

## ***Welcome to*** **Lawson High School**

As school is about to begin, the faculty and administration wish to take this opportunity to extend to each of you a most cordial welcome. We hope the coming year will be both enjoyable and educationally rewarding for you. The preparation of this planner is an attempt to place vital information of the high school in your hands for ready reference.

The biggest challenge you will have is to continue the excellent tradition and pride that have been established by the Lawson Cardinals. We want to continue to strive for excellence in both academics and extra-curricular activities.

All students have received a copy of this handbook on the first day of school and signed a form indicating as such. You and your parents should read this handbook completely and thoroughly as soon as possible. This is your handbook and it is your responsibility to become familiar with the information contained herein.

The office will be open at all times during the regular school day. The telephone number is 580-7270. All high school activities will be scheduled through the office. Smooth, effective operation of our school depends greatly on open communications. If for any reason parents want to confer with faculty, counselors, or administrators, they may call for an appointment.

Scott Harrold  
High School Principal

School Website : [www.lawsoncardinals.org](http://www.lawsoncardinals.org)

Lawson Alerts : [alerts@lawson.k12.mo.us](mailto:alerts@lawson.k12.mo.us)

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#### **LAWSON HIGH SCHOOL MISSION STATEMENT**

The mission of Lawson High School is to form a partnership with family, business and community in order to provide a quality education in a safe, drug free environment that prepares students to be confident in their abilities, enthusiastic about their possibilities, and eager to engage life as contributing members of society.

#### **EDUCATIONAL PHILOSOPHY**

A philosophy of education is the foundation on which a school district is built and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Lawson R-XIV School District and the Board of Education thereof shall be a guide in determining the policy, rules and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his/her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his/her capacities.

We believe that in a democratic society, education must help the student realize his/her worth as an individual and should lead him/her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of his/her capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote, through teaching and example, the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school and they need to impart this confidence to the students. The parent/guardian may do this by cooperating to the fullest with the schools, by encouraging the student to give his/her best efforts to his/her daily school responsibilities and by participating in school activities.

We believe that the student must have responsibilities in the educational program of his/her community. Most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's education program is based on the development of competencies in the basic fundamentals of reading, oral written communication and mathematics.

It is therefore the responsibility of the Lawson Board of Education to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social and career development.

#### **PARENT/GUARDIAN NOTIFICATION OF EMERGENCY INFORMATION**

The safety plan directs that, if administrators have reason to believe that the safety of students is at risk, then administrators should first take immediate action to ensure the safety of students and contact law enforcement. After the safety of students was assured and law enforcement had been contacted, administrators will disseminate information to parents. Further, Administrative Procedure EBC-API directs that "announcements will ... be made if the opening of any or all schools will be delayed or if any schools will be dismissed due to weather conditions and/or other emergencies."

#### **LAWSON R-XIV 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 Lawson R-XIV 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 disorders, 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 Lawson R-XIV School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Lawson R-XIV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Lawson R-XIV School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the office of the Superintendent of Schools, 4<sup>th</sup> & Allison, Lawson, Missouri, 64062, during regular school hours on days school is in session.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's

name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Pam Alberti, Director of Special Services, 816-580-7277.

Lawson R-XIV School District is in compliance with all laws and procedures regarding nondiscrimination. The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. In addition, there are policies in place that insure equal opportunity of employment, nondiscrimination on the basis of sex, disability, age, or religion. The school district will also provide an environment free of sexual harassment. All such policies include grievance procedures. Should a student, parent, staff member, or community person have reason to believe they have been discriminated against or sexually harassed, they should refer to the grievance procedure outlined in the Board of Education policy. All inquiries regarding implementation of any guidelines of these programs should be directed to Roger Schmitz, Superintendent of Schools, PO Box 157/4<sup>th</sup> & Allison, Lawson, Missouri, 64062, phone 816-580-7277.

This notice will be provided in native languages as appropriate.

#### **PARENT/GUARDIAN REQUEST FOR IDENTIFIABLE INFORMATION REGARDING OTHER STUDENTS**

FERPA prohibits school officials from sharing student education records, and student record information, with anyone other than the student's parent/guardian and school officials with a legitimate educational interest. This prohibition is explained in Policy and Administrative Procedure JO (Student Records). Student discipline records and discipline information are considered to be educational records. Thus, under FERPA, school officials may not disseminate information to parents concerning discipline that was imposed on students for bullying or other behaviors (the information may only be conveyed to the disciplined student's parents). Further, school officials may not simply disseminate student information and redact the student's name, due to the risk that the identity of the student can be readily discovered. The Family Policy Compliance Office, the federal office responsible for compliance issues involving FERPA, has determined that school districts cannot release individually identifiable student record information if third parties are likely to be able to discern the identity of the student from the information disclosed.

#### **NOTICE OF NONDISCRIMINATION**

The Lawson R-XIV School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities and provides equal access to the Boy Scouts and other designated youth groups. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Board designates the following individual to act as the district's compliance officer: Pam Alberti, Director of Special Services / 401 N. Allison, PO Box 157, Lawson MO 64062 / Phone: (816)-580-7277/ Fax: (816)-296-7723.

#### **FAMILY EDUCATIONAL AND PRIVACY ACT (FERPA)**

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

The right to inspect and review the student's education records within 45 days after the day the Lawson School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make

arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected:

1. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Lawson School District to amend a record should write the building principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

2. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Lawson School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202.

#### BELL SCHEDULE

1 <sup>st</sup> period	8:15 – 9:05	5 <sup>th</sup> period	12:17 – 1:07
2 <sup>nd</sup> period	9:09 – 9:59	6 <sup>th</sup> period	1:11 – 2:01
3 <sup>rd</sup> period	10:03 – 10:53	7 <sup>th</sup> period	2:05 – 3:01
4 <sup>th</sup> period	10:57 – 12:13 (lunch shifts)		

#### REGISTRATION AND ENROLLMENT

Registration will be held in the spring for the following school year. The district will annually request that students and their parents/guardians provide the district with current information on any medical conditions that may impact the student's education or that may require medical care during the school day or during school activities. In addition, the district will request emergency contact information from the parent/guardian and all other persons authorized by the parent/guardian to respond in an emergency. Information will be requested at the beginning of each school year. **Parents should notify district administration of any additions or corrections to their emergency contact information including address, all telephones used, and e-mail addresses used for contact.**

### **CLASS CHANGES**

Students may drop or add a class during the first three days of the 1<sup>st</sup> semester. Second semester drop or adds must be done before the 2<sup>nd</sup> semester begins.

### **OFFICE OF THE COUNSELOR**

The counselor's office is located in room 310. Your counselor is there to assist you in better understanding yourself, your abilities, and limitations, so that you may live up to your fullest potential. Your counselor will also assist you in; (1) Scheduling of classes; (2) Career planning; (3) Selecting a school or training after high school; and (4) Assisting you with any problems or needs you might have.

It is the student's responsibility to check postings regularly for ACT test dates and registration deadlines, scholarship announcements and deadlines, visitation dates for college representatives, part-time job openings in the area, and other pertinent student information. Transcripts may be requested by signing the transcript sign-up clipboard inside the counselor's office.

### **A+ SCHOOL**

Lawson R-XIV School District will follow the requirements as established by state law and regulation for the implementation and administration of the A+ Schools Program. The requirements for the A+ program include:

1) attend a designated A+ School for 3 consecutive years prior to graduation, 2) graduate with a 2.5/4.0 GPA, (un-weighted grade scale) 3) have a 95% attendance rate for grades 9-12, 4) complete 50 hours of school approved unpaid tutoring., 5) maintain a record of good citizenship and avoidance of the unlawful use of drugs, 6) apply for federal financial assistance funds that do not require repayment (FAFSA), and 7) **Students must score proficient or advanced on the State level Algebra I End of Course Exam. Alternative qualifications have been put in place the State for those who don't qualify via the Algebra I Examination.**

Students must attend a workshop prior to being assigned to the tutoring program. There will be a fall and spring session. To enroll, complete an A+ Schools Agreement. Contact the Assistant Principal, Clint Ross, in the High School office for additional information.

### **PRESIDENTIAL ACADEMIC FITNESS AWARD**

To be eligible for the Presidential Academic Fitness Award a student must:

1. Maintain a 3.5 grade point average.
2. Score in the 85<sup>th</sup> percentile in math or reading on a standard achievement test.
3. Receive 12 credits in the new basics which include math, English, social science, foreign language, science, and computer science classes.

### **HONOR GRADUATES**

The top ten (10) percent of the graduating senior class shall be recognized as honor graduates and said students shall be so recognized at the graduation exercises each spring. The highest ranking senior shall be recognized as the VALEDICTORIAN and the second highest ranking senior shall be recognized as the SALUTATORIAN. In such instances where a tie in the grade point average occurs, those students shall be so recognized as sharing the honor. To be considered for such honors, a student cannot have had a waiver of any specific regular education course requirements. Determination of honor graduates shall be based on all grades earned by the student throughout their eight semesters of high school. To be eligible for such honor, a student must have attended the entire 12<sup>th</sup> grade of school at Lawson R-XIV School without interruption.

### **ACADEMIC LETTER**

The purpose for the Academic Letter is to honor any and all students who have attained excellence in academic achievement. Any student who has maintained a 3.63 cumulative grade average after three semesters of grades received at Lawson High School will be eligible. Grade point average will be based on the weighted grade scale. Students eligible for the first time will be awarded

a 5”-6” emblem with the lamp of light on it. Succeeding eligibility students will be awarded a gold bar. Notification of the award will be made during the spring semester.

**NATIONAL HONOR SOCIETY**

Lawson NHS membership is selective and based upon a student’s outstanding performance in the areas of scholarship, service, leadership, and character. Students who have a 3.25 unweighted grade point average in **core courses** at the end of three semesters at LHS are eligible for membership. These students are presented to the faculty council for further consideration in the areas of service, leadership, and character.

**LAWSON SCHOOLS GRADING SYSTEM**

Report cards will be issued at the end of each quarter. Progress reports indicating below average work will be issued semi-quarterly. Letter grades are used as follows: A – Excellent; B – Superior; C – Medium; D- Inferior; F – Failure. The grading scale for grades 9 through 12 is as follows: 100–96 A; 95-90 A-; 89-86 B+; 85-83 B; 82-80 B-; 79-76 C+; 75-73 C; 72-70 C-; 69-66 D+; 65-63 D; 62-60 D-; 59 and below F.

**WEIGHTED ACHIEVEMENT GRADE SCALE**

The purpose of the weighted achievement grade scale is to serve as an incentive award designed to encourage students to pursue a rigorous course of studies in high school whereby those students choosing the more rigorous subject areas will be rewarded for their accomplishments. All regular course offerings at the high school will carry a mark of 3 as the minimum standard of measure. Courses deemed more difficult will carry an additional worth by the mark of 4 for above average difficulty. The mark of 5 will be given to those courses deemed most difficult.

**WEIGHTED COURSE RANKING FOR DIFFICULTY**

	<b>3</b>	<b>4</b>	<b>5</b>
A	4.0	4.33	4.67
A-	3.67	4.0	4.33
B+	3.33	3.67	4.0
B	3.0	3.33	3.67
B-	2.66	3.0	3.33
C+	2.33	2.67	3.0
C	2.0	2.33	2.67
C-	1.67	2.0	2.33
D+	1.33	1.67	2.0
D	1.0	1.33	1.67
D-	0.67	1.0	1.33
F	0	0	0

Student achievement shall be ranked on a 4.0 scale with 4 as the highest grade possible on the minimum standard of measurement—3.0. A grade of 4.0 is considered an “A” for excellence and progresses downward to 0 for an “F” for failing work. All academic achievement, except A+ (see A+ School, page 3), granted by the school, such as Honor Roll, Class Rank, Valedictorian, and Salutatorian shall be determined by the Weighted Achievement Grade Scale.

**PASS/FAIL GRADING OPTIONS FOR SENIORS**

Many students are limited in their class choices, thus they find it necessary to take the highest weighted classes to maintain their class rank and GPA at a competitive level. Sometimes this comes at the cost of enrolling in a course in which they have a sincere interest. Seniors are given

the opportunity to take one class per year on a pass/fail basis that does not figure into GPA. There are certain restrictions that apply to this process. A list of those can be located in board policy.

### HONOR ROLL

Lawson High School students must earn a 3.0 or higher GPA on the weighted grading scale to make the honor roll. No grade below a C- is allowed.

### EXCELSIOR SPRINGS AREA VOCATIONAL-TECHNICAL SCHOOL

1. All programs are open to students regardless of race, color, or national origin. 2. No student shall be discriminated against based on handicapping. 3. Student selection for vocational technical school: (a) Vocational testing (ASVAB); (b) Interest and need; (c) Attendance; (d) Qualifications; (e) Openings in the program applying for. 4. Students interested in vocational programs are urged to participate in the following: (a) Open house at the Vocational School; (b) Vocational department meetings; (c) Career nights sponsored by the high school; (d) Participate in the class visitation day at Excelsior Springs Vocational School. 5. Students to be considered must make application to the counselor by proper deadlines to be published each year.

Vo-Tech. students who receive disciplinary action at the Vocational School, during transportation to or from the school, or at Lawson will serve their suspensions at Lawson High School. This includes all occurrences of ISS, OSS or other types of suspensions. Students are required to use school transportation to and from the Career Center unless driving passes have been issued and signed by the sending school and Career Center. A bus will be sent to the Career Center any time they are in session, even if Lawson does not have school. The only exception would be if Lawson cancels for inclement weather and School Administration or the Bus Service deems it is unsafe to travel.

### GRADUATION REQUIREMENTS

Unless otherwise specified, for a student to graduate from Lawson R-XIV High School, said student shall complete eight semesters of full-time attendance (enrolled in a minimum of 6 credit courses per semester) and have earned a minimum of 24 credits in grades nine and above. Note: High school level courses taken by 7<sup>th</sup> or 8<sup>th</sup> grade students will not count toward the required number of credits for graduation from high school.

#### Graduation Requirements:

<b>Graduation Requirements</b>	Graduation Requirements	College Prep* Requirements	Select College* Requirements
English	4	4*	4*
Math	3	3 (Algebra I+)**	4 (Algebra I+)**
Science	3	3	3
Social Studies	3	3	3
Fine Arts	1	1	1
Practical Arts (includes Personal Finance)	1	1	1
PE/Health	1 ½	1 ½	1 ½
Foreign Language	-	(Recommend 2)	(Demand 2)
Core Electives**	-	3***	3***
Other	7 ½	4 ½	3 ½
<b>Totals</b>	<b>24</b>	<b>24</b>	<b>24</b>

- \* 2 units composition/writing skills      \*\* 3 units  $\geq$  Algebra I
- \*\*\* Core Electives selected from foreign language, additional English, math, science, social studies or fine art.

Note: All students are required to take a course in American Government (minimum of 1 semester in length) and pass both a Missouri Government/U.S. Constitution proficiency exam.)

**Graduation Considerations for Special Students:** The Lawson R-XIV Board of Education may waive specific course requirements for those students enrolled in the special education program, based on the needs/ability of the individual students. Such considerations shall be indicated in the agreed upon Individual Education Plan (IEP).

Eight semesters of full-time attendance and satisfactory progress on goals/objectives outlined within the IEP document shall be the requirement for graduation from the special education program. Please review Board of Education policies dealing specifically with special education students.

**Students Earning College Preparatory Certificates:** Students must have an ACT minimum of 21, follow a college prep curriculum, and earn at least a 3.0 GPA on a 4.0 scale in the combined subject areas of English/Language Arts, Math, Science, and Social Studies, and maintain 95% attendance. The school has the option of calculating the GPA for students at either the end of the 7<sup>th</sup> or 8<sup>th</sup> semester of high school attendance.

**Transfer Students:** When transfer students are unable to meet state and/or local high school graduation requirements, the Lawson R-XIV School Board of Education may (upon recommendation of both the high school principal and superintendent of schools) make the necessary exceptions to the specific requirements which would allow said student to graduate, but only if the student: 1) has done satisfactory work since the transfer; 2) failure to meet requirements for graduation was due to circumstances beyond their control; 3) was in line to graduate from their former school (with their class), prior to transferring.

NOTE: While every attempt will be made to work with students, there is no guarantee all transfer students will graduate with their age appropriate class. This is especially true of students who transfer in from home tutoring situations or unaccredited schools.

**Exceptions for Graduation:** Upon the request and when specific and unusual circumstances prevail, the Lawson Board of Education may waive: 1) the full-time attendance requirement; 2) the 8 (eight) semesters of full-time attendance, but only if student has met all other conditions for graduation.

**Considerations for “Early” Graduation:** Upon formal written request, the Lawson Board of Education may waive the 8 (eight) semester requirement, but only if the student has; 1) completed 7 full semesters of high school attendance; 2) earned the credits necessary for graduation; 3) “Official” proof (as determined by high school principal) of one of the following: a) plan to enter into military service during the 8<sup>th</sup> semester; b) plan to enter college during their 8<sup>th</sup> semester in high school and have enrolled in a minimum of 12 credit hours; or c) medical or health reasons will not allow them to finish the 8<sup>th</sup> semester.

NOTE: Correspondence courses will not be allowed to count toward credits needed for early graduation. High school counselor and principal shall carefully review all requests for early graduation to determine whether or not a student actually qualifies. Should a student graduate “early”, they will not be allowed to return for the end-of-the-year graduation ceremony, nor allowed to participate in activities normally reserved for high school students, to include: any/all interscholastic competitions, the Junior-Senior Prom (unless as the date of a current member of the Lawson Junior or Senior Class) and other activities/events as indicated by the high school principal.

**Correspondence/Summer School Credit:** A maximum of three units of credit may be earned and counted toward meeting high school graduation requirements. These must be taken through accredited summer school programs or correspondence courses from accredited public institutions of higher learning. All such credits must be approved in advance by the current subject area department

chairperson. Students should submit a request in writing, and receive back a signed statement (indicating that the course, if successfully completed, will count) prior to taking the course(s). Three units of such credit would count as one semester of attendance.

**NOTE:** While extension courses may count toward the credits needed for early graduation, under no circumstances will correspondence courses be allowed to count toward the credits needed to graduate after 7<sup>th</sup> semester attendance. Summer school credits are not counted towards athletic eligibility.

Credits transferred in from either an unaccredited school and/or home schooling courses shall be subject to review and/or approval by the high school principal or a designated school official.

**Grade Level Classification:** Grade level classification is determined by the number of credits at the beginning of the school year. Sophomore -- 5 units of credit, Junior -- 10 units of credit; Senior -- 17 units of credit.

**Off-Campus College/Vocational/High School Credit Option:** The Department of Elementary and Secondary Education allows students who are enrolled in high school the option of taking college credit courses, and allowing those courses to count both for college credit and toward high school graduation. Such courses shall count on the ratio of 3 units college credit (hours) will be equal to ½ unit of high school credit.

While it is highly recommended that Lawson R-XIV students take full advantage of the college credit courses offered on the high school campus, the option to take courses off-campus does exist. Students wishing to pursue this option should meet/consider the following conditions and apply in writing to the high school principal: 1) Completed a minimum of six full semesters.; 2) Completed a minimum of 22 high school credits; 3) Be “on-line” to graduate from high school; 4) Have college courses to be counted for high school credit approved by high school principal in advance; 5) Show that college courses to be taken are not available on-campus.

**NOTE:** Students should check with high school principal and/or athletic director as to how this arrangement might affect their eligibility to participate in interscholastic competition.

**General Expectations:** While students/parents have the right to select courses, it is recommended by the Lawson R-XIV Board of Education that all students take the most difficult level of courses they are capable of passing. Students who intend to pursue college following high school should plan on completing the College Preparatory Certificate as a minimum, and seriously consider taking 4 units of both science and math as well as the various college credit courses available.

**Summary Statement:** Situations and/or conditions not specifically addressed will be dealt with on an individual basis, with consideration given to both merit of request and precedence.

### **SCHOOL SPIRIT**

School spirit may be divided into three categories: (1) Courtesy—toward teachers, fellow students, and to officials of school activities; (2) Pride—in everything your school endeavors to accomplish and has accomplished; (3) Sportsmanship—the ability to win and lose gracefully. School spirit is the responsibility of every student of Lawson High School. Wherever you might be, you represent our school. Your attitude, conduct, and appearance reflect on the entire student body. For these reasons, your cooperation is required and expected as a member of the Lawson High School student body.

### **ADMISSION TO HIGH/MIDDLE SCHOOL CONTESTS**

The Lawson R-XIV School District is a proud member of the KCI Conference. Admission prices for high school and middle school contests are set by the conference and honored by all member schools. For the current school year, admission to high school contests will be \$4.00 for adults and \$3.00 for students. For middle school contests, admission prices will be \$3.00 for adults and \$2.00 for students.

## **GENERAL STUDENT ELIGIBILITY STANDARDS FOR ALL INTERSCHOLASTIC ACTIVITIES**

Eligibility to represent a school in interscholastic activities is a privilege to be attained by meeting the standards of eligibility cooperatively set by the member schools through the Missouri State High School Activities Association (MSHSAA) and any additional standards set by a member school for its own students.

An interscholastic activity shall be defined as any extra-class activity involving two or more schools in which two or more students participate who are identified with their schools.

**Citizenship Standards:** Students who represent a school in interscholastic activities must be creditable 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 "creditworthy 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 on the date of a contest without being excused by the principal, he shall not be considered eligible on that date. Lawson High School has the authority to set more restrictive citizenship standards than MSHSAA.

**Academic Standards:** Participation in high school activities is a valuable educational experience and should not be looked upon as a reward for academic success. Students with low academic ability need the educational development provided through participation in activities as much as students with average or above average ability. Activity participation should be for all students making appropriate progress toward graduation and otherwise in good standing.

A student in grades 9-12 must be currently enrolled in and regularly attending courses that offer a minimum of 3.0 credits. They must have earned a minimum of 3.0 units of credit the preceding semester of attendance or be enrolled in a full course at their level in a special education program for the handicapped approved by the Missouri State Department of Education. A beginning 9<sup>th</sup> grade student who failed more than two subjects the previous semester shall be ineligible for one semester.

A student who is dually enrolled in college and high school classes but who does not receive high school credit may count up to a maximum of 1 unit of credit towards determining high school eligibility as follows: ½ unit of high school credit for a 2 or 3 credit hour class; 1 unit of high school credit for a 4 or 5 hour college credit class.

**Semesters of Participation:** A student shall not participate for more than four seasons while in grades 9-12 in any interscholastic activity. These shall be during the student's first eight semesters of attendance in high school beginning with entrance in the ninth grade, and the eighth semester shall follow immediately the seventh semester. Any part of a contest or interscholastic event in which a student competes shall count as a season of participation in that activity. Attendance on or after the twentieth day of a semester shall count as a semester of attendance under this rule. If the student participates in any part of an interscholastic event or contest, it shall count as a semester of participation.

A student, who applies for, is granted, and leaves school any time after the junior year to take advantage of an Early Release Program shall no longer be eligible for interscholastic competition even though he or she later returns to school.

### **ELIGIBILITY STANDARDS**

**Entering and Withdrawing from School:** "Entering school" for the purpose of eligibility consists of regular registration for classes and attendance in classes.

A student must have entered school within the first eleven days of the semester in which he is competing. This rule is automatically waived in a case where a student is prevented from entering high school within the required time limit because of service with the National Guard, Army, Navy, Marine

Corps, or Coast Guard provided that enrollment in school occurs within thirty days after being discharged.

A student moving from a school district which has a normal school year beginning in September to a district which has divided terms, becomes eligible upon the change of residence and enrollment in a school in that district, provided he meets all other requirements.

If withdrawal occurs on or after the twentieth school day of the preceding semester, a student is ineligible for one complete semester. If withdrawal occurs before the first twenty days of the semester have elapsed, that student will not be considered as having been in attendance that semester provided that he or she has not participated in interscholastic activities during this period.

**Undue Influence:** To maintain a proper relationship between the academic purposes of schools and their interscholastic activities programs, all members of MSHSAA must refrain from recruitment, inducement or other forms of persuasion and undue influence which would encourage a student to enroll in a school primarily for interscholastic activities purposes.

The enrollment in a school or the transfer from one school to another because of undue influence by any person or group connected, directly or indirectly with a member school (including but not limited to alumni associations, booster groups and similar organizations), shall cause the student to forfeit eligibility for a period not to exceed 365 days. Such conduct may also jeopardize the school's standing in the Association and may result in such other action as the board of directors deems appropriate.

What constitutes undue influence shall be determined on a case-by-case basis. Undue influence may, in primarily used to encourage or facilitate participation in interscholastic activities, include but not be limited to:

- 1) The offer or acceptance of money, room, board, clothing or other valuable considerations to a student, or a student's parent or guardian, including but not limited to: a) transportation to and/or from school by any school official; b) provision for free or reduced rent for a parent or guardian; c) offer or payment of the moving expenses of a parent or guardian.
- 2) Waiving or reducing tuition for any student to be certified as eligible for interscholastic activities, without establishing and following a plan submitted by the school and approved by the MSHSAA Board of Directors which includes, but is not limited to, the following: a) statement of philosophy and policy concerning the reduction or waiver of tuition; b) procedures used to determine the qualifications for tuition waiver or reduction; and c) description of how the waiving; or reducing of tuition in equally available and applied to students in similar circumstances.
- 3) The payment of tuition by someone other than a student's immediate family or a financial aid program not approved by the Board of Directors.
- 4) The offer or acceptance of remuneration for work in excess of the amount regularly paid for such service.
- 5) The offer or acceptance of school privileges or considerations not normally granted to other students.
- 6) Any inducement to get parent, guardian or student to change residence for interscholastic activities purposes.
- 7) The contacting of a student(s) in another school by any person or group connected, directly or indirectly, with a member school (including to but not limited to alumni associations, booster groups or similar organizations), and attempting to persuade or induce that student(s), primarily for interscholastic activities purposes, to attend the inducer's school.

#### **BUILDING USE**

The building will be open at 7:30 AM. Students should not arrive before then. The doors of the building will close at 3:20 PM. **Students in the building after 3:20 PM must have a sponsor.** Surveillance cameras are located throughout the building and district property and record 24 hours a day.

#### ACTIVITY POLICY

The following policy will be followed for any school sponsored activity: 1. The club or organization sponsor and the principal shall have the direct responsibility for the activity. 2. If a band is to play at a dance, a formal written contract has to be approved by the sponsor and signed by the principal. 3. Intoxicating beverages and drugs will not be permitted on the school property by anyone. 4. There will be no readmission once a person has left the building. 5. The sponsor and/or principal shall have the right to refuse admittance to anyone that does not meet the dress requirements for that particular activity. 6. Attending activities is a privilege and can be revoked. 7. Students are to ride the bus **to and from** activities (when provided). Students may ride home with their **own parents only**. A parent must make personal contact with a sponsor and sign their child out. Even when signed out, a student may not ride home with anyone other than a parent or guardian without previous administration approval. Additionally, the student must be signed out to ride home with the approved person.

#### ATTENDANCE POLICY

One of the most important prerequisites to good school work and a good school attitude is regular attendance. An absence from class can never be fully made up because the student will have missed class discussion, teacher presentation, and his/her own opportunity to participate. In addition, regular attendance in class promotes habits of punctuality, responsibility, and self-discipline. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. One of the first things prospective employers ask about is attendance records. Parents can have a tremendous impact upon their children's attendance by leaving no doubt in their minds that they are expected to be in school.

Parents are requested to phone the office the morning of the student's absence. However, if a phone call is not possible, a signed note from the parent is acceptable. **The note and/or phone call MUST be received by the day the student first returns to school for make-up work to be allowed.** Students are allowed two days to make up missed work from the day they are absent. Students with unexcused absences are not allowed to make up their school work for **credit**.

Parents should make every effort to give prior notification to the school for planned absences such: doctor/dentist appointment, parental vacations, driving tests, and college visits. By giving prior notification, work assignments and pertinent information can be given to the student.

#### **\*PRE-APPROVAL FOR SCHOOL ACTIVITIES ON THE DAY OF AN ABSENCE\***

Students will **NOT** be allowed to participate in extra-curricular activities (this includes attendance at or participation in athletics, music, science Olympiad, drama, academic team, etc.) on the date that the student is absent from school except through pre-approval of the building principal. **Students must be in attendance all day on the day of the activity.** Students absent any portion of the day on **FRIDAY OR THE LAST SCHOOL DAY BEFORE A SCHEDULED EVENT** will not be allowed to participate in **WEEKEND ACTIVITIES OR ACTIVITIES HELD ON A DAY SCHOOL IS NOT IN SESSION** without pre-approval from the building principal. **Pre-approval means getting approval before school starts on the day in question.** \*Calling in sick or "running late" in the morning does not constitute pre-approval. Doctor/dentist visits, driving examinations, and college visits are examples of absences eligible for pre-approval. Documentation must be provided upon return to school if pre-approval for activities has been arranged.

#### VISITORS

Visitors must check in at the office immediately upon arrival to school. Visitors are required to wear a tag (issued by the office) that identifies them. Visitors will not be allowed to attend classes nor eat lunch with a student. **Visitors are asked not to bring food deliveries (i.e. Subway, Sonic, Pizza, or any fast food) to students for lunch.**

### TARDINESS

When a student fails to report to his assigned class, or other activity at the proper time with all necessary items, he or she shall be considered tardy. When a student has been tardy on three occasions, the student shall be required to attend ISS one day. After three days in ISS for tardies (9 tardies), each subsequent three tardies will result in one day OSS. (Example: 12 tardies result in one day OSS, 15 tardies result in another day of OSS and so on.)

Students get a new count on tardies at the beginning of each quarter. Failure to attend ISS shall result in the ISS being made up and possible OSS. The three tardies do not have to be recorded in any one particular class. Tardies accumulate and when three have been reached, ISS or OSS will be assessed. No notes are accepted for tardies. All tardies are **unexcused including first hour**. It is imperative that you remember the three suspension rule. Any student receiving three suspensions during a semester shall be suspended for the remainder of that semester. (See Discipline Suspension Policy in this student handbook.)

### EXCUSES FROM CLASSES

**Students in halls:** Any student in the halls during class time must have a hall pass. Those without passes will be returned to class and marked as tardy. Three tardies result in ISS. **Traveling to automobile / home during school day:** If at any time during the school day, a student asks to return to their vehicle and/or home for the purpose of retrieving an item (forgotten assignment, etc.), that student will be marked as tardy for that hour. **Requests to excuse students:** Parents will greatly aid the school in promoting the interest of their children if they will not ask to have them excused during the school day except in cases of extreme emergency. Appointments should be made after school or on Saturday whenever possible. However, when it is necessary that your child be excused during the day, it is preferred that a request be made in person or by telephone. If the request is written, it must be given to the principal before school starts on the day the student is to be dismissed. Remember, you must be in attendance all day to participate in or attend activities and or practices. **Students (or parents) must sign the log out sheet in the high school office to be dismissed.**

### CARE OF SCHOOL PROPERTY

If you notice something wrong or broken anywhere in the building, stop by the office and let us know. We want to keep the building in good shape for you. We want you to be proud of your school. If there is a problem in the restroom (need towels, tissue, or a stool is plugged up) let us know so we can fix the problem. Please use the wastepaper cans provided. A clean and attractive building is the responsibility of everyone. Students must wear gym shoes when running, playing or taking part in activities on the gym floor. Students are not to cross back and forth across the floor at anytime. Please stay outside the boundary lines.

### CAFETERIA

The school hot lunch program is designed to provide you with a well-balanced meal. Lunch can be purchased for \$1.95 for students and \$3.06 for adults. A second lunch can be purchased for \$3.01. The reduced lunch price is \$.40. Teachers will accompany their classes to the Commons on their dismissal times. Lunch breaks last approximately 21 minutes. Whether you eat or not, students are to remain in the commons area during the entire lunch break. Places in line may not be held for anyone. You will be expected to clean away trays and debris after you have finished eating. Breakfast is served at 8:00 AM at a cost of \$1.50. A second breakfast can be purchased for \$2.31. Food and drink may not be consumed anywhere except the commons. **Outside food deliveries (i.e. Subway, Sonic, any fast food) will not be allowed in the cafeteria for lunch.**

### LOST AND FOUND

The lost and found department is maintained in the office. Students who either find or lose articles should report to the office. The loss of property will be minimized if the owner will place his name on every article. At the end of each school year, unclaimed items will be discarded or donated to charity.

### **TEXTBOOKS**

The classroom textbooks are provided for your use free of charge by the school district. A fine may be assessed at the close of the year when, in the judgment of the teacher, a book has been lost or damaged over and beyond ordinary use. Regardless of how the book is damaged or destroyed, you are responsible for all texts checked out to you.

### **TELEPHONE CALLS**

If there is a call for a student, they will be notified, but they will not be called from class except in cases of extreme urgency. Telephoning should be done before and after school. The office phones are for emergencies only. Students should come to office with a pass from the teacher that gives permission to use the phone.

### **ELECTRONIC DEVICES/CELLULAR PHONES/RECORDING**

Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic communication devices during the regular school day, is prohibited. This includes instructional class time, class change time and all lunch shifts. A possible exception would be if the use is part of the instructional program required by a district-sponsored class or activity, or otherwise permitted by the teacher in charge of the activity with approval of the building principal.

**Cell phones are to be turned off and put away when the first bell of the day rings at 8:11. They must remain off and put away until the final dismissal bell rings at 3:01. Students are not allowed to access the internet via cellular or WiFi connection with personal devices anytime during the regular school day.**

#### **First Offense:**

Confiscation of the device and a parent or guardian will need to retrieve the device in office. Principal/student conference, detention, or in-school suspension are possible as well.

#### **Subsequent Offense:**

Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out of-school suspension, or expulsion.

Personal devices may not be used to record teachers or students at anytime, unless prior approval has been given by appropriate staff, and administration. The subject and subject matter must be related to course curriculum.

Non-Compliance shall result in confiscation, principal/student conference, detention, in-school suspension, 1-180 days out of-school suspension, or expulsion.

### **INTERNET ACCEPTABLE USE POLICY**

The Lawson R-XIV School District is pleased to bring Internet and WiFi access to our schools. We believe the Internet offers vast, diverse and unique resources to the students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication. Acceptable use of the Lawson R-XIV School District network and Internet connection is use that is consistent with the educational objectives of the district. Student use of the network must support the educational and operational policies and procedures of the School District. Use of this network is a privilege. Any improper use, which is defined as but not limited to use that is unlawful, copyright violations, plagiarism, libel, hacking, stalking, bullying, use of proxy sites to avoid school network controls, or accessing a service for which a fee is charged will result in one or more of the following consequences: loss of privileges; disciplinary action by teacher or administrator including warnings, 8<sup>th</sup> hours, in-school suspension, out of school suspension, expulsion, restitution for damages, and legal action in a court of law. Students must have a signed acceptable use policy on file prior to using the Internet. A complete Acceptable

Use Policy is available on the school website, at any district administrative office or the Lawson 5-12 and Community Library.

#### **LOCKERS**

Each student shall be assigned a locker for his or her use during the school year. The student or students occupying a locker are responsible for the care of that locker and should not deface the property in any way. Locker checks will be made periodically throughout the school year. **DO NOT switch lockers unless it is approved through the principal's office.** Students will not be allowed to go to their lockers during class periods. Open beverage or food containers are not allowed in lockers at any time.

#### **PARENT/GUARDIAN NOTIFICATION OF STUDENT HEALTH AND HEALTH RECORDS**

##### **DISTRICT STUDENT HEALTH SCREENING PLAN**

Parents/Guardians will be notified in writing at the beginning of the school year of scheduled health screenings. Parents/Guardians will be given the opportunity to exclude their child from any of the screenings by returning the form indicating which screening is to be excluded. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health.

The following screenings will be offered:

**Vision:** New Students (PreK-Kindergarten) at the beginning of the school year  
Grades 5, 7, 9 and 11 as time and resources permit. Any student upon parent/guardian request, and/or special education evaluations with parental/guardian consent.

**Hearing:** New Students (PreK-Kindergarten) at the beginning of the school year, grades 1, 2 and 3 at the beginning of the school year, any student upon parent/guardian request, special education evaluations with parental/guardian consent.

**Spinal:** Girls in grade 6 in the Spring, boys in grade 8 in the Fall or Spring (during PE)

**Dental:** Grades K-7 as time and resources permit for those that do not report routine dental care.  
Grades 9-12 as time and resources permit for those that do not report routine dental care.

##### **INSURANCE PLAN**

Student accident insurance information and forms are distributed by the schools at the start of school in the fall. The insurance is **not** provided by the school system but by a private carrier and must be purchased by individual students. The cost is reasonable and provides coverage during interscholastic events during school time.

All students involved in interscholastic sports must be covered by accident insurance and sign a waiver. The waiver indicates to the school that you have accident insurance that will bear any cost related to an injury that occurs during interscholastic sports. The waiver to be signed by parents or guardians is located on the back of the MSHSAA physical form.

##### **LICE**

The Lawson R-XIV School District is taking the following position concerning head lice and nits: Upon evidence of lice or nits the student will be sent home and the parents/guardians notified to have the child treated. All siblings of the student will be checked in case they are, also, infected and need to be sent home for treatment. Accompanied by the parent the student will be re-inspected upon his/her return to school. At this time, they must provide proof of treatment and upon inspection be totally lice and nit free. The student will be re-inspected at school within 10 days of the original treatment. Should evidence of lice and nits still be present at the re-inspection the student will again be sent home and parents notified that a second treatment is necessary. If the student fails to pass a third inspection the School Nurse will notify the Division of Family Services.

### STUDENT DRESS AND GROOMING

**Dress Code Policy:** Students are encouraged to dress in such a way that will not disrupt the educational environment. Students who persist in creating a disturbance, and/or denying the opportunity for the school district to carry out state missions will be subject to disciplinary action. **Building principals will use their own discretion in dealing with dress situations which may not be specifically referenced in policy JFCA and JFCA-AP.** The intent of this policy is not to list every single dress code violation, but to give a general overview as to how policy JFCA and JFCA-AP will be used.

Building principals will be given the authority to enforce the board approved dress code policy. Initially, students in violation of dress code will be asked to make corrections. Students refusing to comply with dress code will be considered insubordinate, and dealt with accordingly.

The rights of individuals to dress and groom according to personal preference is recognized, but only within the framework where dress and grooming does not disrupt the educational environment or raise safety or health concerns. Dress code considerations include:

1. No hats worn inside the building during the normal school day. Students are expected to take hats off upon entering the building and keep them off until they leave the building at the conclusion of the school day. Anything worn on or around the head is considered a hat.
2. T-shirts or other apparel will not disrupt the educational environment.
3. No tank tops, "short" shorts, mid-cut T-shirts/shirts will be allowed. Clothing worn should conform to a standard of dress which reflects respect for the institution and educational environment and should in no way be provocative or disruptive. No undergarments may show.
4. No chains may be worn as belts or to attach billfolds. Other clothing (to include accessories) that might be used as a weapon shall not be allowed.
5. District coaches and sponsors may impose additional dress code considerations for those individuals who are involved in the activity they are responsible for.
6. All students must wear shoes, boots or other types of footwear

### STUDENT ALCOHOL/DRUG ABUSE

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the Lawson R-XIV School District. The use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school nurse or respective principal or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is

violating either the law or district policy. Such searches shall be conducted in accordance with Board Policy JFG.

#### **SAFE SCHOOLS ACT**

This legislation outlines several policy requirements focusing on promoting safe school environments. Local boards of education of each school district are required to establish a written discipline policy, including specifying the districts' policy on corporal punishment and procedures in which punishment will be applied. Pupils and their parents or legal guardians must be provided a copy of the disciplinary policy. All employees of the district are to receive annual instruction on the content of the disciplinary policy.

**Reporting Requirements:** District administrators are required to report acts of school violence to teachers and other school employees who have direct responsibility for the child's education or interact with the student on professional basis. The section defines 'acts of school violence' and 'violent behavior' including a list of felonies that are required to be reported. Any portion of a child's IEP relating to demonstrated or potentially violent behavior must be reported to any teacher or district employee who is directly responsible for the child's education or who interacts with the student within the scope of their duties.

**Student Suspension:** Current law requires a minimum of a one-year suspension for a student bringing a weapon to school. The amendment allows the suspension to be either one year or an expulsion and expands the definition of a weapon. Civil war era weapons, when used for a civil war reenactment on school property, are exempted.

**Discipline Records:** Districts are required to compile and maintain records of any 'serious violation' of district policy. Records will be made available to district personnel with the need to know based upon their assigned duties and shall also be sent to any district a student subsequently attends.

**Abuse Investigations:** This section outlines investigations of alleged abuse based upon the use of corporal punishment within the district. The amendment authorizes the juvenile officer to designate another law enforcement officer to investigate these allegations in conjunction with school personnel.

**Children with Disabilities:** Section 162.680 RSMo. Contains the state prohibition on denial of educational services based upon the child's disability. This section is amended to provide that if violent behavior of a child with a disability causes a substantial likelihood of injury, the school shall initiate procedures to change the student's educational placement.

**Residency Issues:** Prior to registration a pupil, parent or legal guardian must establish proof of residency in a school district. A procedure is defined for requesting a waiver of proof of residency, including authorizing a hearing before the local board of education. Athletic ability is prohibited as a basis for the issuance of the waiver. Submitting false information relating to residency is defined as a class A misdemeanor. School districts are authorized to file a civil action to recover costs of education for any pupil whose registration was based on false information.

**Transfer of Documents:** School officials enrolling the pupil must request within forty-eight (48) hours a transfer of documents from all school districts the pupil attended within the previous twelve (12) months. Any school district receiving that request shall respond within five (5) business days of receipt of that request. The request must include the disciplinary records required under this legislation. Transfer of school records is prohibited to persons not employed by the school district or employed by another school district or to any governmental entity other than a school district, juvenile or family court, unless written permission is granted by the parent, guardian or student if the student is eighteen (18) years of age or older. Violation of this subsection is a Class B misdemeanor and a civil action is authorized based upon a district's failure to comply. The State Board of Education is authorized to establish rules relating to the enforcement of this section.

**Removal of Students:** Districts are authorized to immediately remove a pupil posing a threat to themselves or others. Prior disciplinary action may not be the sole basis for such removal. Removal of a pupil with a disability is subject to state and federal procedural rights. Boards are required to make a good faith effort to have the parent or other custodian present at the suspension or expulsion hearings.

**Readmission Conference:** Section 167.171 RSMo. outlines the procedural requirements relating to the suspension or expulsion of students. A new subsection requires a conference prior to readmission of a student suspended for more than ten (10) days for an act of school violence, or where the pupil poses a threat or harm to themselves or others. Written notice of the conference shall go to the parent or guardian. The section specifically prohibits readmission of a student convicted or indicted of specified criminal acts. An exception is provided for children with disabilities as identified under state eligibility criteria. A conference is also required if a student attempts to enroll in one district during a suspension or expulsion from a second district.

The second school district may recognize the disciplinary action if it is determined that the behavior would be subject to suspension or expulsion in that district.

**Communication with Juvenile Officers:** Juvenile officers must notify school officials when students have committed certain specified criminal acts. The notification must include a description of the conduct and the dates when the conduct occurred, but shall not include the name of the victim. This report shall be shared with teachers or other district employees with a need to know based upon the scope of their assigned duties. The superintendent is required to notify the appropriate juvenile or family court upon the suspension of any student within the jurisdiction of the court when the suspension is in excess of ten (10) days.

**Notice of Violent Acts:** Principals are required to notify the superintendent and law enforcement if any person is believed to have committed first, second or third degree assault or deviant sexual assault against a pupil or school employee while on school property, on a school bus, or while involved in a school activity. The principal must report the possession of a controlled substance or a weapon by people in violation of school policy. This section grants good-faith civil immunity for school employees providing information to law enforcement. Refusal by school officials relating to their reporting requirements under this section and Section 160.261 RSMo. is defined as a misdemeanor punishable by a fine of up to \$500 and imprisonment in a county jail not to exceed one (1) year.

**Violence Prevention Programs:** The Department of Elementary and Secondary Education is authorized to identify programs relating to violence prevention to be administered to the public schools.

**Mo School Violence Hotline: 1-866-748-7047**

**Statement Of Disciplinary History:** School districts may require a parent, guardian, or other custodian to provide a statement indicating whether a student was previously expelled, violated board policy on weapons, alcohol or drugs, or willfully inflicted injury on another. Persons making a false statement would be guilty of a Class B misdemeanor. The statement would be maintained as a part of the student's record.

**Alternative Education:** Suspension or expulsion is stated not to relieve the State or the suspended student's parent or guardian from responsibility to educate the student. Districts are encouraged to provide in-school suspensions or other alternatives to suspensions or expulsions. Districts constituting the domicile for a child for whom alternative education programs are provided shall pay the per pupil cost of that education. School districts may contract with other political subdivisions, public agencies, not-for-profit organizations or private agencies to provide alternative education.

**State Board Waivers:** This section authorizes the State Board of Education to modify or waive any board rule or policy upon receipt and approval of a proposal from a school district. A proposal for a waiver shall demonstrate that the intent of the particular rule can be locally addressed in a more effective, efficient and economical manner or that the waiver is needed to implement a plan for improved student performance or school improvement. Prior to submitting a waiver application, a school district shall hold a public hearing on the matter. Waivers are limited to a maximum of five school years, but may be renewed upon application by the school district. The State Board of Education may not waive any statutory requirement concerning teacher certification or tenure.

**Bus Driver Certificates:** Applicants at least 70 years of age must pass an annual medical examination and annual renewal of bus driver permits. Drivers who have pled guilty or have been

found guilty of specified crimes are subject to certificate revocation. Current law would require a conviction prior to revocation. The list of crimes upon which revocation can be based is expanded to include violation of drug regulations, endangerment of a child and felony or misdemeanor weapon offenses. The Missouri Highway Patrol is authorized to obtain a FBI criminal record for the purpose of checking and clearing applicants.

**Other Provisions:** The State Board of Education is authorized to adopt a policy relating to the expungement of disciplinary records. The crime of assault while on school property is defined and classified as a Class D felony. Authorizes a) school district to offer training to students in the administration of CPR and other life-saving methods, b) self-administration of medication by use of a metered dose inhaler, c) a court to order children adjudicated for nonviolent crimes to participate in a jobs program and to order restitution of damage or loss caused by the offense, and d) to offer a “motivated” section in a class where multiple sections are offered.

Drug free school zones are expanded from 1,000 feet to 2,000 feet of public school property and includes school buses within that zone. Possession of substances used to manufacture Methamphetamine or related substances is made a Class D felony. Restrictions are placed on the marketing, selling, distribution, advertising, or labeling of drug products containing ephedrine or related drugs and violation is a Class D felony. School buses used to transport children participating in a federal Head Start Program are authorized to bear the designation Head Start School Bus. Damage to any motor vehicle owned, operated or leased under contract by a school district or private school for the transportation of school children is added to the crime of Institutional vandalism. The crime of making a false bomb report is changed from a Class A misdemeanor to a Class D felony.

#### **PARENT/GUARDIAN NOTIFICATION OF DISCIPLINE INCIDENTS**

Minor discipline incidents occur on a daily basis in classrooms and, as a practical matter, administrators and teachers cannot contact parents every time a minor incident occurs. However, parents are informed any time discipline is imposed on their child, any time their child is injured at school, and any time an administrator or a teacher has concerns about a child’s academic progress, developmental progress, or emotional state. Parents are welcome to contact administrators and teachers any time they have a question or concern regarding their child. Staff members respond in a timely fashion to all parent phone calls and e-mails that are received.

#### **STUDENT DISCIPLINE (see Board policy JG-R)**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in 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 circumstance of any offense or an 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. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots, and district transportation or at a school activity whether on or off school property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

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

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

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

**Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools, and in accordance with law and policy JGF.

**Code of Conduct**

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

**Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Arson**--Starting or attempting to start a fire or causing or attempting to cause an explosion. First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Assault**--Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree. First Offense: 10-180 days out-of-school suspension or expulsion. Subsequent Offense: Expulsion.

**Automobile/Vehicle Misuse**--Discourteous or unsafe driving on district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property. is not allowed. In addition, marking on or "tagging" the cars of others is prohibited. First Offense: Suspension or revocation of parking privileges, in-school suspension, or 1-10 days out-of-school suspension. Subsequent Offense: Revocation of parking privileges, in-school suspension, or 1-180 days out-of-school suspension.

**Bullying/cyber bullying and hazing (see Board policy JFCF)**—Intimidation or harassment of a student or multiple students perpetuated by individuals or groups is strictly prohibited. Bullying/hazing includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation of reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. First Offense: In-school suspension or 1-

180 days out-of-school suspension. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct (see Board policy JFCC)**--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Dishonesty**--Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document and an "F" for the Quarter in the class dishonesty occurred. In-school suspension, 1-180 days out-of-school suspension, or expulsion. (3<sup>rd</sup> offense would warrant an "F" for the semester in the class the dishonesty occurred.)

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)**--Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, in or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law. First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension. Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation. First Offense: In-school suspension or 1-180 days out-of-school suspension. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 (c) of the Controlled Substances Act. First Offense: In-school suspension, 1-180 days out-of-school suspension. Subsequent Offense: Expulsion.

Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act. First Offense: 1-180 days out-of-school suspension or expulsion. Subsequent Offense: Expulsion.

**Extortion**--Threatening or intimidating any person for the purpose of obtaining money or anything of value. First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension. Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**False Alarms (see also Threats or Verbal Assault)**--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, causing the evacuation or closure of district property. First Offense: Restitution. Principal/Student conference, in-school

suspension, 1-180 days out-of-school suspension, or expulsion. Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting (see also, Assault)**--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension. Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Harassment, including Sexual Harassment (see Board policy AC)**—Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favor and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating, or hostile acts based on a protected characteristic. First Offense : Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Hazing (see Board policy JFCF)**--Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants. First Offense: In-school suspension or 1-180 days out-of-school suspension. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Public Display of Affection**--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping. First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension. Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)**

**Attempting, regardless of success, to : gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.** First Offense: Principal/Student conference, loss of user privileges, in-school suspension, or 1-180 days out-of-school suspension. Subsequent Offense: Loss of user privileges, 1-180 days out-of-school suspension, or expulsion. **Violation other than those listed in "a" of Board policy EHB and regulation EHB-AP, administrative procedures or netiquette rules governing student use of district technology.** First Offense: Principal/Student conference or in-school suspension. Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

**Theft**--Theft, attempted theft or knowing possession of stolen property. First Offense: Return of or restitution for property. Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension. Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

**Threats**--Verbal, written, pictorial, electronic, or symbolic language or gestures that create a reasonable fear of physical injury or property damage. First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Tobacco--Possession of any tobacco products or substitute thereof on district grounds, district transportation or at any district activity is prohibited This policy includes electronic cigarettes, vapor pens or devices of similar nature.** First Offense: Confiscation of tobacco product or device. Principal/Student conference, or in-school suspension. Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension. **Use of any tobacco products, electronic cigarettes, vapor pens, or similar devices on district grounds, district transportation or at any district activity.** First Offense: Confiscation of tobacco product. Principal/Student conference, in-school suspension, or 1-3 days out-of-school suspension. Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

**Truancy or Tardiness(see Board policy JEDA)--**Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians;arriving after the expected time class or school begins, as determined by the district. **Students are not allowed to make up their work for unexcused absences.** First Offense: Principal/Student conference, or 1-3 days in-school suspension. Subsequent Offense:3-10 days in-school suspension.

**Unauthorized Entry** - Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance. First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Vandalism (see Board policy ECA)--**Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students. First Offense: Restitution. Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Weapons (see Board policy JFCJ) Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.** First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Subsequent Offense: 1-180 days out-of-school suspension or expulsion. **Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).** First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent. Subsequent Offense:Expulsion. Possession or use of ammunition or a component of a weapon. First Offense : in-school suspension, 1-180 dyas out-of-school suspension, or expulsion. Subsequent Offense : 1-180 days ou-of-school suspension or expulsion.

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

\*\*All board policies are subject to change throughout the year. All policies are accessible through the school website [www.lawsoncardinals.org](http://www.lawsoncardinals.org)

All discipline rules apply to students while they are on district grounds or attending district events and activities. Situations involving students away from district grounds, not involved in a district related

activity, but directed toward an employee of the school district may also be treated as a school discipline matter.

It is understood that the information outlined in policy JG-R is intended as guidelines in terms of student discipline, it is not intended to cover every possible discipline situation. Situations not specifically listed are not immune from disciplinary action.

**Students are not allowed to make up work during out-of-school suspensions.**

Students are allowed to make up work during in-school suspensions outside of the school day.

**In-school suspension students will work on assignments designed for that day and not their daily course work or exams.**

1. Unless specifically given that option by the administration, students (or parents/guardians) are not allowed to select their own punishment or make decisions regarding whether or not they will accept a particular disciplinary action. For example, students are not allowed to skip an ISS by refusing to serve. In such a case, the student might be suspended from school, for refusing to serve the ISS or staying on task in ISS, but upon returning to school is expected to serve or begin the original ISS from the start of the day.
2. **Any student suspended out-of-school three times during one semester will be recommended for suspension for the remainder of that semester. Should that same student be suspended in the following semester (from which they were given three suspensions and thus, suspended for the remainder of semester), he or she may be recommended for suspension for the remainder of that semester as well. This includes suspensions which occurred the previous school year. Students are not allowed to make up work during their suspension.**
3. Students suspended from Lawson High School for periods of time exceeding ten school days may apply to attend the Lawson Alternative School. (periodic night courses) Admission should be made through the Lawson High School Principal. Acceptance will be based on facts and considerations of each individual situation. Depending on the nature of the suspension, students may or may not be accepted into the Lawson Alternative School.
4. In all matters involving student discipline, the student committing the offense may be charged a dollar amount to compensate the school district or other individuals for property loss due to the offense.
5. Due to the possibility of injury and/or damage to the school property, any student found in possession or use of fireworks of any type on school property may be suspended for three days or assigned to ISS.

**Participation in Activities:** Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion. This is true of all school activities to include (but not be limited to): dances, plays, athletic contests, field trips, assemblies, graduation exercises, music performances.

**General Conditions:** The listing of student actions requiring disciplinary action is an example, and is not intended to be comprehensive. Certain student actions will require disciplinary action regardless of whether they are listed or not. In every case, school administrators may require a conference with parents or guardians as a requirement for the student in question to resume attendance.

#### **EMERGENCY SIGNALS**

If possible, the intercom will be used for notification of an emergency. Emergency instructions are posted in each room and contain specific details for each situation and location. Remain quiet and follow instructions. In most situations, an "all clear" signal will be given when you can return to your room.

**Earthquake:** 1. Move away from windows and glass. 2. Get under desks if possible and cover your head. 3. When earth movement has stopped, move as quickly as possible outside the building. 4. Assemble with the assigned teacher once safety has been reached well away from power and gas lines.

**Tornado:** The signal will be via the intercom. Walk in an orderly manner to the designated safe area. Stay clear of windows and doors. 2. Sit on the floor next to the walls and cover your head with your arms.

**Fire:** The signal will be the fire alarm. 1. Walk in an orderly manner to the nearest exit. 2. Teachers adjacent to bathrooms should check for students. 3. Students will reassemble with their assigned teacher upon exiting the building.

**Additional Procedures and Drills:** Additional situations and procedures will be discussed at the beginning of the school year and drilled periodically throughout the school year.

**\*\*\* During all other emergency situations/or drills, the students will follow administrative instructions or those from an assigned teacher. \*\*\***