

# LOGAN-ROGERSVILLE

Middle School  
Wildcats



Student

Assignment/Handbook

**2010-2011**

# **LOGAN-ROGERSVILLE MIDDLE SCHOOL**

## **WELCOME**

Welcome to Logan-Rogersville Middle School! The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty, administration, and the Board of Education. This information has been carefully prepared and presented, so it will be of great value in helping you to adjust to our school and to become an integral part of it. This handbook may be REQUIRED material in some classes. If so, it is the responsibility of the student to have this handbook available when required. The faculty and staff are available to provide additional assistance and information.

The ultimate purpose of education is to help each student become an effective citizen in a democracy to develop and accept the responsibilities and obligations of good citizenship, and help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

## **MISSION PHILOSOPHY**

The mission of the Logan-Rogersville R-8 School District is to provide all students with the skills and knowledge necessary for successful participation in our changing society.

The goals of the Logan-Rogersville R-8 School District are to ensure that:

1. All students graduate from high school.
2. All students complete a rigorous and meaningful path of studies with specific learning outcomes.
3. All students will proceed to college, technical school or vocational school, or job opportunities with the knowledge and skills necessary to be successful.

## **VISITORS**

All visitors must check in at the school office. Friends attending from other schools are not allowed during school hours. For more information refer to the Logan-Rogersville R-8 School Board of Education's Visitors' Policy.

## **TARDINESS**

Tardiness is defined as any unexcused appearance of the student after the scheduled time a class begins. Students are expected to be in their seats ready to work when the bell sounds. The teacher will confer with the student after class or after school concerning tardiness. Students whose tardiness resulted from being detained by a faculty member will be excused. There are four minutes between classes.

Five overall unexcused tardies to classes per quarter will result in Thursday School Detention (TSD) or 1 day Out of School Suspension (OSS).

## **ATTENDANCE**

Many important learning experiences take place within the classroom that cannot be adequately replaced with make-up work; we believe that regular attendance is a necessary and vital part of each student's education. Attendance is recognized as a component of achievement.

1. Attendance at school is the most important part of any student's success in their education program. **Attendance in class is part of each class requirement.**
2. School sponsored activities are not counted as an absence.
3. A student who is not in class is truant until he or she appears. He/she is marked tardy or absent as appropriate. This fact is recorded on school records.
4. In order to identify valid absences, these procedures are established for your guidance and compliance:

Any student that needs to leave school prior to the end of day must check out through the main office. Prior to allowing any students to check out, the office must have consent from a parent/guardian. Any student that does not check out through the main office prior to leaving the school property will be marked truant.

Students who leave school without permission may be suspended for up to three days. A second such departure may result in a longer suspension. Further such departures by a student may result in permanent suspension.

Students who avoid going to an assigned class but do not leave the school may be suspended from school in the same manner as described above. Students are not to leave school grounds during the lunch hour. Students who leave without going through proper procedure will be considered truant and may be suspended from school.

5. If a student is absent from school, a parent or guardian must contact the principal's office concerning the reason for the absence. **The school will make an attempt to contact parents or guardians about an absence; however, the primary responsibility of informing the school lies with the parents or guardian.**
6. Subject to the following conditions students will be allowed and expected to make up any work missed:

**REMEMBER:** The responsibility for initiating make-up work rests with the student. A student should make arrangements with the teacher to have completed all make-up work within three (3) days after returning to school. In case of extended absences, special arrangements may be made at the discretion of the teacher. If work is not made up within this time, work missed will be recorded as zero.

It will be necessary to make arrangements and keep up in studies as much as possible during confinement in a hospital or at home. Arrangements should be made in advance if possible and homebound schooling may be provided by contacting the office.

7. After a student misses ten days of school in a semester, a letter will be sent to the student's parents notifying the family of the student's excessive absences. If a student is not present for twenty days of school in a semester, then the Division of Family Services (DFS) will be notified for concerns of educational neglect. Reasonable excuses such as a doctor certified long-term illness would be considered an exception to this rule.

## **GRADING SYSTEM AND REPORT CARDS**

The evaluation of student achievement is the important function of the teacher. The accepted grading system is as follows:

A - Excellent	D - Poor
B - Good	F - Failure
C - Average	I - Incomplete

An incomplete is given in cases of illness, emergency, or by pre-arrangement if the student has been unable to complete his/her assignments. An incomplete on the report card becomes an "F" if not completed. Make-up work is the complete responsibility of the students.

The following grading scale will be used by teachers throughout the school year:

100 - 95 A	87 - 83 B	77 -73 C	67 -63 D
94 - 90 A-	82 - 80 B-	72 - 70 C-	62 - 60 D -
89 - 88 B+	79 - 78 C+	69 - 68 D+	59 - 0 F

Grade cards will be issued at the end of each quarter.

### **DAILY HOMEWORK**

The school website lists the homework for the past five days. The school website is: [www.logrog.net](http://www.logrog.net), go to buildings, middle school, then homework hotline. These lessons can be printed out. Worksheets are available in the office or may be picked up when the student returns to school.

### **GRADE AND PROGRESS REPORT CARDS**

Students will receive a progress report in the middle of each grading period. This report card should be examined and signed by parents or guardian and returned to the teacher. Refer to the school calendar for progress report & grade card dates.

Grade cards will be issued after all fees and fines have been paid. Grade cards do not need to be signed or returned.

### **HONOR ROLL**

Honor rolls will be published at the end of each semester. They will be posted outside the Principal's office at the end of each semester. A student must have a 10.0 to 11.0 grade point average to be placed on the Principal's Honor Roll, an 8.5 to 9.9 grade average to be placed on the High Honor Roll, and a 7.0 to 8.49 grade point average to be placed on the Honor Roll.

### **CHEATING**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work and notify the parent and office immediately as to the action taken.

### **GUIDANCE**

The purpose of the guidance program is to help each individual student achieve his highest

growth mentally, emotionally, and socially. We try to do this several ways:

1. By helping new students feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences whenever a student, teacher, or the counselor deems it necessary.
3. A testing program designed to help the student learn as much as possible about his/her capabilities.
4. The counselor welcomes the opportunity to discuss any issue with a student, parent, or teacher.

Certain grade level IQ and achievement testing will be done throughout the school year. Test results may be discussed with the counselor.

### **ARRIVING LATE OR LEAVING SCHOOL EARLY**

Students arriving late to school or leaving early must check in or out through the school office. Individuals picking up students early from school are required to sign a sheet in the office listing date and time of leaving. Only people listed on the student enrollment form will be allowed to pick up students. Parents may give permission by phone or by note for someone else to pick up their student. Students arriving at school before 7:15 am must stay in the commons area. Students will not be allowed to go on into the building until 7:15 am. when the bell rings.

### **ATHLETIC ELIGIBILITY REQUIREMENTS**

Missouri State High School Activities Association (MSHSAA) rules require students participating in athletics and academics to have passed two units of school credit the previous semester, and be currently enrolled in four subjects that will give two units of credit in the current semester.

In addition, the local Board requires that students must have a 4.0 grade point average, based on an eleven point scale, the previous quarter. (Note: This is equal to a "C-" grade average.) An eleven point grade system is listed as follows:

11 - A	5 - C
10 - A-	4 - C-
9 - B+	3 - D+
8 - B	2 - D
7 - B-	1 - D-
6 - C+	0 - F

Any student who is currently participating in an activity and is suspended or assigned to a Thursday School for misconduct will be ineligible to participate on the day the Thursday School is assigned. Students will not be allowed to participate/practice with a team or group during the time of the detention. Students must be in attendance for half of a school day to be able to participate in their specific competition. Logan-Rogersville Middle School is a member of MSHSAA. Therefore, all LRMS participating students must follow the athletic and academic eligibility standards set forth by MSHSAA.

### **RANDOM DRUG TESTING**

Students in the 7<sup>th</sup> and 8<sup>th</sup> grades that are involved in extra-curricular and co-curricular activities will be subject to random drug testing. Extra-curricular activities include participation in an activity that is not associated with a grade and takes place outside the regular school day (such as athletics). Co-curricular activities include participation both in and out of the classroom, and are associated with a grade (examples include Band and Choir). More information about random drug testing will be disseminated as practices resume in the fall.

### **INSURANCE**

The school district provides supplemental insurance for all participants of extra-curricular activities that can be used as secondary coverage to a primary policy. If the athlete does not already have health insurance, a packet from an independent insurance company can be purchased on the first day of classes. Purchase of this program is optional. Parents will send the insurance application and money directly to the company.

### **CAFETERIA AND LUNCH HOUR**

Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in an acceptable condition.

Students will go through the cafeteria line. Students are to remain in the cafeteria until they are dismissed. At no time are pupils allowed to take food outside the cafeteria. Open beverage containers are allowed only in the cafeteria during lunch time.

The Logan-Rogersville school district has a computerized meal program. A debit card system is used for students to purchase meals. Each student is given a card to carry with them daily. Parents are encouraged to send larger amounts of money and pay less often. The computer will track all deposits received and all purchases. Envelopes are available for students to deposit money or you can send an envelope from home with the students first and last name, amount enclosed and lunch marked on the outside of the envelope. Students will only be allowed to carry a negative balance in the amount of two meals. Students who exceed this amount will be provided with a peanut butter and jelly or cheese sandwich and milk (wildcat meal). Extra milk is available for purchase for all students.

Students will be expected to have their I.D. cards with them when they go through the meal line. Once school pictures are taken, Lifetouch, the school photographer will provide students with photo I.D. card for meal use. There will be a charge of \$3.00 for lost I.D. cards.

### **RETAINMENT POLICY**

All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between attendance and grades. Students having good attendance generally achieve higher grades, enjoy school more, and are much more attractive to prospective employers after leaving high school.

Retention Policy - refer to the Logan-Rogersville R-8 School Board Policy IKE. Any student in grades seven, or eight who shows an "F" grade on first and second semester grade cards in three core subjects (Math, Science, Social Studies, English) may be retained the next year.

### **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

### **LOCKERS**

Lockers are issued to students at the beginning of the school year. Each student is responsible for keeping their assigned locker clean both inside and outside. Damages caused by misuse of tape, etc. will be charged to the student responsible. Any locker malfunction should be reported to the proper advisor or the office. Students are cautioned not to keep money or other valuables in their lockers. Turn in such items to the office for safe keeping. Combination locks may be purchased in the office, or students may bring their own combination lock. If combination locks are brought from home, the combination must be turned into the office. Lockers are “jointly” accessible to the student and school officials and may be subject to search at the discretion of school officials.

### **LOST AND FOUND**

Articles found in and around the school should be turned into the main office where the owners may claim their property by identifying it.

### **VANDALISM AND PROPERTY DAMAGE**

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. Student expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

### **ANNOUNCEMENTS**

A daily bulletin will be provided by the school office and read by teachers in each classroom. The public address system will be used for urgent bulletins that cannot be handled in any other way. Classes will be interrupted for these announcements only when necessary.

A quarterly Middle School Newsletter (The Pawprint) is sent home with each student containing information on Middle School events and a calendar containing dates and times of ballgames, concerts, days not in school, etc. Articles from the various departments in our school will also be printed in the Pawprint.

### **HAZARDOUS MATERIALS**

The Logan-Rogersville School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) as stated in the Logan-Rogersville School Board Policy EBAB-AP.

### **ASSEMBLIES**

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, boisterousness, uncalled-for-clapping, and talking during a program.

Textbooks and other materials are to be left in the classrooms or lockers.

### **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, parents must fill

out a parent's request form, provided by the nurse. All medication will be kept in and dispensed through the nurse. Misuse or distribution of prescription or "over the counter" drugs may warrant the same punishment as illegal drugs.

### **DRUGS AND ALCOHOL ABUSE**

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, prescription drugs, or alcohol in or on school property, including buses, shall be dealt with according to the Discipline Policy.

### **SMOKING**

The use and /or possession of tobacco or tobacco products is prohibited and any student who violates this rule is subject to disciplinary action according to the Discipline Policy. This rule applies on the way to and from school, during lunch, at school activities and during the school day.

### **LIBRARY SERVICES**

The library will be opened at 7:15 a.m. and remains open throughout the day until the last bus departs. You are encouraged to use the library as much as possible. From time to time, it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his/her particular need.

### **STUDENT COUNCIL**

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration.

### **PLEDGE**

The pledge to the United States flag will be directed every Monday morning.

### **TELEPHONE**

Students are not allowed to use the office phone for personal calls except in case of an emergency and with staff permission. In the event a student receives a call, he/she will be called out of a classroom only in the case of an emergency. Normally phone calls for students will be handled between classes, during lunch time, or after school.

### **STUDENT CONDUCT**

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be out of class. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls are never permitted.

Public display of affection is not permitted in school. Repeated incidents will result in parental contact and disciplinary procedures.

Students are not to be involved in the buying, selling, or trading of property at school. This includes the buying and / or selling of products for fund-raising purposes without permission.

### **ELECTRONIC DEVICES**

**Pagers/Cell Phones/MP3 Players/Ipods/PSP's:** Students are not to use or have electronic

devices visible during school hours. The following consequences will result:

**1<sup>st</sup> Offense** - A student must pick up the electronic device in the office at the end of the school day.

**2<sup>nd</sup> Offense** – A parent must pick up the electronic device in the office.

**3<sup>rd</sup> Offense**- A Thursday School will be assigned to the student.

**Further Offenses**- Left to the discretion of the administrator in charge which could include Thursday School, In School Suspension (ISS), or Out of School Suspension (OSS).

Students are discouraged from bringing electronic devices to school. However, should a student bring such an item to school, the following rules pertain: The devices must be turned off or on silent mode. The device must be kept out of sight (in the student's locker, inside a pocket, purse, backpack, etc.) Failure to follow these guidelines can result in confiscation of the item.

### **GUIDELINES FOR STUDENT APPEARANCE**

Dress and grooming are the responsibility of the student and the student's parents. When dress and grooming disrupt the learning process for the individual student, other students, or the learning climate of the school, it becomes a matter of administrative action involving the student and/or parent. The following are offered as guidelines:

A. No jeans or pants can be worn with holes or tears above the knee. No halter tops, bare midriffs or shirts with bare sides can be worn. Pants will be worn appropriately, not below the waistline (sagging or baggies, etc.)

B. Clothing is generally acceptable for school wear as long as it does not jeopardize anyone's health or safety, does not disrupt the teaching/learning process, does not create school disorder, **and is not immodest in any respect.** Shoes and/or sandals must be worn at all at all times. Bare midriff outfits are not acceptable school attire. Underwear may not be worn as outerwear or exposed to view. Clothing with spaghetti straps or that may display any parts of undergarments is inappropriate. Caps, hats, other head wear, and sunglasses are not to be worn during the school day (7:00 a.m. to 2:35 p.m.) Students may not wear clothing or accessories which display words or images advertising directly or indirectly, alcohol, tobacco, drugs or related products. Clothing which promotes the use of these products or which are profane, obscene, or double-meaning T-shirts which are suggestive (Abercrombie, Big Dog, etc.) or promote violence will not be allowed. Any form of dress, grooming, or hairstyle considered contrary to good hygiene, is distracting, or disruptive in appearance will not be permitted.

Common sense and reasonable attitude should eliminate the need to correct students' personal appearance. Any student who fails to comply with these guidelines will be subject to administrative action.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom indicating how to leave the building in case of fire. Maps and instructions are posted in each classroom.
2. Walk. No talking. Move quickly and quietly to designated area with teacher.

### **BUS REGULATIONS**

Students who come to school on the bus should return home on the bus unless they have a

note from the parents and have been approved by the principal.

Riding the school bus is a privilege. Improper conduct on a bus will result in that privilege being denied.

Only regularly scheduled bus students are to ride the school buses.

Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon.

STUDENT RESPONSIBILITY IN THE TRANSPORTATION SYSTEM as stated in the Logan-Rogersville R-8 School Board Policy EEA. The following regulations for pupil safety shall be in effect any time students ride the school bus:

1. The bus driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
2. Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
3. Never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Classroom conduct is to be observed by students while riding the bus, except for ordinary conversation.
6. Students must not at any time extend arms or head out of the bus windows.
7. Students must not try to get on or off the bus, or move about within the bus, while it is in motion.
8. Students must observe directions of the driver and the patrol when leaving the bus.
9. Any damage to the bus should be reported at once to the driver.
10. Students shall not get off the bus other than at the regular boarding or de-boarding place unless the driver and principal or teacher has direct, personal communication from the student's parent or guardian.

REMOVAL OF STUDENTS FROM SCHOOL BUS as stated in the Logan-Rogersville R-8 School Board Policy JGR:

1. Students may be assigned seats by the bus driver.
2. Students may be removed or prohibited from riding the bus for violation of safety regulations or for failing to respond to the driver's directions concerning safety.
3. Students shall be given a warning by the bus driver before removal, except in cases of safety rule violations which may result in very dangerous situations.
4. Students may be removed from the bus for damaging or defacing any part of the bus.

## **DISCIPLINE GUIDELINES**

### PHILOSOPHY

We believe that in order for students to achieve their maximum potential, they must discipline themselves, cooperate with their teachers, and conduct themselves properly. If a student cannot do this on his/her own, then the school authorities must prescribe the necessary discipline for inappropriate behavior. Excessive disruptive behavior in school may result in suspension from school.

### ADMINISTRATION OF DISCIPLINE

1. The principal of the school is directly in charge of school discipline, and with the assistance of all faculty members, will insure that proper order be maintained at all times.
2. All teachers will cooperate and assist in every way to help maintain proper order.
3. Students will show proper respect to all teachers and obey their instructions.
4. Each student is expected to take correction from any teacher whether in the classroom, in the halls, or at any extra-curricular activity.
5. Students are not to disturb or distract the teacher or other students in any class.
6. Although we encourage students to read, unsuitable reading material will not be allowed in school.

### DESCRIPTION OF DISCIPLINARY ACTIONS

Students who become involved in behavior problems will be subjected to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions will be determined and enforced by the principal.

1. Informal talk - A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding the student's behavior.
2. Conference - A formal conference will be held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.
3. Parent Involvement - Parent(s) should be notified by telephone, personal contact, or letter. A conference may be conducted between the student, his/her parents(s), appropriate school personnel, and any other individual(s) concerned.
4. Thursday Schools - This is an opportunity for the students to make up time and work missed due to tardies or other infractions. Thursday School will meet from 3:15 p.m.-6:30pm. A teacher will be present to supervise.
5. In School Suspensions may be used at the discretion of the building administrator. ISS may be at the high school or middle school.
6. Short Suspensions (up to ten days out of school) - The student is informed that he or she is subject to a suspension.
7. Long Suspension (up to 180 days out of school) - The Board of Education authorizes the superintendent of the schools to suspend a student for up to 180 school days. A suspension of more than ten calendar days may be appealed to the Board of Education through the superintendent.
8. Expulsion - The Board of Education may authorize the expulsion of a student.
9. Corporal Punishment - This is usually used as a "last resort", but it is an option. A permission letter from the parent(s) will be needed before corporal punishment will be carried out.
10. Suspension/Due Process - All students are entitled to due process. There are certain procedures that school officials will be following prior to taking appropriate disciplinary actions. This includes notice of the charges and the opportunity for the student to respond. The final decision will be made by the superintendent of schools and Board of Education.  
No student or parent should expect to automatically receive either the minimum or maximum disciplinary action when they are involved in a problem. This will be determined on an individual basis in each problem based on a wide range of variables such as, but not limited to: the age of the student, past record of behavior, attitude, the severity of the infraction, and the severity of the problem as it exists in that particular school setting.

### **DEFINITIONS OF DISCIPLINE PROBLEMS**

- A. ALCOHOL: The use, possession, or sale of an alcoholic substance or being under the influence of an alcoholic substance.
- B. ARSON: Intentional setting of fire or burning on school property.
- C. Bus: Not following bus rules as outlined in the Student Handbook.
- D. DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY OR SCHOOL POLICY: Refusal to comply with reasonable request of any school personnel or policy of the school.
- E. DESTRUCTION OR DEFAACEMENT OF PROPERTY: Any student who willfully causes substantial damages or attempts to cause substantial damages to any property, real or personal, belonging to the school, staff, or students.
- F. DISORDERLY CONDUCT, INCLUDING PROFANITY AND OBSCENE BEHAVIOR: Conduct and/or behavior which is disruptive to the orderly educational procedure of the school including lying.
- G. DRUGS: The use, possession, supplying or exchanging of narcotics, controlled substances, prescription drugs, imitation drugs, and anabolic steroids or being under the influence of same or misrepresenting a legal substance as one that is legal.
- H. EXTORTION: The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.
- I. FALSE ALARMS: The false reporting of bomb threat or fire alarm.
- J. FIGHTING: Engaging in or threatening physical contact for the purpose of inflicting harm on another person.
- K. DISHONESTY/FORGERY: Any act of lying, whether verbal or written.
- L. PAGERS, CELLULAR PHONES AND HANDHELD GAMES: Pagers, cellular phones and handheld games are to be turned off and concealed during the school day.
- M. PHYSICAL ASSAULT: Physical attack of one person, or of a group of persons, upon another person, who does not wish to engage in the conflict and who has not provoked the attack.
- N. TARDINESS: Arriving late to class.
- O. THEFT: Taking property that does not belong to you.
- P. TOBACCO: The use or possession of tobacco, of any kind, on or adjacent to school property.
- Q. UNEXCUSED ABSENCE AND TRUANCY: Refer to Student Handbook.
- R. VERBAL ABUSE AND HARASSMENT: Statements which intimidate, bully or injure another person. Harassment may be behavior or words that: Are directed at a person because of his or her sex, are uninvited, unwanted, and unwelcome, cause a person to feel uncomfortable or offended, create an environment that makes learning difficult, may be very offensive on a one-time basis. Verbal abuse will include disrespectful language to a staff member or language to a staff member that is threatening in nature. For further information refer to School Board Policy AC, AR, and ACAB.
- S. WEAPONS/GUNS: The possession of a dangerous weapon, or use of an object to inflict bodily injury to another person. Any person utilizing a school facility is not to carry, conceal, or directly or indirectly sell, deliver or loan any kind of weapon. Any student who violates this provision will be subject to the mandates of the Safe Schools Act and School Board Policy JFCJ.

## DISCIPLINE POLICY

The following charts illustrate the types of disciplinary action that may be taken for each problem area. In each case, a minimum and maximum action is listed as well as action for the first occurrence and one for repeated occurrences.

### ACTION TO BE TAKEN

<b>PROBLEM AREA</b>	<b>RANGE</b>	<b>FIRST OCCURRENCE</b>	<b>REPEATED OCCURRENCES</b>
WEAPONS*	Minimum Maximum	Short Suspension Expulsion	Long Suspension Expulsion
GUNS*	Maximum	Expulsion (for 1 year-state law)	
EXPLOSIVE DEVICES*	Minimum Maximum	Short Suspension Long Suspension	Long Suspension Expulsion
VERBAL ABUSE/ HARRASSMENT/HAZING*	Minimum Maximum	Informal Talk Expulsion	Thursday School Expulsion
TARDINESS TO CLASS	Minimum Maximum	Informal Talk Thursday School	Thursday School Thursday School
TRUANCY CUT CLASS	Minimum Maximum	Conference Thursday School	Thursday School Short Suspension
TRUANCY FROM SCHOOL*	Minimum Maximum	Thursday School Thursday School	Short Suspension Short Suspension
FIGHTING*	Minimum Maximum	Thursday School Long Suspension	Short Suspension Expulsion
PROFANITY/ OBSCENE BEHAVIOR*	Minimum Maximum	Thursday School Short Suspension	Short Suspension Long Suspension
DISORDERLY CONDUCT	Minimum Maximum	Informal Talk Short Suspension	Thursday School Long Suspension
DEFIANCE OF AUTHORITY	Minimum Maximum	Informal Talk Short Suspension	Thursday School Long Suspension
ASSAULT/BULLYING THREATS/INTIMIDATION*	Minimum Maximum	Thursday School Long Suspension	Short Suspension Expulsion
ALCOHOL* POSSESSION/USE	Minimum Maximum	Short Suspension Long Suspension	Long Suspension Expulsion
HOMEWORK	Minimum Maximum	Informal Talk Thursday School	Confer Parent Involvement Thursday School
DRUGS*	Minimum	Long Suspension	Long Suspension
POSSESSION/USE PARAPHERNALIA*	Maximum	Long Suspension	Expulsion
IMITATION OF DRUGS/ALCOHOL*	Minimum Maximum	Short Suspension Long Suspension	Long Suspension Expulsion
FAILURE TO ATTEND THUR SCHOOL	Minimum Maximum	Parent Inv/Thurs School ISS	ISS Short Suspension
DISPLAY OF AFFECTION	Minimum Maximum	Informal Talk Long Suspension	Confer Parent Involvement Expulsion

### ACTION TO BE TAKEN

<b>PROBLEM AREA</b>	<b>RANGE</b>	<b>FIRST OCCURRENCE</b>	<b>REPEATED OCCURRENCES</b>
GAMBLING*	Minimum Maximum	Thursday School Short Suspension	Thursday School Long Suspension
DISHONESTY/FORGERY*	Minimum Maximum	Conf Parent Involv Short Suspension	Thursday School Expulsion
THEFT*	Minimum Maximum	Thursday School Long Suspension	Short Suspension Expulsion
TOBACCO	Minimum Maximum	Thursday School Short Suspension	Short Suspension Short Suspension
DESTRUCTION OF PROPERTY/VANDALISM*	Minimum Maximum	Thurs School + Cost Expulsion + Cost	Short Susp + Cost Expulsion + Cost
ARSON*	Minimum Maximum	Thurs School + Cost Expulsion	Long Suspension Expulsion
EXTORTION*	Minimum Maximum	Parent Involv/Informal Talk Short Suspension	Short Suspension Expulsion
CLASSROOM DISRUPTION	Minimum Maximum	Parent Inv/Informal Talk Thursday School	Thursday School Short Suspension
FALSE ALARMS	Maximum	Short Susp/Long Suspension	Long Suspension
MISBEHAVIOR AT EX-CURR ACTIVITIES	Maximum	2 Weeks Suspension from School Activities	Susp/All Activities Remainder/Year
INAPPROPRIATE DRESS	Minimum Maximum	Verbal Warning Thursday School	Thursday School Long Suspension
TECHNOLOGY* MISCONDUCT	Minimum Maximum	Restitution Long Suspension	Restitution Expulsion

\*These problem areas could include violation of law; school officials may need to notify the appropriate law enforcement officials. Any action taken by the law officials will be in addition to the action taken by the school.

Dear Parents/Guardians:

### **District Emergency Response Plans**

The Logan-Rogersville R-VIII School District has the highest concern for our students' safety. Accordingly, we have developed a thorough emergency response plan covering most natural and other emergencies. If you wish to discuss specific concerns or ask questions, please call your school principal – Primary School, Mrs. Bass-881-2947; Elementary, Mrs. Katzin-882-2626, Upper Elementary, Mrs. Jernigan-753-2996; Middle School, Mr. Kite-753-2896; High School, Mrs. McKenzie-753-2813.

As parents, you play an essential role in keeping students safe during an emergency. So that you may help our staff respond effectively, please consider the following guidelines that are of particular importance to parents in emergencies:

- 1. Be prepared for early dismissals.** In some emergencies, such as in a snowstorm, school officials will deem it prudent to send students home early. Please make sure you discuss with your child procedures to follow in the event of an early dismissal.
- 2. If no early dismissal, *do not* pick up children in a school or area emergency.** If you do not learn about an early dismissal, but do learn of a school or area emergency, *please do not rush to school to pick up your child.* Traffic will block any needed emergency vehicles, and your presence in the school building during a possible evacuation could delay the process. Keep in mind that police will bar parents from school grounds in some emergencies. The safety of our students is paramount to us, and we will reunite students and parents as quickly as possible.
- 3. Get information from local media in an emergency.** In an emergency, stay tuned to local radio and television stations for current information, including how parents will be safely reunited with their children.

Thank you for your cooperation. Please remember that you play an essential role in our efforts to keep students safe. Please do not hesitate to call me at 753-2891 with any questions.

Sincerely,

Shawn Randles, Ed.D.



**Notification of Rights for Elementary and Secondary Schools under the Family  
Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) require each local education agency (LEA) to provide parents and eligible students' effective notice of their rights under FERPA on an annual basis. This notice serves to provide the required annual notification to parents and eligible students regarding their rights under FERPA.

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. A School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A school official 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; a person serving on the School Board; a person or company with whom the School has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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 the officials of another School district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SE**  
**Washington, DC 20202-5920**



### **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The Family Education Rights and Privacy Act (FERPA) require each local education agency (LEA) to provide parents and eligible students' effective notice of their rights under FERPA pertaining to directory information on an annual basis. This notice serves to provide the required annual notification to parents and eligible students regarding their rights under FERPA pertaining to directory information.

FERPA requires that the Logan-Rogersville R-VIII School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Logan-Rogersville R-VIII School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Logan-Rogersville R-VIII School District to include this type of information from your child's education records in certain school publication. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Logan-Rogersville R-VIII School District to disclose directory information from your child's education records without your prior written consent, you must notify the School principal in writing within ten (10) school days after the release date of this notice. The Logan-Rogersville R-VIII School District has designated the following information as directory information:

- Student's name
- Parent's name
- Address
- Telephone listing
- Enrollment Status (e.g., full-time or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended



### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) requires each local education agency (LEA) to provide parents and students effective notice of their rights under PPRA on an annual basis after any substantive change in district policy relating to PPRA. This notice serves to provide the required annual notification to parents and students regarding their rights under PPRA.

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

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

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Logan-Rogersville R-VIII School District has developed and adopted these policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Logan-Rogersville R-VIII School District will also directly notify, through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Logan-Rogersville R-VIII School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920



## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Logan-Rogersville R-VIII 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/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 Logan-Rogersville R-VIII 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 Logan-Rogersville R-VIII 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 Logan-Rogersville R-VIII 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 the Logan-Rogersville Central Office Monday-Friday from 8:00 a.m. to 4:00 p.m..

This notice will be provided in native languages as appropriate.

**LOGAN-ROGERSVILLE R-VIII SCHOOL DISTRICT**  
**PUBLIC NOTICE OF ADA/SECTION 504 REQUIREMENTS**

The Logan-Rogersville R-VIII School District does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The Logan-Rogersville R-VIII School District does not discriminate on the basis of disability in its hiring or employment practices.

This Notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Section 504 of the Rehabilitation Act of 1973 was designed to protect the rights of individuals with disabilities. For further information regarding procedures, contact the office listed below.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Logan-Rogersville R-VIII School District's designated ADA Compliance Coordinator.

Kevin McComas  
Director of Special Services  
Logan-Rogersville R-VIII School District  
100 E. Front St.  
Rogersville, MO 65742  
Phone: (417) 753-2891  
Days/Hours available: Monday through Friday  
8:00 a.m. to 4:00 p.m.

Individuals who need auxiliary aids for effective communication in programs and services of Logan-Rogersville R-VIII School District are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice will be provided in native languages as appropriate.

## STUDY SKILLS

Proper study skills and habits are very important steps in the learning process. The following ten suggestions are provided to assist both parents and students in developing a study routine.

1. KNOW WHAT IS EXPECTED OF YOU
  - copy the assignment carefully
  - read the directions before class
  - mentally start the assignment before you leave class
  - ask the teacher for help if you are confused before you leave
2. HAVE THE NECESSARY MATERIALS
  - be prepared with textbook, notes, paper, pencils, etc.
3. USE EXTRA FACILITIES
  - school or public library
  - your own dictionary or encyclopedia
4. KNOW WHEN YOUR ASSIGNMENTS ARE DUE
  - tests, projects, book reports, homework, etc.
5. PLAN YOUR STUDY TIME
  - don't wait until the last minute to study for an exam or complete a project
  - set aside at least one hour a day for study and homework
  - if you do not have written homework, spend the time studying your notes, reading the textbook or giving yourself practice quizzes
6. SELECT A PROPER STUDY AREA
  - you need a relatively quiet place with a desk or table for writing
  - TV's, stereos, etc. only distract you and make you waste time
7. ORGANIZE YOURSELF
  - use your STUDENT ASSIGNMENT BOOK every day
  - keep a notebook or part of a loose-leaf binder for each subject
  - keep a file at home with a place for each subject, where you can file old reports, test, notes, etc.
8. CONCENTRATE ON THE TASK AT HAND
  - spend the entire hour concentrating on your homework
  - remember number one "Know What Is Expected"
  - don't get sidetracked by magazines, games, and the phone
  - stay with it the entire hour
9. WRITE NEATLY
  - you will spend less time recopying if you do it neatly and carefully the first time
  - always place your name, the date, the teacher's name and the subject at the top of the paper
10. SHARE YOUR SCHOOL WORK WITH YOUR PARENTS
  - discuss what you have learned in school with your parents
  - not only will this reinforce the things you learned that day, but it might give you some different ideas about the topic
  - show your parents your homework, and ask if they have any suggestions for improvement

## LRMS BELL SCHEDULE

### Normal Schedule:

7:35-8:25 1<sup>st</sup> hour  
8:29-9:19 2<sup>nd</sup> hour  
9:23-10:13 3<sup>rd</sup> hour  
10:17-11:07 4<sup>th</sup> hour  
11:11-12:32 5<sup>th</sup> hour  
11:07-11:32 1<sup>st</sup> Lunch (7<sup>th</sup> Grade)  
12:06-12:32 2<sup>nd</sup> Lunch (8<sup>th</sup> Grade)  
12:36-1:26 6<sup>th</sup> hour  
1:30-2:20 7<sup>th</sup> hour  
2:20-2:30 Channel One

### Half Day Bell Schedule:

7:35-8:01 1<sup>st</sup> hour  
8:05-8:32 2<sup>nd</sup> hour  
8:36-9:02 3<sup>rd</sup> hour  
9:06-9:32 4<sup>th</sup> hour  
9:36-10:02 6<sup>th</sup> hour  
10:06-10:35 7<sup>th</sup> hour  
10:39-12:00 5<sup>th</sup> hour  
10:35-11:00 1<sup>st</sup> Lunch (7<sup>th</sup> Grade)  
11:34-12:00 2<sup>nd</sup> Lunch (8<sup>th</sup> Grade)

### Early Release Bell Schedule:

7:35-8:15 1<sup>st</sup> hour  
8:19-8:59 2<sup>nd</sup> hour  
9:03-9:43 3<sup>rd</sup> hour  
9:47-10:27 4<sup>th</sup> hour  
10:31-11:07 6<sup>th</sup> hour  
11:11-12:32 5<sup>th</sup> hour  
11:07-11:32 1<sup>st</sup> Lunch (7<sup>th</sup> Grade)  
12:06-12:32 2<sup>nd</sup> Lunch (8<sup>th</sup> Grade)  
12:36-1:16 7<sup>th</sup> hour  
1:16-1:30 Channel One

