

## WELCOME TO THE HOME OF THE HORNETS

The faculty and staff take pleasure in welcoming you to Laquey R-V Schools. We ask you to read this handbook. It answers many of the questions you might have. If you have any other questions do not hesitate to call the High School office.

The Laquey School District is located in central Pulaski County three miles south of Interstate 44. Our district is nestled among 80 square miles of Ozark Mountain finery, surrounded by woods, fishing, hunting and additional recreational opportunities.

The district population is composed of traditional and military families. The district currently has approximately 780 students. Words such as caring, understanding, and personal touch identify Laquey with the strong rural ethic.

Laquey high school contains grades nine through twelve. The elementary, middle, and high schools are located on the same campus. Laquey is a progressive district with an excellent rating from the Missouri Department of Elementary and Secondary Education. **All schools are fully accredited.** Laquey high school has been distinguished by the U.S. News & World Report as one of "America's Best schools" receiving the bronze medal award for the top 100 high schools in the nation for the 2008-2009 and 2009-2010 school years.

We are proud of our curriculum. Our mathematics department offers math through calculus. The science department offers courses including advanced chemistry. The communications arts department offers beginning courses through advanced college preparation courses. The social studies department offers general and advance courses. The practical arts department offers courses in business, industrial arts and vocational education. The fine arts department includes courses through advanced art and music. The band begins in the 5th grade and continues through the 12th grade. Laquey high school also offers a wide range of dual credit courses that students have the opportunity to gain college credit while in high school.

Our Special Education Department offers a full range of special education classes for all grades. Gifted education is provided for all qualifying students. The physical education department offers a complete schedule of classes including weightlifting and lifetime sports.

Grades 9-12 participate in league sponsored events to include basketball, baseball, softball, cross-country, soccer, chess, music, speech, math, art, and industrial arts.

**Address:** Laquey High School  
PO BOX 130, Highway "AA"  
Laquey, Missouri 65534

### **Telephone Numbers:**

<b>District Office:</b> 573 765 3716	<b>FAX:</b> 573 765 4052
<b>Elementary School:</b> 573 765 3245	<b>FAX:</b> 573 765 5604
<b>Middle School:</b> 573 765 3129	<b>FAX:</b> 573 765 4086
<b>High School:</b> 573 765 4051	<b>FAX:</b> 573 765 5608
<b>Transportation:</b> 573 765 3159	
<b>Food Service:</b> 573 765 3208	

## **Statement of Non-Discrimination:**

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

## **Mission:**

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

## **Philosophy:**

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

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

## **General Instructions:**

**Visitors: Laquey is a closed campus. That means everyone, except students attending Laquey, must report to the appropriate office for a pass before they will be permitted into the school.** No one is to disturb classes or school activities or hinder the instructional process. Siblings, relatives, friends, etc. of students are not allowed to visit the school to spend the day. It is very important that your child have a safe environment in which to learn. **Laquey R-V Schools will do whatever is necessary to insure that safe environment. If any student, parent, or staff member has information regarding the endangerment of that safe environment, please contact our school's confidential tip line at: [info@laquey.k12.mo.us](mailto:info@laquey.k12.mo.us)**

**School Day:** The schools are open for students at **7:50 AM** and all students are to leave campus by **3:40 PM** unless under the **direct supervision** of a teacher. Classes begin at **8:11 AM** and end at **3:10 PM**. The first bell rings at **8:07 AM** and students are tardy after **8:11 AM**. **Please do not drop your children off before 7:40 AM.** There is no one here to supervise them.

**Guidance Counselor:** The counselor's office is open to all students, parents, and faculty members. The best time to see the counselor is during normal school hours. The guidance department operates under a comprehensive guidance curriculum developed to meet the needs of Laquey students.

**A+ Schools Program:** Laquey High School is an A+ designated school. The A+ Schools Program is a state funded program that will allow the student a chance to attend a two year community college or vocational/technical school and have all their tuition paid for by the state. The program encourages students to stay in school, make career plans, tutor younger students, and graduate with the skills and knowledge required for career success or to pursue advanced education. Students must meet minimum requirements to be eligible for A +:

1. Have attended Laquey High School (3) years prior to graduation.
2. Graduate with a cumulative grade point average of 2.5 on a 4.0 scale.
3. Have at least a 95% attendance record for four years of high school.
4. Perform fifty hours of unpaid mentoring/tutoring for other students.
5. Maintain a record of good citizenship and avoidance of the unlawful use of alcohol/drugs.

**Library:** There are two libraries, K-4 and 5-12, fully staffed with individual librarians. The library is open during the school day for checking out and returning materials and for research. Students must have permission to go to the library without the teacher. Teachers bringing classes to the library must first be scheduled by the librarian. If the students are doing individual research no more than two from any one class can be sent at one time. **The teacher should send a pass with the student advising the librarian of the type of research being done.**

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

**School Nurse:** A full-time school nurse is available for the students. All medication must be dispensed through the school nurse. **No students may have in their possession pills, liquid medicines, pill boxes, etc.**

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

1. Measles: Two doses of live measles vaccine received on or after the first birthday and separated by at least 30 days for all students in kindergarten through fourth grade. One dose of live measles vaccine received on or after the first birthday for all students in fifth through twelfth grades.
2. Rubella: One dose of live rubella vaccine, received on or after the first birthday.
3. Mumps: One dose required for all school children.
4. Polio: At least three doses of oral polio vaccine with third or fourth dose received on or after the third birthday.
5. Diphtheria (DTP or Td): At least three doses, with the third, fourth, fifth or sixth dose of DTP received on or after the third birthday. A booster is required ten years after the last dose.
6. Hepatitis B: Series

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

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

**Food Service:** The school cafeteria offers good, wholesome meals to all students. The menu should be in their classroom so they know what will be served each day. Students in grades 9-12 will be served a number of choices each day.

**Payments should be made in advance for lunches.** The student's account will be credited and the cost of lunch debited. Students should pay for lunches on Monday. Lunch money should be put in the designated envelopes and put in the lunch can in the High School office. Parents will be notified of all delinquent accounts and all lunch charges must be paid at that time. Students can only charge meals for a maximum of 10 days.

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

**Special Services:** The following special services are provided in grades K-12: EMH; LD; ED; gifted; parents as teachers. All other special services are arranged through the special services department.

**Grading Scale:** To pass a student must earn 60% or more.

**Progress Reports:** Progress reports are rendered eight times a year. Efficiency/deficiency notices are rendered the 20th day of the session with formal report cards being issued at the end of each quarter. Parents are always welcome to come by and check on their student's progress. Parents are also encouraged to check their student's progress online. Applications and information for online passwords can be obtained in the high school office.

**Honor Roll:** An honor roll is published at the end of the first and second semesters.

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

**Assemblies:** Assemblies are held periodically. Parents are welcome to attend any assembly. Each class is assigned an area of seating for all assemblies.

**Hall Passes:** All students are required to have a hall pass when they are out of class during class time. Students will be issued a school planner to help keep them organized. The planner will contain their hall passes for the year. The planners belong to the school and can be collected at any time. If a student loses or destroys a planner they will be charged for the cost of the planner.

**Personal Possessions:** Laquey R-V School is not responsible for the loss, theft, damage, etc. to a student's personal possessions. Do not allow your child to bring radios/ipods, cell phones, cassette players, cameras, walkman-type headphones, beepers or such to school. They will be confiscated and held in the appropriate office. Cell phones confiscated must be picked up by the parent/guardian.

**Telephone calls:** Students will not be called to the telephone unless it is an emergency. School personnel will gladly take information and give it to the student.

**Disaster Preparation Drills:** Fire, tornado, and earthquake drills are held periodically throughout the year. Information is posted near the classroom exit containing the actions to be taken for each drill.

**Lost and Found:** Any articles found are turned in to the office. The student should check the office to see if the item is there. Please do not allow your students to bring large amounts of money or jewelry to school. We are not responsible for lost or stolen items.

**Care and use of School Owned Items:** Textbooks, lockers, locks, parking permits, equipment, uniforms, etc., although used by the student, remain the property of Laquey R-V Schools. Parents are responsible for reimbursement to the school for any lost books, broken equipment, etc. Not returning library books will result in a fine. Once again, your student is being taught to be responsible. Saying a textbook is stolen does not negate responsibility and the student will have to pay for the book.

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

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

**Gang Affiliation:** Laquey High School has zero tolerance for any gang affiliation. Students are not allowed to be a member of any gang or participate in gang-related activities such as, but not limited to, initiation practices or enforcement practices. Any student violating this policy could be suspended or expelled.

**Display of Affection:** Hand holding only.

**Personal Appearance of the Student:** Hats and sunglasses are not to be worn inside the buildings. No vulgarities or implied vulgarities are permitted on shirts, jeans, etc. No clothing is permitted that advertises any product or service not permitted to minors by law or that defames any person on the basis of his/her race, color, or creed. No cropped tops, midriffs, see through shirts, or tops exposing cleavage. No chains or gang related materials (such as handkerchiefs displaying gang colors) are allowed at school. Pants with large holes or tears in them above the knees cannot be worn **unless patches covering the holes are sewn under them.** Clothing designed as "underwear" cannot be worn so that it is visible. Final approval is at the discretion of the principal.

**Use of Tobacco:** Laquey maintains a smoke free environment in all buildings. Students are not allowed to use tobacco products at school or at school sponsored events.

**Leaving the Campus:** Because this is a closed campus no one is allowed to leave the campus once they arrive without checking-out in the office. Students cannot check out without parental/guardian permission.

**Harassment:** Laquey High School has zero tolerance for harassment of any kind. Students that feel they are being harassed are to notify a teacher, counselor, or principal. Harassment is considered a disciplinary matter and will be dealt with accordingly.

**Discrimination:** Laquey High School does not tolerate discrimination of any kind. Students that feel they are being discriminated against are to notify a teacher, counselor, or principal.

**Drug Testing for School Activities:** Students participating in school sponsored activities will be required to have a form signed by parent/guardian and student allowing for random drug testing during activities. The test is administered by a professional organization. The goal of the drug testing is to deter students from making poor choices concerning drug use and to get help for students that are using illegal drugs.

### **Transportation:**

Riding the school bus is a privilege not a right. Abuse of the rules may result in your child/children losing that privilege. The consequences for not following the rules are outlined below.

Students need to be at the bus stop 3 to 5 minutes before the scheduled pickup time and they need to respect private property of others at the stop location. Students need to wait for the bus in a safe place – well off the roadway to ensure their safety.

**1. Respect the rights of others.**

Avoid roughhousing. Quiet and orderly socializing is acceptable – shouting or any loud noise is not acceptable. Keep your hands to yourself; pushing, grabbing, reaching or climbing over seats is not permitted. Do not leave papers on the seat or floor of the bus. No spitting.

**2. Be courteous, use no profane language.**

Profane or inappropriate language or remarks are not permitted.

**3. Obey the instructions of your school bus driver**

Be cooperative and obey your bus driver. The following items are not allowed on the school bus: live animals, weapons, explosive or flammable materials, and no tobacco or alcoholic products are permitted. The driver has the authority to deny transportation of items. The driver has the authority to assign seats whenever and wherever is necessary for good student management.

**4. Keep head, hands, and feet inside the bus**

Serious injury could result from being struck by an object as the bus passes or hitting the window frame as the bus goes over a bump. Do not throw objects from the bus.

**5. Keep the aisles clear**

Students as well as book bags, instruments and other items must be kept out of the aisle; the driver must have a clear view down the aisle through the back door window at all times.

In general, rules violations will be dealt with on an individual basis between rider and driver. If a problem continues, a written report will be made.

1<sup>st</sup> offense – written warning

2<sup>nd</sup> offense – 1 to 3 days of bus suspension

3<sup>rd</sup> offense – 3 to 5 days of bus suspension

4<sup>th</sup> offense – 5 to 10 days of bus suspension

5<sup>th</sup> offense – Removal from the bus for the remainder of the school year.

The transportation code of conduct is a guide and can be modified by the appropriate administrator to fit the situation.

## **DISCIPLINE**

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

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

### **Definitions:**

1. In-School Motivational Center (IMC): The student is under the supervision of a teacher for the entire day. This is an alternative environment for a period no less than 10 days.
2. In-School Suspension (ISS): The student is under the supervision of a teacher for the entire day. The student is ineligible for any extra-curricular activities during the day assigned to ISS.
3. Out-of-School Suspension (OSS): The student cannot come on campus for any reason and could not receive credit for school work during this time.
4. After-School-Detention (ASD): The student will remain after school during the designated time period. The student will work during the entire session and parents are responsible for the child's transportation home.
5. Saturday School (SatSch): The student will serve from 8:00AM to noon on the designated Saturday(s) under the supervision of a school employee. All regular school day rules will apply. SatSch is also used for making up assignments missed due to excessive absences or suspensions. This option currently is not being used but could be implemented if needed.

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

### **STUDENT CODE OF CONDUCT:**

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

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

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

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

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

**Student Discipline:**

1. **Arson** - Starting a fire or causing an explosion with the intention to damage property or buildings.
  - (1) First Offense: 11-180 days out-of-school suspension or expulsion
  - (2) Subsequent Offense: Expulsion
  
2. **Assault** -
  - a. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.
    - (1) First Offense: 3-180 days of In-School Suspension (ISS), 1-180 days out-of-school suspension
    - (2) Subsequent Offense: 11-180 days out-of-school suspension or expulsion
  - b. Attempting to kill or cause serious physical injury to another - Immediate expulsion
  
3. **Bus Misconduct** - Any offense committed by a student on a district-owned or contracted bus shall be disciplined in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.
  
4. **Verbal Abuse** - Use of words or actions, verbal, written or symbolic, meant to harass or injure another person; i. e. threats of violence or defamation of a person's race, religion, gender or ethnic origin.
  - (1) First Offense: Principal/student conference, **ASD**, ISS, or 1-10 days out-of-school suspension
  - (2) Subsequent Offense: ISS or 1-180 days out-of-school suspension, or expulsion.
  
5. **Disrespectful Conduct or Speech** - Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings
  - (1) First Offense: Principal/Student conference, **ASD**, ISS, or 1-10 days out-of-school suspension
  - (2) Subsequent Offense: **ASD**, ISS, 1-180 days out-of-school suspension
  
6. **Disruptive Speech or Conduct** - Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.



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

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

## 7. **Drugs/Alcohol**

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

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

(2) Subsequent Offense: Expulsion

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

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

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

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

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

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

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

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

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

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

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

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

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

12. **Sexual Harassment** –

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

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

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

b. Physical contact that is sexually harassing

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

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

**13. Theft, Attempted Theft or Possession of Stolen Property**

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

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

**14. Tobacco**

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

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

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

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

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

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

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

(1) First Offense: 1-3 days ISS

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

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

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

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

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

(1) Third Offense per quarter: **ASD**, ISS

(2) Subsequent Offense: **ASD**, ISS or 1-10 days suspension

18. **Weapons** - (See Board policy 2620)

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

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

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

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

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

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

## ATTENDANCE

**Perfect Attendance:** Attendance at school is an important habit to cultivate. Frequent absence of students from regular classroom learning experiences disrupts the continuity of the instructional process. The school cannot teach students who are absent. Additionally, potential employers often check with the school when a student applies for a job. They want to know how many times the student has been absent from school and how many times the student has been late to school. This shows persistence and is valuable to the employer. Perfect attendance is defined as not being absent during the school year.

Field trips, school directed functions, court appointments or appointments directed by other government agencies, appointments with military recruiters, and job and college interviews (seniors only) will not be counted as absence.

**Absences:** In case of absence, it is the responsibility of the parent/guardian to notify the school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement should be required to support such absences).
2. Days of religious observance.
3. Death in the family (Each building shall define degree of relatedness required to excuse absence).

4. Family emergencies that necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Each building shall define degree of emergency required to excuse absence).

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

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

**Unexcused Absences:** Attendance patterns for all students will be monitored. Absences that are not clearly excusable will be investigated by the principal and/or staff and appropriate action taken:

After a student has been absent for three consecutive days, the building principal and/or staff should contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.

**Excessive Absences:** A student shall be allowed a maximum of five (5) unexcused absences from school during a quarter. Students who accumulate in excess of five (5) days from school or (5) class periods from the same class may not have earned credit.

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

The attendance committee will be composed of high school and middle school staff members. The high school and middle school administrators will select the committee.

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

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

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

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

Any exceptions to the items cited above shall be approved by the Board of Education.

Each principal may have written policies, which further detail procedures for making up work, reporting absences, etc.

## **SCHEDULING**

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

**Guidance Appointments** – A sign-up register will be provided for students to request an appointment to see the counselor. The counselor will then contact students at the earliest time possible. Students should only come to sign the register either before classes begin, between classes, at lunch, or after school has been dismissed. At times students may ask permission to go to the guidance office during class time, and the teacher may feel that there is a necessity to do so. The teacher then would initiate a hall pass allowing the student to go. The counselor might need to see a student during class time. The teacher needs to release the student when the counselor asks. However, except in the cases of emergencies, students should have an appointment before going to the counselor.

**Career Education Center** is located in the guidance office and contains information on a variety of educational choices. Students and parents are encouraged to use this educational resource.

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

Records may be released to:

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

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

Schedule changes are made only under strict guidelines. We do not believe that a student should drop a class simply because they have a poor grade, unless that student is actually working up to potential and cannot cope. Course changes can be made only during a period five days before and/or five days after the beginning of the first and third session. A student cannot drop classes required for graduation.

## GRADUATION REQUIREMENTS

The Laquey High School student must earn 25 units of credit to graduate. Those students transferring in to our district will have their graduation credits adjusted if needed. Students must earn the following:

1. Communication Arts: Four units of credit must include communication arts 9, communication arts 10, and communication arts 11.
2. Social Studies: Four units of credit to include civics/geography, American history, world history, and personal finance/economics. Satisfactory completion of instruction in the US and Missouri Constitutions is required.
3. Science: Three units of credit to include physical science 9 and biology 1.
4. Mathematics: Three units of credit to include one course that includes an algebra component which could be one or more of the following courses: Algebra 1 or Algebra 2.
5. Practical Arts: One unit of credit
6. Fine Arts: One unit of credit.
7. Physical Education: One unit of credit.
8. Health: ½ unit of credit.

**Dual Credit** courses will be offered in agreement with the **Ozarks Technical Community College**. The purpose of dual credit is to provide a mechanism which will allow high school juniors and seniors to enroll in a college course earning both high school and college credit at the same time.

A student passing an upper level course with at least 75% cannot take a lower level course unless required for graduation.

Honors diploma can be earned by completing an additional upper level elective course in communication arts, social studies, math, and science and maintain a 3.0 GPA.

**College Preparatory Studies Certificate** is a voluntary program of the Missouri Department of Education designed to recognize students who follow a rigorous academic program. A certificate in addition to a high school diploma will be issued at graduation. Certain scholarships require completion of the College Preparatory Certificate as part of eligibility criteria. All graduation requirements must be met as well as advanced electives from all core areas must be taken. Requirements also include a GPA in Math, Science, Social Studies, and

English of a 3.0 or better on a 4.0 scale. SAT and ACT scores must be above the national average (subject to change).

Students that do not meet the requirements for graduation shall not be permitted to participate in commencement activities.

**Class Assignment:** The student must have earned at least 6 credits to be a sophomore, 12 credits to be a junior, and be able to earn sufficient credits to graduate this year to be a senior.

Classifications begin the first day of attendance and continue the rest of the year unless a change is made by the administrator.

Students cannot participate in class activities unless they are a part of that class. Although a student has been in high school for three or more years he/she cannot participate in prom, senior class trips, senior week, etc., unless they are a qualified member of the class.

**Students will attend the class meetings for which they qualify.**

**Testing Program** – The following tests are administered throughout the year. Specific testing dates will be published in the guidance office:

<b>Test</b>	<b>Grade/ Course</b>
Armed Services Vocational Aptitude Batter (ASVAB)	All Juniors
PSAT/ National Merit Scholarship Qualifying Test	Interested Juniors
ACT (administered at LHS)	Interested Juniors & Seniors
SAT (administered at Rolla High School)	Interested Juniors & Seniors
EOC (End of Course Exams)	English I, English II, Algebra I, Algebra II Geometry, Biology Government, American History

### **WITHDRAWAL FROM SCHOOL**

Occasionally it becomes necessary for students to change schools. There are formal check-out procedures and the form is obtained from the office. We will not clear a student without permission of the parent. All bills must be paid before a transcript will be forwarded.

### **LEAVING THE BUILDING DURING SCHOOL HOURS**

If a student needs to leave the school prior to the scheduled dismissal time they must:

1. Have a parent call requesting the student be dismissed.
2. Sign out in the office.

3. Notes will be verified with the parent.

## **DRIVING TO SCHOOL**

All privately owned vehicles must be registered with the office. A parking permit will be required for all students that will park in the school parking lot. The permit will be turned back in at the end of the school year. Damage or loss of a permit will result in a \$3 charge for a replacement. Students parking in the parking lot without a parking permit could lose parking privileges after the 3<sup>rd</sup> offense.

The safety of our students is of utmost importance; therefore, caution must be exercised by any student driving to school. Extreme caution must be exercised when in the areas of school busses. Busses cannot be passed when stopped. Endangerment of students on busses will not be permitted and driving privileges to school will be revoked.

Automobiles must be parked correctly in the parking lot. Seniors can park in the lower parking lot in front of the school. All other high school students must park in the upper parking lot south of the school. Students must leave the vehicle and come into the building immediately upon arriving at school. Not doing so could result in losing driving privileges to school. Students cannot go out to their vehicles during school hours without specific permission of the appropriate administrator. For the safety of all our students any car can be searched by school administrators who have a reasonable suspicion that the car contains drugs, alcohol, material of a disruptive nature, stolen properties, weapons, or other items posing a danger to the health or safety of students and/or school employees

## **EXTRA-CURRICULAR ACTIVITIES**

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

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

**Transportation is provided for students participating in extra-curricular events. The student must travel to and return on school provided transportation unless the parent picks the student up.**

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

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

**Ineligibility List:** Any student failing a class at the middle or end of each quarter will become ineligible to participate in extra curricular activities that do not receive a grade. Students that become ineligible when the ineligible list is released at mid quarter can participate after two weeks if the failing grade or grades are passing.



Students that become ineligible at the end of a quarter can not participate until they are passing all classes at mid quarter. Students that are ineligible can practice with a team but can not travel or set on the bench with a team. **Students that are ineligible are also prohibited from participating in extracurricular activities other than sports.**

**School Dances:** School dances are held from time to time. Dances sponsored by the school are restricted to Laquey students and their approved registered guests only. Any student causing a disturbance will be asked to leave and forfeit the privilege of attending dances. Any student leaving the building before the dance is over will not be readmitted and will have to leave school grounds.

## LOCKERS

**Lockers are the property of Laquey R-V Schools.** They are provided only for the convenience of the student. **Lockers are subject to periodic inspection without notice.** Any locker, student and/or desk can be searched by school administrators who have a reasonable suspicion that the lockers, student, and/or desk contains drugs, alcohol, material of a disruptive nature, stolen properties, weapons, or other items posing a danger to the health or safety of students and/or school employees. Locker room lockers are available from the physical education department. Locks are provided to all students in grades 9 – 12. Students are responsible for the lock and locker assigned to them. The replacement fee for a lock that is destroyed or lost will be \$5.00.

No writing, stickers, etc. is allowed on the outside of the lockers.

## BELL SCHEDULE

7:40.....Doors open, busses unload  
8:07.....First bell, students report to class  
8:11.....Begin 1st period  
9:04.....End first period  
9:08.....Begin second period  
10:01 .....End second period  
10:05 .....Begin third period  
10:58 .....End third period  
11:02 .....Begin fourth period  
11:55 .....End fourth period

Lunch

12:23 .....Begin fifth period  
1:16.....End fifth period  
1:20 .....Begin sixth period  
2:13 .....End sixth period  
2:17 .....Begin seventh period  
3:10 .....End seventh period

3:40 All students must be clear of the campus unless under the direct supervision of a teacher.

## **Student Acceptable Use Policy**

The purpose of the Laquey R5 School District's (hereafter referred to as the District) network, including Internet access and other technological resources is to support and enhance communication, learning, teaching, and internet safety.. The District is responsible for securing its network and computer systems against unauthorized access and/or abuse, while making them accessible to authorized and legitimate users. This responsibility includes informing users of expected codes of conduct and the discipline measures for not adhering to them. Any attempt to violate the provisions of this policy will result in the temporary revocation of user privileges, regardless of the success or failure of the attempt, and may result in additional disciplinary action. The party or parties, committing the offense, will pay for any violations that incur expense to the district. Any nonpayment of such expenses may result in withholding of grade reports and/or graduation diploma. The District reserves the right to amend this document at any time.

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

### **Students shall not:**

- Share your password with another or intentionally modify passwords belonging to other users.
- Bring computer games or CDs from home to use in the lab computers. Only data disks related to school assignments may be used.
- Use a computer to harm other people or destroy their work or data files. Nor trespass on others' folders, work or files.
- Damage the computer or network in any way.
- Interfere with the operation of the computer or the network by installing illegal software, shareware, or freeware. Do not place unlawful information on or through the computer system.
- Attempt to break the security system.
- Violate copyright laws.
- Use obscene, abusive, or otherwise objectionable language or images in either public or private files or messages. Do not access obscene, pornographic or anything harmful to minors.
- Waste limited resources such as disk space or printing capacity.
- Upload or download computer viruses.
- Use the computer or network to facilitate illegal activity.
- Use the computer or network for commercial or "for profit" purposes.
- Use the computer network for chat rooms and/or instant messaging programs, social networking
- Misrepresent yourself or other users on the computer or network.
- Bring food or drink in the vicinity of computer equipment.
- Give personal information on website or other computer network systems

### **Students shall:**

- Notify an adult immediately if you encounter materials that violate the STUDENT ACCEPTABLE USE POLICY or observe other students violating the rules.
- BE PREPARED to be held accountable for your actions and the loss of access to computers and network.

**\*\*NOTE\*\* Any student failing to have a SIGNED user agreement form on file will be locked out of the system until the form is accounted for. A consequence will be given to ANY student caught "loaning" their password to those who have failed to account for this form.**

***Parents: (if you have more than one child in the district, they may all sign the same form)***

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

\_\_\_\_\_  
Parent/Guardian Name (Print) \_\_\_\_\_  
Date

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

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

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

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

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