

## INDEX

Board Philosophy	
Administration and Staff	2
Attendance	
Secondary attendance policy	3
Illness	5
Tardies	5
Bell schedule	5
Transportation	
Bus transportation	6
Parking/Driving	6
Extracurricular Activities	7
Pre-Make Up slips	4
Wed. & Sun. Practices	11
Awards	8
Student Council	9
National Honor Society	10
Sponsors	11
Discipline	
Discipline Policy	12
Drug and Alcohol Policy	27
Drills, Special bells	27
Inclement weather	28
Shelter areas	28
Lunch Period	20
Honor Roll	20
Graduation requirements, awards, honors	21
Guidance Program	26
Grievance Policy	29
Hall Passes	23
Library	26
Student Concerns	
Attendance	3
Detentions	7
Dress Code	14
Electronic Devices	21
Illness	5
Leaving school during day	4
Lockers, books, deliveries	23
Make-up work	4
Parties, Dances, Telephone	24
Public affection	24
Tardies	5
Winter Ball	25

....

## **MISSION STATEMENT**

“La Monte R-IV School District pledges to educate and empower all students through quality educational programs that respect individual differences and diversity to achieve lifelong success.”

The La Monte R-IV School District does not discriminate in admission or access to any class offering. All are available without regard to race, color, national origin, sex or handicapping condition.

The La Monte R-IV School District does not discriminate on basis of race, color, national origin, sex or handicap in participation in any extracurricular activity. The district follows all M.S.H.S.A.A. rules and regulations.

## **ADMINISTRATION**

Superintendent	Mrs. Joan Twidwell
Secondary Principal	Ms. Jana Fleckenstine
Elementary Principal	Mr. Chris Crane

## **BOARD OF EDUCATION**

President	Mr. Steve Lazenby
Vice President	Mrs. Tonya Johnson
Treasurer	Mrs. Kim Lyne
Member	Mr. Jim Carroll
Member	Ms. Mary Lee Guthrie
Member	Mr. Jack Shull
Member	Mr. Steve Harvey

## **CERTIFIED STAFF**

Gloria McDonnell	Science	Mrs. Macae McKinley	Agriculture
Mrs. Cindy Bentley	English	Mr. Mike Dieckman	Ag/Shop
Mr. John Curry	Phys. Ed	Ms. Melissa Lackey	Spanish
Mrs. Cheryl Hibbard	Mathematics	Mrs. Colleen Haesemeier	ESL
Mrs. Janice Goodman	Special Ed.	Mrs. Terry Porter	Fed. Program
Mrs. Lori Covington	Science	Mrs. Gail Meyer	ISS/A+
Mrs. Doris Jolly	FACS		
Ms. Tabitha Burton	Music		
Mrs. Becky Hudson	Mathematics		
Mrs. Audrey Ming	Counselor		
Mrs. Joyce Schilb	Library		
Mr. Jeff Jones	Social Studies		
Mrs. Cheryl Plummer	Business		
Mr. Carl White	Social Studies		
Mrs. Amanda Trelow	Art		
Mrs. Amanda McKeehan	English		

### **Attendance Procedures:**

1. If known in advance, a student's absence should be made known to the administration by written note. Phone calls will be accepted, but a written note is still required following the absence.
2. A written note is required after a student's absence, for any reason, upon the student's return to school. This note should include the date, reason for absence, and parent signature. Without a written note, the absence shall be unexcused.
3. A total of five (5) days of absence per semester per period will be allowed. This will include both excused and unexcused (truancy) absences. More than five (5) days of absence for any block/period will result in a loss of credit for that period. [Note: Out-of-school suspensions are not considered to be unexcused absences for purposes of attendance.]
4. Three (3) tardies in any class will be counted as one (1) absence.
5. When a student has reached three (3) absences for any class, a letter will be sent to the parent/guardian notifying them of the amount of absences.
6. Truancy is defined as a student being absent without parent or administrative approval. It will be considered an unexcused absence and may lead to additional disciplinary action.
7. After five (5) absences have been recorded in any period, the student may appeal the loss of credit to the Appeals Committee. This committee will consist of the secondary principal, secondary counselor and secondary faculty members. Appeals will be considered on the basis of medical records, emergencies, or unusual circumstances. Truancy will not be a basis for appeal. The appeal shall be made in writing to the principal no later than fifteen (15) school days after the last day of the semester.
8. The student will be afforded a contested case due process hearing which is in accordance with the Administrative Procedures Act. This hearing will take place before credit is removed.
9. If the lack of attendance persists, this matter will be referred to the local prosecuting attorney and/or the Missouri Division of Family Services (Child Abuse/Neglect Unit) for students who fall under the Compulsory Attendance Law.
10. Students with a long term illness, confirmed by the administration, will be given the option of homebound instruction under these provisions and would not be subject to the five (5) day per semester no credit provision. These will be considered on an individual basis.
11. Students leaving the school during the day must first receive permission from the principal or superintendent before signing out. Breach of this policy will result in unexcused absences and other disciplinary action.
12. In order to participate in a scheduled extracurricular activity, students must be in attendance the full day of the event or have administrative approval prior to the absence. Administrators must be notified by the parent/guardian before 8:00 a.m. to pre-approve any absence.

### **Incentives for Good Attendance:**

Students in grades 7-12 that have two (2) or fewer days of absence and three (3) or fewer tardies in any class and have a passing grade for the semester will not be required to take the semester final in that class. Students are encouraged to take the test to possibly raise their grade, but the test shall not be used to lower the grade. Students must have been enrolled for the entire semester to be eligible for this privilege. In addition, students who meet the above criteria and maintain a GPA of 2.0 or better in all classes are eligible to participate on a field trip in lieu of semester finals. There will be regular rewards given for those with perfect attendance and/or no tardies.

### **Make-Up Work After an Absence:**

1. Students with an excused absence will have the same number of school days they were absent to complete make-up work. It is the responsibility of the student to obtain information from the teacher regarding missed work and to turn make-up work in on time. Make-up work not completed during the allotted time will be recorded as a zero.
2. The classification of a student's absence as being excused or unexcused is the responsibility of the administration in conjunction with the Board of Education.
3. An unexcused absence is one where make-up work (tests, homework, etc.) cannot be accepted. All unexcused absences will result in zeros being given for any work in all classes. [Note: Out-of-school suspensions are considered unexcused in terms of make-up work. Zeros will be given for any work in all classes during the OSS.]
4. Assignments or tests which were announced prior to the student's absence will be due the day the student returns to school even if the class does not meet that day. Students who know in advance that they will be absent (family vacation, school activity) will normally be required to complete assignments before the absence.
5. Students who are truant or suspended out-of-school do not have make-up privileges and will receive zeros for all work.
6. Make-up for final exams requires administrative approval.

### **PRE-MAKE UP SLIPS`**

Students going on school sponsored activities, which will require them to miss some part of a school day, must have a slip signed by **all** teachers whose class will be missed, stating that the students work is completed **before** going on the trip. These slips are to be obtained from the activity sponsor or coach and returned to him/her by the close of the school day, prior to going on the activity.

### **LEAVING DURING THE SCHOOL DAY**

When a student leaves the school grounds during the day for any reason they must receive permission from the principal or superintendent. When permission is granted, the student will sign the check-out sheet in the office. Any unauthorized absence will be regarded as an unexcused absence and may lead to disciplinary action. A note from a parent, signed and giving the reason, or a phone call from the parent, **must** accompany the student's request to leave school.

## STUDENT ILLNESS

1. A student who is injured or becomes ill at school will be sent to the nurse/office. If the illness is considered to be serious, the student's parents/guardian will be informed by phone. In case of an extremely serious accident or illness, and a parent/guardian cannot be located, the student will be taken to the doctor or hospital at the discretion of the administrator.
2. Students are reminded to **always** check out from the office **before** going home when illness strikes at school.

## TARDIES

1. Students are expected to arrive at school early enough to provide for any preschool duties and to begin the school day. Students are allowed four (4) minutes to pass between classes which should be enough to prepare for the next class(es).
2. Students who are late to school must see the principal or the secretary to receive a permit to enter class. Students tardy to class must have a admittance slip from the office or another teacher.
3. For any class, three (3) tardies will count as one (1) absence for that class.
4. Each student will be allowed four (4) unexcused tardies per semester. This is a total for all classes. The following are consequences for additional unexcused tardies:
  - a. **5th unexcused tardy** - Detention and parent contact with written warning of ISS or Saturday School.
  - b. **6 or more unexcused tardies** - One (1) day ISS, and /or Saturday School.
  - c. **8 or more unexcused tardies** - One to three (1-3) days ISS and/or one to three (1-3) days Saturday School.
  - d. **10 or more unexcused tardies** - Parent conference plus indefinite ISS and/or Saturday school assignment.

## BELL SCHEDULE

Students should not arrive on the school grounds before 7:45 A.M. Upon arrival at school students in grades 7 through 12 are to go to the gymnasium and sit in the bleacher area until the 7:57 A.M. bell, unless you have business to attend to (lunch cards, passes, etc.). Breakfast will be served from 7:45 to 7:57. The office is not open until 7:45. Students should not be in the building before or after school unless they are under the supervision of a staff member.

7:50	First Bell (students may enter the building)
7:54	Warning Bell
8:00-8:50	1 <sup>st</sup> Period
8:50-8:54	Passing Period
8:54-9:44	2 <sup>nd</sup> Period
9:44-9:48	Passing Period
9:48-10:38	3 <sup>rd</sup> Period
10:38-10:42	Passing Period
10:42-11:32	4 <sup>th</sup> Period
11:32-11:57	JH Lunch
11:36-12:26	HS 5 <sup>th</sup> Period

11:57-12:51	JH 5 <sup>th</sup> Period
12:26-12:51	HS Lunch
12:51-1:41	6 <sup>th</sup> Period
1:41-1:45	Passing Period
1:45-2:50	7 <sup>th</sup> Period
2:30-2:50	Academy

**TRANSPORTATION**

The Board of Education has adopted the following procedures for students riding a school bus. The building principal may remove any students who are being unruly, noisy, or generally disruptive.

1. No student will enter or leave the bus while the vehicle is in motion, or until the highway is clear.
2. All students will remain seated while the bus is in motion.
3. Students must be on time to meet the bus and must be in the proper place.
4. If you are to get off the bus anywhere but at your regular stop, you must present the bus driver a note, signed by a parent or office staff, to this effect.
5. All School policies remain in force for students riding buses.

**VO-TECH STUDENTS**

All Vo-Tech Students will ride transportation furnished by the school to and from SFCC. Vo-tech students will follow **both** the schedule of the high school and vo-tech school. This may mean that they will be attending one school even though the other school may not be in session. Check and follow both schools schedules carefully.

**DRIVING/PARKING**

Students driving to school will park their vehicles on the parking lot closest to the new gym. The vehicle will remain there until the end of the school day. Students need permission from an administrator to return to the lot or vehicle after school has started. Students are not permitted to drive, or ride in any vehicle during the time school is in session without permission from the superintendent or principal. Students operating vehicles improperly will be subject to discipline procedures.

Walking students shall cross Washington Street by crossing as directed by the crossing guard.

**SATURDAY SCHOOL or FRIDAY SCHOOL**

Saturday school will be held from 8:00 A.M. until 12:00 (noon) and Friday School will be held from 3:00 P.M. until 7:00 P.M., on designated Saturdays or Fridays. Some reasons for Saturday school to be assigned are: the second time some offenses have occurred, an excessive number of detentions, being on the ineligible list repeatedly, and/or excessive tardies. Saturday school is an added option for discipline. During Saturday school students will work on class assignments initially with full credit given for work performed. If a student misses or does not complete a Saturday school the

punishment would be first be doubled, then ISS assigned, then parent conference and indefinite ISS with possible loss of credit for work performed. Significant notification time will be given to students and parents before being assigned.

Saturday school will be held 2<sup>nd</sup> Saturday of each month. Additional dates may be added as necessary.

## **DETENTIONS**

Administrators and teachers will continue to assign detentions using their best judgment. When a detention is assigned, it will be for a specific day, according to the schedule. Detention will always be from 3:15 until 4:00 on either Tuesday or Thursday; the location will vary. Detention may also be a loss of student privileges for that day.

Missing a detention without prior approval from the administration will result in the student **receiving an extra day of detention. If the detention is missed again, the student will be assigned ISS.**

## **EXTRA-CURRICULAR ACTIVITIES**

To be eligible to participate in any MSHSAA-sponsored activity (i.e. athletics, cheerleading, pompom squads, music/band, speech/drama, and academic competitions on a evaluative basis where the outcome is judged, places are awarded, wins/losses, recorded, etc.) the student must:

**Be a creditable citizen of the school, as per MSHSAA rules:**

**“Students who represent a school in interscholastic activities must be credible citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered ‘credible citizens.’ Conduct shall be satisfactory in accord with the standards of good discipline. A student shall not be considered eligible while under suspension. The 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. 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 (or has an excused absence(s) from class) without an unexcused absence. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority to judge its students under those standards.”**

**-- MSHSAA By-Law 212.0**

1. This school has the authority to set restrictive citizenship standards and shall have authority to judge its students under those standards.
2. The Student will not be under suspension from any class or study hall.
3. The Student will not have any “F’s” based on quarter grades.
4. Determination of eligibility under this section shall be by an eligibility list prepared by the principal and circulated to all teachers every nine weeks.

5. Ineligible students will be expected to practice but not participate in any MSHSAA sponsored activity. Grades from the 4<sup>th</sup> quarter will be used to determine eligibility for the beginning of the next year. Students will become eligible when the grade or grades are raised to be at or above the minimum required when the next nine-week eligibility list is circulated.
6. Weekly probation: If a student becomes eligible at midterm, that student will be on weekly probation allowing them to participate on a weekly basis as long as the student remains eligible. Students on weekly probation will also be required to attend tutoring regularly throughout their probationary status. The administration will make the determination as to the frequency and amount of tutoring that will be required. Failure to maintain eligibility at any point during the probationary period will result in ineligibility for the remainder of the nine-week grading period. Each student on probation is responsible for obtaining teacher signatures for each class enrolled in and turning that form in to the administration by the end of the school day each Friday. Failure to turn in the form or failure to obtain all teacher's signatures will result in immediate ineligibility until the following Friday (the student will be ineligible for Friday/Saturday contests and the following week.)
7. Be in attendance the full day on which the activity occurs.
8. For any and all school sponsored activities away from home, members of the team or school organization will ride in the transportation furnished by the school to and from the place of the activity. If, after the activity is completed a parent or guardian requests that his/her child ride home with him/her, permission may be granted by the teacher in charge

For failure to comply with any one or all of the statements above, the student will be declared ineligible immediately and will be reinstated only by the administration. All coaches/sponsors must comply with the above.

With cause the administration may modify the aforementioned eligibility. This is done rarely and only when the rules designed to promote fairness and safety fails to do so.

Any trip or function that is non-evaluative in nature does not apply to the eligibility policy.

#### **ALL REPRESENTATIVES OF LA MONTE HIGH SCHOOL**

- 1. Faculty and student representatives are to dress professionally on event days both at school and at the event.**
- 2. All body markings including tattoos and "hickeys" are to be covered before participating in the event. If the marking is not fully covered the participant will not be allowed to participate in the event.**
- 3. All jewelry including tongue/belly rings etc. is to be removed prior to a sporting event as per MSHSAA regulations.**

#### **AWARDS FOR EXTRA-CURRICULAR ACTIVITIES**

The National Honor Society sponsors a program to encourage and recognize academic excellence. A traveling trophy will be presented to the organization with the

highest grade point average of the entire membership. The determination of the winning organization will be according to the following guidelines:

1. This traveling trophy is sponsored by the National Honor Society; therefore the National Honor Society as a club is ineligible to participate. Members of the National Honor Society may participate as members of another group.
2. All clubs, sport teams, special music groups, student council and pep club may participate.
3. Grade point averages are to be figured by the high school counselor.
4. Only those grade point averages submitted to the guidance office within the time frame will be considered.
5. The trophy will remain in the possession of the winning groups advisors for one quarter. Grade point averages are refigured at the end of each quarter.
6. In case of a tie, the trophy will be shared.
7. At the end of the quarter of possession of the trophy, a certificate will be presented to the organization showing their achievement.
8. An incomplete grade will be figured as a zero on the grading scale. Awards in other activities are determined by each individual coach or sponsor.

## **STUDENT COUNCIL**

### *Philosophy of the student council:*

The student council shall supplement the junior and senior high school curricular program with certain extra-curricular programs that will provide worthwhile experiences for the student body and shall result in learning outcomes that will contribute toward the development of physical, mental and social attributes of good citizenship.

### *Objectives of the student council:*

1. To ensure the student body that the programs and projects undertaken by the council will provide each student the opportunity to acquire the knowledge of educational patterns.
2. To promote the activities that will contribute to the accepted aims of education.
3. To promote a cooperative spirit on the part of the students, faculty, administrators and patrons of the school district.
4. To encourage all students to be a part of all extra-curricular activities, either as a participant or an interested spectator.

### **Membership of the Student Council:**

1. The council shall consist of twelve students, two from each grade, and seven through twelve. The two students, one female and one male, shall be chosen by a majority vote by the respective grades.
2. The secretary shall be elected from the council by the members.
3. The treasurer shall be elected from the council by the members.
4. The president and vice-president shall be elected by the entire student body, excluding current seniors, from the slate of candidates who wish to run for the office. Guidelines and procedures for the elections are determined by the student council sponsor and the administration.
5. The faculty sponsor shall be approved by the Board of Education.

## **THE NATIONAL HONOR SOCIETY**

Membership is based on the following qualifications: Scholarship, character, leadership and service. The overall grade point average of 3.25 must be maintained.

1. Scholarship
  - a. Permanent records are examined and GPA (Grade Point Average) is figured. All courses such as music, physical education, art, health and English, are considered in determining GPA. Any student, who has a cumulative GPA of at least 3.25 on a 4-point scale, is sent a letter stating that they have grades which would allow them to be considered for membership in the society. At the same time they are given a form to fill out concerning their contributions in the areas of service and leadership which is considered their formal application. A list of the students academically eligible is given to the teachers and directions to rate each student that they know on a scale of 4 to 1. Those students returning the applications will be interviewed to further explore their qualifications, and for a detailed explanation of the right and responsibilities of NHS Membership.
  - b. In inter-class and inter-scholarship competition, members:
    1. Do committee and staff work
    2. Show courtesy by assisting visitors, teachers and other students.
2. The student of character:
  - a. Takes criticism willingly and accepts recommendations graciously.
  - b. Constantly exemplifies desirable qualities of personality, (cheerfulness, friendliness, poise, stability).
  - c. Upholds principles of morality and ethics.
  - d. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
  - e. Demonstrates the highest standards of honesty and reliability
  - f. Shows courtesy, concern and respect for others.
  - g. Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
  - h. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
3. Leadership - Students are evaluated on the following qualities:
  - a. Is resourceful in proposing new problems, applying principles and making suggestions.
  - b. Demonstrates leadership in promoting school and/or civic ideals.
  - c. Exercises influence on peers in upholding school ideals.
  - d. Contributes ideas that improve the civic life of the school
  - e. Is able to delegate responsibilities.
  - f. Exemplifies positive attitudes.
  - g. Inspires positive behavior in others.
  - h. Demonstrates academic initiative.

- i. Successfully holds school offices or positions of responsibility, and is reliable and dependable without prodding.
  - j. Demonstrates leadership in the classroom, at work and in school activities.
  - k. Is thoroughly dependable and any responsibility given is accepted.
4. Service
- a. Is willing to uphold scholarship and maintain a loyal school attitude
  - b. Participates in some outside activity (Girl or Boy Scouts, church groups, volunteer services for the aged, poor or disadvantaged, and family duties).
  - c. Volunteers dependably and is willing to sacrifice to offer assistance.
  - d. Works well with others.
  - e. Is willing to represent their class or school.

**WEDNESDAY & SUNDAY PRACTICES & ACTIVITIES**

Athletic practices will not start before 4:00 and will conclude prior to 6:00 P.M. on Wednesday evenings. This will provide the opportunity for participation in organizational and religious activities if desired. No Sunday activities will occur without prior administrative approval.

**CLASS SPONSORS 2011-12 SCHOOL YEAR**

<b>Class</b>	<b>Sponsors</b>	<b>Meeting Room</b>
Seniors	Mr. Jones, Mrs Goodman, Mrs. Covington	Mrs. Covington
Juniors	Mrs. Hudson, Mrs. McKinley, Mrs. Haes	Mrs. Hudson
Sophomore	Mrs. Trelow, Mrs. Plummer, Ms. Lackey	Mrs. Plummer
Freshman	Mrs. Hibbard, Ms. McDonnell, Mr. White	Mrs. Hibbard
8 <sup>th</sup> Grade	Mrs. Jolly, Mrs. Bentley, Mr. Dieckman	Mrs. Jolly
7 <sup>th</sup> Grade	Mrs. McKeehan, Mrs. Schilb, Mr. Curry	Mrs. McKeehan

**ORGANIZATION**

Student Council (STUCO)  
 National Honor Society (NHS)  
 Consumer Sciences/FCCLA  
 Annual Staff  
 Varsity Cheerleaders  
 Jr. High Cheerleaders  
 Drama Club  
 Expression Through Art (ETA)  
 Science Club  
 Math Club

**SPONSOR/COACH**

Mrs. Lazenby/Mr. Jones  
 Mrs. Ming  
 Mrs. Jolly  
 Mrs. Plummer  
 Mrs. Ashley Hemme  
 Mrs. Ashley Hemme  
 Mrs. Bentley  
 Mrs. Trelow  
 Ms. Covington  
 Mrs. Hibbard

## **ATHLETICS**

Athletic Director  
Varsity Soccer  
JH Soccer  
Varsity/JV Volleyball  
JH Volleyball  
JV/Varsity Boys Basketball  
JH Boys Basketball  
JV/Varsity Girls Basketball  
JH Girls Basketball  
Baseball  
Softball

## **COACH**

Mr. John Curry  
Mr. Andrew Burris  
Mr. Jeff Jones  
Ms. Alexis Borowick  
Mrs. Jeri DeMotte  
Mr. Ray White  
Mr. John Curry  
Ms DaBecca Kirk  
Mr. Curry  
Mr. Jeff Jones  
Ms. DaBecca Kirk

## **BEHAVIOR AND DISCIPLINE**

### **502.16 STUDENT DISCIPLINE CODE**

**Students are expected to conduct themselves appropriately at all times in all settings. Therefore, behaviors that disrupt class, school activities, transportation or school functions will be subject to disciplinary action. The following list of violations and consequences, while not all-inclusive, is intended to list certain offenses which, if committed by a student, will result in certain disciplinary action. No discipline policy can be expected to list every offense that will result in the imposition of a specific penalty, nor can a discipline policy anticipate all the conditions and circumstances involved in individual disciplinary infractions. Administrators will have the authority to use their discretion in determining appropriate disciplinary steps depending upon the severity and frequency of incidents. Note, too, that the progression of consequences from first to subsequent offenses for the most severe infractions may apply throughout a student's entire school career rather than from school year to school year.**

1. **Arson**--Starting a fire or causing an explosion with the intention to damage property or buildings. 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's permanent file.
2. **Assault**
  - a. Attempting to kill or cause serious physical injury to another. Expulsion, notification to law enforcement officials, and documentation in student's permanent file.
  - b. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.  
**First Offense:** Principal/student/parent conference and one or more of the following: corporal punishment, 1-5 days of in-school suspension, or 1-10 days out-of-school suspension, notice to law enforcement officials.  
**Second Offense:** Principal/parent conference, 11-180 days out-of-school

suspension, notification to law enforcement officials, and documentation in student's permanent file.

**Third Offense:** Principal/parent conference, expulsion, notification to law enforcement officials, and documentation in student's permanent file.

3. **Bus Misconduct--**Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

4. **Careless Driving--**Driving on school property in such a way as to endanger persons or property. Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in the schools or on school property. Students are expected to use all acceptable courtesies and safe driving practices on and around school property. Students are not to move or be in automobiles/vehicles during the school day without permission from school administration.

**First Offense:** Driving privileges on school property revoked for 1 week.

**Second Offense:** Driving privileges on school property revoked for 1 month.

**Third Offense:** Driving privileges on school property revoked for 1 semester.

5. **Cheating/Plagiarism--**

**Elementary:** Principal/student/parent conference, zero (0) on the assignment/test, and/or loss of student privileges, up to 5 days in-school suspension.

**7-12 First Offense:** Automatic zero (0) on that assignment/test and parent/student/principal conference.

**7-12 Subsequent Offense:** Parent/administrator/student conference plus "F" given for the semester for that class and possible removal from class.

6. **Defiance of Authority/Insubordination--**Non-verbal or verbal refusal to comply with directions or defiance of school authority.

**First Offense:** Principal/student conference and one or more of the following: detention, loss of student privileges, up to 5 days in-school suspension, or up to 10 days out-of-school suspension.

**Second Offense:** Saturday school, corporal punishment, 2-10 days in-school suspension, or 5-10 days out-of-school suspension, and parent/student/administrator conference.

**Third Offense:** 11-180 days out-of-school suspension and documentation in student's permanent file.

7. **Disparaging or Demeaning Language--**Use of words or actions, verbal, written or symbolic meant to harass or injure another person; or defamation of a person's race, religion, gender, disability or ethnic origin.

**First Offense:** Principal/student conference and one or more of the following: up to 5 days in-school suspension, up to 10 days out-of-school suspension,

detention, or loss of student activity privileges.

**Second Offense:** Saturday school, corporal punishment, 2-10 days in-school suspension or 5-10 days out-of-school suspension, and student/parent/administrator conference.

**Third Offense:** 11-180 days out-of-school suspension and documentation in student's permanent file.

8. **Disrespectful Conduct or Speech--** Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings, directed at a staff member, student or other person or verbal, written or symbolic language or conduct which materially and substantially disrupts classroom work, school activities or school functions.

**First Offense:** Principal/student conference and one or more of the following: up to 5 days in-school suspension, up to 10 days out-of-school suspension, detention, or loss of student activity privileges.

**Second Offense:** Saturday school, corporal punishment, 2-10 days in-school suspension or 5-10 days out-of-school suspension, and student/parent/administrator conference.

**Third Offense:** 11-180 days out-of-school suspension and documentation in student's permanent file.

9. **Dress Code--**Clothing, hair or accessory items which may disrupt the educational environment; including but not limited to items which depict alcohol, tobacco, illegal substances, offensive and or obscene pictures or words, extreme hair color/style, clothing that exposes the body such as midriffs, spaghetti straps, low-cut tops, tank tops/muscle shirts, baggy/sagging clothing, revealing clothing, shorts/skirts shorter than mid-thigh, etc.

**Elementary First Offense:** Verbal warning from any staff member, incident reported to principal by staff member, principal/student conference, and change of clothing/hair/accessory item.

**Elementary Subsequent Offense:** Incident reported to principal by staff member and parent/student/administrator conference, loss of student privileges and/or up to 3 days in-school suspension.

**7-12 First Offense:** Verbal warning from any staff member, incident reported to principal by staff member, principal/student conference and change of clothing/hair/accessory item.

**7-12 Subsequent Offense:** Incident reported to principal by staff member, parent/student/administrator conference and up to 3 days in-school suspension.

10. **Drugs/Alcohol**

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

**First Offense:** 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's permanent file.

**Second Offense:** Expulsion, notification to law enforcement officials, and

documentation in student's permanent file.

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

**First Offense:** Expulsion, notification to law enforcement officials, and documentation in student's permanent file.

11. **Extortion**--threatening or intimidating any student for the purpose of obtaining money or anything of value.

**First Offense:** Principal/student/parent conference and one or more of the following: up to 5 days in-school suspension, up to 10 days out-of-school suspension, detention, or loss of student activity privileges.

**Second Offense:** Saturday school, corporal punishment, 2-10 days in-school suspension or 5-10 days out-of-school suspension, and student/parent/administrator conference.

**Third Offense:** 11-180 days out-of-school suspension and documentation in student's permanent file.

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

**First Offense:** Principal/student/parent conference and one or more of the following: Saturday school, up to 5 days in-school suspension, up to 10 days out-of-school suspension, detention, or loss of student activity privileges.

**Second Offense:** Corporal punishment, 2-10 days in-school suspension or 5-10 days out-of-school suspension, and student/parent/administrator conference.

**Third Offense:** 11-180 days out-of-school suspension and documentation in student's permanent file.

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

**First Offense:** Principal/student/parent conference and one or more of the following: Saturday school, up to 5 days in-school suspension, loss of student privileges, up to 10 days out-of-school suspension, detention.

**Second Offense:** 2-10 days in-school suspension or 5-10 days out-of-school suspension or corporal punishment.

**Third Offense:** 11-180 days out-of-school suspension and documentation in student's permanent file.

14. **Gangs**--Wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or any other attribute which indicates or implies membership or affiliation with such a group.

**First Offense:** Principal/student/parent conference and one or more of the following: Saturday school, up to 10 days of in-school suspension or up to 10 days out-of-school suspension.

**Second Offense:** 11-180 days out-of-school suspension and documentation in student's permanent file.

**Third Offense:** Expulsion and documentation in student's permanent file.

15. **Harassment--**Teasing, bullying or other types of harassment.
  - First Offense:** Verbal warning from any staff member and incident reported to principal by staff member and principal/student conference.
  - Second Offense:** Parent/student/administrator conference and one or more of the following: loss of student privileges, Saturday school, corporal punishment, 2-10 days in-school suspension, or 5-10 days out-of-school suspension.
  - Third Offense:** 11-180 days out-of-school suspension and documentation in student's permanent file.
  
16. **Horseplay--**Pushing, shoving, poking, tripping, wrestling, etc.
  - First Offense:** Verbal warning from any staff member, and incident reported to principal by staff member and principal/student conference.
  - Second Offense:** Parent/student/administrator conference and one or more of the following: loss of student privileges, Saturday school, corporal punishment, 2-10 days in-school suspension, or 5-10 days out-of-school suspension.
  - Third Offense:** 11-180 days out-of-school suspension and documentation in student's permanent file.
  
17. **Possession of Weapons--**(refer to Board Policy 502.21) Possession of or use of any instrument or device, including pocketknives and those defined in 18 U.S.C. 921 or S571.010, RSMo, which may be used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.
  - First Offense:** Principal/student/parent conference, confiscation, and possible 1-180 days out-of-school suspension or expulsion, possible notification of law enforcement, and documentation in student's permanent file.
  - Subsequent Offense:** Confiscation and/or 11-180 days out-of-school suspension or expulsion, notification of law enforcement, and documentation in student's permanent file.
  
18. **Possession or Use of a Firearm--**(Refer to Board Policy 502.21) as defined in 18 U.S.C. 921 or any instrument or device defined in S571.010, RSMo.
  - First Offense:** One calendar year suspension or expulsion, notification of law enforcement, and documentation in student's permanent file.
  - Subsequent Offense:** Expulsion and notification of law enforcement.
  
19. **Public Display of Affection--**Physical contact inappropriate for the school setting or as a representative of the school.
  - First Offense:** Principal/student conference and/or one or more of the following: loss of student privileges, detention or up to 5 days in-school suspension.
  - Second Offense:** Saturday school, 2-10 days in-school suspension or up to 5 days out-of-school suspension.
  - Third Offense:** Parent/administrator conference and 1-5 days out-of-school suspension.
  
20. **Sexual Harassment--**(Current Board Policy 401.8)

a. Use of verbal, written or symbolic language that is sexually harassing.

**First Offense:** Principal/student/parent conference and/or one or more of the following: loss of student privileges, up to 5 days in-school suspension or up to 10 days out-of-school suspension.

**Second Offense:** 2-10 days in school suspension or 5-10 days out-of-school suspension.

**Third Offense:** 11-180 days out-of-school suspension or expulsion, and documentation in student's permanent file.

b. Physical contact that is sexually harassing.

**First Offense:** Principal/student/parent conference, and/or one or more of the following: loss of student privileges, up to 5 days in-school suspension or up to 10 days out-of-school suspension.

**Second Offense:** 2-10 days in-school suspension or 5-10 days out-of-school suspension and student/parent/administration conference.

**Third Offense:** 11-180 days out-of-school suspension or expulsion, and documentation in student's permanent file.

## 21. Technology Misconduct--

a. Violations including but not limited to attempts to alter, harm, or destroy data of another user, the network program, or equipment; attempting to evade a filtering/blocking device; accessing pornographic, obscene, or other inappropriate material; violation of Board Policy 603.9; violation of administrative procedures or netiquette rules governing student use of district technology; or violations other than those listed in "b" below.

**First Offense:** Loss of user privileges for the equivalent of a semester and possible up to 10 days in-school-suspension, possible up to 10 days out-of-school suspension, possible notification of law enforcement, and documentation in student's permanent file.

**Subsequent Offense:** Loss of user privileges for the equivalent of a school year and one or more of the following: up to 180 days out-of-school suspension, possible notification of law enforcement, and documentation in student's permanent file.

b. Attempting to gain access to a technology system or information; altering of system software; placing of unlawful or inappropriate material/information onto district technology, including but not limited to, copyrighted materials, threatening materials, pornographic or obscene material; copying district files without authorization; attempting to secure a higher level of privilege without authorization; purposefully introducing computer viruses, hacking tools or other disruptive/destructive programs onto district technology; or attempting to disable a filtering/blocking device.

**First Offense:** Principal/student/parent conference and loss of user privileges for the equivalent of a year and one or more of the following: up to 10 days out-of-school suspension, possible notification of law enforcement, and documentation in student's permanent file.

**Subsequent Offense:** up to 180 days out-of-school suspension, expulsion, possible notification of law enforcement, and documentation in student's

permanent file.

## 22. **Theft**

**a.** Theft, attempted theft or willful possession of stolen property when the value of such property is less than \$150.

**First Offense:** Principal/student/parent conference and one or more of the following: loss of student privileges, detention, reimbursement for loss, up to 5 days of in-school suspension, up to 10 days out-of-school suspension, and possible notification to law enforcement officials.

**Second Offense:** One or more of the following: reimbursement for loss, 2-10 days of in-school suspension, 11-180 days out-of-school suspension, notification to law enforcement officials.

**Third Offense:** Expulsion, notification to law enforcement officials, and documentation in student's permanent file.

**b.** Theft, attempted theft or willful possession of stolen property when the value of such property is \$150 or more.

**First Offense:** Principal/parent/student conference, 11-180 days out-of-school suspension, notification to law enforcement officials.

**Second Offense:** Expulsion, notification to law enforcement officials.

## 23. **Threats--**

**Elementary:** Principal/student/parent conference and/or loss of student privileges, up to 10 days in-school suspension, up to 180 days out-of-school suspension or expulsion depending upon the age of the student and the gravity of the offense and possible notification to law enforcement and documentation in student's permanent file.

**7-12:** Principal/student/parent conference and up to 180 days out-of-school suspension or expulsion depending upon the gravity of the offense and possible notification to law enforcement and documentation in student's permanent file.

## 24. **Tobacco**

**a.** Possession of any tobacco products on school grounds, bus or at any school activity.

**First Offense:** Principal/student/parent conference, loss of student privileges, detention or up to 5 days in-school suspension.

**Second Offense:** Saturday school, 2-10 days in-school suspension or 1-3 days out-of-school suspension and student/parent/administration conference.

**Third Offense:** 5-10 days in-school suspension or 3-10 days out of school suspension.

**b.** Use of any tobacco products on school grounds, bus or at any school activity.

**First Offense:** Detention, 2-10 days in-school suspension or 1-3 days out-of-school suspension and student/parent/administration conference.

**Second Offense:** Saturday School, 5-10 days in-school suspension or 3-10 days out-of-school suspension.

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

**First Offense:** Principal/student/parent conference and loss of student privileges, Saturday school or up to 3 days in-school suspension.

**Second Offense:** 3-10 days in-school suspension or 1-5 days out-of-school suspension and student/parent/administration conference.

26. **Vandalism**

**a.** Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students when the value of such property is less than \$750. Students found guilty of willful property damage shall pay for all damages thereby caused.

**First Offense:** Principal/student/parent conference, documentation in student's permanent file and one or more of the following: loss of student privileges, detention, and reimbursement for loss, Saturday school, up to 5 days of in-school suspension, up to 10 days out-of-school suspension, and possible notification to law enforcement officials.

**Second Offense:** Principal/student/parent conference, documentation in student's permanent file, and one or more of the following: reimbursement for loss, 2-10 days of in-school suspension, 11-180 days out-of-school suspension, notification to law enforcement officials.

**Third Offense:** Expulsion, notification to law enforcement officials, and documentation in student's permanent file.

**b.** Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students when the value of such property is more than \$750. Students found guilty of willful property damage shall pay for all damages thereby caused.

**First Offense:** Principal/parent/student conference, documentation in student's permanent file, 11-180 days out-of-school suspension, notification to law enforcement officials.

**Second Offense:** Expulsion, notification to law enforcement officials and documentation in student's permanent file.

**Explanation of Terms:**

1. **In-class discipline** - Normally administered by teacher e.g., verbal warning, seat reassignment, In class isolation, withholding of class privileges, temporary removal from class, parent contact, referral to counselor or principal, etc.
2. **Corporal punishment**- Paddling of student by school administrator before a certificated witness.
3. **Restitution** - Monetary or labor restitution for a specific offense.
4. **Loss of privileges** - denial of participation or eligibility for student activities for a specified time.
5. **Detention after school** - assignment for a period of time outside the school day.
6. **In-school suspension** - assignment to an isolated area in the school with

classroom assignments under supervision. The location will be determined by the Administration. This includes loss of activity privileges for any day(s) that ISS is assigned.

7. **Saturday School** - Required attendance at school, from 8:00 A.M. until 12:00 (noon) on a specified Saturday for academic improvement or discipline.
8. **Suspension** - removal from school for a specified time in harmony with state statues by the principal or superintendent. Short-term suspension is removal from all school activities for up to and including ten (10) school days. Long-term suspension is removal from all school activities for in excess of ten (10) school days. The superintendent of schools may suspend up to and including (180) school days. Any suspension exceeding (180) school days must be made by the school board.
9. **Expulsion** - removal from school by the Board of Education permanently or for an indeterminate period of time.
10. **Probation** - continuing in school and without penalty for a specified time subject to the term of the probation.
11. **School service** - rendering of services to the school and/or community as a punishment for misconduct.
12. **Conference** - a scheduled meeting between administrator and/or teacher and pupil or between administrator, teacher and parent(s). Many factors are pertinent and interrelated in arriving at an appropriate consequence for misbehavior. These factors include but are not limited to:
  - a. maturity of student
  - b. special circumstances
  - c. seriousness of incident
  - d. prior record of student
  - e. intentions of student
  - f. degree of involvement

## **LUNCH PERIOD**

The La Monte R-IV School System has a closed campus. (Students are not permitted to leave the campus, until the close of school that day). The lunch period shall also be closed to the area of the Multi purpose room. Snack and soda machines may be used during the lunch period, until the last 5 minutes of lunch. Restrooms should be used **before** going to or **after** leaving the lunchroom.

It is every student's right to purchase a well-balanced meal prepared in the kitchen and served in the cafeteria. Lunch prices are \$1.00 per lunch. Cards will be issued to each student, including free lunches and reduced lunches. NO CASH will be accepted in the lunch line. All money must be paid in the office to credit your account either weekly or monthly. This applies for both breakfast and lunch. A second student lunch may be purchased for \$1.00. Extra milk is \$.20. Students must have a card before going through the line.

A breakfast program is also offered. Prices are: Students, \$ .60; adults and second student breakfast, \$1.00.

## HONOR ROLL

The honor roll calculations are quarterly GPA based for grades 7-12 rather than the individual grade earned in each class. All students whose classes average a B- or above (2.66) make the B honor roll; all classes averaged with an A- or above (3.66) make the A honor roll, EXCEPT that if a student receives an F in any class at quarter, that disqualifies him/her from making the honor roll, regardless of their quarterly GPA.

## CELL PHONES

Cell phones are to be turned off and not used during the school day (7:45-2:50) If a student is caught using one or if the phone goes off during the day:

1<sup>st</sup> Offense: The phone will be confiscated and returned only to the parent/guardian.

2<sup>nd</sup> Offense: The phone will be confiscated for 30 days.

3<sup>rd</sup> Offense: The phone will be confiscated until the end of the school year.

## RADIOS AND OTHER ELECTRONIC DEVICES

No student may use any radio, tape player, CD player, personal stereo, pager, beeper, cellular phone, laser light, or any other type of electronic or communication device at any time in the school building or on school property during regular school hours.

## GRADUATION REQUIREMENTS

To meet minimum high school graduation requirement, a student shall complete the following minimum units of credit during 9, 10, 11, and 12 in a program cooperatively planned by the student, parents, and the school counselor, to meet the individual need of the students. The requirements are as follows according to the graduation year:

### General Diploma:

<i>Required Courses:</i>	<u>Units</u>
English I and above	4
Social Studies: Am. History, Government	3
Mathematics	3
Science	3
Fine Arts: Art or Music	1
Practical Arts: Vo-Tech, Business, Industrial Technology, or Family and Consumer Sciences	1
Physical Education	1
Health and Hygiene	½
Personal Finance	½
Electives	7
<b>Total</b>	<b>24 Units</b>

## **Academic Diploma and College Preparatory Certificate:**

<i>Required Courses</i>	<u>Units</u>
English I, and above	4*
Social Studies - American History, Government, World History	3*
Mathematics - Algebra I and above including Algebra II	4*
Science - Biology I, and above	3*
Fine Arts - Art or Music	1*
Practical Arts - Vo-Tech, Business, Industrial Technology or Family and Consumer Sciences	1
Physical Education	1
Health	½
Personal Finance	½
Foreign Language	3 additional hours from foreign language and/or combinations from two or more of the subjects shown with an asterisk (*)
Electives	4
<b>Total:</b>	<b>25 Units</b>

To be eligible for the academic diploma, students must also have an overall GPA of 2.7 on a 4.0 scale. ACT scores are not to be taken into consideration when computing GPA. For units in Foreign Language and/or additional advanced courses from asterisked (\*) areas and/or advanced Vocational-Technical courses, the State Board of Education strongly recommends at least 2 units of the same foreign language. Students must meet La Monte R-IV graduation requirements in addition to the above.

To be eligible for the College Preparatory certificate given by the La Monte Board of Education, the course work is the same as the College Preparatory Course Work Program. Students should refer to this program for required subjects needed. In addition, students must maintain an average of a 3.0 on a 4.0 GPA scale in the following classes: English, Math, Science and Social Studies. ACT scores are not taken into consideration for the purposes of computing GPA. Students must also score above the national average on the ACT (American College Test) or the SAT (Scholastic Aptitude Test). Students must also maintain a 9-12 attendance rate of at least 95%.

## **Graduating with Honors:**

Students must meet the requirements of the College Preparatory Course Work Program to qualify for honors. The student must have at least a 3.0 on a 4.0 scale in the following subject areas: English/Language Arts, Mathematics, Science and Social Studies. ACT or SAT scores will not be taken into consideration when computing GPA. Students completing the College Preparatory Course Work Program will have priority in class rank and valedictorian and salutatorian selection, followed by Academic Diploma students and General Diploma students, respectively. There will be no weighting of

classes regardless of the type of diploma the students has elected to pursue. All students who achieve a 3.75 GPA or above will graduate with Honors. This will be represented by an “H” following their name on the Commencement Program.

**Class rank determination for students enrolling in the district during their Senior year:**

In the event a student transfers to the district during their senior year, a committee will be convened to determine the initial class rank. The committee shall be composed of the high school principal, the high school counselor and two (2) high school teachers. Upon the reception of the student’s transcripts and the contacting of their former high school, if required, the committee will make judgments whether the classes taken are as academically challenging as those offered at La Monte R-IV. The committee will be guided in its determinations by the following criteria:

1. Students rank in the former high school
2. Students grade point average
3. Students attendance record
4. Accreditation of former school - e.g. North Central Association would be a positive factor.
5. Classification of former high school - e.g. unclassified, AA or AAA rating
6. In order to be designated valedictorian or salutatorian the student must:
  - a. Attend one full semester at La Monte R-IV
  - b. Rank in the top 5% of former high school
  - c. Score at 90th percentile or above on the ACT or SAT tests
  - d. Possess a higher GPA than a current La Monte Senior

**President’s Award for Educational Excellence Requirements:**

To be eligible for consideration for the Presidential Academic Award, the student must meet the following criteria:

1. The student must have attained an A average or equivalent, accumulated over grades 9, 10, 11 and the first semester of grade 12. The A average is defined as equivalent to a 3.5 on a 4.0 scale, or a 90 on a 100 point scale.
2. The student must also have received a score placing the student at or above the 85<sup>th</sup> percentile on the Missouri Assessment Program in Math and Reading or any nationally standardized college admissions examination, such as the SAT or the ACT.

The graduate will have to earn the required units of credit.

**HALL PASSES**

Students will not be permitted to leave a class or study area unless it is essential. When it is necessary to leave, obtain permission and a Hall Pass from the teacher. A student will forfeit the privilege of leaving class when abuse of this system is discovered.

## **DELIVERIES**

All Flowers, balloons, cakes, cards, and packages that are delivered to the school during school hours will be held in the office until the end of the school day. Students will be notified, and may pick them up after school.

## **LOCKERS**

All students are assigned a locker for personal storage. You are responsible for maintaining your locker in a clean and orderly condition. Locks will be provided to each student. Each student will be charged a \$5.00 fee if the lock is lost. Student lockers are the property of the school district and the administration has the right to inspect or search them for a variety of reasons. This right becomes a duty when the possibility arises that something of an illegal nature may be located there. **Lockers are not to be marked on or defaced in any way by any means or instrument. No item or papers may be attached to the outside of the lockers.**

## **TEXTBOOKS**

Proper care of textbooks is the responsibility of each student. A charge of up to \$60.00 will be made at the end of the year or semester for undue damage to or loss of a textbook assigned to a student.

## **VISITORS**

Parents of students are welcome at the school at any time. Please check in the office to find the location of the student. For a conference with a teacher parents should make arrangements in advance to meet with the teacher during the teacher's planning period or immediately after school concludes. Visitors other than parents or guardians will not be permitted during regular school hours without prior administration approval.

## **HALLWAY TRAFFIC**

The halls of the Junior/Senior High School are filled with students no less than six times per school day. Students are to use courtesy while passing to class and refrain from unnecessary noise and physical contact. Please be quiet and courteous to the elementary students and staff when in the elementary building during the lunch period. **DO NOT** use the elementary building at other times during the school day.

## **TELEPHONE**

Phone messages will be delivered to the student if necessary during class. Students will not be removed from class unless necessary. The phone in the office is for business use of the school. Students needing to make a personal call must obtain permission to use the phone in the office between classes or before/after school.

## **PHYSICAL CONTACT**

Public affection between students is not permitted in the hallways, classroom, buses, or at any school function. Holding hands is permitted.

## **DRESS CODE**

### **SEE DISCIPLINE POLICY ABOVE**

**Final judgment in terms of compliance rests with the administration..**

## **PARTIES/DANCES**

1. All parties and dances will be held between the hours of 7 to 10 P.M.
2. All parties and dances must be under the supervision of the sponsors of the group(s) involved.
3. All students will sign in upon entering the building. Students must sign out when leaving the activity. Anyone leaving the activity before the scheduled ending will not be permitted to return.
4. Parties/dances sponsored by the Student Council will involve Students in grades 7-12.
5. Students who are absent the day of the party/dance will not be permitted to attend the event that evening. Saturday for a Friday Absence.
6. The Junior/Senior Banquet is sponsored by the Junior Class. Only Juniors and Seniors are allowed to attend. The Junior Class will establish rules regarding visitors.
7. Outside guests (if allowed) must be signed up and approved in the office by noon the day of the event. (Friday if dance is on Saturday)
8. **You must not be on the ineligible list to attend Prom.**

## **QUEEN ELECTION PROCEDURES - WINTER BALL**

1. The junior and senior class sponsors are responsible for conduction the election of the Winter Ball Queen each year. the sponsors may be assisted by additional staff members and/or student.
2. The election will be conducted no earlier than one week prior to the scheduled date of the Winter Ball.
3. The names of all females in grades 9 - 12 shall be placed on a nominating ballot. (A girl may be either the homecoming queen or the winter ball queen, but not both in the same school year.)
4. Each student from grades 9 - 12 will be given a nominating ballot and will place an "X" in the space provided, indicating their choice of the girls they wish to nominate. (Four girls, one from each grade 9-12) will be the Winter Ball candidates.
5. The nominating ballots will be tallied by the junior and senior class sponsors. The names of the four girls (one from each grade 9-12) will be the Winter Ball candidates.
6. One ballot listing the names of the four (4) candidates for the Winter Ball will be given to each student in grades 9-12. Voting for the queen will be during arranged class time to ensure proper voting procedure.
7. In case of a tie, a runoff will be held with the names of the girls involved in the tie placed upon a ballot. Voting from grades 9-12 will break the tie. Each member of grades 9-12 will be given a ballot; they shall indicate their choice and the votes tallied. Should a tie result again, there will be more than one Winter Ball Queen.
8. The name of the Winter Ball Queen will be kept secret until the time of the

announcement, which has traditionally been held during the crowning ceremonies at the Winter Ball.

**Other procedures for the Winter Ball are as follows:**

1. The Winter Ball shall be under the guidance of the junior and senior class sponsors. La Monte students in good standing in grades 9-12 are eligible to attend. Approved guests in grades 7-12 are eligible to attend if properly registered and approved by the administration. (See #2) No student below the 7th grade is eligible to attend this dance.
2. **You must not be on the ineligible list to attend**
3. All guests must be signed up prior to the dance and have approval of the administration. A sign-up sheet will be placed in the high school office. the list will be removed at 12:00 noon on Friday for dances on either Friday or Saturday. No dates may be signed up after this time.
4. Students absent for all or any part of the day of the dance (Friday for a Saturday dance) will not be able to attend the dance without administrative approval.
5. Students must sign in and out of the dance, which included the time of arrival and departure. No student will be permitted to reenter after they have left the dance.
6. A budget will be jointly established for all expenses. All costs shall be split evenly between the junior and senior classes. No one class may use their financial standing to pressure the other into decisions not desirable to both classes. All decisions will be jointly decided upon by vote of the respective classes.
7. Removal of the decorations after the dance will occur in accordance with guidelines established by the respective class sponsor.

**POP/SNACKS**

No candy, snacks or pop will be allowed outside of lunch area.

**SIGNS AND POSTER**

All signs and posters must be approved by the principal, before they can be displayed. Certain areas will be designated for their display. These signs and posters shall be removed following the date of the activity or event.

**ASSEMBLIES**

Assemblies are presented either in the gym or the multi-purpose room. Student seating will be either by grade level or classroom, depending on the circumstances. If seating is by classroom, the teacher in charge of the class will sit with the students concerned. The faculty and administration welcome suggestion from the students regarding programs to be presented.

**LIBRARY**

The library is furnished for study, reading and research. The library is recommended for those students desiring to study and prepare assignments. Individual students from classes must receive written permission from their teacher before going to

the library. By arrangement with the librarian, classes when accompanied by their teachers, may occupy the library for orientation or research. Checking out materials and fines associated with misuse of library materials are handled by the librarian.

### **THE GUIDANCE PROGRAM**

The guidance program offers the following services to La Monte school students:

1. Assistance in planning the four-year high school program.
2. Assistance in planning for post high school years-college, vocational-technical training, general vocational preparation, and everyday living situations.
3. Counseling with personal problems.
4. Referral information for outside agencies.
5. Individual testing.
6. Group testing.
7. Parental conferences regarding individual student's progress.

Students are encouraged to visit the guidance counselor for advice concerning college selection, national testing programs, financial aid, academic or personal problems, and registration for high school classes. The counselor may call for a student to discuss problems in achievement behavior or adjustment. Ideally, the counselor should serve the needs and desire of the student: therefore most counseling should be initiated by the student. An appointment should be scheduled with the counselor rather than walking in unannounced. Problems of an emergency nature may be handled without an appointment.

### **TOBACCO - ALCOHOL - DRUGS** (Boards Policy 502.5) (Board Policy 502.6)

The use or possession of any of these substances is prohibited by state or federal law and school policy. Any student using or possessing any of these substances on school property, during school or at school sponsored activities will be subject to approved disciplinary action. In the case of alcohol or drug use or possession the student(s) will be automatically suspended, following due process, and provided a hearing at the next Board of Education meeting for possible expulsion from school.

### **EMERGENCY DRILLS**

From time to time emergency drills will be conducted to familiarize students with procedures in case of a fire, severe storm or other emergency. When such drills take place, students will be expected to give complete cooperation.

### **WARNINGS**

When the area is under a severe weather or tornado watch, the superintendent or principal will advise teachers through a personal visit or a note. At such time, the principal may think it advisable to post a tornado look out or assume the responsibility in order to be aware of imminent danger. Upon receiving a local tornado warning, the alarm should be sounded.

## **ALARM**

A continuous sounding of the bell will be the alarm alerting all to seek shelter. An alternate would be either a blast from an air horn, or a verbal advisement. In the absence of the superintendent or principal and their agent, any teacher may and should sound the alarm if circumstances warrant.

## **SPECIAL BELLS**

Fire Drill - 3 short bells, interval, and 3 short bells

**Tornado Alert** - the sounding of the air horn

### **1. Fire**

A. The teacher will be responsible for seeing that all pupils are out of the room, windows closed, lights off and door closed.

B. Classes in industrial arts, both science rooms, both math rooms and both English rooms, should use the North double door, and exit to the parking lot.

C. People in the library, business room, family/consumer science room and the office, use the West double doors and exit to the parking lot.

### **2. Tornado**

If the superintendent or principal has been warned of a severe weather alert, he/she will instruct school personnel as to specific action to be taken, such as:

A. Move to the designated shelter area immediately.

B. If no advance warning has been given, teachers will instruct students to seek proper protection in the designated shelter area.  
proper protection within the classroom.

## **SHELTER AREAS**

Designated shelter areas are posted in each classroom these designated areas afford the best available protection during a severe storm.

### **FACS/ Business Ed. Room**

**The men's restroom in the front hall**

### **Special Ed/Read Right/Spanish Room**

**The Ladies restroom in the front hall**

### **Mrs. McKeehan's Room**

**The Counselor's Office**

### **Mrs. Hibbard's Room**

**Principal's Office**

### **Mrs. Bentley's Room**

**The ladies restroom in the new gym.**

### **Music Room**

**The ladies restroom in the new gym.**

### **Mrs. Hudson's Room**

**The Men's restroom in the new gym.**

### **Mrs. Trelow's Room**

**The Men's restroom in the new gym**

**Mrs. McDonnell's Room**

The Boys locker room in the new gym

**Mrs. Covington/PE**

The Girls locker room in the new gym.

**Mr. Jones Room**

The Boys locker room in the new gym.

**Mr. White's Room**

The Boys locker room in the new gym.

**Ms. Haesemeier's Room**

The Boys locker room in the new gym.

**Central Office**

To storage room

For those in the high school, if time permits, go to designated area with the provision to remain away from skylights and glass areas, and doors that do not latch. If time does not permit, go to the inside wall, away from windows.

**INCLEMENT WEATHER POLICY**

At certain times, due to weather conditions or other factors, it is advisable that school not be held in that event the information will be announced over the following radio station:

KOKO 1450 AM	KCBW 92.5 FM
KDRO 1490 AM	KLUK 105 AM
KSIS 1050 AM	

**LaMonte School Song \***

On LaMonte High, On LaMonte High  
Fight on thru the night,  
Pass the ball into the basket  
Scores count up each time.  
Rah, Rah, Rah!  
Onward Viking, Onward Viking  
Fight on just the same.  
With our right, and with our might  
We'll win this game!

\*Sung to the tune of "On Wisconsin"

**504.7 Student Grievance Procedures (Board Policy 501.10)**

Procedure for Students Claiming Discrimination on the Basis of Race, Sex, Creed, Color or National Ancestry

Informal Procedures:

- A. Verbal communications of alleged discrimination shall be made directly to the teacher, coach or other school employee directly involved.
- B. Unresolved complaints may be taken directly to the building administrator

after a reasonable time.

C. Complaints not resolved in the informal stages may be presented as formal charges under the following procedures:

1. Students, accompanied by parents, may present discrimination complaints in writing to the school principal. Written complaints must be signed by students and parents or legal guardians. Written complaints must include the following information: Date of filing, description of alleged grievances, and the names of the school staff involved. Upon receipt of the formal complaint the principal will:
  - a. Forward two copies of the complaint to the superintendent of schools.
  - b. Make a decision and notify the student, parents and superintendent of that Decision no later than 10 days following the filing of the formal complaint.
2. Students and parents or legal guardian may appeal the decision of the building Principal to the Superintendent of schools. The parents and students may arrange a conference with the superintendent of schools at their earliest convenience. Parents and students must appear together and present their written report of the decision of the building principal. Notification of the action taken by the superintendent of school will be given in writing to the parents, principal and Board of Education within 5 days of this conference.
3. Parents and students may appeal the decision of the superintendent of school to the Board of Education by notifying the superintendent of schools of their intent and by appearing before the Board of Education at the next regularly scheduled meeting. The hearing before the Board of Education may be conducted in Executive session upon the request of either the Board of Education or the complaining parent and students.

504-8 Procedure for Students Claiming Grievances Against Federal Programs  
Such grievance procedures are prescribed in federal legislation. La Monte R-IV school District will comply fully with such regulations.

#### **504.9 Policy on Drug-Related Violations**

Student in possession of narcotics and other controlled substances at school:

1. Suspension of student or students involved.
2. Student may be readmitted after thorough investigation at the discretion of the of the school administration. (Suspension must not exceed 10 school days by law) Cooperation of the parents is an essential element in the readmission process.
3. Students readmitted will be subject to the following restrictions:
  - a. Student will be required to report to the office upon arrival at school, stay on school grounds throughout the day, including lunch period, and check out through the office when school is dismissed. In some cases students will be retained after school to allow other students to clear the area.
  - b. Students will be required to complete an individually prescribed mini-course in Drug Abuse Prevention before reinstatement.
4. School officials will inform the proper authorities and cooperate in legal

prosecution.

5. On the second offense of any kind involving use, possession or distribution of a controlled substance the student involved will be suspended and referred to the Superintendent for further disciplinary action. B) Students believed beyond reasonable certainty to be under the influence of a controlled substance a school.
6. Suspension and the provisions outlined above with the additional requirement that a written medical report from a physician is required.
7. Inform the proper authorities, and provide all evidence available and assist in prosecution.

C. Students passing or selling controlled substances at school:

1. Suspension and recommendation to the Board of expulsion.
2. Inform the proper authorities, and provide all evidence available and assist in prosecution.

D. Students officially charged with the illegal sale of controlled substances or other felonies outside of school and believed beyond a reasonable certainty to have sold a controlled substance or committed another felony.

1. Suspension by the principal until an investigation can be accomplished.
2. Submission of report to the Superintendent for further disciplinary action.

E. Procedures to be followed in drug related investigations: When students are observed or believed beyond a reasonable certainty to be in possession of illegal substances at school the following procedures will be followed:

1. Students will be asked to cooperate in locker inspections and personal searches. Parents will be contacted and searches carried out if a student does not cooperate. In the advent of both student and parental refusal – suspension and referral to the Superintendent of Schools is automatic.
2. Teachers who bring a student to the office on a drug related incident are to stay with the student until an administrator takes charge.
3. Any substance confiscated is to be placed in an envelope, sealed, and signed by the school authorities present and the student. Time and date are to be written on the envelope. The envelope will be locked in the school vault until it can be turned over to law enforcement officials. At that time it is to be signed by the Principal, timed and dated.

#### **503.14 DRUGS AND ALCOHOL** (Board Policy 502.6)

This policy and its associated guidelines are an effort by the La Monte R-IV School District to respond effectively to the potential and current use and abuse of alcohol and other drugs by members of its school population.

The district will work through curriculum and classroom activities, administrative and faculty effort and disciplinary procedures to prevent and intervene in the abuse of alcohol and other drugs by members of the school population.

As an extension of this policy, the following school guidelines should be used, with reasonable judgment when responding to alcohol and other drug-related situations.

## SCHOOL GUIDELINES

These guidelines have been created as a part of school district policy. They are intended to provide a consistent means for effectively responding to alcohol and other drug-related situations that may occur at school or at school sponsored events. They have been written with due consideration for the legal rights and responsibilities of administrators, faculty, students and parents who may find themselves involved in such situations.

## INVESTIGATIONS

Whenever there is any reasonable suspicion of use or abuse of alcohol or other drugs, the principal or the principal's designee should be involved in the investigation. The investigation may include a search.

A student's locker is considered school property and may be searched at any time. At times, it will be necessary to search the student's belongings or person. Although the student's consent is not required when there is reasonable suspicion that the search will result in the discovery of alcohol, other drugs, or drug paraphernalia, the school official should always first request that the student volunteer any drugs, chemical substances, or drug paraphernalia. Any search should be conducted in the presence of another school staff members or the student's parent.

## CONFIDENTIALITY

The privacy of students shall be respected. Communication regarding alcohol and other drug situations that call for referral or disciplinary action should be limited to those individuals who have a need to know.

## CENSUS

It is the policy of the State of Missouri that all children with disabilities, residing in the state, including children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated. This requirement applies to highly mobile children with disabilities (such as migrant and homeless children) and children who are suspected of being a child with a disability and in need of special education even though they are advancing from grade to grade.

La Monte R-IV School District conducts an annual census of all children ages birth to twenty-one (21) with disabilities or who are suspected of having a disability who reside in the district, or who are parentally-placed in a private school that operates within the district. The District must gather all census data each year and report the data to the Missouri Department of Elementary and Secondary Education.

We need the following information to help us complete the census: name of the child (children), parent or guardian's name and address, birth date and age of the child, disabling condition(s) of the child, and services provided to the child with disabilities. Please contact the Federal Programs Director for the La Monte R-IV School District if this child is not currently attending the public school.

## PUBLIC ANNOUNCEMENT

## SURROGATE PARENT PROGRAM

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

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

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

This notice is being made in accordance with the Federal Law regarding the rights of the handicapped.

## 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, highly mobile children, such as migrant and homeless children, 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 La Monte R-IV School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorder, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The public school assures that they 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 public school 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 public school 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 in the Federal Program Director's office Monday through Friday.

This notice will be provided in native languages as appropriate. This notice is being made in accordance with the federal law regarding the rights of the handicapped.

### **Standard Complaint Resolution Procedure** **For No Child Left Behind Programs**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. The matter should first be addressed to the teacher. Unsettled matters should be directed to the principal of the school, and if necessary, the superintendent. If the superintendent cannot settle the matter satisfactorily, it should be brought to the Board of Education. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

## SITUATIONS AND RESPONSES

### **1. Student volunteers information about his/her own alcohol or other drug use or seeks help.**

#### a. IMMEDIATE ACTION

A staff member may report such an incident to or request advice from the school counselor or nurse, or other staff member trained in alcohol and drug resources. The student should be fully informed of services that are available, his/her rights to receive the service and of the confidentiality to which he/she is entitled. The student should be encouraged to seek such help. Any staff member involved in this circumstance is obligated to guard the confidentiality of the student.

#### b. NOTIFICATION OF PARENT

Notification of parent is not required. Parent involvement should be at the discretion of the student unless there appears any danger to student or others. If it appears that the student may be a substance abuser the parents should be notified. There is some risk in withholding information from parents particularly if the student should later have a serious problem.

#### c. DISCIPLINE

There is no need for disciplinary action in this situation.

#### d. NOTIFICATION OF LAW ENFORCEMENT OFFICIALS

Involvement of law enforcement officials is not warranted in this situation

### **2. Student expresses concern about possible use/abuse of alcohol or other drugs by an unnamed “friend”**

#### a. IMMEDIATE ACTION

Any response must be made in consideration of the indirect source of the information. Such a student should be encouraged to relay information about help and student right to the student with the problem.

#### b. NOTIFICATION OF PARENT

Notification of parent is not required. Such information will be generally maintained on a one-to-one basis, although the school counselor, nurse or staff member trained in alcohol and drug resources may be contacted.

#### c. DISCIPLINE

There is no need for disciplinary action in this situation.

#### d. NOTIFICATION OF LAW ENFORCEMENT OFFICIALS

Involvement of law enforcement officials is not warranted in this situation.

#### e. INTERVENTION

If the first student was unsuccessful at getting the named student to seek assistance directly, the staff member should initiate the contact to discuss the concern and/or refer the student to a staff member trained in alcohol and other drug resources. Any staff member involved in this circumstance is obligated to guard the confidentiality of the student.

### **3. Student demonstrates some of the signs of possible alcohol or drug involvement (such as sudden drug in grades, change of friends, abrupt mood swings, etc. but no evidence of immediate danger to self or others.**

#### a. IMMEDIATE ACTION

The Student should be encouraged to seek available assistance through the school counselor or another staff member trained in resources for youth. The staff member is obligated to respect the confidentiality of the student.

b. NOTIFICATION OF PARENT

Notification of parent about possible alcohol or drug use is not required in this situation. Parental involvement should be at the discretion of the student

c. DISCIPLINE

Discipline is not warranted in this situation.

d. NOTIFICATION OF LAW ENFORCEMENT OFFICIALS

Involvement of law enforcement officials is not warranted.

e. INTERVENTION

Early intervention service of high-risk youth may be appropriate in this situation.

COMMENTS:

Although it is not always clear how far a school may go in this situation. These recommendations take into consideration the strong potential for misinterpretation of a student's behavior as actual drug use.

**4. Student is impaired and drug or alcohol use is suspected.**

a. IMMEDIATE ACTION

All standard health and first-aid procedures will be followed. The school nurse, or staff member responsible for handling medical emergencies, should be summoned immediately. The student should not be left alone. If the student must be taken to a medical facility, he/she will be accompanied by a designee of the principal.

b. NOTIFICATION OF PARENTS

Parents will immediately be notified of the incident as a health problem or medical emergency. Notification will include a description of the situation and the symptoms.

c. DISPOSITION OF SUBSTANCES

Any drugs discovered in an emergency situation should be turned over by the school principal or the principal's designee to medical personnel for identification and aid in the treatment of the emergency. In all other situations drugs and or drug paraphernalia will be turned over to law enforcement officials.

d. DISCIPLINE

*Refer to Policy 502.16, Student Discipline Code for Drugs and Alcohol for disciplinary action.*

e. NOTIFICATION OF LAW ENFORCEMENT OFFICIALS

The incident will be reported to the law enforcement officials for possible action. Notification will include a description of the situation and the systems.

f. INTERVENTION

The school will recommend to the parent that the student be assessed to determine the extent of alcohol or other drug involvement and the appropriate level of counseling or treatment needed. All assessment, treatment and/or counseling will be at the expense of the student and his/her parents.

**5. Student is caught for the first time with alcohol or other drugs (amount typical for personal use) or drug paraphernalia.**

**a. IMMEDIATE ACTION**

The staff member who discovers the drugs or drug paraphernalia will summon the principal, or the principal's designee, or escort the student to the principal's office. The student's locker will be searched according to policy. The principal or designee will request that the student empty his/her pockets or purse and volunteer all drugs and drug paraphernalia. If the student refuses to cooperate, law enforcement officials may be called in to conduct a search.

**b. NOTIFICATION OF PARENT**

The parent will be contacted immediately the situation described and a conference arranged. They will be informed that the law enforcement officials will be notified of the incident and any contraband turned over to them.

**c. DISPOSITION OF SUBSTANCES**

Substances will be sealed, documented and turned over to law enforcement officials with a request for analysis.

**d. DISCIPLINE**

*Refer to Policy 502.16, Student Discipline Code for Drugs and Alcohol for disciplinary action.*

**f. NOTIFICATION OF LAW ENFORCEMENT OFFICIALS**

The law enforcement officials will be notified and any contraband will be turned over to them.

**F. INTERVENTION**

The school will recommend to the parent that the student be assessed to determine the extend of alcohol or other drug involvement and the appropriate level of counseling or treatment need, all at the parent's expense.

**COMMENTS**

Prolonged absences from school should be avoided as they may contribute to the individual's increased involvement with alcohol or other drug use. Many alternative disciplines are possible. These could include special study projects, peer group programs, one-to-one counseling and group counseling sessions. Parental involvement can increase option for effective alternatives and should be encouraged.

**6. Student is caught for second or subsequent time with alcohol or other drugs (amount typical for personal use) or drug paraphernalia.**

**a. IMMEDIATE ACTION**

The staff member who discovers the drugs or drug paraphernalia will summon the principal, or principal's designee, or escort the student to the principal's office. The student's locker will be searched according to policy. The principal or designee will request that the student empty his/her pockets, or purse and volunteer all drugs and drug paraphernalia. If the student refuses to cooperate, law enforcement officials may be called in to conduct a search.

**b. NOTIFICATION OF PARENTS**

The parent will be contacted immediately and the situation described. They will be informed that law enforcement officials will be notified.

c. DISPOSITION OF SUBSTANCES

Substances will be sealed, documented and turned over to law enforcement officials as potential evidence.

d. DISCIPLINE

*Refer to Policy 502.16, Student Discipline Code for Drugs and Alcohol for disciplinary action.*

e. NOTIFICATION OF LAW ENFORCEMENT OFFICIALS

Law enforcement officials will be notified and any contraband will be turned over to them.

f. INTERVENTION

The school will recommend to the parent that the student be assessed to determine the extent of alcohol or other drug involvement and the appropriate level of counseling or treatment needed. All counseling and or treatment will be at the parent's expense.

**7. Student is caught with a quantity of alcohol or other drugs, or other substances to be sold as illicit drugs, that exceeds an amount typical for personal use.**

a. IMMEDIATE ACTION

The teacher will summon the principal, or principal's designee, or escort the student to the principal's office. Law enforcement officials will be called.

b. NOTIFICATION OF PARENT

The parent will be notified immediately and the situation described. They will be informed that law enforcement officials will be notified.

c. DISPOSITION OF SUBSTANCES

Substances will be sealed, documented and turned over to law enforcement officials as potential evidence.

d. DISCIPLINE

*Refer to Policy 502.16, Student Discipline Code for Drugs and Alcohol for disciplinary action.*

e. NOTIFICATION OF LAW ENFORCEMENT OFFICIALS

Law enforcement officials will be called immediately.

f. INTERVENTION

The school will recommend to the parent that the student be assessed to determine the extent of alcohol or other drug involvement and the appropriate level of counseling or treatment needed.