



# **LAURA SPEED ELLIOTT MIDDLE SCHOOL**

700 Main Street  
Boonville, MO 65233  
(660) 882-6649  
<http://www.bpsk12.net/lse>

# **Student Handbook 2023-2024**

## **Mission**

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**

Sam Giroux, President  
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## **ADMINISTRATION**

Mr. Mark Harvey, Superintendent  
Mrs. Cynthia Dwyer, Assistant Superintendent  
Mrs. Angie Rogers, Principal  
Mr. Rhyder Timmins, Assistant Principal

## **Purpose**

This handbook serves to make the students, staff, families, and community aware of the policies and procedures for Laura Speed Elliott Middle School. By signing the student handbook contract, both parents and students acknowledge they have been provided with the handbook information. This handbook is located on the LSE Middle School website and may be accessed anytime.

Covid- 19 guidelines may require changes as needed. Refer to our website for up to date information.

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**DAILY SCHEDULE**

**Doors open 7:45      Breakfast served 7:45-8:05      Report to First Period after eating breakfast 7:45-8:05**  
**Students who do not eat breakfast should report directly to First Period - Students do not go to lockers**

<b>Daily Schedule</b>	<b>Early Release Schedule</b>	<b>Late Start Schedule</b>
Breakfast 7:45-8:05 <b>Announcements 8:10</b>	Breakfast 7:45-8:05 <b>Announcements 8:10</b>	Breakfast 9:45-10:05 <b>Announcements 10:10</b>
1st period 8:10 – 9:00	1st Period 8:10 – 8:47	1st Period 10:10-10:47
2nd period 9:04 – 9:54	2nd Period 8:51 – 9:28	2nd Period 10:51-11:28
3rd period 9:58 – 10:48	3rd Period 9:32-10:09	3rd Period 11:32-12:09
4th period 10:52 -11:15 Advisory	6th period 10:13-10:50	5th Period 12:13-1:19 (Lunch)  <b>Late Start Lunch Schedule</b> Lunch A 12:13 – 12:33 (class 12:36-1:19) Lunch B 12:36-12:56 (class 12:13-12:33 & 12:59-1:19) Lunch C 12:59-1:19 (class 12:13-12:56)
5th period 11:19 –12:38 (lunch) <b>Lunch</b> Lunch A 11:19 - 11:44 Lunch B 11:47-12:10 Lunch C 12:13 - 12:38	5th period 10:54-12:00 (Lunch) <b>Early Release Lunch Schedule</b> Lunch A 10:54 – 11:14 (class 11:17-12:00) Lunch B 11:17-11:37 Class (10:54-11:14 & 11:40-12:00) Lunch C 11:40-12:00 class (10:54-11:37)	6th period 1:23-2:00
6th period 12:42 –1:32	7th period 12:04-12:40	7th period 2:04-2:40
7th period 1:36 – 2:26	8th Period 12:44-1:20	8th Period 2:44-3:20
8th Period 2:30 – 3:20		

**The daily schedule is subject to change per school district adjustments for health and safety.**

## **Late Start Procedures**

The Boonville R-1 School District has adopted Late Start days when needed due to inclement weather. On days when an announcement on radio, TV, email, official school district social media, and messaging has been made that a Late Start is in session, all schools will begin 2 hours later than their regular school start time. LSE will be open at the usual time for students beginning at 7:45 for those students who wish to be here for those two hours. There will be staff supervision during that time.

### **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.

**Core Subjects:** ELA, Math, Science, Social Studies, PE/Health are taken at each grade level

#### **Electives:**

**6th grade** - Art, Band, Choir, Computer Technology 1 (required to move to high school), FACS, Leadership, Math Lab (teacher recommendation), Personal Finance, TAG (if admitted to program)

**7th and 8th grades** - Advanced PE (in place of grade level PE), Art, Band, Choir, Computer Technology 1 (required to move to high school), Cybersecurity, FACS, Leadership, Math Lab (teacher recommendation), Personal Finance, Robotics, STEM, TAG (if admitted to program), Web Design, Debate

### **Grade Reporting**

LSE Middle School uses a semester reporting system. Only semester grades are reported on the official student transcript. Semester grades are cumulative. Progress checks serve to show student progress through the semester and are not placed on the student transcript. Parents and students have access to current grades at any time on the Parent Portal. Email notification will be sent when progress grades are ready to view.

\*Report cards will be distributed in the following manner:

**Progress 1 – Grades due 9/15 - email notification 9/18**

**Progress 2.– Grades due 10/13 - email notification 10/16**

**Progress 3 - Grades due 11/16 - email notification 11/17**

**1st Semester - Grades due 12/20 - email notification 1/03**

**2nd Semester begins 1/4**

**Progress 4 - Grades due 2/2 - email notification 2/5**

**Progress 5 - Grades due 3/8 - email notification 3/11**

**Progress 6 - Grades due 4/12- email notification 4/15**

**2nd Semester - Grades due 5/17 - email notification 5/21**

\*All dates subject to change pending any school closures.

### **Grading**

The following marking system and percentages are used at Laura Speed Elliott Middle School.

<b>Percent</b>	<b>Letter Grade</b>	<b>Honor Points</b>	<b>Definition</b>
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.

### **Honor Roll and Academic Awards**

The honor roll will be calculated at the end of each semester.

Criteria:

Honor Roll - 2.67-3.66 GPA for semester

LSE Honor Roll (previously Principal's honor roll) - 3.67-4.0 GPA for semester

A list of those students making the honor roll will be made available for the Boonville Daily News.

Each semester either one or two students per grade level will be recognized for outstanding academic achievement in the following departmental programs:

English/Language Arts (ELA)

Mathematics

Science

Social Studies

Physical Education/Health

Art

Band

Computer Technology

Choir

Family & Consumer Science

Leadership

Personal Finance

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.

### **Statewide Assessments**

The district's policy on student participation in statewide assessments is made available in the district's office for public viewing. LSE students participate in MAP and EOC assessments during the spring semester of the school year. For additional information on state assessments please refer to Board Policy IL.

### **Eligibility**

LSE Middle School follows the MSHSAA eligibility requirements for junior high. These eligibility requirements pertain to all students. If a student has two Fs in any subject during a grading period, that student will be deemed *ineligible* to attend and/or participate in all extracurricular activities until grades are reported for the next grading period and the student has fewer than two Fs.

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

Students may not attend or participate in extracurricular activities if they have:

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.

### **Missouri Course Access and Virtual School Program (MOCAP):**

The Boonville School District follows Senate Bill 603 and Board Policy IGCD and IGDA which establishes the Missouri Course Access Program (MOCAP). The Missouri Department of Elementary and Secondary Education (DESE) maintains a list of approved course and course providers for Missouri students.

Boonville R-1 School District serves as a host district Greenways Academy and is the preferred course provider. Parents have the right to request other providers from DESE's approved list. Please note that MOCAP vendors are not a MSHSSA sanctioned school and full-time students will not be eligible to participate in school sanctioned athletics and activities.

Full- Time Enrollment Process consists of the following:

1. Missouri residents enroll in their district of residence.
2. Families express intent to enroll in a full-time MOCAP program to school counselors.
3. If applicable, an IEP meeting is held in the resident district.
4. The family selects a MOCAP vendor and begins paperwork to transfer to the host district.
5. The student is disenrolled from the resident district and enrolled in the host district.
6. The host and resident districts complete ESP and Collaborative Agreement.
7. The student begins coursework.

The district retains the option to cancel courses and return the student to in-district learning based on student progress and completion rates. For more information visit the district website, your child's building or DESE approved vendor and course catalogs at <https://mocap.mo.gov/>

**Alternative Methods of Instruction (AMI):**

Alternative Methods of Instruction (AMI) can be utilized on days when there is an unexpected school and/or district closure such as inclement weather, utility outages or an outbreak of contagious disease. AMI plans will be shared with families at the beginning of the year, revisited quarterly and prior to its use. In the event of an AMI day, families will be notified through social media and district alert systems. The school district will use online and printed materials for assignments to facilitate teaching and learning. Teachers will be available to communicate with students on AMI days through Google Classrooms and other district approved messaging systems. Attendance will be determined by the completion of lessons and activities through electronic submission of lessons or completion of lessons turned in the next day of attendance. Families that do not have access to the internet or computers need to contact building media specialists for information on the district AMI technology plan.

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries will be maintained regardless of the student's age, the perceived consensual nature of the relationship, the location of the activity or whether the staff member directly supervises the student. For more information please refer to Board Policy GBH.

AMI/Distance Learning Expectations

# LSE Middle School

## *The Pirate Way*

### Be Respectful, Be Responsible, Be Your Best!

DISTANCE LEARNING EXPECTATIONS	PREPARATION	ISSUES	RESPONSIBILITY	ACTIVITIES	TRANSITIONS	EFFORT
<b>Distance Learning</b>  <b>Alternative Method of Instruction</b>  <b>Technology</b>	Have all materials ready  Have questions or ideas prepared  THINK before posting - is it true, is it necessary, is it helpful, is it kind?	Email teachers with questions  Use google classroom to message teachers  Set up Zoom meeting with teachers if needed	Attend all Zoom meetings on time  Submit each assignment complete and on time  Follow directions  Respect the privacy of others  Be kind	Be actively involved in Zoom activities and discussion  Ask questions in chat or raise hand  Respond to comments and emails	Check your google calendar for assignments and Zoom classes  Leave Zoom politely when class is over  Divide up your time between subjects  Give yourself brain breaks	Persevere and try your best  Create thoughtful and neat work  Check over your work  Use appropriate language in discussions and assignments
	Have all books, folders, notes, and packets with you	Contact your teacher by phone or email	Complete all work  Write down questions or ideas you have  Turn in all assignments when due	Follow all directions carefully  Start and finish activities at one time	Divide up your time between subjects  Give yourself brain breaks	Persevere and try your best  Create thoughtful and neat work
	Check your internet connection before class or doing work  Make sure device is charged	Contact teacher or school IT if you have problems with a device	Take care of device  Charge device  Keep login, password and private	Use device for school work	Put device away quickly and efficiently  Sanitize device after use	Use devices for school work only  Use the internet for learning

#### 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.**

### **Consequences 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 quarter.
  - 5th Tardy – Wednesday Detention
  - 6th Tardy – Wednesday Detention
  - 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..

- **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 4:15 p.m.
- **5<sup>th</sup> & 6<sup>th</sup> late to school** - Two After-School Detentions ending at 4:15 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.

### **BEHAVIOR EXPECTATIONS**

#### **LSE is a PBIS school.**

PBIS = Positive Behavioral Interventions and Supports

We seek to utilize positive language and consistent expectations to help students learn emotional regulation and social emotional well being. We utilize Pirate Bucks as incentives and each month have a Pirate Store where students can spend their Pirate Bucks. There are expectations posted in all areas of the building to guide students to make the best decisions about their behaviors.

Students are expected to be respectful to each other, all staff, and any visitors to the building. This extends to school sponsored activities off campus as well.

Students should respectfully follow instructions and directions from all staff members and if the student feels the instructions are unjust, should schedule a meeting with the principal or assistant principal.

Students should respect personal physical space and should avoid engaging in horseplay, public displays of affection, running in the hallways, pushing or shoving, writing on themselves or others, and should use respectful language.

Students are expected to be responsible for their belongings, their voice levels in all areas of the building, getting to and from class on time, their language and appropriate communication with others, their surroundings including eating/drinking only in designated areas **of the building and using the facilities only under supervision of a staff member.**

LSE implements a PBIS Incentive Plan. The mission of the Positive Incentive Plan is to foster and promote a safe and positive school environment that enhances student learning through teaching and recognizing positive behaviors. Students will be rewarded by limiting their number of office referrals, maintaining appropriate attendance, and sustaining an acceptable GPA throughout the school year.

## **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. 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-I 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

## **CAFETERIA SERVICE**

Beginning the first day of school, breakfast and lunch will be served in the cafeteria. Meals are to be eaten in the Commons. There will be A and B line options available most school days for lunch. **Breakfast and Lunch is free to all LSE students.** This meal program is provided by the Department of Education and meets state and national school meal guidelines.

**NO OUTSIDE FOOD IS TO BE DELIVERED OR DROPPED OFF DURING LUNCH FOR ANY REASON.**

LSE participates in the Super Snack program after school. Super Snacks are available for any student staying after school to participate in an extracurricular activity. Students who walk or ride the bus may also participate in the Super Snack, however, **ALL SNACKS MUST BE EATEN IN THE COMMONS** or at the designated location of the activity. Snacks **MAY NOT** be taken on the bus or out of the building.

## CELL PHONES/ELECTRONIC DEVICES

**With the district giving all students access to Chrome books, possession of personal electronic devices while at school not only increases the potential for theft to occur, but they also have the potential of being very disruptive. Students are discouraged from bringing their own devices to school.**

Student cell phones/smartwatches/E-Devices must be turned off and stored in lockers during school hours. Cell phones/smartwatches/E-Devices will not be allowed to be carried by students throughout the school day. Students may not use cell phones/smartwatches/E-Devices during the school hours of 7:45 a.m. to 3:20 p.m. Cell phones/smartwatches/E-Devices can be used after school. Cell phones/smartwatches/E-Devices should be turned off when students enter the building in the morning. Students should **not** make calls, receive calls, send or receive text messages, or capture pictures during school hours. A phone is available in the office for student use. **Cell phones/smartwatches/E-Devices are NOT allowed in locker rooms or bathrooms.** If in violation, the device will be confiscated and taken to the administrative office. The Boonville R-1 School District and LSE Middle School are not responsible for lost or stolen cell phones/smartwatches/E-Devices.

1st Offense	<ul style="list-style-type: none"><li>• Confiscation of electronic device/phone (including SIM card)</li><li>• Student may pick up after school in the front office</li></ul>
2nd Offense	<ul style="list-style-type: none"><li>• Confiscation of electronic device/phone (including SIM card)</li><li>• Student may pick up after school in the front office</li><li>• <b>1 Detention</b></li></ul>
3rd Offense	<ul style="list-style-type: none"><li>• Confiscation of electronic device/phone (including SIM card)</li><li>• Student may pick up after school in the front office</li><li>• <b>2 Detentions</b></li></ul>
4th Offense	<ul style="list-style-type: none"><li>• Confiscation of electronic device/phone (including SIM card)</li><li>• Student may pick up after school in the front office</li><li>• <b>1 Day of ISS</b></li></ul>
5th Offense	<ul style="list-style-type: none"><li>• Confiscation of electronic device/phone (including SIM card)</li><li>• Student may pick up after school in the front office</li><li>• <b>3 Days of ISS</b></li></ul>
6th Offense	<ul style="list-style-type: none"><li>• Confiscation of electronic device/phone (including SIM card)</li><li>• Student may pick up after school in the front office</li><li>• <b>1-10 Days of OSS</b></li></ul>

## CHANGE OF STUDENT/FAMILY INFORMATION

Please notify the school office as soon as possible of any change in physical address, phone numbers, emergency contacts, email addresses.

## **DAILY PROCEDURES**

### **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 from 7:45 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.

### **Procedures Before School**

**Drop off on the north end of the building on Locust Street. Do not pull into or block the Circle Drive.**

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 the assigned 1st Period. Students are not to be in their lockers or restroom before 8:05 a.m., unless they have a teacher's permission. Once a student has finished breakfast, they are to report to the assigned 1st Period. After morning announcements at 8:05, students will be released to their lockers. All outerwear (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. Lockers should be kept locked when not in use.

### **Procedures After School**

#### **Pick up on the north end of the building on Locust Street. Do not pull into or block the Circle Drive.**

When the Dismissal Bell rings at 3:20, 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. Busses begin leaving LSE at approximately 3:25 pm.

Students who walk home, or get rides home, should exit through the Locust Street doors (North entrance).

They should be out of the building and off school grounds by 3:25 p.m., unless they are at a school supervised activity.

Once a student leaves the building, he/she may not re-enter 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 is the north doors on Locust Street.

**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 3.5 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 the hip or above.
5. Markings or insignia on clothing must not be obscene, suggestive or promote illegal activity. Clothing should not suggest any gang affiliation.
6. Students are to place sunglasses, hats and any other headgear in their locker. These items are not to be worn in the school building.
7. 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.**

## **FOOD and DRINK**

LSE Middle School strives to promote the health and wellness of students.

### **Students that purchase school lunch or bring a lunch from home should not bring soda/energy drinks for lunch.**

Clear bottles of water with a sealable lid may be consumed in the halls and during class if the student has permission from their teacher. All other food and drink must be consumed in the Commons unless it is needed for educational purposes. Open food and open drinks shall not leave the Commons or be in the hallways, restrooms, locker rooms, or classrooms. If a student brings food with them to school in the morning, it must be taken to the Commons and consumed there. If a student brings a lunch to school, they may store it in their locker, but all items must be closed. Open bags of chips, open drinks, cups, etc., are not to be stored in the locker. A drink with a sealable lid can be stored in the locker after it is opened, but it is not to be consumed outside of the Commons by students unless it is water.

## **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.

The Guidance Department works closely with outside agencies to help provide opportunities for students and their families to receive needed resources.

## **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) LSE has an onsite Health Aide/Nurse.

For parents who wish to bring in food to their student during school hours please refer to Policy ADF, Procedure ADF-AP1.

### **Suicide Awareness and Prevention**

For more information regarding the district's suicide awareness and prevention policy see Board Policy JHDF. The National Suicide Prevention Lifeline Number is 1-800-273-8255.

### **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: COVID-19, Influenza A or B, 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.**

### **MO HealthNet for Kids Program**

For more information please see board policy Procedure KB-AP1 or visit <http://www.benefits.gov/benefits/benefit-details/1606>.

### **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 parent request form will need to be filled out for any prescription medication. Over-the-counter medications (ibuprofen, acetaminophen, cough drops, antacid) will only be dispensed with parents signed permission. If an OTC has to be administered on a daily basis for over seven days, a physician request form will need to be filled out. All forms may be obtained in the health office.

\*Medication needs to be brought into the nurse's office. It should not be sent in a child's backpack.

### **Medical Marijuana and Cannabidiol (CBD) Oil**

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy.

When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication.

## **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 MSHSAA Return to Play (RTP) Procedures after a diagnosed concussion.

## **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. Students are invited to apply for consideration for membership if they are entering the 8th 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. For the 2022-2023 school year, an additional criteria will be added due to distance learning during the 2019-2020 school year: students must have earned a "pass" in all classes for 4th quarter of their 7th grade year to be considered for admission to LSE Honor Society. 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 Faculty Council members to evaluate. The students' names are removed from their forms so that they are anonymous. The Council evaluates this portion by awarding points in the areas of academic achievement, service, citizenship, leadership, and character. Candidates receive points on a scale of 1 through 4 with 4 being the highest number of points they can attain. The Faculty Council will judge citizenship and service based on the school, service, and community activities students report being involved in. They will judge leadership by the leadership positions the student reports holding, and leadership potential seen in the written essay. The essay portion is used to help determine character.

Once the Council has completed their evaluations, the evaluations are returned to the advisor who then tallies the scores. There are a total of 20 possible points. If a student receives 80% of the possible points, they are then awarded membership. Students who receive 16 points or above achieve this percentage.

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

Students inducted into Honor Society will elect their President, Vice President, Secretary, and Treasurer. Students must attend meetings and remain active in the club. A point system will be used to encourage student participation. Students will earn points for attending meetings, working "shifts" for projects, project preparation, etc.

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 2023-24 school year to pay for materials needed in specific projects.

The parents of students who 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. - 3:20 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 Technology Usage Agreement must be signed by both parent/guardian and student before technology can be accessed at LSE. Any student found to be in violation of the Technology Usage Agreement may have their Library Media Center privileges revoked for a period of time to be determined by the library media specialist and the administration.

The Boonville R-I School District uses a filtering system to prevent students from accessing unacceptable websites and applications. Personal email accounts and other outside forms of communication cannot be used at school.

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 school website, email and social media outlets.

### **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 in their lockers. Students who are found to have any food (other than lunches) or soda/energy drink 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) will not be allowed and will not be considered directory information.

### **Advisory Period**

Students are assigned to an advisory period in which they will participate in academic enrichment, social-emotional learning, career interests, and soft-skills. Students are expected to come prepared and participate. This class period will be pass/fail based on the student's preparation and participation.

### **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/or 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, receive alerts, and/or monitor official school district social media. 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 and check official school district social media and alerts 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.

## **SCHOOL PICTURES**

School Pictures will be taken of all students and LSE staff members. Pictures are paid online only. If parents do not have access to a computer they can contact Inter-state Studios at 573-449-3090.

## **STUDENT DISCIPLINE**

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

Laura Speed Elliott has an In-School Suspension/Recovery classroom. The classroom is located on the third 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 6-8.

## **Classroom Misbehavior**

Students at Laura Speed Elliott Middle School are expected to take responsibility for their education, behavior, and actions. Students should act in a way which best represents their school, parents, and community. Students should be supportive of fellow students and their activities and respect cultural diversity, individuality, and the choices and rights of others. Students should arrive to class on time and prepared, work hard, remain on task, refrain from infringing on the right to learn, and be respectful of the teacher's wishes. A student who repeatedly violates classroom policies or misbehaves in class shall be subject to referral to the office. Misbehavior might include such things as disrespect for authority, disobedience, excessive talking, failure to work, sleeping in class, coming unprepared without books and materials, etc. Before an administrator will consider disciplinary action for classroom misbehavior, the teacher must show that actions have been taken to resolve the student's problem prior to referral to the administration. Such actions include student-teacher conferences, referral to the counselors, and parent conferences. Possible disciplinary action includes after school detention, in-school suspension, and suspension. Excessive misconducts will result in suspension.

## **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 3:25 to 4:15 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 3:20 p.m. at LSE. 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 assigned ISS are expected to report to the Commons when they enter school and wait for the ISS teacher to escort them to the classroom.

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 the 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 Schools 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.

## **Participation in Activities**

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

## **Prohibition against being on or near School Property during Suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

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

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.

2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
  3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
  4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.
- If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

### **Misuse of Technology**

Technology is a wonderful tool for learning as long as students use it responsibly. Use of the district's technology resources is a privilege, not a right. A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including e-mail and access to the Internet or network drives. Unauthorized sites on the Internet should never be accessed at school. Students who are logged on to unauthorized sites on the Internet or are irresponsible in taking care of provided technology are subject to:

1<sup>st</sup> offense: Four (4) week loss of Internet privileges.

2<sup>nd</sup> offense: Eight (8) week loss of Internet privileges.

## 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/ Act of Violence- Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.  
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/ Act of Violence -Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.  
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.  
1st offense – 3 days suspension  
2nd offense – 5 days suspension  
3rd offense- 10 days 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, threatening, 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 6 days of ISS\*
    - 2<sup>nd</sup> offense – 6 days of suspension\*
    - 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, e-cigarette devices, 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 – 3 Day of ISS
  - 2<sup>nd</sup> offense – 6 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 twenty-one 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\*
40. Possession and/or usage of Vaping and or Electronic cigarettes
  - 1st offense – 3 days of ISS
  - 2nd offense – 6 days of ISS
  - 3rd offense – 10 day suspension

### **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.

For more information concerning the district's position on the use of corporal punishment, please see board policy JGA.

### **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. In some cases long term suspension may be recommended by building administration. Long term suspension is issued by the Superintendent. Before a recommendation is made to the Superintendent, a hearing with parent(s)/guardian(s), the student, building administrators and the Assistant Superintendent will be held. From that hearing a recommendation will be made to the Superintendent.

### **Reporting to Law Enforcement**

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

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

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

## **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 the 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.

## DISCLOSURES

### **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, Mark. Harvey@bpsk12.net (660) 882-7474, 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.

### **Surveying, Analyzing Or Evaluating Students**

Inspection Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments. In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

### **Consent Required**

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

### **Notice And Opportunity To Opt Out**

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled. Notification of Policy and Privacy In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO. The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

### **Notice of Asbestos Control**

The Boonville R-I 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.

Our district will teach students the characteristics of, and ways to identify, sexual predators; the safe and responsible use of the internet, including the dangers of online sexual predators; the potential consequences of inappropriate texting and the importance of open communication with the responsible adults regarding any inappropriate situation, activity, or abuse. Refer to policy Board Policy IGAEB for more information.

There will be trauma-informed, developmentally appropriate training on sexual abuse provided to the students in inform the parents how to learn more about the content of the instruction and their right to have their student excused from the instruction. Refer to policy Board Policy IGAEB for more information.

### **Trauma-Informed Schools**

Boonville School District participates in the Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative. For more information you can visit this website <https://dese.mo.gov/traumainformed>.

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

The Boonville R-I 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.

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact Cynthia Dwyer ([Cynthia.Dwyer@bpsk12.net](mailto:Cynthia.Dwyer@bpsk12.net)).

### **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.

### **Student Complaints And Grievances**

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative. The following guidelines are established for the presentation of student complaints and grievances:

1. The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.

2. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.

3. If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final. All persons are assured that they may utilize this procedure without reprisal.

#### **504 Public Notice**

The school districts listed below, as recipients of federal financial assistance from the United States Department of Education and who operates a public elementary or secondary education program and/or activity, are 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 school districts listed below assure 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: Boonville R-1 School District, 736 Main Street, 8:00-4:30 Monday through Friday or on the Boonville R-1 District website. 504 District Coordinators: Kristen Hough, or Aly Hurt, Special Services Director, 736 Main Street, Boonville, MO 65233 Phone: 660-882-7474 This notice will be provided in native languages as appropriate.

#### **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 School District below 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, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or 40 language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at: 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.

## **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.

### **Parent/Student Rights In Identification, Evaluation And Placement**

(Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by federal law to students with disabilities\*. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided nondisabled students;
6. Have your child receive special education and related services if s/he is found to be eligible under the Individuals with Disabilities Education Act (PL 94-142) or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you;
15. Ask for payment of reasonable attorney fees if you are successful on your claim; and,
16. File a local grievance. The person in this district who is responsible for assuring that the district complies with Section 504 is Aly Hurt, Special Services Director, telephone 660-882- 7474.

### **Student Records and Directory Information**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student's privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student's privacy. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility as authorized by the district. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. 48
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older) does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this handbook.

The following information may be released without obtaining parental consent: Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

The district will respond to a request for records from another school district enrolling a student within five (5) business days of receiving the request. However, if the student's record has been marked pursuant to notification by the highway patrol that the student has been classified as a missing child, the record shall not be forwarded to the requesting district and the district will notify the missing persons unit of the highway patrol of the record request. Upon notification that a student has transferred to any other school district, the district will forward any written notification the district has received from a juvenile officer, sheriff, chief of police or other appropriate law enforcement authority that a petition has been filed in juvenile court alleging that the student has committed an offense listed in § 167.115.1, RSMo., and the notification of disposition of such case, to the superintendent of the new school district in which the student has enrolled

**Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA)  
Complaint Procedures for ESSA Programs**

**COMPLAINT PROCEDURES**

**1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17**

**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.**

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

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

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

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

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

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

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

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

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

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

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

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

**9. How will appeals to the Department be investigated?**

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

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

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

**BOONVILLE R-I SCHOOL DISTRICT**  
**STUDENT DRUG AND ALCOHOL TESTING**

The Boonville R-I School District ("District") Board recognizes the special need to protect the health and safety of students from the use of illegal drugs and alcohol. The purpose of this policy is to deter, detect, and prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to decrease student discipline issues, and to improve safety and security for all students while under the District's supervision at school, extracurricular activities, and in District parking areas.

Illegal drugs are any unauthorized prescription drug, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, except for the authorized use of Medical Marijuana and Cannabidiol Oil pursuant to Missouri law and the District's Policies. Illegal drugs prohibited by this Policy do not include the lawful use of a prescription or nonprescription drug. 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.

**I. Random Drug Testing as a Condition of Covered Activities**

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, and alcohol. To ensure the safety of all students, the District will conduct random drug testing of students in grades 7-12 as a condition of their participation in covered activities. Covered activities include all extra-curricular activities, the extra-curricular component of 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 to 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.

Consequences of a positive test result from a random, suspicionless drug and alcohol test taken with consent as a condition for participation in a covered activity.

Offenses shall be cumulative from grades 7-12.

A positive test through this random testing program will not result in suspension from school or academic sanctions. Students who test positive through this random testing program will be excluded from participation in covered extracurricular 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 First 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 student who tests positive will be required to provide a negative drug test at the parent/guardian's expense before regaining eligibility for covered activities and will be subject to periodic follow-up tests at District cost for 365

days after returning to covered activities. Failure to provide a negative drug test, within five (5) school days of 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. The student must pass a mandatory retest administered by the District at parent/guardian's expense prior to participating in covered activities again.

**Reduction of Second 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 student who tests positive will be required to provide a negative drug test at the parent/guardian's expense before regaining eligibility and will be subject to periodic follow-up tests at the District's expense-for 365 days after return to activities. Failure to provide a negative drug test, within five (5) school days of 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. Drug Testing based on Reasonable Suspicion**

Drug testing based on reasonable suspicion, unlike random drug testing based on a student and parent/guardian's consent as a condition of participation in a covered activity, may only be used when a school official has reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any illegal drug prohibited by district policy while at school, a school activity, or on District property. If a school official determines that there is reasonable suspicion to believe that the student may be under the influence of an illegal drug or alcohol while at school, a school activity, or on school property but the student-refuses to submit to drug or alcohol testing, the student may still be disciplined under the District's discipline code for being under the influence of alcohol or drugs. Students deemed to be under the influence of an illegal drug or alcohol while at school, a school activity, or on District property based on a positive test result on a Reasonable Suspicion Drug or Alcohol Test will be disciplined in accordance with the District's discipline policy and may also be excluded from extracurricular activities as determined by the District.

## **I. Random Drug Testing**

### **Notice and Consent**

The Boonville R-I School District ("District") will provide each student information on Policy JFCI and Procedure JFCI-AP, *Student Drug and Alcohol Testing*, at the beginning of every academic year. The Policy is also available on the District's website and in the High School Student Handbook. As a condition of the student's participation in the privilege of any covered activity, the student and parent/guardian will be required to agree to and sign the written consent form JFCI-AF, *Student Drug and Alcohol Testing Form*, agreeing to abide by Policy JFCI and Procedure JFCI-AP 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. The consent form will remain in effect for the academic year, unless revoked in writing by the student or parent/legal guardian. The refusal to consent to Drug and Alcohol Testing as a condition of participating in a covered activity or 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 selection pool during the time period in which they are an active member of a student activity, club, or team and/or while the student is driving a vehicle to school and parking in a District parking area. When the covered 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. Students will be called for testing in the order listed by the drug screening company until all have been identified for drug and alcohol testing.

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

### **Testing Process**

The testing method to be administered will be urinalysis or a saliva test. Testing will be conducted by a certified drug screening company contracted by the District. The drug test shall screen only for illegal drugs and alcohol.

### **Sample Collection**

Urine samples or a saliva sample will be collected using a method intended to minimize the intrusiveness of the procedure. The District will use an outside testing agency to test students under this Policy. The testing entity will operate the collection process. The testing agency will follow practices and procedures designed to ensure the validity of testing, the proper chain of custody with regard to specimens, the confidentiality of medical information submitted with testing, and procedures designed to ensure the privacy of students while testing.

During a urinalysis, the student will void urine in private within a closed-door stall. Before the student enters the bathroom, the testing agency will take appropriate steps to prevent the falsification of test results, such as removing trash cans, placing dye in the toilet bowl water, taping off water supplies and the like.

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 randomly selected student refuses to submit to a drug and alcohol test upon request, and there is not a valid reason, the student may still be excluded from covered activities as determined by the District.

### **Verification of Sample**

The random sampling test will be conducted on the urine or saliva sample by an outside testing company. Any non-negative sample will be further tested.

If the drug and alcohol test result is non-negative, the results will be forwarded to a 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 testing company, who will then forward the information to the MRO. If permission to re-test the sample for verification 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 illegal drugs or alcohol 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. A positive result attributable to the lawful use of a prescription or nonprescription drug shall not be considered a positive result for the purposes of this policy. The District will consider all accommodations and modifications to this Policy for eligible students as required by Americans with Disabilities Act and the Individuals with Disabilities Education Act.

### **Privacy and Confidentiality**

The District is committed to collecting samples in a minimally intrusive manner and maintaining student confidentiality. Student drug and alcohol test results will remain confidential and will only be released to the student, his or her parent(s)/guardian(s) and approved school officials. All files regarding the test results will be kept strictly confidential and will be kept separate from the student's other educational records. The testing process will only screen for illegal drugs and alcohol. Random, suspicionless drug and alcohol test results taken pursuant to student consent as a condition of participation in covered activities will not be turned over to law enforcement unless otherwise required by law. Drug and alcohol test results taken pursuant to reasonable suspicion that the student was under the influence of drugs or alcohol while at school may be reported to local law enforcement. Students found to be in possession of a controlled substance shall be reported to the appropriate local law enforcement agency and the controlled substance shall be turned over to local law enforcement.

## Disclosure of Other Medications

In order to maintain student privacy, students are not required to inform the District in advance of testing of all medications they are taking solely for the purpose of avoiding a positive drug test result. Upon confirmation by the MRO that a student has received a non-negative drug or alcohol test result, the MRO will contact the student and the parent/guardian, verify the student's identification, and then discuss the prescription medications the student is taking. If any of the medications being taken by the student could explain the non-negative result, the MRO will ask for prescriptions of any drugs the student may have taken that may have affected the outcome of the analysis. Proof of medication can be given through the presentation of a prescription or through doctor verification. In the event a student has a positive test for marijuana and has a legally issued medical marijuana card, the student's parent/guardian may provide proof of such card which will be considered. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. If there is a legitimate medical reason for the student testing positive for the presence of the drug, the results will be deemed as negative. If there is not a legitimate or acceptable medical explanation, the positive result will remain. Those results will be forwarded to the contracted screening company who will then forward them to the DSO. Consequences of a Positive Test Result from a random, suspicion less drug and alcohol test taken with consent as a condition for participation in a covered activity. The DSO will notify the student and their parent/guardian of the final determination of the MRO. Upon a positive result, only 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.

A positive test through this random testing program will not result in suspension from school or academic sanctions.

Students who test positive through this random testing program will be excluded from participation in covered extracurricular 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 First 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 student who tests positive will be required to provide a negative drug test at the parent/guardian's expense before regaining eligibility for covered activities and will be subject to periodic follow-up tests at District cost for 365 days after returning to covered activities. Failure to provide a negative drug test, within five (5) school days of 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. The student must pass a mandatory retest administered by the District prior to participating in covered activities again.

**Reduction of Second 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 student who tests positive will be required to provide a negative drug test at the parent/guardian's expense. Before regaining eligibility and will be subject to periodic follow-up tests at the District's expense-for 365 days after return to activities. Failure to provide a negative drug test, within five (5) school days of 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 and Alcohol Testing**

A student may be required to submit to a drug or alcohol test when a school administrator has reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy while at school, a school activity, or on District property. 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. The suspicion may be based on, among other things, the student's behavior, odor, speech, or appearance.

If the school administrator determines that reasonable suspicion exists, the District will conduct a drug or alcohol test in accordance with the testing process, sample collection, verification of sample, privacy and confidentiality, and disclosure of other medications procedures outlined above.

### **Consequences**

Students deemed to be under the influence of an illegal drug or alcohol while at school, a school activity, or on District property based on a positive test result of a reasonable suspicion drug or alcohol test will be disciplined in accordance with the District's discipline policy and may also be excluded from extracurricular activities as determined by the District.

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

If a school administrator has reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy while at school, a school activity, or on District property and the student subsequently refuses to submit for drug or alcohol upon request may still be disciplined under the District's discipline code for being under the influence of alcohol or illegal drugs. A student who takes deliberate action to falsify results may also receive additional disciplinary consequences.

**BOONVILLE R-I SCHOOL DISTRICT  
STUDENT DRUG AND ALCOHOL TESTING FORM  
(CONSENT FORM--STUDENT JFCI-AF)**

STUDENT'S NAME:

STUDENT'S DOB:

ACADEMIC YEAR:

I, \_\_\_\_\_ [student's name] have received, read, understand and agree to abide by Boonville R-I School District's Policy JFCI and Procedure JFCI-AP, *Student Drug and Alcohol Testing*. As a condition of participating in any extra- curricular activity, the extra-curricular component of co-curricular activity, and the ability to park in a District parking area (collectively referred to as "covered activities") in the Boonville R-I School District's ("District"), I consent to random, suspicion-less drug testing in order to meet the District's special need to deter, detect, and prevent student illegal drug and alcohol use.

I hereby agree to provide urine samples upon request and will adhere to the sample collection, testing, and verification process outlined in Procedure JFCI-AP. I authorize the District to have my urine sample tested for illegal drugs and alcohol by a certified drug screening company contracted by the District. I authorize the release of information concerning the results of such a test to approved District officials and to my parents/guardians.

I understand that my participation in any extra-curricular activity, the extra-curricular component of co-curricular activity, and the ability to park in a District parking area is a privilege and a positive drug test result will result in my exclusion from participation in these covered activities. I further understand that refusing to submit to requested drug testing or taking deliberate action to falsify my results will result in my exclusion from participation in these covered activities.

I also acknowledge that if a school administrator has reasonable suspicion to believe that I may be under the influence of drugs or alcohol while at school or a school activity, for the health and safety of all students, the District may request a urine sample pursuant to Policy and Procedure JFCI and a positive drug test result will result in exclusion from participation in covered activities and further discipline in accordance with the District's discipline code.

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Student Signature

Date

This Consent Form JFCI-AF will remain in effect for the duration of the \_\_\_\_\_ academic year, unless revoked in writing by the student and the parent/guardian.

Boonville R-I School District  
Policy JFCI-Student Drug & Alcohol Testing BOE  
approved & implemented: June 21, 2023

BOONVILLE R-I SCHOOL DISTRICT  
STUDENT DRUG AND ALCOHOL TESTING FORM  
(CONSENT FORM—PARENT/GUARDIAN JFCI-AF)

STUDENT'S NAME:

STUDENT'S DOB:

ACADEMIC YEAR:

I, \_\_\_\_\_, [name of parent/guardian] have received, read, understand and agree to abide by Boonville R-I School District's Policy JFCI and Procedure JFCI AP, *Student Drug Testing*. As a condition of my student's participation in any extra-curricular activity, the extra-curricular component of co-curricular activity, and the ability to park in a District parking area (collectively referred to as "covered activities) in the Boonville R-I School District's ("District"), I authorize the District to conduct random, suspicionless drug testing in order to meet the District's special need to deter, detect, and prevent student drug and alcohol use.

I hereby authorize my student to provide urine samples upon request and to adhere to the sample collection, testing, and verification process outlined in Procedure JFCI-AP. I authorize the District to have my student's urine sample tested for illegal drugs and alcohol by a certified drug screening company contracted by the District. I authorize the release of information concerning the results of such a test to approved District officials.

I understand that my student's participation in any extra-curricular activity, the extra-curricular component of co-curricular activity, and the ability to park in a District parking area is a privilege and a positive drug test result will result in my student's exclusion from participation in these covered activities. I further understand that if my student refuses to submit to a requested drug test or takes deliberate action to falsify their results, it will result in my student's exclusion from participation in these covered activities.

I also acknowledge that if a school administrator has reasonable suspicion to believe that my student may be under the influence of drugs or alcohol while at school or a school activity, for the health and safety of all students, the District may request a urine sample pursuant to Policy and Procedure JFCI and a positive drug test result will result in exclusion from participation in covered activities and further discipline in accordance with the District's discipline code.

\_\_\_\_\_

Parent/Guardian Signature

Date

This Consent Form JFCI-AF will remain in effect for the duration of the \_\_\_\_\_ academic year, unless revoked in writing by the student and the parent/guardian.

Boonville R-I School District  
Policy JFCI-Student Drug & Alcohol Testing  
BOE approved & implemented: June 21, 2023

## LSE MIDDLE SCHOOL EXTRA- AND CO-CURRICULAR ACTIVITIES HANDBOOK

Extra-and co-curricular activities are recognized as an integral part of the secondary school's total educational program. The responsibility for the control and regulation of the school's athletic/organizational programs rest with the Board of Education. The responsibility for administering the athletic/organizational programs of the school, however, is delegated to the building administrators and athletic/activities director.

LSE Middle School is committed to the belief that participation in sports/organizations is a **PRIVILEGE**, not a right, that requires individual responsibility by the participant to the team, club, school, and community. LSE Middle School is a member of the Missouri State High School Activities Association (MSHSAA) and shall be regulated by the code of this association, which has been established by a vote of all member schools.

Student participants are subject to the Boonville R-I District's discipline policy, as outlined in the student handbook, as well as specific rules in this athletic/activity handbook. Copies of the student handbook may be obtained in the main office at LSE Middle School and/or on the school website.

Participants will be required to follow other specific rules established by individual coaches/sponsors/advisors.

The purpose of this section of the athletic/activity handbook is to familiarize the student participant with some of the responsibilities associated with interscholastic activities at LSE Middle School. This section is intended to serve as a source of information and guide for athletes/participants and their parents.

### Activity Standards

#### **1. Attendance at school, practices, meetings, and competitions:**

All participants are expected to attend all practices in order to participate in interscholastic contests/competition. The coach/sponsor/advisor may excuse participants from meetings/practices or competition for legitimate reasons or absences. An unexcused absence from meetings/practices/competitions will result in disciplinary action by the coach/sponsor/advisor. A second unexcused absence from practices/meetings/competitions will result in the participant being dismissed from the team or organization. Each case will be reviewed by the head coach to determine appropriate action. The coach/sponsor/advisor will determine if an absence from practice or competition is excused or unexcused. Examples of an excused absence would include, but would not be limited to: a death in the family, illness or injury to the participant, school sponsored activities approved in advance by the principal, career days approved in advance by the head coach/sponsor/ advisor. Examples of an unexcused absence would include, but would not be limited to: truancy from school, work related absences, skip days. A participant who misses school (one class) on the day of a contest or the day following a contest without being excused by the principal will not be eligible to participate in extra-curricular activities on that day or the day of the next competition.

#### **2. Athletic Equipment:**

All athletes are responsible for the preservation of the school's athletic equipment. Equipment issued to athletes must be returned to the coach at the end of the season. Athletes will be held financially responsible for any lost or misplaced equipment. Deliberate mutilation of school property or equipment will be charged to the athlete. Equipment includes any uniforms or clothing which is issued by the coach for the purpose of participation in a particular sport. Athletes not returning school issued equipment or not paying for lost or damaged equipment will not be allowed to participate in any further interscholastic competition at LSE Middle School.

#### **3. Transportation:**

Bus service is provided to all participants for all away activities. Students are to ride to and from activities on transportation provided by the school. An exception will be made when the parents contact the principal in advance of the contests or the coach/sponsor/advisor immediately following the activity to request permission for their child to ride with them. For a student to be allowed to ride home with his/her parents from an activity the parents must contact the coach/sponsor/advisor in person immediately following the contest to verify that the student is riding home with them. Any other arrangements must be made by the parent completing a transportation release form, which must be approved in advance by the principal. (See sample form). In most cases students who do not use school transportation to an away activity will not be permitted to participate in that activity. When male and female athletes share the same bus they shall be seated separately.

#### **4. Insurance:**

Students participating in interscholastic sports must be covered by some type of insurance. This must be verified by the form that Boonville R-I High School has available and is to be signed by the parents.

#### **5. Medical Examination:**

All students are required to undergo a physical examination by a doctor before he or she is eligible to participate in: an athletic tryout/practice/camp, the summer and after school weightlifting program, a dance tryout/practice/camp, a cheerleading tryout/practice/camp. The examination card, with proof of insurance, must be turned into the activities director or head coach prior to

participation. The physical examination must be administered on or after February 1, of the previous school year, to be valid. Students must obtain parental permission before being allowed to engage in interscholastic competition.

#### **6. Participant injuries and their care:**

All injuries must be reported to the supervising coach/sponsor/advisor immediately. Please notify the coach/sponsor/advisor if it is necessary to consult a physician. In case of an emergency, students will be sent to the Cooper County Memorial Hospital unless parents indicate that students should be sent elsewhere. Should an injury be discovered after the participant has returned home, the coach/sponsor/advisor should be contacted at once.

#### **7. Conditioning:**

Usually, the physical condition of an athlete affects the outcome of athletic competition. An athlete must be in good condition to perform at his/her maximum potential. Proper diet and rest are essentials in conditioning of an athlete.

#### **8. Rule Infractions:**

Coaches/Sponsors/Advisors will not accept information about rule infractions by participants from any party or parties other than LSE Middle School administration and faculty members or law enforcement officers. When a coach/sponsor/advisor is informed by an administrator, a faculty member, or law enforcement officer, that a participant has violated stated rules, the informant must provide a written and signed statement about the rule infraction. However, if there is admission of guilt by the participant of committing a rule infraction the coach/sponsor/advisor will review the situation with the athletic/activities director and principal for possible disciplinary action.

#### **9. Alcohol/Drugs:**

Possession and/or use of alcohol or illegal drugs in any form at any time, on or off school property, by a team member will result in:

##### **1st Offense**

1. Parents or Guardian notified by the Head Coach/Sponsor/ Advisor.
2. Appropriate law enforcement agency shall be contacted if necessary by the high school principal.
3. Suspension from competition for a 2-week period or four (4) competitions, whichever comes first, once competitions have begun. Students will be required to practice or attend meetings.

##### **2nd Offense**

1. Parents or Guardian notified by the Head Coach/Sponsor/Advisor.
2. The student is terminated from the team/organization and is suspended from all competitions for one year. The suspension begins on the date of the offense. The suspension ends once the new season begins a year later. (Ex: If the offense occurs during football, the athlete would be ineligible to compete until the beginning of football next year.)

#### **10. Tobacco:**

Possession and/or use of tobacco or tobacco like products on school grounds or while representing the school by a participant or use of tobacco off school grounds while a member of an team/organization will result in:

##### **1st Offense**

1. Tobacco confiscated on school grounds.
2. Parents or Guardian notified by the head coach/sponsor/advisor.
3. Suspension from organizational activities for one (1) week or two (2) competitions, whichever comes first, once competitions have begun. Students will be required to practice or attend meetings.

##### **2nd Offense**

1. Tobacco confiscated.
2. Parents or Guardian notified by the head coach/sponsor/advisor.
3. The student is terminated from the team/organization and is suspended from all competitions/ organizational activities for one year. The suspension begins on the date of the offense. The suspension ends once the new activity season begins a year later. (Ex: If the offense occurs during football, the athlete would be ineligible to compete until the beginning of football next year.)

#### **11. Defacing or Destroying Property:**

Any student who defaces or destroys property of the Boonville R-I School District or staff members of the Boonville R-I School District will be subject to the following actions:

##### **1st Offense**

1. Parents or Guardian notified by the head coach/sponsor/advisor.
2. Depending on the nature and extent of the defacement or 35 damages, appropriate law enforcement agency shall be contacted if deemed necessary by the high school principal.
3. Depending on the nature and extent of the defacement or damages, the student is subject to suspension or discipline by coaches/sponsors/advisors.

## 2nd Offense

1. Parents or Guardian notified by the head coach/sponsor/advisor.
2. Depending on the nature and extent of the defacement or damages, appropriate law enforcement agency will be contacted if deemed necessary by the high school principal.
3. The student is terminated from the team/organization and is suspended from all competitions/organizational activities for one year. The suspension begins on the date of the offense. The suspension ends once the new activity season begins a year later. (Ex: If the offense occurs during football, the athlete would be ineligible to compete until the beginning of football next year.

## **12. Citizenship Requirements:**

MSHSAA By-Law 212.0 Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

**a. Law Enforcement:** A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

### **b. Local School:**

1. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.
2. The eligibility of a student who is serving detention or in-school suspension shall be determined by local school authorities.
3. A student shall not be considered eligible while serving an out-of-school suspension.
4. A student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.
5. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
6. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and 36 responsibility to judge its students under those standards.
7. Each school shall diligently and completely investigate any issue that could affect student eligibility.

**c. Student Responsibility:** Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors (MSHSAA).

## **13. Suspension from attending and/or participating:**

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

1. Failing to pass a minimum of 6 courses in a grading period.
2. Four or more misconducts per semester.
3. Ten or more absences and/or tardies per semester.
4. Failing to attend assigned Wednesday detention.
5. During in school and/or out of school suspension from school.

## **14. Unsportsmanlike acts:**

Such acts which are malicious in nature during a contest resulting in ejection shall cause the athlete to be ineligible to represent the school for at least the next contest. An athlete who commits such an act, but is not ejected may also be subject to at least a one game restriction from representing the school. Each case of this type is to be reviewed by the head coach, athletic director, and principal before a final decision is reached.

## **15. Multiple Arrests:**

All participants at LSE Middle School, throughout the school year, are expected to promote good citizenship and be a role model within the school and community. Multiple run-ins (2 or more arrests in a year) with law enforcement officials do not uphold these standards and will not be tolerated. If a participant has been found in violation of this standard, the coach/sponsor/advisor has the right to dismiss the offending participant from the team/organizational activity.

#### **16. Penalty for Withholding Information or Fabrication of a Statement:**

A participant guilty of a violation of the LSE Activity handbook policy is expected to demonstrate character and be forthcoming about his/her infraction of participant rules. Participants in violation of codes within this handbook will be dealt with in the following manner:

1. The participants who tell the truth about handbook infractions are subject to the specified consequence outlined for the offense.
2. Those participants who are found to be fabricating or withholding information are subject to extended consequences similar to those outlined for the offense.

#### **17. Due Process:**

Any participant who is found to have violated regulations has the right to due process. Following are procedures to ensure student participants receive just treatment.

1. The participant shall be given oral or written notice of the charges against him/her.
2. If the participant denies the charges, he/she shall be given an oral or written explanation of the facts which form the basis of the disciplinary action.
3. The participant shall be given an opportunity to present his/her version of the incident before judgment or disciplinary action is rendered. The participant has the right to bring forward witnesses on his/her behalf.
4. The head coach/sponsor/advisor will provide notification to the parent/guardian or others having custodial care of the participant, of the administrator's action and the reasons for such action.
5. The Activities Director will make written documentation of events and proceedings for the parents or guardian and file a copy of the documentation in the participant's student folder.
6. If the participant is dissatisfied with the decision made by the principal and activities director, he/she has the right to appeal to the Superintendent of Schools. Appeals are to be in writing and submitted within 10 days of the previous decision. The Superintendent will, within 10 days of receipt of the appeal, establish a hearing date. 18. Rule infractions and citizenship violations deemed detrimental to the program may result in removal from the team at the discretion of the coach. 19. If a student quits a sport 7 days or later, after the start of practice, that student will not be allowed to participate or attend pre-season workouts for the following sports season until the sport they quit is concluded.

**LSE Middle School Transportation Release Form**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Activity: \_\_\_\_\_

Sponsor/Coach/Advisor: \_\_\_\_\_

I give my permission for my son/daughter to ride home with \_\_\_\_\_ after the event and release the Boonville R-I School District from any liability.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Administrator's Signature

**This form should be submitted to the building administrators prior to the date of the activity.**

