

# Lawson Middle School Student/Parent Handbook

602 Bob Gill Drive  
Lawson, MO 64062  
816-580-7279

Welcome to Lawson Middle School. The mission of Lawson Middle School is to provide the educational and social stepping-stone for all students to proceed to high school with a broad academic basis, a positive attitude, self-esteem and above all eagerness to learn.

As the year begins, the teachers and administration would like students to know exactly what is expected of them in our school. We expect students will:

- Represent our school in an outstanding manner.
- Work to the best of your ability.
- Treat others with dignity, worth and respect.
- Keep our campus beautiful and clean.
- Obey all the rules and regulations set forth by your teachers and the school.
- Reach beyond your grasp and learn new things.
- Make all of us very proud.

## BELL SCHEDULE

1 <sup>st</sup> period	8:10 – 9:00	5 <sup>th</sup> period	12:17 – 1:07
2 <sup>nd</sup> period	9:04 – 9:54	6 <sup>th</sup> period	1:11 – 2:01
3 <sup>rd</sup> period	9:58 – 10:53	7 <sup>th</sup> period	2:05 – 3:02
4 <sup>th</sup> period	10:57 – 12:13	(lunch shifts) Bus Bell Rings @ 2:56	

\*\*\*All phone calls should be received by 2:30 p.m. each day to ensure the proper delivery of message. 816-580-7279

The middle school office is open at all times during the regular school day. Please feel free to contact the office with questions or concerns or check out our website at [www.lawsoncardinals.org](http://www.lawsoncardinals.org). For activity schedules please check the scheduler app at [www.kciconference.org/public/genie/1201/school/7/](http://www.kciconference.org/public/genie/1201/school/7/).

Principal- Tammy Dunn  
Counselor-Susan Edwards

Assistant Principal-Daniel Petet  
Secretaries-Kim Hill and Ashley Coffman

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----Must be Signed and Returned	

## **Educational Philosophy**

A philosophy of education is the foundation on which a school district is built and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Lawson R-XIV School District and the Board of Education thereof shall be a guide in determining the policy, rules and regulations of the school district. Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his/her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his/her capacities. We believe that in a democratic society, education must help the student realize his/her worth as an individual and should lead him/her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life. We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of his/her capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote, through teaching and example, the principles of the democratic way of life. We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school and they need to impart this confidence to the students. The parent/guardian may do this by cooperating to the fullest with the schools, by encouraging the student to give his/her best efforts to his/her daily school responsibilities and by participating in school activities. We believe that the student must have responsibilities in the educational program of his/her community. Most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society. We believe that the foundation of the district's education program is based on the development of competencies in the basic fundamentals of reading, oral written communication and mathematics. It is therefore the responsibility of the Lawson Board of Education to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social and career development.

## **Role of School Board Members**

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

## **Staff Directory Information**

Staff can be reached via email. Their email extension are typically their last name followed by first initial \_\_\_\_@lawsoncardinals.org. For example, Mrs. Kim Smith would be smithk@lawsoncardinals.org. The counselor's office is located in the middle school office.

## District Information-Student Welfare

### Attendance and Absence Procedures

- **Expectations for Attendance**

Attendance is essential for learning. By law, all children must attend school until the age of 16.

Parents/guardians are accountable for the attendance of their child. The District will inform

parents/guardians of their student's absence and support families when attendance becomes a concern.

It is the responsibility of the student to make up work due to an absence. **Students who wish to**

**participate in school-sponsored activities must attend school the entire day on which the activity**

**occurs, unless the principal has pre-approved the absence based upon special circumstances.** The

administration makes the final determination regarding whether an absence is excused or unexcused.

- **Excused Absences**

Parents or students must provide proper notification and documentation to the school showing the

absence was unavoidable for an absence to be excused. It is the responsibility of the student to make up

work with teacher support when a student's absence is excused. Students are allowed two days to make

up work missed work from the day they are absent.

Parents will greatly aid the school in promoting the interest of their children if they will not ask to have

them excused during the school day except in cases of extreme emergency. Appointments should be

made after school or on Saturday whenever possible. However, when it is necessary that your child be

excused during the day, it is preferred that a request be made in person or by telephone. If the request is

written, it must be given to the principal before school starts on the day the student is to be dismissed.

\*\*\*Remember, you must be in attendance all day to participate in or attend activities.

The school will contact parents who do not report a student's absence by the designated time. When a

student is released early from school to a parent or guardian, it constitutes an absence. In general, prior

notification is required when a student is dismissed early and the student must be checked out through

the office. The administration may request documentation to determine whether an absence is excused.

Excused absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on activity military duty who is on leave from or will be immediately deployed, with notification and approval of the principal.
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

- **Unexcused Absences**

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Students who have an unexcused absence will not be allowed to make up work. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

- **Late Arrival/Tardiness**

A late arrival or tardy occurs when a student arrives after the expected class period has begun as determined by the District. The District will count tardiness as an absence.

Any student in the halls during class time must have their Cardinal planner. Those without their planner will be returned to class and marked as tardy. Three tardies in one quarter will result in ISS.

- **Truancy**

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant will not be allowed to make up work. Families are entitled to appeal assigned consequences to the Superintendent or designee.

### **Pre-approval for school activities on the day of an absence**

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

### **School Counselor**

All schools are staffed with a counselor, to support students to better understand themselves, their abilities and limitations, to help them live up to their fullest potential and develop positive social skills. The counselor can schedule individual visits with a student as requested by a teacher, student, or parent. Additionally, at the secondary level, the counselor may assist students with the scheduling of classes, career-planning, and any other problems or needs.

### **Dress Code**

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to

determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment and take action accordingly. The following District guidelines should be observed:

- **Dress Code Expectations**

Shirts and shoes must be worn. No house shoes or slippers are allowed. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted: see-through garments; tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps; clothing that does not cover undergarments when a student is sitting or standing; undergarments worn as outer wear; clothing that does not reach to mid-thigh; holes in pants that are above mid-thigh unless patched.

- **Dress Code Prohibitions**

Clothing or accessories with any of the following are not permitted:

1. profane, obscene, or otherwise inappropriate language;
2. words, symbols or images that promote illegal, sexual, or violent behavior;
3. advertisements or promotion of alcohol, tobacco, or drugs;
4. language or symbols that promote gangs or the occult.

Hats, hoods (hooded sweatshirts worn up), do-rags, handkerchiefs, sunglasses, face paint, overly-dramatic make-up, or other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn, although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event. No blankets shall be carried or worn as coats or wraps while in the building. No heavy or loose chains, or straps that create a safety risk are allowed.

- **Additional Dress Code Information**

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be provided for students participating in certain extra-curricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

## **Food Services**

- **Allergy Prevention and Response**

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parent/guardian to communicate

with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

- **Individual Approaches**

The District will evaluate and determine whether a student's allergies rises to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP. A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). Faculty will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

- **Cafeteria**

The Lawson R-XIV School District contracts with OPAA Food Service for all meal programs. The school meal program is designed to provide you with a well-balanced breakfast and lunch and milk included. Information on menus is found at: <http://lawsoncardinals.nutrislice.com/menu> and is also published in the Lawson Review. To promote healthier eating habits among our students, we strongly discourage any carbonated beverages in the cafeteria during breakfast and lunch times. If you send a lunch with your child, please pack fruit juices/drinks, sports drinks, water, etc. Food and drink may not be consumed anywhere except the cafeteria/commons. Students may not take food or drink containers out of the cafeteria/commons. Outside food deliveries (i.e. Subway, Sonic, and any fast food) will not be allowed in the cafeteria/commons for lunch.

Students are expected to use a quiet voice and good manners in the lunchroom. They are to clean up any trash they have left on the tables or on the floor. Students are to follow the lunchroom rules and procedures.

Lunch, breakfast, and extra meals may be paid weekly or monthly. We encourage parents to write a check for the amount. All monies for breakfast and lunch are entered into a single student account. Students use a student ID number each time they access school meal services. Lunches should not be charged, but on occasion when it is necessary to charge, please pay by the next day. Students will not be allowed to charge for more than \$10.00 without payment of the balance due. Beginning at third and

fourth grades, student may order a double entrée lunch. Double entrée lunches will not be available to those students who need to charge.

- Breakfast is served at 7:50.

- Lunch

Teachers will accompany their classes to the Commons on their dismissal times. Lunch breaks last approximately 22 minutes at the Middle School and 21 minutes at the High School. Whether a student eats or not, everyone is to remain in the commons area during the entire lunch break. Places in line may not be held for anyone.

Student Breakfast	\$1.55	Adult Breakfast	\$2.01
Student Lunch	\$2.15	Adult Lunch	\$3.41
Extra Student Breakfast	\$2.01 (double breakfast \$3.64)		
Extra Student Lunch	\$3.28 (double lunch \$5.56)		
Milk	\$0.35		

The cost of reduced breakfast is \$.30 (double breakfast \$2.31) and reduced lunch is \$.40 (double lunch \$3.68).

- **Free and Reduced Lunch Information**

Free and reduced lunch/breakfast forms will be sent home on the first day of school. If a student was on free and reduced lunch at the end of the 2020-21 school year, they may start this year on the same program; however, a new form is required every year. To continue receiving free or reduced lunch/breakfast it will be necessary to return the completed form to the office or the Superintendent's office.

Currently the Government Meal Waivers are in effect allowing for free Breakfast and Lunch through June 2022. This is subject to change.

- **Snack Machines**

Snack machines are open before and after school. Snacks offered in the machines follow the recommended nutrition guidelines adopted by the District Wellness Committee which are consistent with the Missouri Eat Smart nutrition guidelines. Students may use the machines during the day with **teacher permission for special occasions and related class activities.**

- **Adult Visitors for Meals**

In most cases, parents and/or relatives may eat breakfast or lunch with their child(ren). We ask that visitors sit with the students at their assigned tables or at the visitors' table. If you plan to dine with your child, please notify the office on what day to expect you and which lunch menu choice you would prefer. No outside food is allowed to be delivered unless it is to be eaten with an accompanying adult during that student's lunch time.

## **Health Services**

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

- **Administration of Medication**

The District is not legally required to administer medication to students during the school day or during school activities except under specific circumstances. When such circumstances arise, for both prescription and over-the-counter medications, the following procedure applies:

- o All medication must be delivered to the health services office in a student's building.
- o Medication must be accompanied by a parent note giving permission to dispense, the reason for the medication, the time the medication is to be given, and the number of days the medication is to be administered at school.
- o All medication must be in the original packaging/container.
- o Specifically for prescription medication, the prescription label will serve as the written permission from the physician to administer and the nurse may clarify prescription orders with the provider.

- **Immunizations and Vaccinations**

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

- **Communicable Diseases**

Parents/guardians must notify the District if their student has a communicable disease. Parents/Guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to remedial action in accordance with the discipline code, and state and federal law.

Lice: In keeping with the District's practice of avoiding unnecessary exclusion of students from school, the District will not exclude otherwise healthy students due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment.

- **Health Screenings**

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



The following screenings will be offered:

Vision:

- New Students (Pre-K-Kindergarten) at the beginning of the school year
- Grades 5, 7, 9 and 11 as time and resources permit
- Any student upon parent/guardian request
- Special education evaluations with parental/guardian consent

Hearing:

- New Students (Pre-K-Kindergarten) at the beginning of the school year
- Grades 1, 2 and 3 at the beginning of the school year
- Any student upon parent/guardian request
- Special education evaluations with parental/guardian consent

Spinal:

- Girls in grade 6 in the Spring
- Boys in grade 8 in the Fall or Spring (during PE)

Dental:

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

- **Student Insurance**

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, provide information regarding an optional student accident group plan available for students annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through athletic insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available.

- **Health Office**

A health room nurse or assistant is available should your child become ill or injured while at school. To afford your child the best individual treatment and care, it is imperative that the health room have at all times the most current health information on your child. If you change your place of employment or if the emergency numbers you have given us should change, **please notify the school office or health room immediately.** Prior to the first day of school, please notify the teacher and the health room supervisor of any restrictions in activity or any special health conditions which your child may have.

**\*\*In cases of illness, it is also our recommendation, for the well-being of all our students that children be fever-free for 24 hours without medication before returning to school.**

## Student Records

- **Change of Address/Telephone/Email Address**

It is very important that an up-to-date record including address, telephone, emergency notification and email address be maintained in the school office for every student. Please notify the school immediately if, at any time during the school year, you have a change to make to this information, so the District is able to remain in good communication with you about your student.

- **General Information Access to and Release of Student Information**

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

- **Directory Information**

Directory information is information about student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed to do so by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the

same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

- **Military and Higher Education Access:** The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form. (See forms at the end of this handbook).

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## **Missouri State High School Activities Association (MSHSAA):**

Missouri State High School Activities Association (MSHSAA): The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located here: <https://www.mshsaa.org>

## **Admission to Middle School/High School Contests**

The Lawson R-XIV School District is a proud member of the KCI Conference. Admission prices for high school and middle school contests are set by the conference and honored by all member schools. For the current school year, admission to high school contests will be \$4.00 for adults and \$3.00 for students. For middle school contests, admission prices will be \$3.00 for adults and \$2.00 for students. Season activity passes for adults and students are available; please contact the middle school or high school offices. Schedules are available online at any time at the following website: <https://www.kciconference.org/public/genie/1201/school/7/>

## **Extra-curricular Activities and Clubs**

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by district employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities

Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

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

### **School Cancellations and/or Early Dismissal**

If weather conditions become such that early dismissal or cancellation of school is necessary, the District notifies local radio and television stations with authorization for announcements to that effect. Parents are also encouraged to sign up for **LAWSON@lerts** to receive important information about Lawson Schools sent as text messages directly to your mobile phone or email address.

On early dismissal days, students will be transported to their usual locations. Elementary students who participate in the Lawson Latchkey Program will be available any time school is dismissed early because of inclement weather. Further information can be obtained through the office at the building's main office. In case of school cancellation due to inclement weather, all days will be made up as outlined in the District school calendar.

### **Visitor Procedures**

Visitors **will not** be allowed to attend classes with a student. All visitors must follow building security procedures and sign in and out through the office. School may not be used for court-ordered parental visitation purposes.

### **Transportation Services**

Students assigned to ride the bus will be asked to do so unless a SIGNED NOTE OR A CALL TO THE OFFICE FROM THE PARENT/GUARDIAN is given to the teacher or the office giving the student permission to walk or ride with someone else. School buses do not drop off students at different locations without a note. Bus drivers are in full charge of each bus. Rules and responsibilities for riding a school bus will be explained by the drivers and the discipline policy applies to the bus. Concerns about problems students have on the bus may be directed to Durham School Services (580-3383).

### **Discipline**

- **Student Code of Conduct**

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All school district personnel are responsible to supervise and hold students accountable for violations of discipline rules.

## **District Policy for Discipline**

### *Definitions*

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

Expulsion – A form of student of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline that which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

Physical Restraint – The use of person to person physical contact to restrict the free movement of all or a portion of a student's body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student's hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

The District is responsible for the care and supervision of students and holds students accountable for their conduct in school, on District property, including District transportation, and during District-sponsored activities in order to ensure the safety of all students and maintain an atmosphere where orderly learning is possible and encouraged. The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours. Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges, detention, in- or out of school suspension, expulsion, and report to law enforcement. The Board authorizes the immediate removal of a student who poses a threat of harm to others as determined by the principal or Superintendent. If a student is suspended or expelled, the student will not be allowed within one thousand feet of any school property in the District or any District-sponsored activity, whether or not the activity takes place on District property.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with

the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required and defined by law.

Corporal punishment is strictly prohibited as a method of discipline. However, reasonable force may be used, when necessary, for the protection of a student or others or property. The District prohibits confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

#### **Standards of Conduct and Consequences**

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board.

However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, confiscation of property, principal/student conference, parent contact, loss of credit, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure.

The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the Principal, Superintendent, or the School Board.

If a student is suspended or expelled, the student will not be allowed within one thousand feet of any property in the District or any District-sponsored activity, whether or not the activity takes place on District property.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on or off campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

#### **Additional Information regarding suspensions:**

1. Students are not allowed to make up work during out-of-school suspensions.
2. Students are allowed to make up work during in-school suspensions.
3. In-school suspension students will work on assignments designed for that day which could include their daily coursework or exams.
4. Unless specifically given that option by the administration, students (or parents/guardians) are not allowed to select their own punishment or make decisions regarding whether or not they will accept a

particular disciplinary action. For example, students are not allowed to skip an ISS by refusing to serve. In such a case, the student might be suspended from school for refusing to serve the ISS or staying on task in ISS, but upon returning to school is expected to serve or begin the original ISS from the start of the day.

5. Any student suspended out-of-school three times during one semester will be recommended for suspension for the remainder of that semester. Should that same student be suspended in the following semester (from which they were given three suspensions and thus, suspended for the remainder of the semester), he or she may be recommended for suspension for the remainder of that semester as well. This includes suspensions which occurred the previous school year. Students are not allowed to make up work during their out-of-school suspension.

<b>Prohibited Conduct</b>	<b>Definition</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication or information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. First Offense: Nullification of forged document. Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension. Subsequent Offense: Nullification of forged document and an "F" for the Quarter in the class dishonesty occurred. In-school suspension, 1-180 days out-of-school suspension, or expulsion. (3 <sup>rd</sup> offense would warrant an "F" for the semester in the class the dishonesty occurred.)
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	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 criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous 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.

Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), 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; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the 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. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the district. In addition, transportation privileges may be suspended or revoked.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events. Possession or use of any tobacco products (or imitation thereof), electronic cigarettes, other nicotine-delivery products (or potential delivery devices such as "vape pens") on district property, district transportation or at any district activity.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.



Firearms	Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed that cause another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willing participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, of other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but

	is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District Rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for their safety of themselves or property.
Unauthorized Entry	Entering a district facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
Weapons (Other than Firearms)	Possession or use of any weapon as defined in District rules, other than those defined by 18 U.S.C. § 921, 18 U.S.C. § 921(g)(2) or § 571.010, RSMo.

## **Bullying, Hazing, and Cyberbullying**

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

*Bullying* means 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

*Cyberbullying* means bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The District anti-bullying coordinator is: Mr. Tyson Miller, Director of Special Services, [millert@lawsoncardinals.org](mailto:millert@lawsoncardinals.org)

The building anti-bullying coordinator is: Mr. Daniel Petet, Assistant Principal, [petetd@lawsoncardinals.org](mailto:petetd@lawsoncardinals.org)

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

### **Reporting Bullying or Cyberbullying**

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

**Investigation**

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

**Retaliation**

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

**Consequences of Bullying, Cyberbullying, or Retaliation**

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

**Public Notice**

This policy will be published on the District website and in student handbooks annually. In addition, the District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to,

cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.

4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

- **Prohibition against Harassment, Discrimination, and Retaliation**

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Mr. Tyson Miller  
Director of Special Services  
816-580-7277 (phone)  
401 N. Allison, PO Box 157, Lawson, MO 64062  
millert@lawsoncardinals.org

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Roger Schmitz  
Superintendent of Schools

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

- **Student Searches**

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student is assigned a hallway locker. Only locks provided or approved by the District are permissible.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

- **Student Alcohol/Drug Abuse**

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

All students are required to comply with the District's procedures regarding prescription and over-the-counter medication. (See the handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the handbook's section on Student Discipline for more information.)

- **Weapons in School**

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a gun weapon prohibited by law on school property will be expelled or suspended from school for at least one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board of Education. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

## **Instruction**

- **Assessment Program**

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan can be located by accessing the district website [www.lawsoncardinals.org](http://www.lawsoncardinals.org). Specifically it is located under the "DISTRICT PLANS" tab.

### **Human Sexuality**

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. District Policy provides information about the requirements related to content.

Parents/Guardians have the right to remove their student from any part of human sexuality instruction. All curriculum materials used in the District's human sexuality instruction are available for review prior to its use in instruction. Lawson Middle School offers instruction involving human sexuality during Health Education courses.

### **Grading and Reporting System**

Report cards will be issued at the end of each quarter. Progress reports indicating below average work will be issued semi-quarterly. Letter grades are used as follows: A – Excellent; B – Superior; C – Medium; D- Inferior; F – Failure. The grading scale for grades 5 through 12 is as follows: 100–96 A; 95–90 A-; 89–86 B+; 85–83 B; 82–80 B-; 79–76 C+; 75–73 C; 72–70 C-; 69–66 D+; 65–63 D; 62–60 D-; 59 and below F.

### **Honor Roll**

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

### **Middle School Credit Requirements and Retention**

These guidelines should serve to help students and their parents or guardians understand what is required for the students to advance from one grade level to the next. In all grade levels, each semester a class is passed earns one-half (.5) credit. Core subjects are English (Reading and Language Arts), Math, Science and History. Non-core subjects include all other classes.

5th and 6th Grade:

1. Students must earn a minimum of four (4) credits, three (3) of which must be from the five core subjects.

2. If needed, students who are only one-half (.5) credit short may attend summer school and earn one-half (.5) credit by successfully completing the academic help class.
3. Students who are more than one-half (.5) credit short may attend the extended summer school to earn additional credit. Failure to complete summer school will result in retention of the student.

7th and 8th Grade:

1. Students must earn a minimum of four and one-half (4.5) credits, three (3) of which must be from the four core subjects.
2. If needed, students who are only one-half (.5) credit short may attend summer school and earn one-half (.5) credit by successfully completing the academic help class.
3. Students who are more than one-half (.5) credit short may attend the extended summer school to earn additional credit. Failure to complete summer school will result in retention of the student.

Students required to attend summer school are expected to be on time and will not be allowed to be absent more than two sessions. Attending summer school is a privilege and students who choose not to behave appropriately will be sent home and not allowed to earn credit.

- **Section 504**

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Director of Special Services:

- **Mr. Tyson Miller**

Director of Special Services

816-580-7277 (phone)

401 N. Allison, PO Box 157, Lawson, MO 64062

millert@lawsoncardinals.org

This notice will be provided in native languages as appropriate.

- **Special Education**

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending



private schools, 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 District provides a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

Parents/guardians may inspect or review personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities. 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/guardians may 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 District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed in the office of the Director of Special Services

Mr. Tyson Miller  
Director of Special Services  
816-580-7277 (phone)  
401 N. Allison, PO Box 157, Lawson, MO 64062  
millert@lawsoncardinals.org

This notice will be provided in native languages as appropriate.

- **Virtual/Online Courses**

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six classes per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://www.lawsoncardinals.org/>

## Technology

- **Phone Guidelines**

### Telephone Usage

It is necessary to restrict student use of school telephones for school business only. If there is a call for a student, he/she may be notified as the situation indicates, but the student will not be called from class except in cases of extreme urgency. The office phone may be used in cases of *emergency* or *school-related* matters only and most calls should be made before and after school.

### Cell Phone Usage

Cell phones must be turned off and put away when the 7:50 am bell rings. Cell phones must remain off until the final dismissal bell at the end of the school day. This includes instructional class time, class change time, and all lunch shifts. This requirement applies to all school facilities including but not limited to instructional areas, restrooms, locker rooms, and hallways. This requirement is enforced to help: 1) prevent classroom disturbances, 2) prevent cheating, 3) control bullying, and 4) address safety concerns during an emergency. Violations of the cell phone requirements will result in disciplinary action. A first offense may result in confiscation of the phone, which the student and/or parent may pick up from the office, and a principal/student conference. Second and future offenses may result in confiscation of the phone, which the student and/or parent may pick up from the office, a principal/student conference, and/or in-school or out-of-school suspension ranging from 1-180 days.

### Personal Electronic Devices

Students are not allowed to use portable/cell phones, iPods, game systems/stations, etc. during the normal school day. Personal devices or electronic devices of any nature may not be used to record, video, or photograph teachers or students at any time, unless prior approval has been given by appropriate staff, and administration for a specific matter to a subject/course curriculum. Non-compliance with this expectation may result in confiscation, principal/student conference, detention, in-school suspension, out of-school suspension ranging from 1-180 days, or expulsion.

- **Technology Devices and Acceptable Use Policy**

- The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.
- Acceptable Use
  - All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

- Unacceptable Use
  - Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.
- User Agreements
  - Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

## Building Information

- **Building Use**  
The building will be open at 7:30 AM. Students should not arrive before then. Upon arrival students should remain in the middle school commons until 7:50 a.m. The doors of the building will close at 3:20 PM. Students in the building after 3:20 PM must have a sponsor. Surveillance cameras are located throughout the building and record 24 hours a day. Public use of school facilities and grounds outside of school operating hours must be reserved through the building principal.
- **School Spirit**  
School spirit may be divided into three categories: (1) Courtesy—toward teachers, fellow students, and to officials of school activities; (2) Pride—in everything your school endeavors to accomplish and has accomplished; (3) Sportsmanship—the ability to win and lose gracefully. School spirit is the responsibility of every student of Lawson Middle School. Wherever you might be, you represent our school. Your attitude, conduct, and appearance reflect on the entire student body. For these reasons, your cooperation is required and expected as a member of the Lawson Middle School student body.
- **Lockers:** Each student shall be assigned a locker for his or her use during the school year. The student or students occupying a locker are responsible for the care of that locker and should not deface the property in any way. Locker checks will be made periodically throughout the school year. DO NOT switch lockers unless it is approved through the principal's office. Students will not be allowed to go to their lockers during class periods. Open beverage containers are not allowed in lockers at any time.
- **Lost and Found:** A lost and found container is located in the gym. Please check there periodically to look for your student's missing items. The loss of property will be minimized if the owner will place his/her name on every article. At the end of each quarter, unclaimed items will be donated to charity.
- **Textbooks:** The classroom textbooks are provided for your use free of charge by the school district. A fine may be assessed at the close of the year when, in the judgment of the teacher, a book has

been lost or damaged over and beyond ordinary use. Regardless of how the book is damaged or destroyed, you are responsible for all texts checked out to you.

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

# Cardinal Pride Program

Lawson Middle School has many outstanding students. It is sometimes easy to overlook the accomplishments of students who are behaving appropriately and doing well in their studies. In an attempt to give more recognition to these students, the administration and faculty have developed the following:

- 1. Student of the Week** - Two students will be selected biweekly to be named Middle School Student of the Week. Each biweek two teachers at random will be asked to select one of their students to be Student of the Week. Each student selected will have: a) their picture put on display; b) their name announced in the bulletin; c) recognition in the Lawson Review.
- 2. Departmental Academic Achievement Award** - Each quarter one student will be recognized for outstanding academic achievement in each of the departmental programs. Selection will be by the teacher and will be based on the following criteria:
  - a) superior academic performance on a daily basis;
  - b) outstanding grade percentage for the course;
  - c) excellence on a major course project or contest outside of the classroom.Each student selected will receive: a) an embossed certificate of achievement; b) recognition in the *Lawson Review*.
- 3. Perfect Attendance** - Students who have perfect attendance at school either the First or second semester will receive recognition in the Lawson Review.
- 4. Honor Roll** - Students who are on the Superintendent's or Principal's Honor Roll will have their names in the *Lawson Review*. The Superintendent's Honor Roll is for those students who have a grade point from 3.67 – 4.0. The Principal's Honor Roll is for those students who have a grade point from 3.0 – 3.669. Perfect attendance and honor roll are things that will earn members a special activity and/or recognition the following quarter. Be proud of you effort! Celebrate your accomplishments by joining in the fun and special activities planned.

## Character Traits and Definitions

**August - Attitude** *Always trying your best.*

**September - Respect for self & others** *Showing consideration for yourself, others, property, and rules.*

**October – Courage** *Holding to your beliefs and opinions even when it is difficult.*

**November - Citizenship** *Honoring our country's heroes, respecting its past and working for its future.*

**December - Caring/Compassion** *Showing interest and concern for others.*

**January -Self-esteem** *Having a positive belief in yourself.*

**February - Honesty & Integrity** *Being truthful and sincere. Knowing the right thing to do and doing it.*

**March – Perseverance** *Always do your best, all the time. Never give up!*

**April – Responsibility** *Doing what you say will do.*

**May – Fairness** *Treating everyone the same.*

**June – Forgiveness** *Forgive your friends and enemies. Never hold a grudge.*

**July – Joyful** *Enjoying life everyday.*

## District Policy Information

- **Emergency Signals**

If possible, the intercom will be used for notification of an emergency. The following signals and procedures will be observed. Remain quiet and follow instructions. An all-clear signal will be given when you can return to your room.

**Earthquake:** The signal will be a siren. 1. Move away from windows and glass. 2. Get under desks if possible and cover your head. 3. When earth movement has stopped, move as quickly as possible outside the building. 4. Assemble well away from power and gas lines.

**Tornado:** The signal will be interrupted tones of the bell. 1. Follow instructions to walk in an orderly manner proceeding with your class, along the designated route to the Safe Storm Shelter (Barker Center). 2. Sit with your assigned class in the storm shelter (Barker Center) until additional instructions are provided.

**Fire:** The signal will be a siren. 1. Shut all windows and turn off lights. 2. Walk in an orderly manner to the nearest exit. 3. Teachers adjacent to bathrooms should check for students.

**\*\*\*All Other emergency situations/and or drills:** students will follow the instruction given via intercom and/or by their assigned teachers

- **English Language Learners**

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website:

<https://www.lawsoncardinals.org/> The website features the ability to translate information into more languages.

For more information about the programs for students with LEP or assistance for families, please contact:

Mr. Tyson Miller  
Director of Special Services  
816-580-7277 (phone)  
401 N. Allison, PO Box 157, Lawson, MO 64062

[millert@lawsoncardinals.org](mailto:millert@lawsoncardinals.org)

- **The District has developed District Policies regarding the rights of a parent/guardian to:**
  - Inspect all instructional materials
  - Inspect and provide prior written consent for a student to participate in certain student surveys.
  - Be informed of and be given the opportunity to opt a student out of physical examinations or screenings that the school or agency may administer to a student.
  - Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact:

Mr. Tyson Miller  
 Director of Special Services  
 816-580-7277 (phone)  
 401 N. Allison, PO Box 157, Lawson, MO 64062  
 millert@lawsoncardinals.org

All District policies can be located at: <https://www.lawsoncardinals.org/>

- **School Nutritional Program**
  - In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
  - Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
  - To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
    - (1) mail: U.S. Department of Agriculture  
 Office of the Assistant Secretary for Civil Rights  
 1400 Independence Avenue, SW  
 Washington, D.C. 20250-9410;
    - (2) fax: (202) 690-7442; or
    - (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

- **Superintendent Determination Regarding Student Assignments**

The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.

Students who are Homeless, in Foster Care, or Disabled

Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school districts, districts may contract for necessary services for students with disabilities.

Transfers Allowed by Law

The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the school district in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

- **Tobacco-Free Policy**

To promote health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus.

- **Possession of Weapons**

Possession of weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored by the district unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.



## Technology Usage Agreement Form

### *Student Technology Usage Agreement*

*Students (for ages --- and above)*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal action.

Student Signature:

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Student Name (please print):

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Grade: \_\_\_\_\_ Date: \_\_\_\_\_

### *Parent Technology Usage Agreement Permission Form*

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy, access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

First hour Teacher: \_\_\_\_\_



## Student/Parent Handbook Acknowledgment Form

I acknowledge that I have received and reviewed the 2019-2020 Student/Parent Handbook. I understand the policies and guidelines of the Lawson R-XIV School District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

First Hour Teacher \_\_\_\_\_