discriminatory, or harassing nature because of an individual's good faith complaint, participation in the investigation, testifying, or resolution of discriminatory or harassing conduct based on an individual's race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law.

Student: An individual that is currently enrolled as a student of the District.

To report allegations of discrimination or harassment, see your building principal.

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2023-2024 School Calendar

August 3rd-4th	Open Enrollment
August 22nd	Open House 5:00-7:00 pm
August 24th	1st Day of School
September 1st	No School
September 4th	No School-Labor Day
September 15th	No School-PD Day
September 20th	Mid Quarter
October 9th	No School-Columbus Day
October 13th	End of 1st Quarter
October 25th	No School-PD Day
October 26th	No School-Parent Teacher Conferences
October 27th	No School
November 10th	No School-Veterans Day
November 13th	No School-PD Day
November 16th	Mid Quarter
November 20th-24th	No School-Thanksgiving Break
December 15th	End of 2nd Quarter
December 15th	½ Day Dismiss at 12:30
December 18th-29th	No School-Christmas Break
January 1st	No School
January 2nd	No School-PD Day
January 15th	No School-Martin Luther King Day
January 31st	Mid Quarter
February 16th	No School-PD Day
February 19th	No School-Presidents Day
March 1st	End of 3rd Quarter
March 15th	No School
March 18th-22nd	No School-Spring Break
March 29th	No School
April 1st	No School
April 11th	Mid Quarter
April 12th	No School
April 15th	No School-PD Day
May 10th	High School Graduation
May 15th	Last Day of School Dismiss at 12:30