



# **LAMAR TIGERS MIDDLE SCHOOL**

## **STUDENT HANDBOOK 2023-2024**

**Principal: Mr. J.D. Gee**

District Office 417-682-3527  
District Website [www.lamar.k12.mo.us](http://www.lamar.k12.mo.us)  
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## LAMAR MIDDLE SCHOOL HANDBOOK

**BELIEFS:** We believe that learning is a continuous lifelong process that starts in the home and is nurtured in the public school system, with this district providing a positive, safe learning environment.

**MISSION:** The mission of the Lamar R-I School District is to provide quality education for all students that will impact their lives with meaningful purpose and successful direction.

This handbook was compiled with the assistance of teachers, students and the administration. It has been adopted by the Lamar R-I Board of Education.

### WELCOME

*Dear Students and Families,*

*Welcome to Lamar Middle School. We are excited for a new year and glad to have you be a part of our building. We strive at the Middle School to prepare our students for the next steps and to provide the basic skills and knowledge for them to be successful. We are passionate about education and are devoted to helping our students develop and become future leaders.*

*Students, the things you achieve throughout your time at LMS will continue to impact you throughout your future endeavors. It all starts here in exploring various activities, sports, and classes that peak your interest. I encourage every student to try new things and to be involved in our school. I challenge you to always do your best and to push yourself to the limit so that you can become more successful and exceed the expectations set for you.*

*During your time at LMS, you will learn to work as a team, problem-solve, research and interpret information, apply your knowledge to real world situations, communicate effectively, and most importantly; have fun doing so. We provide ample opportunities for you to grow and have a great faculty that will help you achieve your goals that support your success.*

*Every student at LMS can expect to be treated with dignity and respect by the administration, teachers, staff, and other students. We value every student and want each of you to have a positive educational experience.*

*Sincerely,  
JD Gee  
Lamar Middle School Principal*

## **ADMINISTRATION**

Superintendent.....	Dr. Ben O'Connor
Executive Director of Special Services.....	Mrs. Piper Stewart
Middle School Principal.....	Mr. JD Gee
Athletic Director.....	Mr. Jared Beshore
Transportation Director.....	Mr. Jim Weber

## **FACULTY**

6th Grade - Math.....	Kevin Stewart
6th Grade - Science.....	Tamara Cole
6th Grade - Social Studies.....	Brandon Castle
6th Grade - Communication Arts .....	Ruth Wydick
7th Grade - Science.....	Amanda Walters
7th Grade - Math.....	Sydney Kilgore
7th Grade - Communication Arts.....	David Ferlo
7th Grade – Social Studies.....	Matt Webb
6 <sup>th</sup> /7th Grade – Reading.....	Beverly Smith
8th Grade - Communication Arts.....	Lauren Sternes
8th Grade - Science.....	Scott Milsop
8th Grade - Math.....	Ron Ray
8th Grade – Social Studies.....	Blake Adelman
7 <sup>th</sup> /8th Grade – Computer/Applied Technology.....	Kristal Miller
Art.....	Devin Berryhill
Band.....	Becky Payne
Music/Band.....	Hayden Massey
Music/Choir.....	Anna Strong
Drama.....	Kourtney Saviello
Spanish.....	Virtual Instruction
Girls HPERD.....	Amie Cook
Boys HPERD.....	Eddie Long
Special Education.....	Amie Primm
Special Education.....	Ricky Fast
Special Education.....	Derek Judd
Gifted.....	Teresa Shelton
Librarian.....	Vashti Stevenson
Counselor.....	Julie Bennett
Nurse.....	Kim Howarth
Secretary.....	Tiffany Hayworth
Paraprofessionals .....	Kay Tucker
	Elisha Morey
	Sierra Goddard
	Chris Borghardt
	Dawna Budd

# 2023-2024 SCHOOL CALENDAR

August						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	(26)	27	28
29	30	31				

November						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## Teacher's Contract Days

58 Days in session

8 Professional Development/Work Days

1 Parent Teacher's Conference

1 Floating PD Day\*\*

68 Total Days

1<sup>st</sup> Quarter 38 Days ends October 18  
 2<sup>nd</sup> Quarter 35 Days ends December 19  
 3<sup>rd</sup> Quarter 43 Days ends March 8  
 4<sup>th</sup> Quarter 41 Days ends May 17

August 14-18	All Staff Professional Development
August 17	Snoop Night
August 21	1 <sup>st</sup> Day of School
August 24-25	Fair Break – No School
September 4	Labor Day – No School
September 18	No School
October 9	No School
October 24	Parent Conferences 3:30 –6:30 Regular Dismissal
October 25	Parent Conferences 3:30 –6:30 Regular Dismissal
October 26	Parent Conferences 1:15 –3:00 Dismiss at 1:00
October 27-30	No School
November 6	Professional Development – No School
November 20-24	Thanksgiving Break No School
Dec 20- Jan 2	Christmas Vacation No School
January 3	Classes Resume
January 15	MLK Day – No School
January 29	No School
February 5	Professional Development – No School
February 16-19	President's Day – No School
March 11-15	Spring Break – No School
March 29-April 1	Easter Break – No School
April 15	No School
April 29	No School
May 17	Last Day of School, Dismiss at 1:00
May 19	Graduation
May 20	Professional Development
May 27	Memorial Day
May 20-24	Make Ups Days

\*Professional Development/Work Days will be identified by Lamar R-1 PDC, Administration, and the District handbook.

\*\* Floating Professional Development Day

Professional Dev. All Staff
<div style="border: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div> School Beginning & Ending
( ) Partial Day - Dismiss 1 p.m
X Make Up Day
<div style="background-color: #cccccc; width: 20px; height: 10px; display: inline-block;"></div> No School

January						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20x	21x	22x	23x	24x	25
26	27	28	29	30	31	

## Days in Session

August	7
September	19
October	19
November	16
December	13
January	19
February	18
March	15
April	19
May	13
<b>Total</b>	<b>158</b>

BOE Approved on 1/18/23

## **VISITORS**

Parents or legal guardians are welcome to visit the school at any time. They are requested to come to the principal's office upon entering the building. Prior arrangements should be made for conferencing with teachers, etc.

Students from other schools are not permitted to visit classes on regular school days. Social visits from out-of-school personnel are not permitted. Refer to Policy KK: Administrative Procedure KK-AP(1)

## **DISTRICT POLICIES**

A detailed listing and description of all district policies can be found on the district webpage [www.lamar.k12.mo.us](http://www.lamar.k12.mo.us).

## **DISMISSAL OF SCHOOL BECAUSE OF SEVERE WEATHER**

Dismissal of school because of severe weather conditions will be made by announcement over the following:

Radio Stations:

96.9  
102.5  
92.5  
93.9  
97.9

Television Stations:

KOAM TV  
KODE TV  
KSNF TV

In case of dismissal during the school day, an announcement will be made over the radio and television at least 45 minutes before the actual dismissal.

**You should also receive a call from the PowerSchool calling system provided the school has an updated phone number.**

## **DAILY TIME SCHEDULE**

School will begin at 7:57 a.m. and dismiss at 3:03 p.m.

<b>1st Hour</b>	<b>7:57 - 8:46</b>		<b>5th Hour</b>	<b>12:00 - 1:17</b>
<b>2nd Hour</b>	<b>8:50 - 9:39</b>		<b>A Lunch</b>	<b>12:00 - 12:24</b>
<b>3rd Hour</b>	<b>9:43 - 10:32</b>		<b>B Lunch</b>	<b>12:53 - 1:17</b>
<b>4th Hour</b>	<b>10:36 - 11:25</b>		<b>6th Hour</b>	<b>1:21 - 2:10</b>
<b>Home Room</b>	<b>11:29 - 11:56</b>		<b>7th Hour</b>	<b>2:14 - 3:03</b>

**\*\*Before School and After School Tutoring is available from 7:00-7:30 and 3:03-4:15 upon request.**

## **GRADE SCALE**

The following scale is used to issue grades:

A	96% - 100%	C+	77% - 79%
A-	90% - 95%	C	73% - 76%
B+	87% - 89%	C-	70% - 72%
B	83% - 86%	D+	67% - 69%
B-	80% - 82%	D	63% - 66%
		D-	60% - 62%
		F	59% and below

Free textbooks will be provided to all students. The student must pay for textbooks that are lost or damaged. Cost will be determined by the original price of the book..

## **ALTERNATIVE METHOD OF INSTRUCTION (AMI)**

The Lamar R-1 school district has worked to implement an Alternative Method of Instruction (AMI) plan to be utilized for up to 6 days when school is closed due to a health concern, inclement weather, flooding, exceptional emergency circumstances, or other natural disasters.

The goal of the AMI plan is to embed learning activities focused on reinforcement of critical learning standards, enrichment activities, or support for further skill development. Consistent practice and exposure to skills without interruption is the most effective way to ensure student understanding and mastery of content knowledge. These lessons and activities will be delivered through Google Classroom (take home packets as needed). Parents and students will be notified, as noted above when school closings will result in the use of AMI days.

PARENT NOTICE: Another method of instruction for qualifying students is to enroll in virtual courses offered in the Missouri Course Access Program (MOCAP) at district expense. Policy IGCD

## **CHROMEBOOKS/GOOGLE CLASSROOM**

All middle schoolers will be provided with a chromebook to be used as an educational tool. It is the student's responsibility to take good care of the chromebook and to bring it to school fully charged every day. Teachers will use Google Classroom as an instructional tool where students can access lessons and assignments. In the case of an AMI day, students will be expected to use their chromebook to access and submit daily lessons through Google Classroom. Both parents and students must read and sign the Device Agreement and Acceptable Use Form before a Chromebook will be issued.

## **PARENT CONFERENCES**

Communication with parents is most important to Lamar Middle School. If for any reason, parents want to confer with faculty, counselors, or administrators, they may call for an appointment.

## **SCHOOL ATTENDANCE**

Every parent, guardian, or other person in the State having charge, control or custody of a child between the ages of seven and seventeen years shall cause the child to attend regularly some day school, public, private, parochial or parish, not less than the entire school term which the child attends. (Missouri School Law 176.031)

Parents or guardians are responsible to notify the school office when a pupil is absent, giving reason for absence. Upon return to school the student must check in at the Principal's office to clarify absence records and obtain admittance. An office visit note should be brought if a medical professional saw the student. Any student arriving at school after classes have started must obtain an admit slip from the office before reporting to class. **\*Documentation is required for every date that the student is absent.**

Acceptable reasons for absence from school include illness, doctor, or dental appointments, and death of relatives or close associates. Hair appointments, shopping, etc., are not considered acceptable absences.

Students are allowed 10 absences per semester. Parents will be notified by mail if their student reaches 5 absences in any class period, again when the student reaches 7 absences, and again if the student reaches the maximum absences.

Students are not allowed to participate in school activities without special approval from the principal if they are absent any part of the day of the activity. This policy is also in effect if a student is absent the day before a daytime activity. Parents or students must make an effort to receive the necessary approval from the principal as soon as the absence is known.

The student who is suspended from school for a disciplinary reason will have the number of days charged against the total of ten (10) days provided in this policy. However, if the student is suspended for a time exceeding the ten (10) days, he will receive an extension and be permitted to attend classes on a day-to-day basis.

**In a situation of chronic attendance problems a copy of all correspondence will be forwarded to juvenile authorities.**

Students will be counted absent from the class period if they are gone more than 20 minutes into the hour. In a situation of chronic attendance problems a copy of all correspondence will be forwarded to juvenile authorities.

### **MAKE-UP WORK FOLLOWING ABSENCE**

When it appears the student is going to be absent from school, the parents should contact the school office at 682-3548.

- A) Students will be allowed to make up work. Requests for make-up must be made prior to or on the day of the students return to class, not days or weeks later. It is the student's responsibility to request this work.
- B) Maximum time allowed for completion of assignments will be two days for each day absent.
- C) Students who are absent on a test day will take the test on the day they return to class only if the test has been announced prior to the student's absence. Otherwise, it may be delayed one class day.
- D) Students absent from school on school sponsored trips should contact teachers to make arrangements for make-up work **before** they leave on the trip.
- E) Students suspended from school are allowed to make up the homework they missed for the number of days suspended.

### **PROMOTION POLICY**

Students that fulfilled the requirements of the grade level completed will be promoted to the next grade level. If these requirements are not met, the student may be a candidate for retention. The retention of a student will be based on ability, attendance, maturity level, and reading ability. The decision will be made after a conference with teachers, administrators, students and parents. An option for promotion may be summer school attendance. Lamar Middle School staff and administration will seek the alternative, which is in the best interest of the students involved and will deal with each situation on an individual basis.



## **PHYSICAL EXAMINATIONS AND HEALTH STANDARDS**

IMMUNIZATIONS MUST BE COMPLETED AND ON FILE WITH THE SCHOOL NURSE **BEFORE** STUDENT CAN ATTEND SCHOOL

The Missouri School Immunizations Law states that students cannot enroll in or attend school unless they are properly immunized or are exempted and provide satisfactory evidence of such immunization or exemption. If your child has received additional immunizations during the summer, please send the date - day, month, and year - to the school nurse. State law requires that if a child's immunizations are NOT up-to-date, he/she will be sent home.

## **HEALTH SERVICES**

The Lamar Middle School Health Services Program promotes the health of its students and staff by providing a safe and healthy environment through the delivery of health services. Parents have the basic responsibility for the health of their children; however, since the parents cannot protect their student while in the school environment, they must delegate some of this responsibility to the school. Therefore, it is very important that parents fill out the Health Information Form every year and keep the school nurse informed of any changes in the student's health status.

## **ILLNESS AND ACCIDENTS**

If a student becomes ill or is injured at school, every attempt will be made to notify the parent/guardian. If the parent/guardian cannot be reached, the student's emergency contact will be notified. It is very important that two emergency phone numbers be provided for your student and that these numbers are kept up-to-date. In the event of an emergent illness or injury, first aid will be given and emergency medical personnel (911) will be called. The parent/guardian will also be notified. The Lamar R-1 district will not be financially responsible for subsequent treatment or costs incurred as a result of transporting the student to a medical facility.

***A student who has a fever of 100 degrees (F) or higher will be sent home. Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department. (Refer to School Board Policy EBB)***

In the event of a MRSA (Methicillin-Resistant Staphylococcus Aureus) infection, the student will be excluded from school if a draining sore(s) is present and the sore cannot be completely covered and the bandage kept dry while at school. Any student with a draining sore who participates in a contact sport will be asked to refrain from that sport until the drainage has stopped. A student with suspicion of a MRSA infection will be referred to his/her licensed health care provider for evaluation.

## **MEDICATION**

- Parents will authorize school personnel to give medication by completing the "Medication Authorization Form" available from the health office or main office.
- No medication (prescription or over-the-counter) will be given at school without this form completed by the parent. Tylenol, and ibuprofen are kept in stock as medication in the health office and can be given with a parent/guardian signature on the student's Health Information Form (form completed at the beginning of each school year).
- Prescription medication shall be in the original pharmacy-labeled container (pharmacies will issue a "school bottle" for this purpose). Over-the counter medications must be in the original labeled box, bottle, etc. NO medication will be accepted in baggies, envelopes, or punch cards.
- No more than a 4-week supply of medication is to be brought to school at any given time.

- For the safety of students, ALL medication is to be brought to the health office. Students are NOT to carry or keep medication with them, in a bag/purse, or in their locker, unless prior arrangements have been made with the school nurse (ie: life-saving emergency medication such as asthma rescue inhalers or Epi-pens). In the event a student has permission (from a school nurse, parent, and licensed health care provider) to carry medication, under no circumstance is the medication to be shared with another student. In this instance, the student will be reported to the building administrator and proper action will be taken.
- The first dose of a new medication will not be administered at school by school personnel.
- The parent/guardian must assume responsibility for informing health office personnel of any change in the student's health or medication dosage.

The state publication of Prevention and Control of Communicable Diseases lists the following school attendance exclusions. This list includes, but is not limited to:

1. **CHICKEN POX:** exclusion of sick child for 4-7 days after appearance of rash: rash should be scabbed over and no fever present.
2. **CONJUNCTIVITIS** (pink eye): should be excluded from school for 24 hours after diagnosis and treatment of antibiotic eye drops or ointment or until drainage or secretions have ceased.
3. **DIPHTHERIA:** exclusion until two consecutive negative cultures from nose and throat taken not less than 24 hours apart are secured.
4. **FIFTH DISEASE** (ERYTHEMA INFECTIOSUM): no exclusion, unless the student has a fever.
5. **HEPATITIS:** exclusion recommended for the first week of illness.
6. **HIV (AIDS):** refer to communicable disease policy and procedures manual.
7. **IMPETIGO:** exclude infected children until skin lesions are healed or until the child is under adequate and continuous medical treatment.
8. **MEASLES:** exclusion during "cold" symptoms and until 5 days after appearance of rash.
9. **MENINGITIS, HOMOPHILES INFLUENZA b** (Hib): exclusion until 24-48 hours after start of antibiotic therapy.
10. **MENINGITIS, MENINGOCOCCAL:** exclusion until 24 hours after start of antibiotic therapy.
11. **MONONUCLEOSIS, INFECTIOUS:** infected children may attend school after an acute stage.
12. **PEDICULOSIS** (Head Lice) Refer to District policy JHC and JHC-AP(2) which may be found on the Lamar R-1 Schools website. To find these policies go to [www.lamar.k12.mo.us](http://www.lamar.k12.mo.us) and choose schools, district office, board policy, then select J which is students, and refer to the policies.
13. **PERTUSSIS** (whooping cough): exclusion of sick children for three weeks after onset of typical paroxysms (whoop) if no antibiotic treatment. If treated with erythromycin, exclude seven days after onset of therapy.
14. **RINGWORM:** exclusion from school until under adequate and continuous supervision.
15. **RUBELLA:** exclusion for 5 days after appearance of rash.
16. **SCABIES:** exclusion from school until treated by a physician
17. **STREPTOCOCCAL SORE THROAT AND SCARLET FEVER:** exclusion for seven days or until clinical recovery, whichever is longer; however, that children may return to school 24-48 hours after antibiotic treatment is begun if treatment is continued for 10 days.

The health staff will refer to the Missouri state publication of Prevention and Control of Communicable Diseases handbook & school policy for attendance exclusions.

### **MEDICAL MARIJUANA AND CANNABIDIOL (CBD) OIL**

The District does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

## **TELEPHONE CALLS**

All calls made by students must be made through the office. Students will be called to the office if their incoming call is an emergency. Other calls or messages will be taken and forwarded to the student. Students are to make outgoing calls from the office only. **Parents are encouraged to refrain from calling or texting a student's cell phone during school hours as this could cause problems for the student resulting in disciplinary action.**

## **LUNCH**

Lamar R-I Schools require closed campus during lunch periods. Students are not allowed to leave campus during lunch periods. Students will be issued bar codes to be scanned in the cafeteria and are required in order to eat lunch. Lunch accounts need to be kept with a positive balance. If a student has more than 10 unpaid lunches he/she will be offered an alternative meal that will still be charged to their account. Please refer to Policy EF-AP(1). Student breakfast prices for the 2023-24 school year will be **\$2.20** (Full Pay) and **\$0.30** (Reduced). Student lunch prices for the 2023-24 school year will be **\$2.95** (Full Pay) and **\$0.40** (Reduced).

## **PROCEDURE FOR WITHDRAWING FROM LAMAR MIDDLE SCHOOL**

Parents should notify the school prior to withdrawal of their child from school either for transfer or other reasons. All books and/or materials should be returned and any fees paid.

## **CUSTODY OF STUDENTS**

Students shall not be released to the custody of anyone except their parent or legal guardian, or person(s) designated in writing by the parent or legal guardian.

## **PARENT VOLUNTEERS**

Parents are encouraged to facilitate the educational achievement of our students by becoming parent volunteers at Lamar Middle School. Those parents who are interested should contact the principal's office for a copy of the position description, and must be approved by the superintendent's office through a background check.

## **SOLICITING**

Soliciting is not allowed within the school building or on school grounds.

## **DRESS CODE**

At LMS, the dress code is intended to ensure that students dress respectfully and appropriately for the school setting. We ask students to remember that clothing for school and clothing for recreational activities might NOT be the same. School clothes need to reflect that your child is here to attend to the business of learning.

Student general appearance must be clean, modest, and appropriate for the school setting, avoiding extremes. Specific guidelines in some areas are listed below, however any clothing or personal appearance that is disruptive to the educational process or is deemed to be inappropriate for the school setting will not be allowed. The final decision as to what is acceptable lies with the administration.

1. **Shorts and skirts should not be an educational distraction.** Shirts with cut-off sleeves are not allowed. No undergarments are to be visible at any time. All clothing should be free from holes that expose areas that the dress code requires to be covered. No skin is to be visible between tops and bottoms. Tops that expose cleavage are not to be worn.

2. Practice attire should also be appropriate for the school setting. Students may not wear any less during practice than what would be allowed during competition of that sport. Shirts must be worn; and all undergarments must be covered.
3. Unacceptable attire would include T-shirts, etc., which promote cigarettes, alcohol, sex, or other actions which are considered inappropriate in an education facility.
4. Footwear shall be worn at all times.
5. **No blankets of any kind should be worn or carried around the building during the school day.**
6. Hair should be clean and well groomed: not of nuisance to the education process. Students who participate in athletics or other school activities are subject to their coach or sponsor's requirements for grooming.
7. Body piercings shall not present a safety risk or create a disturbance of the educational process. If, upon the administration's judgment, the appearance is detrimental to the learning environment, an adjustment, covering, or removal will be expected.
8. Special costume type dress is not permitted unless there is a special day designated. Students who are not properly dressed will be requested to correct their dress.
9. **Pajama pants are NOT allowed to be worn in the Middle School** unless a special day is designated to do so.
10. No hats, bandanas, hoods, do-Rags, or other head coverings are allowed to be worn in the building.

Final decision as to what is acceptable lies with the administration. Students, grades 6-8 will be expected to follow the above guidelines, which were designed for the direct benefit of the student's health, safety, and learning environment.

### **STUDENT VALUABLES - USE OF LOCKERS**

Each student shall be assigned a locker for his/her use during the school year. Students are not to use any other locker. The student or students occupying a locker are responsible for the contents. **LOCKERS ARE NOT SAFE DEPOSIT BOXES. Do not leave money, cameras, radios, or other valuables in lockers.** Gym bags and book bags must be kept in the student's locker.

Students are cautioned NOT to bring; large amounts of money, cameras, etc. to school. Coats, gym clothes, shoes, etc., should be marked with the pupil's name for identification. **Students, not the school, are responsible for their personal property.** If it is necessary to bring large amounts of money to school, it may be left in the principal's office for safekeeping. If a pupil desires to use a lock, one key (or combination) must remain at the principal's office.

The school reserves the right to inspect lockers at any time and may remove any illicit items that the administration feels would obstruct the educational process or create discipline problems. Obscene pictures, etc., are not to be anywhere on lockers. The exterior of the school lockers are not to be decorated unless by Student Council. Students may decorate the inside of their lockers as long as they use magnets, no open drink containers are to be placed in school lockers.

### **NUISANCE ITEMS AND OTHER ELECTRONIC DEVICES**

Show respect to the classroom teacher and other students by not bringing radios, musical devices, headsets, electronic games, pagers, cell phones, or other toys to school. Items inappropriately handled will be collected by the teachers or principal and placed in the office until the principal releases them to the parents or students to be taken home. The principal shall decide to whom the property is to be released. Responsible students who need any of these items for an after school activity, need to make sure all devices are turned off and put away in a safe place from the time you enter the building until you leave the building.

### **TOBACCO-ALCOHOLIC BEVERAGES -DRUGS**

Students on school premises or at school activities may not use tobacco products, in any form. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug,

amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; on school district grounds or at any school activity, function, or event, regardless of the time of day or location of such activity, function or event. There is a City ordinance prohibiting the sale of any tobacco product to any minor. Any person violating this law may be subject to a fine.

### **FIELD TRIP PROCEDURE**

Field trips offered during the semester are part of the educational function of the school. While on a field trip, students represent our school and must exhibit good citizenship at all times. Therefore, students may be denied the privilege of going on a field trip if:

1. A student has been involved two or more times with fighting, drugs, tobacco, profanity, disrespect, vandalism, stealing, and/or threat of or personal injury (or threat thereof) to another person.
2. After parental contact, a student continues to disrupt and/or exhibit poor citizenship at school.
3. The student's grade-level team (and the principal concurs) recommends that a student be ineligible.

Those students not allowed to attend field trips will remain at school under the supervision of a teacher; work will be provided.

### **TRANSPORTATION FOR ANY SCHOOL SPONSORED ACTIVITY**

Students will be required to use transportation provided by the school district to and from the designated activity. Students may be released to their parents (only) following the activity if prior communication through the sponsor and principal is made. The regulation is a safety precaution and should be considered a benefit to our students. All activity buses will be sponsored by an adult and regular bus rules will be followed.

### **RULES AND REGULATIONS GOVERNING TRANSPORTATION OF STUDENTS**

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

### **SCHOOL BUS RULES**

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to school transportation for a specified period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept clear at all times.

5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. The driver may assign a rider a seat.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on a signal from the driver.
14. Students shall not throw objects in the vehicle or out the windows.
15. Students shall keep their feet off the seats.
16. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.
17. Parents that have enrolled their students will be placed on the driver's official roster and will be allowed to ride the bus and are only permitted to leave the bus at their designated stop.
18. Requests for additional passengers on bus routes will be held for emergency situations only and must have a note signed by the administrator.
19. Deliveries (balloons, flowers, etc.) will not be allowed on the buses and should be picked up in the office within 24 hours of delivery.

### **STUDENT DISCIPLINE/TIGER CODE OF CONDUCT**

The Tiger Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of our school. This code includes, but is not necessarily limited to, acts of students on school grounds, parking lots, school buses, or at a school activity whether on or off school property.

Students have no expectation of privacy in lockers, desks, chromebooks/computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, chromebooks/computers, and other district-provided equipment. Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars may occur in accordance with law. Canine searches of school lockers and the general facilities may occur throughout the year on a random basis.

### **GOOD SPORTSMANSHIP**

All Lamar Middle School students shall encourage and display good sportsmanship at all school activities. Good sportsmanship means that no negative comments or gestures can be made toward any official or participant. Any student spectator who refuses to conduct himself/herself in an acceptable manner at school activities may, at the discretion of the administration or Board of Education, be asked to leave and may possibly be barred from further attending any other school activity for a period of one year.

## **LMS EXPECTATIONS MATRIX**

The LMS Expectations Matrix is designed to foster student responsibility, respect for the rights of others and readiness to learn. If these expectations are followed it will ensure the best possible learning environment.

<b>Location</b>	<b>Respectful</b>	<b>Responsible</b>	<b>Ready</b>
All Locations	<ul style="list-style-type: none"> <li>- Ask permission before touching another's belongings</li> <li>- Follow directions from staff</li> <li>- Use appropriate tone, volume, and words when speaking</li> <li>- Honor person space</li> </ul>	<ul style="list-style-type: none"> <li>- Take care of yourself</li> <li>- Report problems or dangerous situations to adults</li> <li>- Follow dress code</li> <li>- Have good attendance</li> <li>- Be on time</li> </ul>	<ul style="list-style-type: none"> <li>- Bring appropriate material to school</li> <li>- Know what is expected in your classes for the day</li> <li>- Return forms and papers as needed</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>- Participate positively</li> <li>- Raise hand to be recognized</li> <li>- Listen carefully to instructions</li> <li>- Acknowledge ideas of others</li> <li>- Leave room clean with materials put away</li> </ul>	<ul style="list-style-type: none"> <li>- Follow classroom rules and procedures</li> <li>- Know when your assignments are due and turn in on time</li> <li>- Use class time for learning</li> <li>- Accept consequences without arguing or complaining</li> </ul>	<ul style="list-style-type: none"> <li>- Have materials out and ready</li> <li>- Have assignments done</li> <li>- Prepare for tests and quizzes</li> <li>- Arrive with a positive attitude</li> <li>- Stay focused and engaged in learning</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>- Walk calm and orderly</li> <li>- Stay to right side of the hallway</li> <li>- Hold doors for people</li> <li>- Keep hands, feet, and other objects to yourself</li> <li>- Be polite and let others pass</li> </ul>	<ul style="list-style-type: none"> <li>- Keep your locker clean</li> <li>- Get to class on time</li> <li>- Report problems to adults</li> <li>- Keep hall clean and clear</li> <li>- Gather appropriate materials for class</li> </ul>	<ul style="list-style-type: none"> <li>- Go directly to where you are supposed to be</li> <li>- Move efficiently to the next class or destination</li> <li>- Follow safety protocols</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>- Use quiet volume for speaking</li> <li>- Use good manners</li> <li>- Eat only your food</li> <li>- Respect personal space and boundaries of others</li> <li>- Listen to speakers quietly</li> </ul>	<ul style="list-style-type: none"> <li>- Keep cafeteria clean</li> <li>- Clean tables when finished</li> <li>- Remain seated until excused</li> <li>- Return trays, utensils, and other items to their designated areas neatly</li> </ul>	<ul style="list-style-type: none"> <li>- Stay in a single file line</li> <li>- Bring lunch or funds for food</li> <li>- Have your lunch ID ready</li> <li>- Take all belongings with you</li> <li>- Use time efficiently to eat and socialize</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>- Respect privacy of others</li> <li>- Remember to use appropriate language, tone, and volume</li> <li>- Throw paper towels away</li> </ul>	<ul style="list-style-type: none"> <li>- Flush!</li> <li>- Wash hands</li> <li>- Report problems to staff</li> </ul>	<ul style="list-style-type: none"> <li>- Request permission from teacher</li> <li>- Be quick</li> </ul>

Outside	<ul style="list-style-type: none"> <li>- Keep area clean</li> <li>- Keep hands, feet, and other objects to yourself</li> <li>- Stay on sidewalks, patio, and walkways</li> </ul>	<ul style="list-style-type: none"> <li>- Keep track of materials before school</li> <li>- Ask permission to leave area</li> <li>- Stay in approved areas before and after school</li> </ul>	<ul style="list-style-type: none"> <li>- Know what you are supposed to do after school</li> <li>- Use appropriate crosswalks</li> <li>- Watch for your parent or bus and know where you are going</li> </ul>
Bus	<ul style="list-style-type: none"> <li>- Keep hands, feet, and other objects to yourself</li> <li>- Use appropriate language</li> <li>- Let others sit with your</li> <li>- Greet and thank bus driver</li> <li>- Keep bus clean</li> </ul>	<ul style="list-style-type: none"> <li>- Keep belongings in appropriate place</li> <li>- Follow driver's instructions</li> <li>- Stay seated</li> <li>- Take care of self</li> <li>- Report problems to adults</li> </ul>	<ul style="list-style-type: none"> <li>- Arrive on time</li> <li>- Line up single file to enter and leave bus</li> <li>- Be ready to exit with materials</li> <li>- Know which bus you are riding</li> </ul>
Event/ Assembly	<ul style="list-style-type: none"> <li>- Respect individuals performing</li> <li>- Applaud when appropriate</li> <li>- No talking during performances</li> </ul>	<ul style="list-style-type: none"> <li>- Follow instructions</li> <li>- Sit in designated area</li> <li>- Stay with class or group</li> </ul>	<ul style="list-style-type: none"> <li>- Stay seated</li> <li>- Line up quickly in single file</li> <li>- Pay attention</li> </ul>
Library	<ul style="list-style-type: none"> <li>- Use a quiet voice and maintain a calm atmosphere</li> <li>- Treat library resources and materials with care</li> <li>- Respect the needs and space of others who are studying or reading</li> </ul>	<ul style="list-style-type: none"> <li>- Return books and materials on time</li> <li>- Follow library rules, including technology usage policies</li> <li>- Seek assistance from the librarian when needed</li> </ul>	<ul style="list-style-type: none"> <li>- Have necessary materials for studying or research</li> <li>- Use time efficiently to complete assignments</li> <li>- Engage in quiet and focused activities that promote learning</li> </ul>
Nurse	<ul style="list-style-type: none"> <li>- Speak softly and considerately to the nurse</li> <li>- Respect privacy and confidentiality</li> <li>- Follow nurse's instructions</li> </ul>	<ul style="list-style-type: none"> <li>- Report symptoms honestly and accurately</li> <li>- Follow procedures</li> <li>- Treat equipment with care</li> </ul>	<ul style="list-style-type: none"> <li>- Arrive promptly and explain your health concern</li> <li>- Bring note from teacher</li> <li>- Provide proper information</li> </ul>
Counselor	<ul style="list-style-type: none"> <li>- Listen and talk calmly</li> <li>- Treat confidential information with care and respect</li> <li>- Show understanding toward others</li> </ul>	<ul style="list-style-type: none"> <li>- Be punctual</li> <li>- Follow guidance or assignment</li> <li>- Communicate openly and honestly about your concerns</li> </ul>	<ul style="list-style-type: none"> <li>- Come prepared</li> <li>- Be truthful about your feelings for a positive discussion</li> <li>- Use time appropriately</li> </ul>
Office	<ul style="list-style-type: none"> <li>- Use appropriate language/ tone</li> <li>- Respect personal space and boundaries of others</li> <li>- Wait patiently without interrupting</li> </ul>	<ul style="list-style-type: none"> <li>- Provide accurate information when reporting an issue</li> <li>- Follow sign in/out procedures</li> <li>- Be careful with supplies</li> </ul>	<ul style="list-style-type: none"> <li>- Have documents ready</li> <li>- Communicate clearly</li> <li>- Follow through with any required actions or next steps</li> </ul>



# Level 1 Infractions

**Definition:** Level 1 discipline is used for minor acts of misconduct that interfere with orderly school procedure, school functions, or a student's own learning process. Teacher interventions will be used to assist students in correcting behaviors. These behaviors **do not** require administrative involvement.

## **Procedures:**

- Try at least three interventions for one behavior violation before moving to level 2
- Contact parent if necessary
- Document actions taken
- Reteach school-wide behavioral expectations

## **Overall Interventions to try:**

- Redirect student
- Redirect expected behavior
- Teach and practice correct behavior
- Establish classroom rules/ expectations- revisit as behavior arises
- Proactive strategies- remind and reinforce
- individual/ private conference with student
- Student break
- Praise positive behavior
- Proximity
- Ignore
- Nonverbal reminder or redirect
- Warning
- Offer student choice
- Consult with principal, counselor, special education teacher, or team
- Teacher detention
- Parent contact
- Build a relationship with the student
- Ensure material is at appropriate level
- Increase pre-corrects
- Verbal prompts
- Move to new seat for class period
- Confiscate material until end of class

## **When to document:**

- No initial documentation is required
- If parent was contacted- make documentation of contact date/ behavior discussed
- If detention was given- call parent and make documentation of behavior/ detention date
- If level 1 behavior becomes persistent, then documentation may be needed to record repetitive behavior and attempts to correct the behavior before moving on to level 2

**Note:** This table provides suggestions for teacher responses and interventions based on Level 1 negative behaviors. The goal is to address these behaviors positively and proactively while promoting a respectful and conducive learning environment.

## Level 1 Infractions Table

Negative Behavior	Examples	Teacher Response	Interventions
Being Mean	Bullying, name-calling, excluding peers	Address the behavior, promote kindness	Bullying prevention lessons, peer inclusion
Cell Phone Use	Texting or using phones without permission	Put cell phone away or in locker, remind expectations	Phone collection, return at the end of class
Dishonesty	Lying or cheating	Discuss honesty/ consequences	Academic integrity lessons,
Disrespectful Behavior	Talking back or showing disrespect	Address the disrespect, promote respectful behavior	Restorative conversations, role-playing
Distracting Behaviors	Making noises, disrupting class	Redirect attention to the lesson	Class behavior expectations
Distracting Others	Interfering with classmates' focus	Discuss impact on others, encourage cooperation	Group dynamics lessons, cooperative tasks
Dress Code Concerns	Violating dress code guidelines	Remind of dress code, discuss appropriate attire	Dress code reminders, involve administration
Excessive Bathroom Use	Frequent trips to the restroom without reason	Discuss appropriate bathroom breaks	Bathroom pass system, schedule adjustments
Foul Language	Using inappropriate or offensive language	Address the language, discuss appropriate speech	Language awareness activities, role-playing
Horseplay	Rough physical play or practical jokes	Remind of appropriate behavior and safety rules	Cooperative games, physical education rules
Not Completing Work	Incomplete assignments or tasks	Offer additional time or support	Task breakdown, extended deadlines
Not Following Directions	Ignoring instructions or guidelines	Restate expectations, check for understanding	Clarify directions, provide written cues
Not Listening	Ignoring teacher or peers	Use proximity, eye contact, and verbal cues	Active listening activities
Not Prepared for Class	Forgetting materials or assignments	Encourage organization, provide reminders	Checklists, organization strategies
Not Taking Responsibility	Blaming others, not admitting mistakes	Encourage accountability, discuss consequences	Reflection exercises, teach responsibility
Out of Seat	Standing or moving around without reason	Redirect to assigned seat	Assigned seating, movement breaks
Playing with Things	Fidgeting or playing with objects	Provide sensory tools or fidgets	Fidget tools, sensory breaks
Public Display of Affection (PDA)	Excessive physical affection in public	Address the behavior, discuss appropriate behavior	PDA rules and reminders, private conversations
Running	Running in the hallways or inappropriate areas	Discuss safety and appropriate behavior	Hallway behavior lessons, movement breaks
Skiping Class	Not attending classes or activities	Investigate reasons, involve administration	Attendance tracking, communication with parents
Sleeping	Falling asleep during class	Gently wake/ engage student	Check for adequate sleep patterns
Talking Out of Turn	Speaking without permission	Use nonverbal cues/ redirection	Turn-taking, think-pair-share
Tardiness	Arriving late to class/activities	Address tardiness/ punctuality	Monitor arrival times
Technology Violations	Using phones/computers inappropriately during class	Remind students of technology policy	Tech-free zones, device storage during class

# Level 2 Infractions

**Definition:** Level 2 discipline is used for a student that has chronic misbehaviors from level 1 or displays a behavior that has been determined to be a level 2 infraction. These behaviors may require administrative involvement or are referred to the school counselor to identify underlying problems.

## Procedures:

- At least two interventions for one behavior violation before sending student to the office for level 3
  - a. Parent contact- documentation required
  - b. Detention was given- documentation required
- Think sheet/ reflection sheet
- Conference with student/teacher to discuss the behavior
- Reteach school-wide behavioral expectations

## Overall Interventions to try:

- Log behaviors and attempted interventions
- Use behavioral support videos as needed
- Class jobs or responsibilities
- Parent meeting/ conference
- Loss of privileges
- New seat
- Logical/ Natural consequences
- Parent contact via phone or email (Required prior to moving level 2 behavior to the office)
- Think sheet/ reflection log
- Behavior check-in sheet
- Proximity
- Redirect
- Reteach
- Provide choices
- Ensure effective classroom practices are in place
- Consult with grade level/ department team
- Detention given by the teacher
- Work with counselor if needed

## When to document:

- Record as a level 2 discipline if behavior continues after reteaching
- If parent was contacted- make documentation of contact date/ behavior discussed
- If detention was given- call parent and make documentation of behavior/ detention date
- If level 2 behavior becomes persistent, then documentation may be needed to record repetitive behavior and attempts to correct the behavior before sending to an administrator for level 3 interventions

**Note:** This table provides suggestions for teacher responses and interventions based on Level 2 negative behaviors. It's important to address these behaviors with firmness, but also to provide opportunities for growth and learning. Additionally, consider involving appropriate support staff, administrators, or counselors for some of these behaviors.

## Level 2 Infractions Table

Negative Behavior	Examples	Teacher Response	Interventions
Argumentative Behavior	Engaging in heated disagreements or arguments	Redirect to constructive communication	Conflict resolution strategies, role-playing
Bullying Others	Repeated aggressive behavior causing harm	Address the behavior, involve consequences	Bullying prevention programs, mediation
Cheating on a Test or Major Assignment	Unauthorized use of external resources	Address the behavior, discuss consequences	Retake the assessment, academic integrity
Cheating on an Assessment	Illegitimate methods to complete an assignment	Address the behavior, discuss consequences	Retake the assessment, academic integrity
Gang References	Mentioning or displaying affiliation with gangs	Address the behavior, involve consequences	Discuss consequences, involve administration
Harmful Rumors	Spreading damaging or false information	Address the behavior, discuss impact on others	Conflict resolution, promote empathy
Horseplay	Rough physical play or disruptive behavior	Address the behavior, discuss impact on learning	Conflict resolution, classroom rules review
Inappropriate Language in Class	Use of offensive language not directed at individuals	Address the language, discuss appropriate speech	Language awareness activities, reminders
Leaving Supervised Areas	Exiting school grounds without permission	Address the behavior, remind of safety concerns	Monitor exits, discuss boundaries
Loss of Emotional Control	Emotional outbursts or meltdowns	Offer support, involve counselor or mental health	Calming strategies, self-regulation skills
Ongoing Level 1 Behaviors	Behaviors from Level 1 list that persist	Discuss behavior patterns, involve parents if needed	Targeted interventions, behavior tracking
Pushing or Shoving Others	Physically pushing or shoving peers	Address the behavior, involve consequences	Conflict resolution, social skills training
Racial Put Downs	Using racial slurs or derogatory language	Address the language, discuss consequences	Cultural sensitivity training, discussions
Standing on Furniture	Climbing or standing on desks or chairs	Address the behavior, discuss safety concerns	Reinforce proper use of furniture
Student Refuses Work	Verbally rejecting assigned tasks	Engage in discussion, provide alternative options	Identify underlying issues, offer choices
Throwing Material	Throwing objects across the room or at others	Address the behavior, involve consequences	Removal of privilege, apology
Tripping/Pushing	Physically causing harm to others	Address the behavior, involve consequences	Conflict resolution, restorative actions
Walking Out of Class	Exiting the classroom without permission	Address the behavior, discuss expectations	Address need for permission, redirection
Wandering the Halls	Roaming the school hallways without reason	Address the behavior, discuss safety concerns	Hallway behavior lessons, provide direction

# Level 3 Infractions

**Definition:** Level 3 is used when corrective actions and interventions taken by the classroom teacher and/or counselor have failed and the misbehavior is of a continued, repetitive nature or the rule infraction is of a serious nature, the incident shall be referred to administration for investigation and action.

**Procedures:**

- Office referral
- Parent contact from the office
- Possible re-entry plan/ behavioral plan
- Possible meeting with student/teacher/ administration

**Overall Interventions to try:**

- Referral to office
- Parent contact made from the office- office will document this
- Team meeting
- logical/ natural consequences
- Discipline steps through student handbook
- Lunch detention
- In School Suspension (ISS)
- Out of school suspension (OSS)
- Behavioral plan
- Parent meeting
- Proximity
- Redirect
- Reteach
- Provide choices
- Student conference and/or parent conference
- Intensify the effective classroom practices
- Assess the child's level of escalation
- Use response strategies to de-escalate
- Implement the safety plan if needed immediately (Assess safety of all involved parties to determine to remove student or class)

**When to document:**

- Record as a level 3 discipline
- If parent was contacted- make documentation of contact date/ behavior discussed
- If detention was given- call parent and make documentation of behavior/ detention date

**Note:** This table provides suggestions for teacher responses and interventions based on Level 3 negative behaviors. It's essential to respond swiftly and involve appropriate support staff, administrators, or authorities for these behaviors. The interventions should focus on maintaining a safe environment and addressing underlying issues.

# Level 3 Infractions Table

Negative Behavior	Examples	Teacher Response	Interventions
Chemical/Alcohol Violations	Possession or use of prohibited substances	Involve administration, possibly notify parents	Counseling, substance abuse education
Fighting	Engaging in physical altercations	Separate parties, involve administration	Conflict resolution, restorative actions
Gambling	Engaging in unauthorized gambling activities	Address the behavior, discuss consequences	Gambling awareness education
Harassment	Repeated aggressive behavior causing distress	Follow harassment policy, involve administration	Victim support, conflict resolution
Hate Speech	Using derogatory language targeting groups	Address the language, involve consequences	Cultural sensitivity training, discussions
Inappropriate Exposure of the Body	Displaying private body parts inappropriately	Address the behavior, involve consequences	Privacy and modesty discussions
Ongoing Level 2 Behaviors	Behaviors from Level 2 list that persist	Discuss behavior patterns, involve parents if needed	Individualized interventions, behavior tracking
Physical Assault	Physically harming others	Address immediate safety	Office referral
Pyrotechnics	Possession or use of fireworks or similar items	Address the behavior, discuss safety concerns	Fire safety education, involve authorities
Refusing to Leave the Classroom	Defiance towards authority, refusing to comply	Involve administration, implement protocols	Conflict resolution, involve authorities
Self-Harm Concerns	Displaying self-harm tendencies	Involve counselor or mental health professionals	Mental health support, counseling
Sexual Assault	Inappropriate sexual contact or behavior	Implement protocols, involve authorities	Victim support, involve authorities
Spitting on Others	Spitting on peers or staff members	Address the behavior, involve consequences	Restorative actions, hygiene education
Theft	Stealing others' belongings	Address the behavior, involve consequences	Restitution, involve parents
Threats to Harm or Kill	Expressing intent to harm others or oneself	Implement threat assessment protocol	Involve counseling, notify authorities
Throwing Furniture	Throwing objects of furniture in anger	Address immediate safety, involve authorities	Conflict resolution, anger management
Vandalism	Damaging school property or others' belongings	Address the behavior, involve consequences	Restitution, community service
Vaping	Use of e-cigarettes or vaping devices	Involve administration, notify parents	Substance abuse education, counseling
Verbal Assault	Threatening harm verbally to others	Implement threat assessment protocol	Involve counseling, notify administration
Weapons	Possession or display of weapons	Implement emergency procedures, involve admin.	Weapons search, involve law enforcement

## **STUDENT CONSEQUENCES**

The principal, at their discretion, may use any steps in the sequence of handling disciplinary problems or choose other consequences as they may deem necessary to ensure all students' safety. The provided list is not exhaustive, so the District can discipline a student for any disruptive action to the school environment, whether it occurs on or off school property.

The following table shows the consequences of disciplinary issues. These consequences may include, but not limited to, restricted activity, additional academic work, and as approved in the student handbook, student activity handbook, and in Board Policy. Board Policy JFCF Students may be required to pay or make restitution for damaged or stolen property. It is an attempt to address the majority of circumstances that might occur. Complete Board Policy is available for review in the office of each district administrator.

The classroom teachers will handle most minor offenses. More severe offenses will be dealt with by the administration. The administration may use any steps in the sequence of managing disciplinary problems or choose other consequences as deemed necessary to ensure the safety of all students. When necessary, law enforcement and juvenile officers will also be notified. Any offense, which constitutes a "serious violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record.

**STUDENT CONSEQUENCES MATRIX**

<b>Tiger Code Violation</b>	<b>1st Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>Multiple Offenses</b>
Academic Dishonesty (Cheating, Plagiarism)	Zero on the assignment, parents contacted	Zero on the assignment and 1 day ISS, parents contacted	Zero on the assignment and additional days ISS, parents contacted; <b>ineligible for reward activities this school year</b>
Assault (1), Fighting	3 days OSS; parents contacted	5 days OSS; parents contacted	Up to 10 days OSS, parents contacted
	<b>**If Premeditated; 10 days OSS, Juvenile referral, and/or expulsion</b>		
Assault (2)/ Threat to Shoot or Kill Someone	Parents contacted; juvenile referral, restitution and up to 10 days ISS/OSS; or restitution and expulsion by superintendent		
Bullying/Cyber Bullying (BOE JFCC)	3 days ISS; parents contacted; possible OSS.	5 days ISS; parents contacted; possible OSS.	Up to 10 days OSS, parents contacted
Bus Violation (BOE JFCC)	Warning is given, subject to additional disciplinary consequences based on offense; parents contacted	2 detentions before riding bus again, subject to additional disciplinary consequences based on offense; parents contacted	Loss of driving/bus privileges for 2 weeks, subject to additional disciplinary consequences based on offense; parents contacted
Cell Phone, Electronics Misuse	phone/electronics kept in the office until the end of the day	1 detention, electronics/phone held in the office until the end of the day, parents contacted	1 day ISS, electronics/phone held in the office until the end of the day, parents contacted
Disrespectful or Disruptive Conduct or Speech (BOE AC/ACA)	1 detentions, parents contacted	2 detentions, parents contacted	Up to 10 days ISS/OSS, and/or re-entry plan, parents contacted
Dress Code Violation	Change clothing	1 detention, parents contacted	Additional days ISS, parents contacted
Drugs, Alcohol; Under the Influence (BOE JFCH/JHCD)	Confiscation of material; 3 days OSS, parents, and law enforcement contacted	Confiscation of material; 5 days OSS, parents and law enforcement contacted	Confiscation of material, parents and law enforcement contacted, 10 days OSS and possible expulsion by the superintendent
Extortion- Threatening to obtain money or items	3 days ISS; parents contacted; possible OSS or expulsion.	5 days ISS, parents contacted; possible OSS or expulsion.	Up to 10 days OSS, parents contacted or possible expulsion
Failure to care for district property	1 day ISS/ restitution of damages, parents contacted	3 days ISS/ restitution of damages, parents contacted	5 day ISS/ restitution of damages, parents contacted
False Alarms	1 day ISS, parents contacted, possible OSS/ expulsion	2 days ISS, parents contacted, possible OSS/ expulsion	Up to 10 days OSS, parents contacted, possible OSS/ expulsion
Gambling	1 day ISS, parents contacted	2 days ISS, parents contacted	Up to 10 days OSS, parents contacted
Harassment, Hazing (BOE AC/ACA/JFCG)	3 days ISS; parents contacted; possible OSS or expulsion.	5 days ISS, parents contacted; possible OSS or expulsion.	Up to 10 days OSS, parents contacted or possible expulsion
Inappropriate Physical Contact, Horseplay	1 detention; parents contacted; possible OSS.	1 day ISS, parents contacted; possible OSS.	Up to 10 days ISS/OSS, parents contacted
Incendiary Devices, Fireworks	1 detention; parents contacted; possible OSS	1 day ISS, parents contacted; possible OSS	Up to 10 days OSS, parents contacted
Leaving the room without permission	1 hour detention	2 detentions in same week; parents contacted	additional days of ISS, parents contacted
Nuisance Items (Toys/ games)	Confiscation, 1 detention, parents contacted	Confiscation, 1 day ISS, parents contacted	Confiscation, Up to 10 days ISS/OSS, parents contacted
Possession of Pocket Knife (not as a weapon)	Confiscation; parents contacted to pick up the pocket knife	Confiscation and 1 day ISS, parents contacted to pick up	Confiscation and additional days ISS, parents contacted to pick up
Public Display of affection	1 detention; parents contacted; possible OSS.	1 day ISS, parents contacted; possible OSS.	Up to 10 days ISS/OSS, parents contacted
Sexting and/or Possession of Explicit, Vulgar, or Violent Material (BOE AC/ACA)	Confiscation of material; 1 day ISS; parents contacted; possible OSS.	Confiscation of material; 3 days ISS, parents contacted; possible OSS.	Confiscation of material and up to 10 days OSS, parents contacted, possible expulsion
Sexual Activity/ Sexual Harassment/ Sexual Assault (BOE AC/ACA)	3 days OSS; parents contacted, Investigation, possible expulsion or extended OSS, juvenile referral	5 days OSS; parents contacted, Investigation, possible expulsion or extended OSS, juvenile referral	Up to 10 days OSS, parents contacted, Investigation, possible expulsion/ juvenile referral
Technology Misconduct (BOE EHB/KKB)	1 detention, parents contacted	1 day ISS, parents contacted, loss of technology use for 3 weeks	Up to 10 days ISS/OSS, parents contacted, Loss of technology use for extended time
Theft	Parents contacted; juvenile referral, restitution and up to 10 days ISS/OSS; or restitution and expulsion		
Threat or Verbal Assault	3 days ISS, parents contacted	5 days ISS, parents contacted	Up to 10 days OSS and/or expulsion
Tobacco/Electronic Cigarettes	Confiscation of material and 3 days ISS, parents contacted	Confiscation of material and 5 days ISS, parents contacted	Confiscation of material and up to 10 days OSS, parents contacted, juvenile referral
Tardies—4 <sup>th</sup> or more	4th and 5th tardies-Detention for each	6th Tardy-2 Detentions in the same week	7th and subsequent tardies--ISS; possible juvenile referral.
Teasing, Taunting	1 detention, parents contacted	1 day ISS, parents contacted	Up to 10 days ISS/OSS, parents contacted
Truancy (BOE JED)	1 day ISS, parents contacted	3 days ISS, parents contacted	Up to 10 days ISS, parents contacted,
Unauthorized Entry, Vandalism/ Arson (BOE ECA)	Parents contacted; juvenile referral, restitution and up to 10 days ISS/OSS; or restitution and expulsion by superintendent		
Weapons (BOE JFCJ)	Parents and law enforcement contacted; Up to 10 days OSS or expulsion by superintendent		



\* Any skipped detentions will result in ISS.

\*\*Students assigned to a full day of ISS may not leave school early to attend extra/co-curricular events.

\*\*\*Students assigned to OSS are not allowed to attend or participate in any extracurricular school activity until after the entire suspension time has been served.

## **DISCIPLINARY DEFINITIONS**

**Act of Violence and a serious violation of Board Policy** – both of which require Districts to maintain records of the offense.

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

### **Assault**

1. Hitting, striking, and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.
2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move the 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 (see Board Policy JFCF)** – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

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

**Corporal Punishment (see Board Policy JGA-2)** - For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the district shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion and restraint is not a violation of this policy.

**Disrespectful or Disruptive Conduct or Speech (see Board Policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

### **Drugs/Alcohol (see Board Policies JFCH and JHCD) -**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug, herbal preparation, or any other illegal substance prohibited on school property—including cars.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.
3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

**Extortion (see Board Policy JFCF)** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

**Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

**False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property.

**Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

**Harassment, including Sexual Harassment (see Board Policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name-calling; or threatening, intimidating, or hostile acts based on a protected characteristic.
2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

**Hazing (see Board Policy JFCF)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level,

student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

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

**Nuisance Items** – Possession or use of toys, games, MP3, or other electronic devices (other than mobile phones) that are not authorized for educational purposes.

**Public Display of Affection** – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

**Profanity** – Verbal, written, pictorial, symbolic words, or gestures that are rude, vulgar, and inappropriate for school

**Refusal to Work** – Occasionally there will be a problem in which the student refuses any attempt to produce anything in academic performance. If this problem interferes with the classroom function, then it is a discipline problem.

**Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, or violent material including, but not limited to, pornography or depictions of nudity, violence, or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

**Sexual Activity** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

**Technology Misconduct (see Board Policies EHB and KKB and Procedure EHB-AP)**

1. Attempting, regardless of success, to gain unauthorized access to a technology system or information; using district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfering with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.
2. Using, displaying, or turning on cell phones, or any other electronic communication devices during instructional class time are not allowed unless the teacher has authorized use for a class activity. **These devices ARE allowed during a student's assigned lunch period. Parents are encouraged to contact the school office if they need to reach children rather than calling or texting a student during the school day.**

**Theft** – Theft, attempted theft, or knowing possession of the stolen property.

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

**Tobacco or Electronic Cigarettes**

1. Possession of any tobacco products or electronic cigarettes on district property, district transportation or at any district activity.
2. Use of any tobacco products or electronic cigarettes on district property, district transportation, or at any district activity.

**Truancy or Tardiness (see Board Policy JED and Procedures JED-AP1 and JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

**Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or another area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

**Vandalism (see Board Policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff, or students.

**Weapons (see Board Policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.
2. 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).
3. Possession or use of ammunition or a component of a weapon.