

Louisiana High School Student Handbook

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School Calendar

Aug 17	Open House-12:00-7:00
Aug 22	Students First Day
Sept 18	Teachers PD
Oct 1 3	Homecoming (No Early Out)
Oct 1 8	End of Quarter 1
Oct 23	Parent/Teacher Conference
Nov 20	School In Session (Monday)
Nov 22-24	Thanksgiving Break-No School
Dec 18	School In Session (Monday)
Dec 19	Student Last Day
	No Early out- End
	Quarter 2
Dec 20	PD Day Teacher Release 12:30
Jan 03	PD Day
Jan 04	Students Return
Mar 12	End of Quarter 3
Mar 25	School in Session (Monday)
Mar 29	Easter Break
May 10	HS Graduation
May 13	School In Session (Monday)
May 16	Student Last Day (Early Out)
May 17	Teacher Last Day

Contents of Handbook

The contents of this handbook cannot address every situation that may arise. If you have questions relating to a specific issue not covered, please feel free to contact the high school office. All policies approved by the Louisiana Board of Education will supersede the contents of this handbook.

Mission Statement

In order to reach our vision, Louisiana R-II will commit its time, energy and resources to ensure an environment of academic, intellectual, social and emotional growth, implemented through a comprehensive system of support, which allows all students to reach their potential while instilling a sense of school and community pride.

At Louisiana R-II High School our student achievement goals are for our students to pursue academic success, develop essential life skills, and demonstrate responsibility to the community and the world.

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. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as an applicant for employment and as an employee.

It is the policy of the Board (Policy AC) to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions, or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and, in the location and use of facilities and educational materials. The Board will designate an individual to act as the district's nondiscrimination compliance coordinator, and will ensure that the coordinator's name, business address and telephone number, as well as the statements of nondiscrimination by the district, are published to patrons, employees, and students on an annual basis.

The superintendent shall continue all necessary actions to ensure that discrimination does not occur in the educational program, employment practices, or activities of the school district.

An individual can request a copy of Policy AC at any time in the high school office.

Public Notice

The Louisiana R-2 School District surveys the potential for exposure to friable asbestos in all buildings. This report is available for public view in the superintendent's office. The District will take every precaution in compliance with the Asbestos Hazard Emergency Response Act.

Student Directory Information

Student directory information is available to the public upon request. Individuals listed in the student directory have the right to request information be removed from the student directory. The school may furnish pictures of students involved in student activities to the local media.

Character Education

In partnership with the community and families of the Louisiana R-II School District, Louisiana High School recognizes that each student's moral development is as essential to his or her future as the academic training received in school. This year the LHS Character Education program will focus on the following characteristics: Truthfulness/honesty/integrity, respect, responsibility, perseverance, sense of humor, positive self-esteem and kindness.

Inclement Weather

In case of inclement weather, school closing information can be found on KJFM-Radio (including alternate bus routes), KHQA-TV, WGEM-TV and FOX 2 News-TV. If your contact information is in our Student Information System you will automatically receive emails, texts or phone calls. Please make sure your contact information is correct.

Gradebook Access

Parents are encouraged to contact the building principal to set up a user ID and Password to the Parent Portal of the school's information system. Having access will allow parents and students access grades and progress in their individual classes. Parents and students will be able to see missing assignments, scores on completed assignments and current grades.

District and School Web Pages

Anyone may access these sites at any time. LHS uses this forum to communicate sports schedules, extracurricular events, lunch menus, daily announcements and any time sensitive information.

LHS Web Page: <http://lhs.louisiana.k12.mo.us/>

District Web Page: <http://www.louisiana.k12.mo.us/>

Bulldog Activities Web Page: www.bulldogactivities.org

Student Attendance

Parents can have a profound impact on student attendance by leaving absolutely no doubt in the student's mind that they are expected to be in school. Attendance has a direct impact on current student success and preparation for future learning. An absence from class is never fully made up because the student has missed class discussion, teacher presentation, and his or her own opportunity to participate. Students who have good attendance generally earn higher grades, enjoy school more, and develop good employability skills. Success in school requires that students maintain a good attitude and good attendance habits. Anytime a student is absent, a parent/guardian must call the school office the morning of the absence. This call verifies the absence; it does not excuse it.

Absences are neither excused or unexcused but rather considered verified or unverified. If the school is not notified of a student's absence by phone or with a note, the absence will be considered unverified and the student will not receive credit for work missed. Nothing in this policy is intended to be, nor should it be construed as, disciplinary or punitive in purpose or result.

Provisions of the LHS attendance policy

1. Louisiana High School feels that eight (8) absences per semester is an adequate amount of time to cover most student and family needs. Eight (8) days is equal to approximately 10% of the semester classes. Just like in any job situation, students are allowed a number of days to meet personal needs and prior notice should be given, when possible. These days should be used for personal business, doctor visits, sickness, or other issues. Family vacations will be approved up to 5 days, but will count toward the 8 per semester.
2. The following absences are considered principal exempt and will not count against the 8 per semester: College visits (2 for seniors, 1 for juniors), driver's test (1/2 day, 1 per year), court appearances, surgery/hospitalization, death in immediate family. Documentation of the absence must be provided upon return to school with the exception of college visits, which must be pre-approved. The student must provide documentation to receive principal exempt status.

3. After accumulating eight (8) absences from any one class per semester a student will receive a class grade deduction of 1% points for each absence over the 8th allotted absence. For example:

9th absence: 1% deducted from semester grade.
10th absence: 2% deducted from semester grade.
11th absence: 3% deducted from semester grade.
12th absence: 4% deducted from semester grade.
13th absence: 5% deducted from semester grade.
14th absence: 6% deducted from semester grade.
And so on.....
4. Each student's average daily attendance will be printed on all midterm and quarter grade reports for parents to monitor. Anything below 90% could lead to a drop in the student's semester grade. There will be no attendance review.

Excessive absences will affect a student's class attendance points and, in turn, semester grades.

Academics are the emphasis at Louisiana R-II High School. So, in order to be eligible to attend or participate in any extracurricular activity, a student must be in school on time, all day, on the day of the activity unless excused by the principal. Students who participate in an activity on a night before a school session must be in school, on time, the morning after the event to be eligible to participate in the next event. This also includes the Monday after a Friday night event. If an activity occurs on Saturday, a student must be in school all day on Friday to be eligible to participate, unless excused by the principal. Also, if an activity occurs on a day when school is not in session, the participant must be present on the last attendance day before the break to be eligible to participate.

The administration reserves the right to make addendums to the attendance procedure we follow at the start of the 2023 - 24 school year to best support the students of Louisiana High School.

Make-Up Work

Students are expected to make up all work missed due to absence. It is the student's responsibility to make all necessary arrangements with your teachers, at their convenience, to make up for missed work due to an absence. The general rule is one day will be allowed for each day missed. If a test or assignment was announced during the student's presence in class, he or she will be required to take the test or hand in the assignment on the date designated, or immediately upon return to class. Students will not receive credit for assignments or tests in the event of an unverified absence.

If a student is to be absent for an extended period of time, the office may be contacted to collect homework assignments from the teachers. If student work is requested early, every effort will be made to have work ready by the end of the day that the request is made.

Late Work Policy

Students will be given one day from the due date to turn in any late work. At that point, the following grade reduction will take affect:

1. One day late = 50% credit
2. Two or more = No Credit

Extensions may be given for extenuating circumstances at the teacher's discretion.

Tardies

Tardies will be counted as total tardiness and not tardies per class. All tardies will be handled through the office. If you are tardy due to being detained by a teacher, you must have a note from that teacher explaining the delay; otherwise you will be counted as tardy. All tardies will reset at semester.

1. 3rd Tardy - Warning
2. 4th Tardy - 2 Hour Saturday
3. 5th & 6th Tardy - 4 Hour Saturday
4. 7+ - 2 Days ISD for every Tardy over 7

Students in the building during non-school hours

Students are not to arrive at school earlier than 7:00 AM or remain later than 4:00 PM unless under the direction or supervision of a staff member.

Change of Address

If your address or telephone number changes during the school year, notification must be made to the school office.

Schedule Changes

Class changes will be made within the first four days of the first and third quarter. If a student drops a yearlong course at the semester, that student must accept the grade earned at the semester. No course changes will be considered after the fourth day of the first and third quarter.

Graduation Requirements

Graduation requirements for the Louisiana R-II High School shall be a minimum of 24 units of credit completed.

Communication Arts	4 Units
Social Studies	3 Units
Mathematics	3 Units
Science	3 Units
Fine Arts	1 Unit
Practical Arts	1 Unit
Physical Education	1 Unit
Health	½ Unit
Personal Finance	½ Unit
Electives	7 Units
TOTAL	24 Units

The following grading scale and weighted class system will be used:

	<u>Regular</u> <u>Weighted</u>			<u>Regular</u> <u>Weighted</u>	
A	4.000	4.333	C	2.000	2.333
A-	3.667	4.000	C-	1.667	2.000
B+	3.333	3.667	D+	1.333	
B	3.000	3.333	D	1.000	
B-	2.667	3.000	D-	0.667	
C+	2.333	2.667	F	0.000	

Classes to be considered weighted:

Honors Anatomy	Honors Composition I/II
Honors Spanish III/IV	Honors Chemistry
Honors Calculus/Statistics	Honors College Algebra
Honors Pre-Calculus/Trigonometry	Honors Psychology
Honors Literature	Honors Biology
Honors Speech	

One step higher (.333) point value awarded on weighted courses. Weighted grade points will be awarded on letter grades A, B and C only.

In addition to the program of study for graduation, a student must pass proficiency exams concerning the Missouri and the United States Constitutions to qualify for graduation from the district. Starting with the class of 2021 every student must pass civics education initiative assessment to graduate. Students also need to have 45 minutes of CPR instruction with a dummy to graduate from Louisiana RII School District.

Credit Recovery Program

Students that have two or more semesters of core classes that must be retaken to meet graduation requirements may qualify for a credit recovery program during the regular school day. Space for this program is limited. Check with the high school counselor to see if you meet the requirements for this program. This program will use the Pearson Credit Recovery System to regain credit. There are other requirements that must be met in order to regain credit through this program. If there is not enough room for students asking to participate in the program, the student closest to graduating will be given priority over students with fewer credits.

Correspondence Course

Correspondence courses can be taken to gain a maximum of one credit toward credits needed for graduation. All correspondence courses must be approved in advance by the high school Principal and Counselor. The correspondence course must be enrolled by February 1st of the current school year. No student will be allowed to take more than two (2) correspondence courses (1 unit credit) to earn credits needed toward graduation without approval of the building Principal and the Academic Standards Committee. The Missouri Virtual Instruction Program (MOVIP) transitioned to the Missouri Course Access and Virtual School Program (MOCAP) as a result of updates to **Section 161.670.RSMo.** Information about state funding for students enrolled in virtual education can be found in **Section 162.1250.RSMo.** Missouri student may enroll in MOCAP courses for the fall and spring semesters. MOCAP is not available in the summer.

End of Course (EOC) Testing

It is mandatory for all graduating seniors to have taken the four mandatory EOC tests Algebra I, Algebra II (If Algebra I has been taken in the 8th grade), English II, Biology I and US Government.

Student Classification

Student Classification is determined by Carnegie units earned, not years of attendance. Classification will be updated each semester. Credit requirements are as follows:

- Sophomores – six (6) Carnegie units
- Juniors – twelve (12) Carnegie units
- Seniors – eighteen (18) Carnegie units

Report Cards and Progress Reports

Progress Reports will be sent at the end of four and one half weeks of each grading period. Report cards will be sent at the end of each 9 week grading period.

Early Graduation

A student who wishes to graduate from high school in less time than the ordinary eight (8) semesters, grade 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule. The student and parents/guardians will consult with a high school guidance counselor to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the principal. All early graduation requests will be reviewed on a case-by-case basis.

A student who graduates early must complete all graduation requirements established by the Board of Education. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies. In all other school activities, early-out graduates will be treated as graduated students.

Honor Roll

Any student who maintains at least a 3.0 GPA and 90% attendance for any given grading period will be placed on the Honor Roll.

A+ School

Louisiana High School has been designated an A+ School. Graduates who meet certain requirements are eligible for reimbursement for college expenses determined by the Missouri General Assembly while attending a Missouri public community college or vocational/technical school on a full time basis. In order to qualify a student must:

1. Attend an A+ designated school for **three (3) consecutive years** Immediately prior to high school graduation.
2. Graduate from high school with a grade point average of **2.5 or higher on a 4.0 scale.**
3. Have at least **95% attendance** record for the four year period.
4. Graduate with **fifty (50) documented hours of unpaid tutoring** of students in approved settings.
5. Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
Score Advanced or Proficient on the Algebra I/II EOC or a 17 on the Math section of the ACT.
6. Additional requirements may apply.

Students must sign a letter of intent and agreement documents. Forms and further information regarding specific requirements are available on the LHS web page: http://lhs.louisiana.k12.mo.us/academics/a_program/
Click on the High School tab - **Academics - A+ program.**

Eligibility Guidelines for Extracurricular Activities

Students participating in activities under the direction of the Louisiana R-II school district and MSHSAA (Athletics, Band, Music, Speech & Drama, Quiz Bowl, Cheerleaders, FFA, FBLA, and any group or organization that has students represent the district) must successfully pass all units of credit per term, as well as semester, and comply with any other regulations stated by the district and MSHSAA. Specific academic guidelines are as follows:

1. Any student with two or more failing grades at semester will be ineligible for activities for the entirety of the next semester.
2. Any student with one or more failing grades at any 4 ½ week grading period will be on probation for the next 4 ½ weeks. The student may practice and participate in contests during this probationary period but are required to attend tutoring before school or after school for 3 hours each week.
3. Any student failing the same class after 9 weeks, will become academically ineligible for the next 4 ½ weeks.

Louisiana R-II will follow MSHSAA guidelines for fall eligibility while utilizing MSHSAA summer school policy/procedures to allow students to become eligible for the fall season.

LHS Academic Support

Louisiana High School has academic support available for all students. We routinely monitor student grades and encourage students to seek academic assistance when needed.

1. Individual tutoring – Students can arrange to meet with teachers before or after school for extra assistance.
2. Bulldog Time - A session that is 20 m

Hands Off

Students are expected to keep their hands to themselves at all times. Pushing, shoving, hitting, slapping and other horseplay will not be tolerated

at any time. Students are responsible for their behavior at all times on school property. This always includes Public Display of Affection (PDA).

Student Code of Conduct

General Terms

The following are descriptions for the various discipline programs in place at Louisiana R-II High School:

After School Detention (ASD)

Minor classroom discipline problems are part of the After School Detention program. Teachers may assign and supervise after school detention for classroom situations. Failure to attend after school detention will result in Saturday school. Failure to attend Saturday school will result in ISD or OSS. Students are responsible for providing transportation when serving ASD. ASD will last from 3:00 PM to 4:00 PM. Students will serve after school detention with the assigning teacher.

Saturday School

Students, along with parents, will be notified of the date for Saturday school. Students will report for Saturday School at 8:00 AM and will remain for the assigned length of time or until 12:00 PM. Students will be required to have books, paper, and pencils when they arrive. Students not working or disrupting Saturday School will receive 5 days ISD whether serving a 2 hour or 4 hour detention. Students that are absent on their assigned date, unless excused by the principal, will be subject to five (5) days ISD. Students will be required to serve the missed Saturday School on the next scheduled Saturday. Students will be allowed one re-schedule of Saturday School.

In School Suspension (ISD)

This placement is defined as removal of the student from his/her assigned classrooms and daily schedule for disciplinary purposes. The student will be assigned a specified number of days in the ISD room. (Usually 1 – 10 days.) Students will complete regular classroom assignments in the ISD room. Students are not allowed to attend school activities while serving ISD.

Out of School Suspension (OSS)

This placement is defined as removal of the student from the school premises for disciplinary purposes. Students are not allowed to attend school activities while serving OSS, but will be allowed to make up work missed at 50% credit.

Student Discipline

The student code of conduct is designed to foster responsibility and respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this

code to list certain offenses, which, if committed by a student, will result in the imposition of certain disciplinary action. Any conduct not included herein, or an aggravating 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.

Academic Dishonesty

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

- **First Offense** – No credit for the work, grade reduction, or replacement of assignment documented in student's discipline record.
- **Subsequent Offense** – No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson

Starting a fire or causing an explosion with the intention to damage property or buildings.

- **First Offense** – 1- 180 days OSS or expulsion, notification of law enforcement officials, and documentation in student's discipline record.
- **Subsequent Offense** – Expulsion, notification of law enforcement officials, and documentation in student's discipline record.

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 and provocative; or another act that constitutes criminal assault in the third or fourth degree.

- **First Offense** - 10 – 180 days OSS, or expulsion, notice to law enforcement officials
- **Subsequent Offense** – Expulsion

Assault

Knowingly causing or attempting to cause serious physical injury or death to another person; recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

- **First Offense** - 10 – 180 days OSS, or expulsion, notice to law enforcement officials
- **Subsequent Offense** – Expulsion

Automobile/Vehicle Misuse

Uncourteous or unsafe driving on or around 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

- **First Offense** – Suspension or revocation of parking privileges, principal/student conference, or Saturday Detention.
- **Subsequent Offense** – Revocation of parking privileges, Saturday detention, or 1 - 10 days ISD, 1 - 10 days OSS, or expulsion

Bullying (See Board Policy JFCF on page 21.)

Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups.

- **First Offense** - Saturday School, 1 - 10 Days ISD, or 1-10 days OSS.
- **Subsequent Offense**- 1 - 10 days of ISD or 1-180 days OSS, or expulsion

Bus Misconduct

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

Disparaging or Demeaning Language

Use of words or actions, verbal, written or symbolic, meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

- **First Offense** – Principal/Student conference, Saturday School, ISD, or 1-10 days OSS.
- **Subsequent Offense** – ISD or 1 – 180 days OSS, or expulsion, and possible documentation in student's discipline record.

Disrespectful Conduct, Speech or Insubordination

Disrespectful verbal, written, or symbolic language or gesture that is inappropriate to public settings and is directed at a staff member. Also the refusal to follow reasonable directions from a teacher or administrator constitutes insubordination. The direction of the teacher shall be presumed reasonable and therefore, the burden of proving the direction unreasonable will be upon the student.

- **First Offense** – Principal/Student conference, Saturday School, ISD, or 1-10 days OSS.
- **Subsequent Offense** – ISD, 1-180 days OSS, or expulsion, and possible documentation in student's discipline record.
- ****Any student issuing a threat to do bodily harm to another student or staff member will receive automatic OSS and may be required to undergo a psychological evaluation prior to being readmitted to school.**

Drugs/Alcohol

Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation

- **First Offense** – Detention or 1 - 180 days OSS
- **Subsequent Offense** – 1 - 180 days OSS 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.(See Board Policies JFCH and JHCD)

- **First Offense** - Detention or 1 - 180 days OSS
- **Subsequent** – 11 - 180 days OSS or expulsion

Drugs/Alcohol

Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants counterfeit drugs, imitation 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. (See Board Policies JFCH and JHCD)

- **First Offense** - 1 - 180 days OSS or expulsion
- **Subsequent** – 11 - 180 days OSS or expulsion

Electronic Devices

Cell phones, smart watches, I- pods and all other electronic devices or accessories (such as headphones) should not be seen, heard, or used during the school day (including between classes and lunch), without the expressed permission of a staff member. The Louisiana R-II School District understands and acknowledges that cell phones and smart watches are necessary for some students and parents. The usage of technology is encouraged and is a part of life as long as it does not become a distraction or hinders the education process. It seems that student use of phones/smart watches has been on the increase in the classrooms. We have seen an increase in regards to lack of classroom focus, academic dishonesty, bullying, and harassment. At times causing a hostile learning environment for some. It is our hope those that are in attendance in our District have a positive and safe learning environment. If parents need to reach a student during the academic day, please contact the office rather than call or text the student directly during instructional time. If it is an emergency, please specify this and the office can call the student immediately to the Office. Elementary-754-6904, Middle School-754-5340 and High School-754-6181. Students will be allowed to use cell phones, smart watches/devices up to 7:45 am and after the 3:30 pm bell. After 7:45 am all phones, smart watches, devices will need to be turned off/placed on silent and locked in a secured location.

Cell Phone: We do not encourage student to have cell phones at school. If students do choose to bring them they must be kept in their lockers, cars, school or computer bags. Students may also leave their cell phone in the office. Students are not to use their cell phones during the academic school day. The school day is defined as the start of first hour and the last period of the day. This includes the lunchroom and field trips.

Smart Watches: Smart watches are allowed during the academic school day; however, students should refrain from using Smart Watches to text, play games or as a method for using their cell phone during the school day. Staff may ask students to remove Smart Watches during assessment or for certain learning activities. If the use of the Smart Watch becomes distracting and used inappropriately, students will not be allowed to have them during the academic school day.

Other Electronic Devices: Readers (Nooks, Kindles, Etc.) will be permitted for school-appropriate use by the classroom teacher.

Photo and Recording Guidelines: All devices that function as a photo camera or video camera will not be allowed for recording purposes of any activity that occurs during the academic day without the written and verbal permission from the classroom teacher and/or school administrator. This includes but is not limited to classroom academic activities, school assemblies, field trips, district transportation, and any other event involving the students and staff of the Louisiana R-II School District.

Electronic Devices/Technology Misconduct

- **First Offense**-Student will be warned. Item turned into the office along with a teacher referral and returned to the student at the end of the day.
- **Second Offense**- 4 Hour Saturday Detention. Item turned into the office along with teacher referral, and trusted adult must pick up item at the end of the day.
- **Third Offense**-Three (3) days ISS. Item turned into the office along with a teacher referral, and trusted adult must pick item up at the end of the day
- **Fourth and Subsequent Offense**-Five (5) days of ISS, 1-180 days OSS, or loss of user privileges and documentation in student discipline record. Item turned into the office along with a teacher referral, and trusted adult must pick up item at the end of the day.

Refusal to turn in cell phone

- **First Offense**- Three (3) days ISS. Item turned into the office along with teacher referral, and trusted adult must pick up item at the end of the day.
- **Second Offense**-Five (5) days ISS. Item turned into the office along with a teacher referral, and trusted adult must pick up item at the end of the day.
- **Third Offense**- Three (3) days Oss and teacher referral.
- **Fourth and Subsequent Offense**-Five (5) days OSS with recommendation for long term suspension and teacher referral.

Extortion

Threatening or intimidating any student for the purpose of obtaining money or anything of value.

- **First Offense** – Principal/Student conference, Detention, or 1-10 days OSS.
- **Subsequent Offense** – Detention, 1-180 days OSS, or expulsion

False Alarms

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

- **First Offense** – Restitution, principal/student conference, detention, 1 - 180 days OSS, or expulsion
- **Subsequent Offense**- Restitution, 1 - 10 days ISD, 1-180 days OSS, or expulsion

Fighting

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. (See also "Assault")

- **First Offense** – Principal/student conference, Detention, 1 - 180 days OSS.
- **Subsequent Offense** - Detention, 1 - 180 days OSS, or expulsion

Gambling

Betting on an uncertain outcome, regardless of stakes, engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but not limited to, betting on outcomes of activities, assignments, contests, and games.

- **First Offense** – Principal/student conference, loss of privileges, detention, 1 - 180 days OSS.
- **Subsequent Offense** - Detention, 1 - 180 days OSS, 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 favors, and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

- **First Offense** – Principal/Student conference, detention, 1-10 days ISD, 1-180 days OSS, or expulsion
- **Subsequent Offense** – 1 - 10 days ISD, 1-180 days OSS, or expulsion, and documentation in student's discipline record.

Harassment, including Sexual Harassment (see Board policy AC)

Unwelcome physical contact of sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or another characteristic protected by law. Examples include, but not limited to, touching or fondling of the genital areas, breasts, or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

- **First Offense** – 1 - 10 Days ISD, 1 - 180 Days OSS, Expulsion
- **Subsequent Offense** – 1 - 180 Days OSS or expulsion

Hazing (see Board Policy JFCG)

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 can occur even when all students involved are willing participants.

- **First Offense** - Detention or 1-180 days OSS.
- **Subsequent Offense** - 1-180 days OSS, expulsion

Incendiary Devices or Fireworks

Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

- **First Offense** – Confiscation, Principal/Student conference, Detention, 1 - 10 Days ISD
- **Subsequent Offense** – Confiscation. Principal/ Student conference, detention, 1 - 10 days ISD, or 1 - 10 days OSS

Public Display of Affection

Physical contact which is inappropriate for the school setting.

- **First Offense** – Principal/Student conference, or Detention
- **Subsequent Offense** – Parent/Student conference, Detention, or 1 - 10 days OSS

Theft

Theft, attempted theft, or willful possession of stolen property.

- **First Offense** – Reimbursement, 1-10 days ISD, 1-180 days OSS, possible notification to law enforcement officials, and possible documentation in student's discipline record.
- **Subsequent Offense** – 1-180 days OSS, or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Threat

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

- **First Offense** – Principal/Student Conference, detention, 1-180 days OSS, or expulsion
- **Subsequent Offense** – Detention, 1-180 days OSS, or expulsion

Tobacco/Vaping

Use/Possession of any tobacco products, electronic cigarettes, or other nicotine - delivery products on school grounds, bus, or at any school activity.

- **First Offense** – Detention, 1-10 days ISD or 1-10 days OSS.
- **Subsequent Offense** – 1-10 days ISD, or 1-10 days OSS

Truancy

Absence from school without the knowledge and consent of parent/guardian and/or the school administration.

- **First Offense** – Four hours Saturday School for every day truant, 1-5 days ISD, or 1-10 days OSS.
- **Subsequent Offense** – 5-10 days ISD or 1-10 days OSS and removal from extracurricular activities.

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.

- **First Offense** – Principal/Student Conference, Detention or 1 - 180 days OSS.
- **Subsequent Offense** – 1-180 days OSS, or expulsion,

Vandalism

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

- **First Offense** – Restitution, Principal/Student Conference, Detention, 1-180 days OSS, or expulsion, possible notification to law enforcement officials.
- **Subsequent Offense** – Restitution. Detention 1-180 days OSS, or expulsion, notification to law enforcement officials.

Weapons (see Board policy JFCJ)

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

- **First Offense** – 1-180 days OSS, or expulsion, and possible documentation in the student's discipline record.
- **Subsequent Offense** – 1-180 days OSS, or expulsion, and documentation in student's discipline record.

Possession or use of a firearm.

Firearms defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo.

- **First Offense** – One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student discipline records.

****All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law, as well as with the provisions outlined in the Board's policies as identified in policy JFA.**

****Please refer to Board policy JFH for the outline of provisions for student complaints and grievances.**

Bullying: District Policy JFCF

General

In order to promote a safe learning environment for all students, the Louisiana R-II School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyber-bullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyber-bullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyber-bullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion. The district compliance officer appointed in policy AC will serve as the district wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the

victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident. Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law. If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, or removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate. Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the

alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibited from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.
5. School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:
 - a. Cultivating the student's self-worth and self-esteem.
 - b. Teaching the student to defend him- or herself assertively and effectively without violence.
 - c. Helping the student develop social skills.
 - d. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Defacing or Destroying School Property

Any student found marking or defacing school property will be required to pay for damage and will be subject to other disciplinary action.

All students must cooperate in keeping the outside of our building and the grounds clean and attractive. Please remember to not throw paper on the grounds around the building.

Many students forget and rest against the walls or lockers and put their feet against the wall or lockers. This leaves marks and dirt that is difficult to remove.

Let's all work together and strive to keep our building clean and unmarked. If we do so, our school shall remain as it is now, a source of pride to our community and us.

Hall Passes

Students are not to be in the hallways without his/her personal planner. Your planner will serve as your hall pass and must be signed by your teacher before leaving the classroom.

Dress Code Changes

Louisiana High School respects students' rights to express themselves in the way they dress. All students that attend Louisiana R-II are also expected to respect the school community by dressing appropriately for a high school educational environment. Student attire should facilitate participation in learning as well as the health and safety of student and the adults that supervise them. This dress code procedure is intended to provide guidance for students, staff and parents.

Minimum Requirements

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 4-5 inches in length on the upper thighs. Tops must have shoulder straps that are a minimum of 1 inch across. Rips and/or tears in clothing should be lower than 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment. (Pajamas, bedroom slippers and/or shoes shall not be worn, except for school activities approved by the principal.)
3. See-through and /or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, doo rags, bandanas, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
5. Teachers of specific courses where safety or health is a factor may require students to adjust hair or clothing, or both, accordingly during the class.
6. All shirts will be kept buttoned except when worn over another shirt as a layered look.
7. Any clothing worn may not have writing, drawings, or emblems that are obscene, derogatory, or racially offensive or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, controlled substances, imply pornography, nudity, or sexual acts
8. Sunglasses may not be worn inside the building.
9. Undergarments/underwear are not to be visible

10. Clothing must cover areas from one armpit to the other armpit, and should cover the students shoulder blade.
11. Shirts/tops must cover the midsection of the student's body where skin is not visible at any time.
12. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or and any other attribute, denotes membership in a gang or that advocates illegal/disruptive behaviors is prohibited. Including chains (including wallet chains), spiked, or studded accessories are prohibited.
13. Backpacks, belt packs, purses and all bag types are prohibited in the classroom at any point of the school day. Students should take PE clothes to the locker room before school.
14. Clothing and accessories that endanger student or staff safety may not be worn.
15. All class or group shirts must be approved through the office in advance.
16. Shorts/skirts should be at an appropriate length (not excessively short)
17. Face Paint is not allowed except during spirit day. The paint must match the day and should not cover the entire face and the face needs to be visible to teachers and admin to ensure safety.

If a student is in violation of any of the above, he/she will be given the opportunity to change clothes at school or call for appropriate items to be brought to them. As a last resort, the child will be sent home and the absence will be unexcused.

Driving Regulations

Driving to school is a privilege granted by the student's parents and the school. Students must turn in a vehicle registration form, signed by the parent, the owner of the vehicle, and the student driver; then purchase a parking tag for \$5.00 from the High School Office. This tag must be displayed on the rear view mirror at all times while the vehicle is on school property. Vehicles parked on school property without a proper identification can lead to disciplinary action and the possible loss of driving privileges. Also, once students arrive at school they are not to sit in their cars or remain in the parking lot, but must proceed to the school building. The back parking lot will be reserved for Junior and Senior honor students. Students are not allowed to park along the high school gym. All spaces will be numbered and students will be assigned a specific space. Additional honors parking will be available by the Vo-Ag building as space permits. Students and parents are not to use The West Exit (by the stop light) when leaving school. All vehicles (including Scooters) must exit single file from all parking lots.

All of the aforementioned driving regulations will also apply to scooters and motorcycles.

Student Lockers

1. Students will be assigned a locker, and you are expected to keep your assigned locker unless permission to switch has been obtained from the principal's office.
2. Louisiana R-II High School administrative officials retain the right to open and inspect lockers at any time.
3. You are expected to keep your locker locked at all times. The school will not be responsible for stolen items.
4. You have been issued a school owned lock for your locker. You will be responsible to pay replacement cost (\$5.00) for locks destroyed or not turned in at the end of the school year. You will not be issued an additional lock at the beginning of the next school

year until the replacement cost has been paid.

5. Students will be expected to keep lockers in a clean and orderly manner. Students may not use their own lock on lockers. Unauthorized locks may be removed without notice and destroyed.
6. All book bags and sports bags will be kept in student lockers. None of the above will be allowed in the classroom.
7. Freshmen will be allowed to take books, coats, etc. to their locker upon arriving at school, but then must immediately return to the commons area until the first bell sounds, unless they have a scheduled appointment with a faculty member.
8. Pictures or decorations may be put up in your locker with tape only. Students should never mark on a locker.

Visitors

All visitors are required to notify and register in the high school office at least ONE day in advance. No out of district students may visit unless permission is obtained from the principal. Parents are patrons of our district, but as visitors to our building, they are expected to check in upon entering the building.

Student Phone Use

Students needing to call home for any reason may use the office phone with permission from the office manager.

Assemblies

Assemblies are provided for the benefit of the student body. Students should display audience courtesy at all times during the assembly. Students will sit in class sections with their respective class sponsors.

Students should enter the second set of double doors to the gym. Freshmen are to proceed to the far end of the bleachers on the left side, followed by Sophomores, Juniors, and Seniors. Misbehavior during an assembly will result in the student being removed from the assembly and possibly losing assembly privileges. Teachers and students will report to their classes before going to all assemblies. Roll will be taken and students will go to the assembly when notified.

Fund-Raising

All school fund-raising projects must be approved by the high school principal. Only pre-approved fund-raising items may be sold in school, and all funds must be turned into the office. Items sold in violation of this policy will be confiscated and may result in disciplinary action.

Food and Drink Items

Students may have food and drink items before school, at lunch, and after school, but **ONLY in the commons area**. (Teachers may allow food and drink in their class at their discretion) **Outside of school food items such as Hardee's, Subway, etc., will only be allowed before, during lunch, or after school but cannot leave the commons.**

Food and Drink Continued

Students are to discard any and all open beverage containers before entering Louisiana R-II school buildings. Personal beverage containers (water bottles, etc.) may be brought for water but must be sealable. Items brought for school lunches need to be sealed and remain unopened until the lunch periods. There are juice and beverage machines for students' use located in the commons area. Milk is provided with hot lunch or can be purchased during lunch periods. Soda, Bottled water, and juice should be consumed in the Commons, but may be allowed in class with the permission of the teacher. Students will not be allowed to leave class to purchase snacks.

Transportation

Bus transportation is a school service. Students are responsible to the driver at all times and are expected to be courteous and considerate to other students. Failure to follow bus rules may result in withdrawal of the privilege of riding the bus.

When problems arise on buses, the driver will make an effort to remedy the situation before the principal is contacted. If efforts by the bus driver fail and the principal is contacted, the student may lose the right to ride the bus for a period of time.

Activity Transportation

All students participating in an activity must ride the mode of transportation provided by the school to and from the activity. Students are allowed to ride home with their parents/guardians. Team/Organization rules will apply in all other situations. If a student is released to ride home with their parents by coach/sponsor, the parent must sign a release form supplied by the coach/sponsor.

Pike-Lincoln Technical School

All PLTC students are subject to the policies of Louisiana High School and the Louisiana R-II School District. Also, all PLTC students must ride to and from the PLTC in school-provided transportation. Permission to use any other means of transportation may only be obtained with a signature from the PLTC Director, a parent, and the high school principal. Failure to do so will result in disciplinary action.

Field Trips and School-Sponsored Trips

Students with a failing grade in any class will not be allowed to attend field trips or school-sponsored events that cause them to miss that class. Exceptions may be made for credit-bearing activities, if an alternative assignment cannot be created.

Social Activities

Supervised school social activities are considered an important part of high school life. Each activity will be assigned a faculty sponsor. The students, working cooperatively with the sponsors, shall plan and be responsible for the activity. The following rules apply to all social activities:

1. All events have to be approved through the principal at least two weeks prior to the event.
2. All events, decorations, and other aspects of the activity must have the sponsor's approval.
3. Consideration in planning activities should be given to all students.
4. Only Louisiana High School students that are currently enrolled in good standing and attending classes at the time of the social activity will be allowed to attend.
5. Students below the ninth grade will not be admitted to high school dances.

Good Standing

- Not Suspended (ISD or OSS)
- Attendance is above 90%
- All Fines and Fees are paid including lunch
- Passing all classes

Junior/Senior Prom

All students planning to attend the Junior/Senior prom will be required to sign up in the high school office. The deadline for sign-up will be as follows:

- If a student wants to purchase prom glasses, etc., they will be required to sign up three weeks prior to prom.
- Students that do not wish to purchase prom items will be required to sign up one week prior to prom.

Sign-up sheets will be posted in the high school office, and students may sign up at any time throughout the established deadline dates. No student will be allowed to attend prom without properly signing up as outlined.

All students bringing a guest from another school will be required to furnish a Louisiana Guest Information and Permission/Reference form. Information concerning the guest will be supplied by the guest's high school principal and signed by the principal. The forms will be available in the high school office throughout the sign-up period (deadline: one week prior to prom).

If the guest is not in high school, the parent of the Louisiana High School student will be required to sign the information form. Guests must be under 21 years of age, and be a high school graduate or currently enrolled in an educational program.

An informational letter will be sent to the parents of all students who have signed up to attend prom. This letter will outline the date and times involved, as well as any other pertinent information pertaining to prom.

All Fines and Fees need to be paid prior to signing up including food service fee.

Students attending prom must be in attendance all day on Friday, unless prior approval has been given by the principal.

Students attending prom must be in good standing with the school.

All school rules will apply on the evening of the Junior/Senior prom.

School Breakfast/Lunches

Louisiana High School has a "closed-lunch" policy. There will be two types of lunches available for High School students.

1. School Lunches can be purchased on a weekly or daily basis.
2. Sack lunches may be brought from home in the morning. No other type of lunch will be available and should not be delivered to the school during the closed lunch periods.

Students will NOT be allowed to go to their lockers during the 4th Hour. Students need to make sure they have their books for the 4th Hour after the 3rd hour ends and before the 4th hour begins.

Leaving School

Permission to leave school grounds must be obtained through the office with parent/guardian consent, and then the student must sign out in the principal's office. Any student that leaves the school grounds without permission will be considered truant.

Lost and Found

Lost or stolen items are to be reported to the principal's office immediately. Items found are to be turned in to the principal's office immediately. Unclaimed items will be discarded 30 days after having been turned into the principal's office.

Daily Bulletin

The daily bulletin will be read over the PA system 1st hour and 7th hour. The bulletin will also be posted on the school web page.

Health Related Information

Parents are asked to provide the school with written information regarding special health concerns their child may have as soon as possible.

Immunization

It is Missouri State Law that all students must be immunized prior to enrolling in any public school system. Immunization records must be provided to the school and reviewed prior to enrollment. These records must come from a physician or other recognized health facility stating the required immunizations have been given to the student and verification of the type of vaccines given. Parents shall be required to provide documentation of the month, day and year of vaccine administration. Please refer to 19 CSR 20-28.010, section 167.181. RSMo.

Birth Records

All students must have a birth certificate on file in the school cumulative records. If you do not have a copy, you may contact the **Bureau of Vital Statistics**, Jefferson City, Mo., or contact the Pike County Health Department at (573) 324-2111. Fees may apply.

Illness and Injury Response and Prevention

When a student becomes ill or is injured during school hours, the Principal, School Nurse or Authorized personnel will administer first aid as described in accordance with policy and procedures EBB, EBBA, EBBA-AP and guidelines provided by the Department of Health and Senior Services (DHSS) and the Pike County Health Department. \

Due to the increasingly high number of student health referrals and missed classroom instructional time, the following protocol will be implemented: Basic first aid procedures will begin in the classroom. If the illness complaint is not resolved in the classroom, the student will be referred to the office for further evaluation. If a student exhibits fever, vomiting, diarrhea or other potentially contagious illness, the parent will be contacted to arrange for pickup of the student. If your child has been diagnosed with a contagious illness, please notify the school immediately for the school's contagious illness compliance guidelines.

Administering Medicines to Students

Medications will only be administered at school when it is not possible or not effective to receive the medication at home. The district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible. Please refer to policy, procedures and policy medication administration forms FILE: JHCD, JHCD-AP, JHCD-AF1, JHCD-AF2 and JHCD-AF3.

- All medications must be delivered to the school principal or designee by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original package.
- All medications must be accompanied by a Board approved medication form.
- Emergency medication such as an inhaler or epi-pen will require a doctor's order to administer. A written health care plan and emergency action plan will be required for student's receiving emergency medication.
- It is the responsibility of the parent/guardian to maintain the student's supply of medication.

All student occupied buildings will maintain an Epi-Pen and Asthma related rescue medication to be used on students with undiagnosed medical emergencies.

Dietary Requests

All dietary restrictions require a completed special meals form signed by the parent and healthcare provider.

General Guidelines for All Activities

1. Must have a current physical exam on file with the activities director.
2. Must have a signed parent permission form on file with the activities director.
3. Must submit proof of medical coverage.
4. Must have earned 80 % of credits attempted the previous semester.
5. Must be enrolled in a minimum of 3 credits during the semester of competition.
6. Strongly encourage attendance at tutoring sessions if a student has a failing grade at check time.
7. If a student is dismissed, not pertaining to drugs, alcohol, or tobacco, during one sports season, they are not eligible until the end of that season.
8. Students must maintain good citizenship in school, out of school, and on a team/organization. Any student involved in inappropriate behavior in the community, will be required to attend a hearing conducted with the student, his/her parents, activities director, building principal, and coach/sponsor before eligibility can be reinstated. Any student arrested by a law enforcement agency will lose eligibility for school athletics/activities. If a student is charged with a criminal offense, the student will be removed from school activities until he/she is cleared of the charges or after all obligations to society have been met.

9. Any in school or out of school suspensions will prevent students from participating in practice or games/activities during suspension. If excessive, the student will be removed from the team/activity.
10. Detentions, Saturday School, practice tardies, and practice absences will be handled by the coach/sponsor through discussions and a penalty. If this becomes excessive, the student could be removed from the team.
11. You cannot quit a team to participate on another team/activity without team activity coach/sponsor permission.
12. Dual sport participation has to be approved by the building principal.
13. Students must follow the directions of their coach/sponsor on any other requirement. These requirements will be stated in writing, signed by parent and student, and approved by the building principal at the beginning of the school year.
14. Any incidents not covered on these guidelines will be reviewed on an individual basis by the building principal and coach/sponsor.
15. All students participating in extracurricular activities must take part in a mandatory drug testing program.
16. All policies approved by the Louisiana R-II Board of Education will supersede these guidelines.

Eastern Missouri Conference Spectator Expectations

The **Eastern Missouri** Conference realizes that each individual school and community's views on fan behavior at athletic contests is different. In lieu of that, the following statements have been adopted to ensure the retention of school spirit and to deter poor **sportsmanship** during conference play. At LHS, these expectations will be in force regardless of conference or non-conference play.

Expectations of Spectators

1. Remember that school athletics are learning experiences for students and mistakes are sometimes made. Praise students/athletes in their attempt to improve themselves as students, as athletes, and as people.
2. A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
3. Learn the rules of the game so that you may understand and appreciate why certain situations take place.
4. Show respect for the opposing players, coaches, spectators, and support groups. Treat them as you would treat a guest in your own home.

5. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student/athlete, and admire their willingness to participate in full view of the public.
6. Recognize and show appreciation for an outstanding play by either team.
7. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event (i.e. tailgating).
8. Use only those cheers that support and uplift the teams involved.
9. Behavior by fans in the stands at athletic contests shall not detract attention for the contest.
10. Show respect towards all personnel associated with the contest. (Opposing fans, opposing players, officials, coaches, cheerleaders, etc.)
11. Students' behavior at athletic contests shall reflect their expected behavior during the school day.

The Spectators Should

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate, and respond enthusiastically to cheerleaders.
3. Censure fellow spectators who display negative behavior.
4. Respect the property of the school and the authority of school officials.
5. Show respect for an injured athlete when he/she is removed from the contest.
6. Do not applaud errors by opponents or penalties inflicted upon the team.
7. Do not heckle, jeer, or distract members of the opposing team.
8. Never criticize the athletes or coaches for the loss of the contest.
9. Respect the judgment and strategy of the coach. Refrain from being a second guesser.
10. Avoid profane language and obnoxious behavior which are contrary to sportsmanship.

Acceptable Behavior

1. Applause during introduction of players, coaches, and officials.
2. Accept all decisions of officials.
3. Treat competition as a game, not a war.
4. Applause at end of contest for performances of all participants.
5. Encourage surrounding people to display only sportsmanlike conduct.

Unacceptable Behavior

1. Yelling or waving arms during an opponent's free throw attempt.
2. Disrespectful or derogatory cheers, chants, songs, or gestures.
3. Booing or heckling an official's decisions.
4. Criticizing officials in any way; displays of temper with an official's call.
5. Yells that antagonize opponents.
6. Blaming loss of game on officials, coaches, or participants.
7. Use of profanity or displays of anger that draw attention away from the game
8. Doing their own yells instead of following the lead of cheerleaders.
9. Continuous standing is prohibited.
10. Negative organized cheering is prohibited.
11. Noisemakers are prohibited.
12. Stomping on the bleachers is prohibited.

Students should consider these expectations to be rules of conduct at any athletic event involving Louisiana High School. Violations of these rules may result in detention or suspension from attending athletic contests.

Title IX

Louisiana R-2 School District is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. Given this, the District does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the Education Amendments of 1972 ("Title IX"), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment.

Title IX's requirement not to discriminate in any of the District's education programs or activities applies to both students and employees and extends to both admission and employment. Inquiries about the application of Title IX and its regulations to the District may be referred to the District's Title IX Coordinator:

Title IX Coordinator
Dr. Tom Ward
3321 Georgia St.
Louisiana, MO 63353
wardt@louisiana.k12.mo.us 573-
754-4261

Public Notice of Students With Disabilities

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as a migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Louisiana R-II 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, intellectual disability, 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 Louisiana R-II 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 Louisiana R-II 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 failure by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Louisiana R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Central Office at 3321 West Georgia Street, Louisiana, Missouri between 7:30 a.m. and 3:30 p.m. Monday thru Friday.

This notice will be provided in native languages as appropriate.

ESSA Complaint Procedure

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

<p align="center">Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</p>	
<p>General Information</p> <ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
<p>Complaints filed with LEA</p> <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	<p>Complaints filed with the Department</p> <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<p>Appeals</p> <ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

² Programs include Title I, A, B, C, D, Title II, Title III, Title IV-A, Title V.

² in compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C).

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

Revised 4/11

ESSA Complaint Continued

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

ESSA Rights of Guardians

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.