

# LAUREL MIDDLE SCHOOL

725 Washington

Laurel, Montana 59044

(406) 628-6919

[www.laurel.k12.mt.us](http://www.laurel.k12.mt.us)



2018-2019

Student Handbook

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## **WELCOME**

The student body, faculty, staff and administrators welcome you to the Laurel Middle School and hope that your educational experience here will be exciting. The handbook is designed with you in mind, so that you will have a better understanding of the rules and regulations that govern the school. **THIS HANDBOOK IS NOT MEANT TO BE ALL INCLUSIVE. ADMINISTRATIVE RULES, SCHOOL BOARD POLICY, STATE LAW, AND CLASSROOM RULES ALSO APPLY.**

Please read the handbook carefully. If you have any questions, please don't hesitate to stop by the school office. The school office is open from 8:00-4:00 every day school is in session, and you are encouraged to come in and discuss any problems that you may encounter at school. Student assignments, important announcements, and upcoming events are available online at [www.laurel.k12.mt.us](http://www.laurel.k12.mt.us).

## **MISSION STATEMENT**

**The Laurel School District is dedicated to the individual development of each student every day, without exception.**

### **Goal**

The Laurel School District's goal is to carry out the mission by providing an academically enriching school experience, promoting social, physical and technological skills, and implementing the seven Correlates of the Effective Schools Model at all levels of decision making.

- Learning for All
- Safe and Orderly Environment
- Academic Time on Task
- Positive Home and School Relations
- Frequent Monitoring of Student Progress
- Strong Instructional Leadership
- High Expectations for Students, Staff and Community

The seven Correlates of Effective Schools fits into the three district level goal areas of implementation of the Common Core, Academic Achievement, and Safe and Orderly Environment.

## **PLEDGE OF ALLEGIANCE**

Montana law now requires that the pledge of allegiance must be recited in all public schools in the state. The pledge must be conducted at the beginning of the first class of each school day in kindergarten through sixth grade and at the beginning of each week in grades 7 through 12. Building principals will determine the best method to accomplish this requirement.

Any student or teacher who for any reason objects to participating in the pledge exercise must be excused from participation. A student or teacher who declines to participate in the pledge may engage in any alternative form of conduct so long as that conduct does not materially or substantially disrupt the work or discipline of the school.

Further, if a student or teacher declines to participate in the recitation of the pledge pursuant to this section, a school district may not for evaluation purposes include any reference to the student's or teacher's not participating.

## STAFF

### Certified Staff

|                             |  |
|-----------------------------|--|
| <b>5<sup>th</sup> Grade</b> | Katie Thompson<br>Les Butler<br>Kristi Molm<br>Jessica Sullivan<br>Lisa White<br>Melissa Kerns<br>Melissa Cole   |
| <b>6<sup>th</sup> Grade</b> | Kelsie O'Rourke, ELA<br>Tricia Anderson, ELA<br>Katherine Birkle, Math<br>Jeannette Meccage, Social Studies<br>Carmen Ihde, Science  |
| <b>7<sup>th</sup> Grade</b> | Mallory Wood, ELA<br>Michelle Cooper, ELA<br>Matthew Mickelson, Math<br>Jason Branstetter, Social Studies<br>Sheena Abrams, Science  |
| <b>8<sup>th</sup> Grade</b> | Christy Polkowske, ELA<br>Dan Johnson, ELA<br>Susan Bollinger, Math<br>Amy Caldeira, Social Studies<br>Denise Boettcher, Science   |
| <b>Special Education</b>    | Kristy Flesch<br>Kim Kreiter<br>Amanda Stevens<br>Kerensa McManus-Funk   |
| <b>P.E.</b>                 | Patrick Hansen, Jr.<br>Brett McKee<br>Monica Mendive   |
| <b>Intervention</b>         | Shannon Olivas   |
| <b>CTA</b>                  | Liz Schwartz, Spanish/Yearbook<br>Kristin Dolechek, FACS<br><br>Lisa Hamilton, Ag/Woods<br>Brandi Suazo, Art<br>Jennifer Perkins, Choir<br>Elliot Cross, Band<br><br>Dan Gatley, Computer Science<br>Val Nauman, Library |
| <b>Counselors</b>           | Jacee Krueger<br>Bryant Mawyer   |

### Classified Staff

|                     |           |
|---------------------|-----------|
| Lori Rosselot       | Secretary |
| Kirsten Weatherford | Secretary |
| Staci Hicks         | Nurse     |
| Robin Reid          | Aide      |
| Richard Brosseau    | Aide      |
| Leona Goldsberry    | Aide      |
| Maxine Nauman       | Aide      |
| Heather Harrison    | Aide      |
| Diane Kessler       | Aide      |
| Patty Branstetter   | Aide      |
| Peggy Hendrix       | Aide      |
| <br>                |           |
| Ardawna Denny       | Aide      |
| Joey Eastman        | Aide      |
| Jill Folts          | Aide      |
| Micah Moss          | Aide      |
| Gayle Wisecup       | Custodian |
| Laurie Michael      | Custodian |
| Susan Michael       | Custodian |
| Samantha Spitzer    | Custodian |
| Kai Dechau          | Custodian |
| Vickie Anderson     | Head Cook |
| Bonnie Remmick      | Kitchen   |
| DeAnn Goldsby       | Kitchen   |
| Wendi Clark         | Kitchen   |
| Brook Lee           | Kitchen   |
| Stacey Gabel        | Kitchen   |
| Wendy Gaskill       | Kitchen   |

### Administration

|               |                     |
|---------------|---------------------|
| Linda Filpula | Superintendent      |
| Justin Klebe  | Principal           |
| Lucas Larson  | Assistant Principal |

### Board Of Trustees

|                             |              |
|-----------------------------|--------------|
| Doug LeBrun, Chair          | Dale Ahrens  |
| Mike Longbotton, Vice Chair | Roy Voss     |
|                             | Kirby Ostler |
| Kathy Herr                  | Cody McNiven |

# SCHOOL CALENDAR



## Version A Laurel Public Schools 2018-2019

DISTRICT 7 & 7-70

www.laurelk12.mt.us  
(406) 628-8623



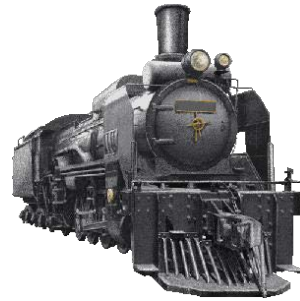
| July  | August  | September  | October  |
|---|---|--|--|
| S M T W T F S<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31    | S M T W T F S<br>1 2 3 4<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31    | S M T W T F S<br>1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>30 | S M T W T F S<br>1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>28 29 30 31 |
| November  | December  | January  | February   |
| S M T W T F S<br>1 2 3<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30       | S M T W T F S<br>1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>30 31 | S M T W T F S<br>1 2 3 4 5<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31 | S M T W T F S<br>1 2<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28          |
| March   | April   | May  | June   |
| S M T W T F S<br>1 2<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31 | S M T W T F S<br>1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>28 29 30       | S M T W T F S<br>1 2 3 4<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31 | S M T W T F S<br>1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>30 |
| <u>No School Dates</u>  |   | <u>Key Dates</u>   |  |
| August 22-24  | 3 PIR Days (prior to school start)  | August 21  | Fall Sports Begin  |
| September 3   | Labor Day   | November 1   | Freshman Orientation   |
| September 17  | PIR Day   | November 1   | <b>FIRST DAY FOR STUDENTS</b>  |
| October 18-19   | PIR Days -Teacher's Convention  | January 17   | End of 1st Quarter   |
| November 21   | PIR Day   | March 26   | Parent /Guardian—Teacher Conferences   |
| November 22-23  | Thanksgiving Break  | May 31   | End of 2nd Quarter/1st Semester  |
| Dec. 24-Jan. 1  | Winter Break  |  | HS Parent/Guardian—Teacher Conference  |
| February 21-22  | BB Tournament   |  | End of 3rd Quarter   |
| March 15  | Day Off   |  | LHS Graduation   |
| April 19, 22  | Spring Break  |  | <b>LAST DAY OF SCHOOL/End 4th Qtr.</b>   |
| May 27  | Memorial Day  |  |  |

PIR Days    ○    Holiday / No School Day    △    Parent/Teacher Conference    —    End of Quarter/ Semester

## 2017-2018 BELL SCHEDULES

### Monday, Tuesday, Thursday & Friday

|                    |                             |
|--------------------|-----------------------------|
| <b>8:10-8:54</b>   | <b>Period 1</b>             |
| <b>8:58-9:38</b>   | <b>Period 2</b>             |
| <b>9:42-10:02</b>  | <b>Advisory</b>             |
| <b>10:06-10:46</b> | <b>Period 3</b>             |
| <b>11:50-11:30</b> | <b>Period 4</b>             |
| <b>11:34-12:19</b> | <b>Period 5 (Lunch 5/6)</b> |
| <b>12:23-1:08</b>  | <b>Period 6 (Lunch 7/8)</b> |
| <b>1:12-1:52</b>   | <b>Period 7</b>             |
| <b>1:56-2:36</b>   | <b>Period 8</b>             |
| <b>2:40- 3:20</b>  | <b>Period 9</b>             |



### Wednesday Bell Schedule

|                    |                             |
|--------------------|-----------------------------|
| <b>8:10-8:50</b>   | <b>Period 1</b>             |
| <b>8:54 -9:29</b>  | <b>Period 2</b>             |
| <b>9:33-10:08</b>  | <b>Period 3</b>             |
| <b>10:12-10:52</b> | <b>Period 4</b>             |
| <b>10:56-11:41</b> | <b>Period 5 (Lunch 5/6)</b> |
| <b>11:45-12:30</b> | <b>Period 6 (Lunch 7/8)</b> |
| <b>12:34-1:09</b>  | <b>Period 7</b>             |
| <b>1:13-1:48</b>   | <b>Period 8</b>             |
| <b>1:52-2:30</b>   | <b>Period 9</b>             |

## CAFETERIA

Cafeteria facilities are available for all Middle School students. Lunches are \$3.00 daily, per student. Breakfast is also available for \$1.50 and extra milk for \$.50. Each student will be issued an account number. Students may eat outside on the tables on the east side of the building if they properly dispose of their litter. Certain ala-cart items are available such as chips and juice. These are available at an extra charge not included in lunch prices.

1. Bring checks for meal accounts to the office in the morning before your first class in the building to be deposited in your personal account. Online payment is available. Any amount may be deposited into a student's lunch account. Parents are encouraged to plan approximately \$60.00 per month for full priced meals, lunch only, and additional amounts if the student plans to eat breakfast and/or have extra milk. Make checks payable to LMS (Laurel Middle School) Lunch Program. The full amount of the check or currency will be deposited in the student's personal lunch account. It will not be possible to give change from currency or checks. If sending cash with your student, please send a note along verifying the amount you send with your child. No cash or check will be accepted in the lunch line.
2. Money for extra milk or milk purchased to drink with a sack lunch must also be brought to the office in the morning before the first class to be deposited in your personal account. No cash will be paid in the lunch line.
3. Charges will not be allowed on accounts showing a negative balance larger than \$25.00. Students will not be allowed to eat school lunch until the balance is paid. Students on free or reduced lunch will not be allowed to charge extra milk unless money is deposited to their account to cover that cost.
4. Students will swipe their card for their purchases or enter their student ID numbers.
5. Once students are in the lunch line, if they leave for any reason, then they must go to the end of the line.
6. All students are expected to be orderly, neat, and considerate of others while eating in the cafeteria. The following actions are violations of lunchroom rules and will result in disciplinary action.
  - A. Throwing food or other objects.
  - B. Leaving lunch tray, food, or garbage on the table or the floor.
  - C. Running in the lunchroom.
  - D. Pushing, shoving, or teasing in line.
  - E. Ruining another student's lunch.
  - F. Taking food or drinks from the lunchroom.
  - G. Loud or boisterous talking.
  - H. Not returning utensils to the appropriate place.
  - I. Creating a mess on a lunch tray.
  - J. Rudeness or disrespect toward the kitchen staff.
7. Students may eat outside in the cafeteria patio area only when staff deems appropriate.
8. Students are expected to watch their account balance and notify parents or guardians when a deposit to their account is needed.
9. Parents/guardians can check their children out at the front office and take them off-campus during their lunch period.



## **CARE OF SCHOOL PROPERTY**

Students will be responsible for the careful handling of books, athletic equipment, and other school property. Fines will be assessed at the end of each school year for damage done to books/property. Students are responsible for any school property that has been checked out under their name.

**Lockers and schedules will not be issued the following school year to students owing fines. No student will be allowed to participate in 8th grade completion ceremonies until all fines have been paid. Any unpaid fines will carry over to Laurel High School.**

## **LOCKERS**

Lockers will be assigned to all students at the beginning of the school year. Students using yellow lockers will be assigned a school lock that must be used and returned upon checking out at the end of the year. If a student is missing a lock, they will be charged for replacing the lost lock. **No switching of lockers is permitted.** Lockers will be maintained in a clean and neat manner at all times. Students are advised not to share their combination with other students. Lockers are the property of the school, and students are expected to maintain their lockers. Locks should not be rigged in any way by jamming them with objects such as pencils. Failure to properly maintain the locker may result in loss of the locker. The following policies shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession. Backpacks and coats are expected to be stored in lockers during the school day.

## **STUDENT PRIVACY**

The right to privacy is a fundamental tenant of human liberty. Staff shall take particular care to respect students' privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the schools. The administration, the superintendent, or other such staff designated by the superintendent shall have the authority to conduct student searches. They shall do so only upon reasonable suspicion and the manner described by district policy.

For purposes of this policy and subsequent policies dealing with the specifics of student and school property searches, the definition of reasonable suspicion is as follows:

“Reasonable suspicion” is the standard for a search on school property or at school related events which is based on the school official’s specific reasonable inferences which he or she is entitled to draw from the facts in light of the school official’s experience. Specific reasonable inferences may be drawn from instance including but not limited to, a tip from a reliable student, suspicious behavior which suggests that contraband is present, or a smell indicating the presence of the contraband. Reasonable suspicion should not be based on mere hunch.

## **SEARCHES OF STUDENTS AND THEIR PROPERTY**

A student shall be free from searches of his/her clothing and other personal property unless there is reasonable suspicion to believe that something is concealed that may be of immediate danger to the student or other students. If that cause exists, an administrator shall request the student to remove all items from pockets or other personal effects. If the student refuses and there is no immediate danger, the administrator shall refrain from a search until the parent, guardian, or in the case of possible criminal activity, law enforcement officers are contacted. Pat down searches or other such intrusive searches of a student's person will only be conducted by the parent, guardian, or appropriate law enforcement officer.

Whenever deemed reasonable by the person conducting the search, the search will be conducted in the presence of at least one adult witness and a written record of the time, date, and results shall be made by the administrator; a copy shall be forwarded to the superintendent as soon as possible. In any situation where the administrator is in doubt as to the propriety of proceeding with any search or seizure, he/she is authorized to report to and comply with the directions of any public law enforcement agency.

## **LOCKER SEARCHES**

School lockers and desks are and shall remain the property of the school district. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to periodic check or search at any time by designated school officials.

No student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself. The board authorizes the principal, or other designated administrator, to inspect an individual student's locker when there is reasonable suspicion to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which pose a hazard to the safety and good order of the school.

The superintendent may authorize the use of canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. In addition, a local law enforcement office will also be present during the search. An indication by the dog that contraband is present on school property shall be deemed suspicion for a further search by school officials. Canines shall not be used to search students.

## **LOST AND FOUND ARTICLES**

A lost and found department is located in the main hallway near the library. Students who find articles of value are asked to turn them in to the school office. Students who have lost an article may check periodically to see if it has been returned. An effort will be made to help locate the articles. Please mark all personal items with student's first and last name. Articles are also periodically donated to Community Hope.

## **ATTENDANCE POLICY**

The State of Montana has made education compulsory for all children from the ages of 7 to 16 years of age. Therefore, absence from school without adequate reason is illegal and parents are in violation of the law. Attendance in all classes by students enrolled in Laurel Middle School is expected, and students are responsible for being in class on time, prepared to learn.

Any time you leave the building, you must:

1. **Have permission from your parent or guardian before you leave** – either bring a note to school with you, or call your parent or guardian from school and have one of the secretaries in the office talk to them.
2. Check out with the secretaries in the office. **Failure to check out properly through the office will be considered an absence and/or truancy.**

## **ATTENDANCE PHILOSOPHY**

Since attendance in school is paramount to realizing the utmost of one's education, the school district will utilize every effort to keep students in school. The intent of the 10-day rule is to stress to students and parents the importance of class attendance and to provide for greater student accountability, not to punish students who have legitimate absences approved beforehand. This attendance criterion is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult, business, personal, and social life. Furthermore, regular attendance is important because valuable skills and information gained in the classroom, may not show up on tests, or be reflected in an academic grade.

The process of education includes a combination of instruction, classroom participation, learning experiences, and study in order to achieve the maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in instructional activities under the tutelage of a competent teacher are vital to this purpose. This is an established principle of education which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. The good things that schools have to offer can only be presented to students who are in attendance. Having established the importance of regular attendance as a base for a good education, we must consider the rights and responsibilities of students, parents/guardians, and teachers in regard to this attendance philosophy.

Students have a right to be involved in a meaningful program when in attendance at school. They will be expected to make up work when absent. At the same time, students have the responsibility to comply with school attendance rules and to make a reasonable effort to progress in the school program.

Parents/guardians are to keep the school informed of their child's absence. They also have the right to keep the student out of school for illness or other valid reasons. Parents/guardians are expected to comply with state and local school laws regarding school attendance. Parents/guardians will be kept informed of their child's absence.

**Parents/guardians are urged to arrange physicals, picture appointments, doctor and dental appointments, etc. on Wednesdays (late afternoon due to Early Outs), on weekends, during the summer, or during school holidays in order to minimize the loss of school time.**

Teachers have a right to expect regular attendance from their students. Teachers shall assist students with makeup work.

## **ATTENDANCE: 10 DAY RULE**

1. A student will be allowed ten (10) absences per class, per semester.

An absence is any time the student is not physically present class.

Students who are absent will be required to make up work missed and to receive grades for time absent. The responsibility of contacting the instructors, getting assignments, doing the work, and submitting it to the instructor rests with the student.

If a student is to be absent, the parent/guardian must call the school at any time to leave a message, or send a note to notify the school of the absence. The phone number is 628-6919. If the parent/guardian does not call, the District personnel will make every effort to call the home when an absence has occurred.

2. The following are the **ONLY** absences that **WILL NOT** be used in calculating the attendance record:
  - A. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, music related events, academic field trips, and others deemed co-curricular.
  - B. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Parent/guardian must notify the school. Any extended bereavement may be reviewed by the administration.
  - C. Subpoenas to appear in court or court-ordered, out-of-district placements for special services; and
  - D. Long-term illness and/or hospitalization verified by a doctor's statement. Medical/dental appointments also need to be verified by a doctor's statement. Doctor's notes must be provided in a timely fashion within two days of the return of an absence that exceeds the attendance policy.
3. Absences that will be counted in the ten (10) day limit include such things as:  
Suspension in and out of school, illness, family trips, vacations, visiting friends or relatives, skiing, hunting, attending concerts, shopping, or any others not covered in section 2.
4. **After seven (7) absences from school/class** a letter will be sent to the student's home, indicating the school policy and a notice for the student and parent/guardian to contact school officials and meet with school administration and other relevant individuals as necessary to discuss the severity of the situation. Interventions and assistance will be offered.
5. **On the tenth (10) absence, the proper legal authorities will be notified.** The School Resource Officer may deliver the ten-day letter to the student's home.

## **TARDIES**

Students are expected to be to class on time as late arrivals create a disruption to the learning environment. A student is tardy when he/she is not physically in the classroom at the time the bell rings. Tardies will be enforced on a quarterly basis. If a student is tardy beyond 10 minutes, the tardy becomes an absence. Excessive tardiness will be handled according to the grid in the discipline/consequence section of this handbook.

## **ATTENDANCE AND PARTICIPATION**

Students absent during the day and/or part of the day of an activity or practice will not be permitted to participate in that event. If a student is absent the afternoon before a weekend or holiday, they may be permitted to take part in the activity during that weekend or holiday with the consent of the parent/guardian, the administration, and the head coach or group advisor of the event. On overnight trips when the team leaves before a holiday, student who are absent on the day before may not be allowed to accompany the team. Approval for participation will be considered if the absence in question results from a previously scheduled medical/dental appointment, an appointment that satisfies the requirements of the law, attendance at a school related activity, or if the absence results from some family emergency as deemed excusable by the coaches and/or administration. A student will not be excused from assigned detention time or Saturday School for a practice or school activity. This policy does not apply to band and choir concerts as they are a required part of the curriculum.

## **ADVANCED ABSENTEE**

Students who know in advance that they will be absent from school must complete an Advanced Absentee Form and return it to the office. If the absence is due to a school related activity, the completed Advanced Absentee Form must be turned into the coach/advisor prior to participation. Students will not be allowed to attend a school-related activity without the completed form. Students on the ICU list may not be allowed to participate in school related activities as their Advanced Absentee Forms will not be completed. Coaches and advisors will submit a list of participants and the completed forms to the office.

Advanced absentee forms will also be available when students will be absent for planned family activities such as family trips, etc. The expectation is that the work will be completed once you return or as arranged by each individual teacher.

## **GETTING ASSIGNMENTS DURING AN ILLNESS**

Students and parents are encouraged to use the school website to access assignments whenever a student is absent. Students absent for one day should obtain make-up homework assignments from their individual homework notebooks, fellow students, middle school website ([www.laurel.k12.mt.us](http://www.laurel.k12.mt.us)) and/or the individual teachers. When a student has been absent for two or more consecutive days, parents/guardians who are unable to access the website may request that the office prepare a detailed make-up list for their student. To do this, parents/guardians should call the school office before 9:00 A.M. on the day they wish to pick up the assignment list. The list will be available between 3:30 and 4:00 on the same day.

## **EXTRA PRACTICE**

An important thing to remember: **IT IS EASIER TO KEEP UP THAN TO CATCH UP.** A certain amount of study is usually required daily in most classes. If students use their time well, many assignments can be completed during class instead of as extra practice (commonly referred to as homework). It is recommended that parents or guardians who wish to keep abreast of their child's study progress use the following plan:

1. The student writes all assignments for each day in his/her assignment book. Write down "no assignment" if there is no homework.
2. The student obtains each teacher's initials or stamp indicating that the assignment the student copied is correct.
3. Any assignments started or completed during school are taken home for the parents' or guardians' appraisal.
4. The student takes home all needed notes, textbooks, and materials to complete assignments.

5. The amount of responsibility placed on the student should be gradually increased.
6. Parents/Guardians can check students' grades and assignment progress using Infinite Campus. Contact the main office at 628-6919 to learn how.

The purpose for an extra practice policy is to support and promote the efforts of teaching and learning in the school and at home. In keeping with the Power of ICU, the policy is developed with the desire to:

1. Reinforce concepts taught and learned in the classroom.
2. Encourage extra practice as an extension of the classroom work.
3. Prepare students for upcoming material.

We believe that the academic success of students is dependent on the efforts of teachers, students, and parents. We ask parents to communicate with the child on a regular basis about homework. We also encourage parents/guardians to regularly communicate with the teachers to ensure their child is completing assigned work.

### **FAMILY NIGHT**

Family Night will be observed in the district on Wednesday every week. The following are applicable:

- No scheduled activities after 6:00 p.m.
- Homework or tests cannot be assigned on Wednesday due on Thursday.
- Homework or tests can be assigned earlier in the week due on Thursday.

### **STUDY & ICU RESCUE ROOM**

There is a study and ICU Rescue Room available for all students in the library. This room will be open from:

7:30 a.m.-8:05 a.m. Monday through Friday  
Lunch Periods Monday through Friday  
3:30 p.m.-4:30 p.m. Mon-Tues-Thurs-Fri  
2:30 p.m.-4:00 p.m. Wednesday

Students are encouraged to utilize this room to complete extra practice or to receive help on assignments. There will be an instructional aide and/or teacher assigned to the room at all times. There is an occupancy limit for this room and students will be allowed in on a first come, first served basis.

The purpose of assigned work is to support and promote learning. Our goal is to have all students complete and turn in their assignments. We believe that the academic success of students is dependent on the efforts of teachers, students, and parents.

Students in need of academic support, as determined by the teacher or student, may be required to attend the ICU Rescue Room during lunch to make up work on time to be successful academically. Upon request or approval by the parent/guardian and school personnel, a student may be placed in the after school Rescue Room. The ICU Rescue Room is staffed by school personnel and is open each school day after school. Students are required to bring their materials, assignments, and a reading book to the after school Homework Room each day.

## **MUST PASS POLICY**

We believe that all children can learn and be successful in the school. We believe that responsibility and accountability are life skills and that students can learn the importance of long range planning, organization, goal setting, and time management.

We believe that our students should be held accountable for meeting or exceeding the standards of learning established by the district. While we make modifications and accommodations as appropriate, each student must demonstrate his or her knowledge of the skills, content, and concepts in an appropriate high-quality manner. We have established the following expectations and criteria to facilitate students' continual progress in their academic knowledge, skills, and development. We pledge our time, energy, and resources to support students in meeting these goals.

In order for students to earn passing grades in their classes, they must complete the coursework assigned to them to a level of proficiency determined by the teacher. It is our belief that ALL students can learn and that ALL students have the capacity to do appropriate assignments in the learning process.

"ICU stands for Intensive Care Unit, just like the hospital. ICU is a communication tool, a shared, school- wide document that tracks missing student assignments. The document helps teachers and administrators communicate with each other as well as with the students and parents. Students learn quickly that if they have one missing assignment, their grade is sick and needs attention."

## **FAILURE IS NOT AN OPTION!**

Laurel Middle School is declaring war on student apathy!

### **POWER OF ICU**

The mission of ICU is to defeat student apathy through a culture where mastery, completion, and accountability are the standards for learning.

- ✓ Every student completes every assignment
- ✓ Mandatory extra time/help for all students
- ✓ Transformation of student grades to reflect learning

#### Components:

- Immediate parent notification of missing assignments
- ICU List shared school wide
- Rescue= extra time before school, during lunch, and after school
- Lifeguard meeting each day to remind children of missing assignments

### **POWER OF ICU FREQUENTLY ASKED QUESTIONS**

#### **1. Why is it called Power of ICU?**

If children are not completing assignments, their learning, and possibly their grades, are in the ICU (Intensive Care Unit) and are in need of life support. The name itself, ICU, speaks to the fact that those of us who are involved and invested in each child's learning and academic success will be there to throw him/her a lifeline and provide the extra help and support that is needed.

#### **2. What is extra practice for learning?**

Instead of using the terminology of "homework", our staff is intentionally making the shift of calling assignments "extra practice for learning". While this may seem like word semantics, the meaning behind it is important. We are striving to assign high quality extra practice that students learn the standards. We practice for sports, music, and anything else we want to be good at. It makes sense that we would practice for learning, too.

#### **3. How do the text and email notifications work?**

If your child has a missing or incomplete extra practice they are put on the ICU list and you will be notified by a text message and an email. Each missing or incomplete extra practice put on the list will send a separate text and email notification. The email notification will provide a more detailed description of the extra practice as well as a suggested intervention for your child to successfully complete the extra practice. When your child has completed and turned in a missing or incomplete practice that is on the list, you will receive an additional email notification letting you know that the assignment has been completed. This process is essential to the success of ICU and provides you with valuable, detailed, and up-to-date information regarding your child's academic progress. To ensure that you are receiving these notifications, please make sure that your contact information is up to date. If you wish to modify or change the email address and/or phone number that the ICU notifications are sent to, please contact us. We would be happy to make those changes.

#### **4. How does ICU affect my child's grades?**

ICU will most likely have a positive effect on your child's grades. Grades should reflect a child's progress toward learning the standards. In order to ensure that learning is reflected in grades, we are basing grades on extra practice and assessments. In the past, grades have included everything from responsibility to cooperation; now, we want to ensure that your child's grades communicate exactly what they know in relation to the standards. Additionally, time is a variable in learning. As we all know, children learn at different rates. Some children



grasp concepts quickly and easily while others have to work harder to learn new material. Instead of penalizing students who take longer to learn, we simply want to celebrate every child's efforts to learn the standards.

**5. How does ICU help your child learn?**

ICU has made a significant difference in making learning a priority at Laurel Middle School. ICU helps your child learn by holding him/her accountable to completing the extra practice for learning. It is a systematic approach that no longer makes learning optional. In the past, some students may have chosen to avoid opportunities to learn, passively accepting ongoing failure. Now, all students are held accountable to learn, and children are no longer slipping through the cracks.

**6. What if my child is on the ICU list?**

If your child is on the ICU list, we have a plan for helping him/her get the extra time and extra support needed. Generally speaking, we would provide more time during the school day, and make sure your child has any resources needed to complete the extra practice.

Occasionally, students are missing several extra practices at one time; we have a plan for that too! The following plan can be flexibly implemented to ensure all students have an equal opportunity to learn.

**7. If need more information about what my child is missing, how can I get it?**

The first step you can take is to check Infinite Campus. If you don't have a login, you can contact the office at 628-6919 or use your child's login information. If that doesn't provide the additional information you need, please contact your child's teacher via email or phone.

**8. Why does my child appear on the ICU list when he/she is absent from school? How many days are given to complete work due to absence?**

The ICU list is a form of notification. If your child is absent, the notification part of the ICU list helps you stay informed about what your child missed. Students have two days for each day of excuse absence to complete missed work without penalty.

**9. Is ICU a punishment?**

ICU is not intended to be a punishment but instead a form of help for students. If students are struggling with learning, we want to ensure they have ample opportunity, in the form of extra time and extra support, to make certain they can achieve academic success. Because of this, students on the ICU list experience a reduction of school privileges to remind them of the importance of completing their extra practice. Most students who get on the ICU list are back off in the first 1-3 days. If your child is on the ICU list, it's ok! Most of us have experienced missing a deadline or being late for an appointment; our kids might do the same from time to time. You can think of it as an opportunity to dialogue with your child about school.

## **MOVING OR WITHDRAWING FROM ENROLLMENT IN THIS SCHOOL**

Please promptly report in writing any change of address and/or telephone number to the school office. Print your full name and your new address and/or phone number and give this information to the secretary. If you and your family are about to move beyond the area served by this school, or if for any other reason you must withdraw from enrollment, bring a note to the school office from your parents or guardians stating this fact in advance of your withdrawal. You will then receive a drop sheet which you will take to be signed by the librarian, the counselor, and each of your teachers. When the sheet has been signed by them and all books have been checked in, return the sheet to the school office. Any fines you may owe or refunds due to you should be settled at this time, and you will be checked out.

## **REPORT CARD SCHEDULE**

|                       |                  |
|-----------------------|------------------|
| End of First Quarter  | October 30, 2017 |
| End of Second Quarter | January 16, 2018 |
| End of Third Quarter  | March 22, 2018   |
| End of Fourth Quarter | May 31, 2018     |

Report cards will be issued within one week following the end of each grading period.

## **CONFERENCES**

Parent/guardian-teacher conferences are scheduled for Tuesday, November 7<sup>TH</sup>, 2017, from 4:00 p.m. to 7:00 p.m. and Thursday, November 9<sup>TH</sup>, 2017, from 1:00-7:00 p.m. Parents or guardians are invited at any time to call for a conference with any or all of your child's teachers to be held outside of school hours or during prep time. Appointments for parent/guardian-teacher conferences may be made by calling the school office at 628-6919 or 628-3300.

## **INCOMPLETE GRADES**

Incomplete grades will be posted at the conclusion of the quarter for any students who are missing extra practice assignments and are on the ICU list. Incompletes will remain posted until all of the assigned extra practice is completed. Many opportunities for extra time and support will be offered.

## **GRADING SCALE**

The following grading scale will be used in all classes:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 65 – 69
- F = Below 65

## **HONOR ROLL**

Students who have a 3.00 or higher average in all subjects in any nine-week period are listed on the Honor Roll. The average is computed by the following formula:

- A = 4.00
- B = 3.00
- C = 2.00
- D = 1.00
- F = 0.00

## **TELEPHONE CALLS**

In case of an emergency or if necessary for school business, students may request the use of a telephone in any classroom or the school office. Parents or guardians are asked not to call students at school except in case of an emergency. School staff will take messages to be delivered to students but will not put calls through to classrooms.

## **CELLULAR PHONES AND ELECTRONIC DEVICES**

We recognize that there are applications of electronic devices that can embrace learning in the classroom. However, unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers, custodians, and supervisory aides.

Students may use electronic devices on campus before school begins, during the lunch period in the cafeteria, and after school ends.

These devices may be kept on the student's person, but must be turned off during the instructional day and during passing periods.

Videos and pictures on school grounds are a violation of personal privacy and are prohibited without immediate staff authorization and supervision.

Classroom use: Personal technology can be used in the classroom at the discretion of the teacher. Teachers also have the discretion to store or give specific directions with regard to personal technology under their supervision.

Emergencies/Drills: Personal technology devices are a safety issue during an emergency. Therefore, personal technology devices are not allowed during emergencies/drills and will be confiscated.

**At no time will any student operate a cell phone, iPod, or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person. Students will receive an initial out-of-school suspension period up to ten (10) days.**

## **TEXTBOOKS**

Textbooks are carefully selected by your teachers and other professional educators from among the finest available in the world today. They are paid for by your parents or guardians and other adults through tax funds with the hope that you may receive some of the best help possible in becoming a competent, successful citizen. These books deserve maximum use and reasonable care. After books are issued and their condition noted, they are your responsibility until you check them in at the end of the courses. A fine may be assessed for other than normal wear or for lack of proper care of books. If you willfully damage a book or if you lose a book, you will be charged its replacement value. Students are asked to keep book covers on all textbooks.

## **BICYCLES, SKATEBOARDS & SKATES**

All bicycles must stay away from students on the grounds, traffic in the parking lot, and the bus loading stations. Walk your bike on and off the grounds to the bike racks. Bikes, skates, and skateboards are not allowed to be used on the grounds or in the buildings at any time. Skates and skateboards are to be removed or picked up upon entering the school property. If a student repeatedly disregards the rules for bicycles, skateboards, or skates, he/she may be required to leave those items at home for the remainder of the year.

## **CHEATING AND PLAGARIZING**

All students are advised and counseled to avoid cheating on test, copying another student's composition or homework, and plagiarizing the ideas, words, or writings of another. Students who are determined to have cheated or plagiarized will be expected to redo the assignment on their own; documentation will be made. A second offense of cheating will result in a disciplinary referral, and appropriate consequence, and adequate completion of the assignment. Teachers are responsible for notifying parent/guardian of incident.

## **CONTROLLED CAMPUS**

1. All students except those that have a complete Off Campus Permission Form on file in the office from parents will remain on the school grounds from the time they arrive at school in the morning until they are dismissed at the end of the school day. Bus students will remain on the school grounds until they board the bus.
2. **Students who are excused to go home to eat at lunchtime must complete an off Campus Permission Form (including the home address), available at the school office. Students may only go to the address on the form to ensure they are properly supervised; they are not allowed to go to another student's house or any other location. They must also check off and onto the playground in the office.**
3. Students must have permission from the office before leaving the campus any time before school is dismissed.
4. After school is dismissed until the buses arrive, students may remain on school grounds under school supervision. Students not riding buses need to leave school grounds after the dismissal bell.
5. Students wishing to go out to lunch may do so with their parents/guardians or with another adult with written permission from their parents/guardians. Phone calls will not be accepted for permission. **We need the permission in writing.** Parents/guardians may sign their student out if they come to the school to pick them up for lunch.

## **CLOSING OF SCHOOL**

In case it should be necessary to close school due to bad weather, failure of the heating system or some similar case, arrangements will be made to broadcast such a notice over radio stations in Laurel and Billings between 7:00a.m. & 8:00 a.m.

## **LIBRARY**

The Laurel Middle School library is open from 7:30 a.m. to 4:30 p.m. each school day (7:30 a.m.-3:00 p.m. on Wednesday) and is available for staff and student use during the lunch hour. Students may use the library during class (with permission from the teacher). Students using the library should remember to be thoughtful of others and work quietly. Up to two items may be checked out for a two-week period and may be renewed. New books may not be renewed so that more students will have access to them. Fines are not charged for overdue books, but students are urged to return books promptly so that others may read them. Severely damaged books and lost books must be paid for by the student. If a book is not returned within thirty days beyond the due

date, the book will be considered lost and the student must reimburse the district. All books must be returned or paid for by the end of the school year. A set of encyclopedias is available for “overnight” only. They may be checked out during the last period or after school, and they must be returned before school begins the next morning. Students should never hesitate to ask the librarian any questions about the use of the library. It is the role of the librarian to be an informational expert willing to guide and inspire students to become informationally literate themselves, increasing their critical thinking, creativity, and curiosity. It is important to help students prepare for life outside of the school walls.

## **HEALTH SERVICES**

If a student has health-related problems he/she would like to discuss with the school nurse, she welcomes the opportunity to be of service. The student may make an appointment directly with her at her office or through the counselor. The nurse’s office is located next to the Middle School office. The services of our school nurse are available to students on a limited basis. She is assigned to work with students in multiple buildings, but is usually at the Middle School on Wednesdays and Fridays. For these reasons, she may not always be expected to be available in the building for emergency first aid attention.

If a student becomes ill at school, he/she should report to the nurse. IF the nurse is not available, students are to report to the school office. Students must not leave the building because of illness without authorization. The school nurse informs teachers about students with health care needs and how to make accommodations in the classroom if necessary.

The school nurse will do screening, re-screening, and referrals for grades 5-8 for vision. Due to a decrease in funding, the school nurse will no longer do scoliosis screening at LMS. It is suggested that parents request a scoliosis check when their child is in for an appointment with their health care provider. Hearing screening is conducted at your child’s school. Pure tone screening is mandated for students in grades K, 1, and 10. Students in other grades will also be screened if they are new to the school, on the annual hearing re-check list, or referred by the school or parent/guardian. If your child is absent, unable to complete the pure tone screening, or does not pass the pure tone screening, they will be referred for a hearing re-screen. The Hearing Conservation Program audiologist will conduct the hearing re-screen and, in addition to the pure tone screening, may also conduct one or both of the following: Otoacoustic Emissions (OAEs) Screening, which is a measure of cochlear (inner ear) function that does not require the child to respond and/or Immittance Screening, which measures the movement of the eardrum by putting positive and negative air pressure into the ear canal.

Medication to be taken at school must be carried in the original, labeled container. The parent/guardian needs to submit a completed “Medication Consent Form”, including the prescribing provider’s signature, for all prescription medications prior to school personnel supervising the administration of the medication. **It is the student’s responsibility to come to the office to take their medication. Parents must come to the school to retrieve leftover prescription medication. It will not be sent home with the student.** Over the counter medications **IN THEIR ORIGINAL CONTAINERS, INCLUDING LABELS**, may be kept by students in their locker or backpack. It is the responsibility of the parent/guardian to ensure that their child understands the proper administration of over the counter medications prior to sending the medication to school with their student. School staff will not supervise the administration of over the counter medications.

## **COUNSELING**

School counseling services at Laurel Middle School include short-term individual and group counseling, consultation with parents, administrators, staff, and community agencies. Counselors are available to all LMS students who may refer themselves, or who may be referred by teachers, parents/guardians or others. School counseling services do not include long term therapy, and parents will be referred to outside licensed therapists if those services are necessary. Registration, scheduling, career exploration, standardized achievement testing, and conflict resolution are services of the counseling department.

## **TITLE IX/SECTION 504**

It is the policy in this school district to comply with TITLE IX of the Education Amendments of 1972, which states that, "No person shall, on the basis of sex be excluded from participating in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance." SECTION 504 prohibits discrimination on the basis of handicap in admission or treatment of students, or in most employment practices.

A grievance procedure is available to handle and complaints. The following District personnel are available to provide information, discuss your rights, handle any inquiries or complaints, or assist you in any way regarding equity issues.

### **TITLE IX/SECTION 504 COORDINATOR**

Linda Filpula  
District Director of Support Services  
410 Colorado Avenue  
Laurel, MT 59044  
(406) 628-3356

### **TITLE IX COMPLIANCE OFFICER**

Roger Heimbigner  
Athletic Director  
203 East Eighth Street  
Laurel, MT 59044  
(406) 628-7911

## **ANTI-BULLYING POLICY**

Laurel Middle School will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, cyber bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated. Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or the board. Individuals may also be referred to law enforcement officials.

Bullying behavior may include physical behavior but is also defined as excessive name calling, shunning, repeatedly making unkind remarks, and other harassing behaviors. Students and/or parents are encouraged to report bullying behaviors to the Principal or Assistant Principal immediately. All reports will be investigated promptly. Consequences will apply according to the grid in the discipline section of this handbook.

## **SPORTS**

Laurel Middle School competes in an interscholastic athletic program. All seventh and eighth grade boys and girls meeting the eligibility requirements may participate. There will be a no-cut program in athletics which will give all seventh and eighth grade students the opportunity to participate. Basketball programs for sixth grade students will be scheduled by Community Education. Any student who is at least fifteen (15) years old on or before midnight August 31 may be declared eligible for participation in MHSA contests by the Montana High School Board of Control. The student may be enrolled as a 7<sup>TH</sup> or 8<sup>th</sup> grader. The Montana high school for which the student will participate must file the request to the Board of Control for consideration. If you have questions regarding this rule, contact the district athletic director.

## **EVENTS SPONSORED BY THE SCHOOL**

Students at school sponsored events on or off the school campus shall be governed by school district rules and regulations and are subject to the authority of school district officials. A student's attendance at such events is conditional upon his/her observance of school rules and regulations. All student meetings in school building or on school grounds may function only as a part of the formal educational process or as authorized by the principal.

## **RELEASE OF STUDENT DIRECTORY INFORMATION**

Information considered as student directory information may be released without written consent. The following information will be released to the proper agencies as the need arises: student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and most recent previous school attended by the student. If individuals do not want this information released, they must request that the school removed the student from the directory listing.

## **EXPECTATIONS FOR SPORTS EQUIPMENT**

During each athletic season, students will be provided with the equipment and uniforms necessary to participate in that sport. At the completion of each season, students will be expected to return the equipment to the coach or be expected to pay for the value to replace the equipment. It is the coach's responsibility to inventory what has been issued to make sure all items are returned at the end of the season. **The student will be prohibited from participation in the next athletic season(s) until the equipment has been returned or the fines have been paid in full.** The parents will also be notified immediately by the coach, and the school office will be notified that equipment is missing and a fine has been issued.

## **ELIGIBILITY RULES**

Students in grades 6<sup>TH</sup>, 7<sup>TH</sup>, and 8<sup>TH</sup> grade are eligible for all extra-curricular involvement including sports and clubs by meeting the following requirements:

- A. Students in grades 6, 7, and 8 are eligible for activities/sports if they are in regular attendance and are maintaining a 2.0 GPA with not more than one "F". All graded classes are checked at each midterm and each quarter. Students on academic probation who are working on bringing their grades up will be allowed to practice. However, they will not be able to play in games until the next grade checkpoint (midterm or quarter). Parents or guardians may, at any time, keep their child from participating for whatever reasons they choose.
- B. Students on the ICU list will be required to go to the ICU Rescue Room daily for one half hour before school, during lunch, or after school until they are off the ICU list. With a note

signed by the ICU Rescue Room staff, a student may be allowed into practice or a team meeting and is considered excused.

- C. All 6th, 7th, and 8th grade 4th quarter grades will carry over to determine eligibility for fall activities.
- D. All athletes must have a signed pledge form on file in the school office for each school year or they will not be eligible to participate in practices or games. A student will only have to sign one athletic pledge sheet for the school year.
- E. Students who will be absent from school to participate in activities of any kind must complete an advanced absentee form and complete all work that will be missed. Advanced absentee forms will not be signed for students on the ICU list.

## **MEDICAL RELEASE EXCUSES-PHYSICAL EDUCATION POLICY**

If a student has a parent or guardian excuse exempting him/her from P.E. because of illness, etc., then he/she will receive an excuse from the school office for one (1) day only. Any excuse beyond this time limit must come from a doctor. It is the parent's or guardian's responsibility to get this checked, and the excuse delivered to the proper personnel at the school.

Any student in grades 6 through 8 who has a medical release from a doctor will not participate in any physical education activity until the doctor supplies written permission for him/her to continue in the P.E. activity. It is the parent's or guardian's responsibility to obtain this written permission. The student will be required to satisfactorily complete written assignments or perform other non-participation activities as required by the teacher to earn a passing grade.

## **DRESS AND GENERAL APPEARANCE**

The personal appearance and dress of the students is left to the good taste and discretion of the individual student and his/her parents or guardians. Students are expected to be ladies and gentlemen in school and should dress accordingly. Occasionally, students select clothing that is distracting to the educational process. In these cases, the student must be asked to change. Clothing that is see through, overly revealing, suggestive, or is otherwise inappropriate will not be allowed. Pants or shorts must be worn with the waistband at the waist and not down on the hips. Shorts and skirts must be of at least fingertip length. Shirts must cover undergarments and must be three finger widths wide on each shoulder. No hanging chains are allowed. Sharp spike jewelry or similar adornments to clothing, backpacks, or other items carried or used in school are not allowed. Head coverings including but not limited to hats and bandanas are not to be worn in the school building.

Students must wear shoes or sandals for sanitary and safety reasons. Slippers and/or pajamas are not suitable for school wear. Shoes with rollers are also not allowed. Teachers may ask students to refrain from wearing flip-flops in their classroom for safety reasons. Clothing designed for special activities is not considered suitable for the academic setting. Clothing shall be worn in the manner for which it was designed. Any type of clothing that refers to gangs, drugs, alcohol, tobacco, profanity, or suggestive language will not be considered proper school dress. **School administration reserves the right to determine appropriate dress.** Students in violation of the dress code will be asked to contact parents/guardians for a change of clothing. If parents/guardians are unable to provide a change of clothing, the student may be asked to change into clothing provided by the office.



## **PUBLIC DISPLAYS OF AFFECTION (P. D. A.'S)**

Students are naturally going to seek ways to show their friendship and affection at this age. The school expects that students will use good judgment and refrain from using “inappropriate” displays of affection.

**The administration and staff will make the determination as to what is “appropriate” or not.**

## **TRANSPORTATION**

Bus transportation is provided in accordance with the general policies and rules established by the school district. Students must conduct themselves properly, or they may be denied the privilege of transportation. This rule also applies to the activity bus while on school business to and from school sponsored activities. A written list of student, driver, and parent responsibilities will be provided to each bus student by the Transportation Office. Consequences will apply according to the grid in the discipline section of this handbook.

### **Student responsibilities in accordance with Appendix B of the Transportation Handbook:**

1. Students shall board the bus in an orderly manner.
2. There shall be no pushing or scuffling while the bus is loading.
3. Upon entering the bus, students shall go immediately to a seat and sit down.
4. Students shall keep arms, hands, head, and all parts of the body inside the bus at all times-never out the window.
5. Students shall not throw objects out of the bus while it is standing still or moving.
6. Students shall keep books, packages, equipment, or other objects out of the aisles at all times. Articles shall either be placed under the seat or help in the lap of the student.
7. Talk shall be in conversational tone at all times. There shall be no shouting at passersby.
8. Scuffling, playing, or fighting on the bus may distract the driver and cause an accident. This may endanger the lives of the riders.
9. Students shall remain in seats at bus stops until the bus is completely stopped.
10. When it is necessary of a pupil to cross the road at a bus stop, the crossing should be made only in front of the bus after looking both ways to make sure no traffic is approaching from either direction and upon signal from the driver. The student shall cross TEN FEET in front of the bus.
11. Students shall follow directions given by the driver and/or his assistant.
12. Older pupils shall help look after the safety and comfort of other children, especially the smaller children.
13. Profanity, vulgarity, or indecent language will not be tolerated.
14. STUDENTS WILL BE ALLOWED ON OR OFF THE BUS ONLY AT THEIR DESIGNATED STOP UNLESS WRITTEN PERMISSION FROM PARENT/GUARDIAN, AND SIGNED BY BUILDING PRINCIPAL HAS BEEN RECEIVED BY THE BUS DRIVER AND THE TRANSPORTATION OFFICE HAS BEEN INFORMED.
15. No smoking, drugs, tobacco, and/or intoxicating liquor are allowed on the bus.
16. Only authorized students will be allowed to ride the bus, unless there is an emergency. AN EMERGENCY CONSISTS OF: DEATH AND ILLNESS IN THE FAMILY OR ROAD CONDITIONS. A REQUEST FOR PERMISSION WILL BE SIGNED BY PARENT/GUARDIAN AND PRINCIPALS INVOLVED. In emergency situations, requests by non-certified riders to ride the bus must have parental permission and be approved by the principal. The school office will notify the Transportation Office and the bus driver should be notified, and school will give the driver a copy of the medical form.

17. Students may be assigned seats by the driver. If there is any vandalism occurring to the assigned seat, the student who has been assigned that seat will be liable for the vandalism. It is highly recommended that seats be assigned.
18. Students should board the bus at their school only.

## **DISCIPLINE STEP PROGRAM**

State law gives the school a responsibility for student behavior, not only in the school building, but at any school activity, in school buses and on the way to and from school. So remember, if the student breaks any rules at a school activity or gets into a fight on the way home, he/she is still subject to school rules and regulations.

In order for a student to learn and a teacher to instruct, there must be an atmosphere in the school that is conducive to learning. Behavior that interrupts or disturbs this orderly environment cannot be tolerated and must be dealt with promptly, firmly, fairly, and consistently.

Teachers will assign consequences within their classroom for inappropriate behavior. See Level One of the consequence grid for classroom level consequences. Students who are required to stay after school may have one day to make transportation with no penalty. When a student's behavior requires administrative attention, a disciplinary referral will be made to the school office. The teacher may request a specific alternative discipline other than a step.

It is the intent of the Laurel Middle School administration to support the teachers in the areas of classroom behavior and student discipline. In order to make this effort successful, we feel that it is essential for the students, teachers, and parents or guardians to become familiar with the STEP program for discipline.

The STEP system approach to school discipline is based on the belief that students must be responsible for all of their actions while in attendance at school. When students are referred to the administration for a violation of school rules, the administrator bases the resulting consequences on how many times the student has been sent to the office during the current school year. A student that consistently disrupts the learning environment needs to receive more severe consequences than the first-time offender. The consequences are ascending in nature of severity. This ladder of ascending consequences applies to all violations of school rules, with the exception of severe inappropriate behaviors. These severe behaviors include alcohol and other drugs, assault, the use of obscene language toward any faculty or staff member, etc. Exceptions automatically result in immediate severe consequences such as suspension or a recommendation to expel. The administrator may recommend expulsion before a student reaches the expulsion hearing step when:

- A. The student has received multiple disciplinary reports in different behavioral categories, and
- B. The administration determines the student is creating a serious disruption to the learning environment and structure of the school.

The STEP program provides students with the opportunity to redeem themselves and move backward on the ascending ladder of consequences. If a student is not referred to the school office for disciplinary reason for forty-five (45) school days, he/she will move one (1) STEP backward on the ladder. This allows each student to "wipe" their disciplinary slate "clean" should they so choose. The administration may enter into an individualized behavioral contract with a student and his/her parents or guardians if necessary.

On the following pages of this handbook, the student rights, the disciplinary STEPs, and the exceptions are spelled out. It is extremely important that students, teachers, and parents or guardians become familiar with each of these areas.

## **DETENTION AREA**

A detention area has been set aside for all in-school suspensions. A student may be placed in the detention room for any reason deemed necessary by the administration. The detention room will be used to isolate individuals whose behavior is not conducive to the learning environment. A student referred to the school office by any faculty or staff member may not be sent back to class that particular period. Instead, the administrator will place him/her in the detention room for the remainder of that period and assign the student to the appropriate disciplinary STEP. The detention room will be monitored by a staff member and will be silent study hall. The teacher will send work to the detention room.

## **RULES OF THE DETENTION AREA**

1. Students will be expected to work quietly and independently.
2. Students will be expected to work on school work.
3. Students will be allowed to go to the library.
4. Food and drink will not be permitted.
5. Music and other electronic devices will not be permitted.
6. Disruptive behavior, sleeping, and note writing will not be permitted.

**NO WARNINGS** will be given. Failure to comply with these rules will result in the student being placed at the next appropriate STEP as assigned by the administrator.

## **DISCIPLINE FORMS**

- **DETENTION TIME**

Detention time is to be used as a study hall. It is not to be used for eating, sleeping, or as a social time for visiting. It is to be used for study. If students do not come prepared to study, assignments will be provided for them. Any student who has violated the detention rules will receive no credit for the detention time served. Detention time will be served after school. No student will be excused from detention to participate in any school practice or activity, to go to work, or ride the bus. If the student fails to arrive for detention time, the time will be doubled.
- **SATURDAY SCHOOL**

The Saturday Detention program is designed as an alternative to short-term suspension and as a positive approach to dealing with students who do not comply with school policies. No instruction or school work is encouraged. Saturday School will be served at Laurel Middle School from 8:00am through 12:00 noon on most Saturdays during the school year. Parents will be notified prior to student placement in Saturday School. Like detentions, Saturday School will take precedence over school activities and student jobs. Failure to attend Saturday School will result in one (1) day Out of School Suspension the following Tuesday or one day after a conference with the assistant principal or principal. Students are expected to be on time and to remain for the duration of the assigned detention. Supervisors will assign each student a seat and full cooperation is expected for the entire detention period. If a student fails to meet these obligations, Saturday Detention will be reassigned, doubled, or suspension may occur.
- **SUSPENSION**

Suspensions are assigned according to the STEP Discipline/Consequence Grid. A suspension may be an in-school or an out-of-school placement. Students are not allowed on school grounds at any time during an out-of-school suspension. Students are not allowed to participate in any school activities on the day of any suspension with the exception of performing in choir and band concerts as these performances are a required part of the curriculum. Students are provided with missed class work during all suspensions and are required to make up that work for credit. In special cases the principal may request an extension of suspension from the Superintendent of Schools or his/her designee.
- **EMERGENCY SUSPENSION**

A student may be immediately removed from school without prior use of the due process procedures if the student's presence in school poses a continuing danger to person or property, or an ongoing threat or disruption of the academic process.
- **LONG TERM SUSPENSION OR EXPULSION FROM SCHOOL**

A student may be expelled only by the Board of Trustees. If the violation of school regulations is of a serious enough nature, the student will be sent home after the parents/guardians, or persons in charge have been notified of the intent to expel. The parents/guardians, or persons in charge and the student may request a hearing with the principal and Superintendent of Schools, or his/her designee. If the student is not reinstated after the hearing with the principal and the Superintendent of Schools, or his/her designee, the principal will request in writing to the Board of Trustees, through the Superintendent of Schools, that the student be expelled. A copy of the letter requesting expulsion of the student will be sent to the parents/guardians, or persons in charge may

request a hearing at the next regularly scheduled meeting of the Board of Trustees. The Board, after the hearing with the student and parents/guardians, or persons in charge, will act upon the request of the principal to expel. If a hearing is not requested and a letter requesting a student expulsion is presented to the Board, the Board will act upon the request.

### TARDY POLICY AND GRID

| OFFENSE-# OF OCCURENCES                            | 1 (3 <sup>RD</sup> Tardy) | 2 (4 <sup>TH</sup> Tardy)                  | 3 (5 <sup>TH</sup> or more/quarter)               |
|--|---------------------------|--|---|
| Tardies in excess of 2 in one class in one quarter | Teacher intervention      | Teacher intervention and parent phone call | Wednesday detention or 4 hours of Saturday school |

### TRUANCY POLICY AND GRID

| OFFENSE-# OF OCCURENCES | 1  | 2   | 3   | 4  |
|-------------------------|--|---|---|--|
| Truancy                 | 1 hour of Saturday school for each hour of absence | 1 day ISS plus required parent conference with administrator and staff to develop a behavioral plan | Wednesday detention or 4 hours of Saturday school | Up to 10 days OSS pending long-term suspension/expulsion hearing |

### TOBACCO POLICY

All Laurel School District property is hereby declared tobacco-free for all students. Use or possession of tobacco products by minors is both against the law and district policy. No use or possession of tobacco will be permitted on/in Laurel School District grounds or facilities. Limitations or prohibitions on tobacco use are applicable during **all** hours. Students in possession of tobacco products, lighters, matches, or related items will be disciplined according to the **Discipline/Consequence Grid: Level IV.**

### LMS BULLYING CONSEQUENCE GRID

| OFFENSE   | 1   | 2  | 3  |
|---|---|--|--|
| Bullying behavior (see handbook definition under that anti-bullying section of LMS Student Handbook | Official Warning issued with parental notification and 4 hours of Saturday School | 1 day ISS; Parent meeting may be required to develop a behavior plan | 1 day OOS with further offenses moved to harassment/intimidation level 3 offenses on Discipline grid |

### LUNCH MISBEHAVIOR CONSEQUENCE GRID

| OFFENSE                             | 1                        | 2                        | 3                    |
|-------------------------------------|--------------------------|--------------------------|----------------------|
| Lunchroom or Playground misbehavior | 1-3 day lunch suspension | 3-5 day lunch suspension | Long-term suspension |

### LMS POSSESSION/USE OF PERSONAL TECHNOLOGY CONSEQUENCE GRID

| OFFENSE   | 1  | 2  | 3   | 4  |
|---|--|--|---|--|
| Student violates the rules for use of personal technology | Device taken by staff member; student picks up device after school | Device taken to administration; student picks up device after school | Device taken to administration; parent must come to school to retrieve the device | Required parent meeting; possible loss of privileges to possess and/or device(s) at school; possible technology contract |

**AUTOMATIC SATURDAY SCHOOL OFFENSES**

- Offenses involving student safety (i.e. throwing rocks, rough play, or snowballs) will result in an automatic consequence of four hours of Saturday School.
- Disrespect for or a lack of cooperation with a substitute teacher or an aide during lunch hour will result in an automatic consequence of four hours of Saturday School.

**TRANSPORTATION CONSEQUENCE GRID**

**Level 1 (Steps repeat if student is not referred for 45 school days)**

| <b>OFFENSE-# OF OCCURENCES</b>   | <b>1</b>  | <b>2</b>                      | <b>3</b>                      | <b>4</b>                       | <b>5</b>                          |
|--|---|-------------------------------|-------------------------------|--------------------------------|-----------------------------------|
| Disruptive behavior including inappropriate interaction with students, talking loudly        | Warning including discipline and referral and parent/guardian contact | 3 day suspension from the bus | 5 day suspension from the bus | 10 day suspension from the bus | Loss of privilege to ride the bus |
| Inappropriate behavior   |   |                               |                               |                                |                                   |
| Boarding or disembarking improperly  |   |                               |                               |                                |                                   |
| Lack of cooperation with bus driver  |   |                               |                               |                                |                                   |
| Rude, inappropriate language   |   |                               |                               |                                |                                   |
| Possession of inappropriate materials  |   |                               |                               |                                |                                   |
| Moving or seating improperly while the bus is in motion including being out of assigned seat |   |                               |                               |                                |                                   |
| Body parts or other objects outside the windows  |   |                               |                               |                                |                                   |
| Throwing objects   |   |                               |                               |                                |                                   |
| Blocking aisles with books or other objects  |   |                               |                               |                                |                                   |
| Crossing improperly  |   |                               |                               |                                |                                   |
| Cell phone violation   |   |                               |                               |                                |                                   |

**Level II**

| <b>OFFENSE-# OF OCCURRENCES</b>   | <b>1</b>                       | <b>2</b>                          |
|---|--------------------------------|-----------------------------------|
| Fighting or non-mutual physical aggression; verbal or physical peer conflict                  | 10 day suspension from the bus | Loss of privilege to ride the bus |
| Harassment/intimidation   |                                |                                   |
| Flagrant, vulgar, deliberate misbehavior, racial or gender slurs; misbehavior on a field trip |                                |                                   |
| Gross disrespect of faculty/staff   |                                |                                   |

**Level III**

| <b>OFFENSE-# OF OCCURENCES</b>   | <b>1</b>                          |
|--|-----------------------------------|
| Open and persistent defiance/profane insubordination   | Loss of privilege to ride the bus |
| Indecent exposure of self or others  |                                   |
| Use or possession of alcohol, other illegal drugs, look alike drugs, or drug paraphernalia on school grounds or at school activities |                                   |
| Threatening behavior (written, verbal, or physical)  |                                   |
| Possessions of inappropriate or dangerous materials  |                                   |

**LMS Administrators have the authority to place students on the grid according to offenses not specifically listed. This grid is a guide and not designed to be all-inclusive.**

## DISCIPLINE/CONSEQUENCE GRID

### LEVEL I (STUDENTS MOVE BACK TO ONE IF THEY ARE NOT REFERRED FOR 45 DAYS)

| OFFENSE-# OF OCCURENCES                | Classroom level  | 1                                | 2                                 | 3                          | 4                | 5  | 6                 | 7   |
|--|--|----------------------------------|-----------------------------------|----------------------------|------------------|--|-------------------|---|
| Classroom disruption                   | 1 <sup>st</sup> offense:<br>Mini-conference                      | 1 hour of after-school detention | 2 hours of after-school detention | 4 hours of Saturday school | 1 day ISS or OSS | 2 days ISS or OSS plus parent conference with administrator and staff to develop behavioral plan | 4 days ISS or OSS | 10 days OSS pending long-term suspension or expulsion hearing |
| Inappropriate behavior                 |  |                                  |                                   |                            |                  |  |                   |   |
| Inappropriate peer interactions        | 2 <sup>nd</sup> offense:<br>Parent Contact                       |                                  |                                   |                            |                  |  |                   |   |
| Lack of cooperation with teacher/staff |  |                                  |                                   |                            |                  |  |                   |   |
| Rude, inappropriate language           | 3 <sup>rd</sup> offense:<br>15 minute detention with the teacher |                                  |                                   |                            |                  |  |                   |   |
| Possession of inappropriate materials  |  |                                  |                                   |                            |                  |  |                   |   |
| Cheating-2 <sup>nd</sup> offense       |  |                                  |                                   |                            |                  |  |                   |   |

### Level II

| OFFENSE-# OF OCCURENCES                        | 1              | 2                | 3                 | 4   | 5                 | 6   |
|--|----------------|------------------|-------------------|---|-------------------|---|
| Filing a false report                          | ½ or 1 day ISS | 1 day ISS or OSS | 2 days ISS or OSS | 3 days ISS or OSS plus development of a behavioral plan | 4 days ISS or OSS | 5 days ISS or OSS with possibility of long-term OSS |
| Disruption of an assembly                      |                |                  |                   |   |                   |   |
| Damage to school property/restitution required |                |                  |                   |   |                   |   |
| Disrespect for staff or environment            |                |                  |                   |   |                   |   |
| Verbal or physical peer to peer conflict       |                |                  |                   |   |                   |   |

### Level III

| OFFENSE-# OF OCCURENCES  | 1         | 2  | 3            | 4  |
|--|-----------|--|--------------|--|
| Fighting or non-mutual physical aggression   | 1 day OSS | 1-3 days OSS plus required parent conference with administrator and staff to develop a behavioral plan | 3-5 days OSS | Long-term OSS pending suspension/expulsion hearing |
| Harassment/Intimidation (including sexual harassment)  |           |  |              |  |
| Flagrant, vulgar, deliberate misbehavior; racial or gender slur; misbehavior on a field trip |           |  |              |  |
| Gross disrespect of faculty/staff  |           |  |              |  |
| Theft/vandalism, restitution required  |           |  |              |  |

### Level IV

| OFFENSE-# OF OCCURENCES  | 1            | 2            | 3  |
|--|--------------|--------------|--|
| Open and persistent defiance/profane insubordination   | 1-3 days OSS | 3-5 days OSS | Long-term OSS pending suspension/expulsion |
| Indecent exposure of self or others  |              |              |  |
| Felony theft/vandalism >\$300/restitution  |              |              |  |
| Threatening behavior (written, verbal, or physical)  |              |              |  |
| Possession of inappropriate or dangerous materials   |              |              |  |
| Tobacco Policy Violation- Law Enforcement will be notified when necessary. Additional consequences may apply for students involved in activities |              |              |  |

### Level V

| OFFENSE-# OF OCCURENCES  | 1             | 2   |
|--|---------------|---|
| Use or possession of alcohol, other illegal drugs, look alike drugs, or drug paraphernalia on school grounds or at school activities | 5 days<br>OSS | Long-term OSS<br>pending expulsion<br>hearing |
| False alarm/tampering with fire protection systems   |               |   |

### Level VI

| OFFENSE-# OF OCCURENCES   | 1   |
|---|---|
| Possession or use of firearms, dangerous weapons, or explosives   | Long-term OSS<br>pending expulsion<br>hearing. Legal<br>authorities will be<br>contacted. |
| Use or possession of alcohol, other illegal drugs, look alike drugs, or drug paraphernalia with the intent to distribute. |   |
| Physical assault  |   |

**LMS Administrators have the authority to define behaviors and place students on the grid according to offenses not specifically listed. This grid is a guide and is not designed to be all-inclusive.**

## BEHAVIORAL DEFINITIONS

### Level I

|   |  |
|---|--|
| Classroom disruption                        | Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior |
| Inappropriate language                      | Student engages in low-intensity instance of inappropriate language.   |
| Lack of Cooperation with a teacher or staff | Student engages in brief or low-intensity failure to respond to adult requests   |
| Possession of inappropriate materials       | Student is found in possession of a non-serious but inappropriate materials (laser pen, shocking toys)   |
| Cheating                                    | Student claims another's work as their own   |
| Inappropriate Behavior                      | Student engages in problem behavior not listed (misuse of property, failure to observe safety rules, non-serious, but inappropriate physical contact)  |

### Level II

|  |   |
|--|---|
| Filing a false report                          | Student files a report that is purposely not true and inaccurate  |
| Disruption of an assembly                      | Student willfully and disrespectfully disrupts an assembly  |
| Damage to school property/restitution required | Student damages, or attempts to damage, school property that must be fixed or replaced/cost for such repairs or replacements are the student's responsibility                   |
| Disrespect for staff or environment            | Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions; by doing so they interfere with the learning environment                |
| Verbal peer to peer conflict                   | Student says inappropriate things that leads to or may lead to a greater conflict   |
| Physical peer to peer conflict                 | Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) |



### Level III

|   |   |
|---|---|
| Fighting  | Student is involved in mutual participation in an incident involving physical violence  |
| Harassment/Intimidation   | Student delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Can include sexual harassment.<br>*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters. |
| Flagrant, vulgar, deliberate misbehavior, racial or gender slurs; misbehavior on a field trip | Student engages in problem behavior of a serious nature; Student makes a comment that is considered a racial or gender slur; Student misbehaves on a field trip   |
| Gross disrespect of faculty/staff   | Student engages in refusal to follow directions, yells and/or delivers socially rude interactions to staff member, including cussing, name calling, or any other inappropriate thing directed specifically at a staff member  |
| Theft/vandalism <\$300, restitution required  | Student is in possession of, having passed on, or being responsible for removing someone else's property/student participates in an activity that results in destruction or disfigurement of property   |

### Level IV

|  |   |
|--|---|
| Open and persistent defiance/profane insubordination | Student engages in extended refusal to comply, office assistance and possibly school resource office support is needed. Student may yell and/or deliver socially rude interactions to staff member, including cussing, name calling, or any other inappropriate thing directed specifically at a staff member |
| Open and persistent defiance/profane insubordination | Student exposes body parts of self or others that are inappropriate to expose   |
| Felony theft/vandalism >\$300, restitution required  | Student is in possession of, having passed on, or being responsible for removing someone else's property/Student participates in an activity that results in destruction or disfigurement of property   |
|  | Student threatens to seriously harm another   |
| Possession of inappropriate or dangerous materials   | Student is found in possession of serious, inappropriate materials or potentially harmful materials   |

Parents will be notified of all disciplinary actions taken by administrators of Laurel Middle School. Notification of after-school detentions will be by telephone or email. Notification of in-school and out-of-school suspensions will be by telephone and letter/email. Transportation arrangements to and/or from detentions or Saturday School will be the responsibility of the parent/guardian. Discipline records will be kept strictly confidential. Only disciplinary action for your child will be shared with you.

### ADDITIONAL DISTRICT POLICY INTERPRETATIONS AND DEFINITIONS

1. Reporting an incident to Local Law Enforcement: If in the determination of the investigating administrator, an offense is serious enough and is a violation of state or local laws, he/she will contact local authorities. In such cases, the school reserves the right to conduct its own investigation and take such appropriate action that may be indicated under the discipline code.
2. Video/Audio Surveillance: The Board authorizes the use of video cameras on district property or on district buses to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. Students

or staff in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

## **STUDENT RIGHTS**

Before discipline is invoked, the student shall be given an opportunity to present his/her version of the situation. If, however, a student's presence in the school is dangerous or disruptive, the student can be sent home immediately. Procedures for immediate suspension are as follows:

1. The principal will notify the parents or guardians that the student is being suspended.
2. The principal will arrange a conference with the student and the parents or guardians at a time to be determined by the principal to discuss the terms of the suspensions and conditions for reinstatement.
3. The principal should recommend to the Superintendent to reinstate the student or to recommend to the Board of Trustees that he/she be expelled from school.

If any student or his/her parent/guardian is aggrieved by any disciplinary action, then he/she will have the right to make a formal protest, either in writing or in person to the Board of Trustees at their next regular meeting. Such protest shall be heard in an open meeting unless a closed session is specified by the student and/or parent/guardian. The Board of Trustees shall notify the student and/or parent/guardian in writing of the decision within ten (10) days.

## **APEAL PROCESS**

Parents or guardians may appeal a disciplinary action by contacting the assistant principal or principal requesting an appeal. The assigned discipline will be suspended pending the outcome of the appeal. A disciplinary appeal will involve a reassessment of the circumstances of the incident and a determination of whether the discipline assigned was appropriate or not. The progression of appeal begins with either the assistant principal or the principal and then if necessary proceeds to the district superintendent and then the school board.

## **STUDENT RECOGNITION**

It is important that we recognize and celebrate student success. Conductor's Cards and Train Tickets are avenues we use at Laurel Middle School to recognize students.

## **TRAIN TICKETS**

Train tickets are given to students who make positive behavioral choices in keeping with our Montana Behavior Initiative or MBI code. At Laurel Middle School, we recognize students who follow the Conductor's Code: LOCOS are Learners, ThOughtful, RespeCtful, RespOnsible, and Safe! When a student makes a choice to exhibit one of these behaviors, they can be given a train ticket to be put in one of our many prize drawing throughout the year.

## **CONDUCTOR'S CARDS**

Conductor's Cards are incentives offered quarterly to recognize academic achievement, punctuality, hard work, and good behavior choices. Students are rewarded quarterly with cards that offer them incentives such as a front of the lunch line pass. In addition to using consequences to teach at LMS, we also like to reward students, and this is just one way we do so.

**Gold Card:** 3.5 GPA or above No more than 1 tardy

No discipline referrals

NO D's, F's, I's at the end of the quarter

**Purple Card:** 2.5- 3.4999 GPA No more than 3 tardies

No more than 1 discipline referral No F's or I's at the end of the quarter

**White Card:** .20 improvement from previous quarter and no l's at the end of the quarter  
**Gold Card recipients will also be eligible for end of the quarter drawings as well as special events such as a pizza party or movie trip.**

## **VISITORS**

In accordance with District Policy #4320, students are entrusted to the schools for educational purposes. School officials must not assume license to allow unapproved contact with students by persons not employed by the District for educational purposes. Although guest speakers are allowed at the discretion of administrators, the District normally does not permit contact by non-school personnel. The District will not allow access to the schools by outside organizations desiring to use the captive audience in a school for information, sales material, or special interest purposes.

Parents and guardians desiring to visit the school prior to enrollment may do so with approval from administration. Such visitation must be prearranged. Parents and guardians desiring to attend classes during the school day may be allowed to do so with prior notice and approval from administration.

Parents, guardians, and other visitors (approved by parents/guardians) wishing to eat lunch with children may check them out through the front office and take them off-campus to eat during the lunch period.

## **SUPERVISION OF STUDENTS**

School does not officially open until 8:00 each morning. This is when staff members are required to arrive at school; children arriving to school prior to 8:00 are left unsupervised. Students are required to remain outside on the playground until 8:00 when they will enter the building through their wing doors; classes begin at 8:10. Breakfast is served at 7:45 each day. Students eating breakfast are welcome in the Commons of Laurel Middle School at that time, but not before. If your children are planning to work with a teacher or attend the homework room prior to 8:00, please ask that they make appointments with the teacher and secure a pass from the teacher or a note from you. If your child is attending the homework room, he/she may enter through the library doors at 7:30.

Students are asked to leave school grounds after school. They are not to remain in the commons or hallways unsupervised. IF they need to stay on campus, the homework room will be open until 4:30, or they can make an appointment to work with a teacher.

## **SENSITIVE TOPICS**

Policy #2335 states: Health, family life, and sex education, including information about parts of the body, reproduction, and related topics, will be included in the instructional program as appropriate to grade level and course of study. (Lines 7-9) In accordance with Board policy, parents may ask to review materials to be used and may request that their child be excluded from sex education class session without prejudice. (Lines 10-12).

Each year, there are topics presented in alignment with the curriculum that may be considered sensitive. The topics are presented in Laurel Public Schools this year are as follows:

| Grade Level     | Topic                            | Curriculum Area                | Instructors               |
|-----------------|----------------------------------|--------------------------------|---------------------------|
| K               | Joey Learns the Touching Rule    | School Guidance Curriculum     | School Counselor          |
| 1 <sup>st</sup> | My Body Belongs to Me            | School Guidance Curriculum     | School Counselor          |
| 2 <sup>nd</sup> | It's Your Body, You're in Charge | School Guidance Curriculum     | School Counselor          |
| 3 <sup>rd</sup> | Yes, You Can Say No              | School Guidance Curriculum     | School Counselor          |
| 4 <sup>th</sup> | Better Safe Than Sorry           | School Guidance Curriculum     | School Counselor          |
| 5 <sup>th</sup> | Human Growth and Development     | Health Curriculum/School Nurse | School Nurse, PE Teachers |
| 6 <sup>th</sup> | Human Growth and Development     | Health Curriculum/School Nurse | School Nurse, PE Teachers |
| 7 <sup>th</sup> | HIV/AIDS                         | Health Curriculum              | PE Teachers               |
| 8 <sup>th</sup> | HIV/AIDS                         | Health Curriculum              | PE Teachers               |
| 9 <sup>th</sup> | Date Rape                        | Health Curriculum              | PE Teachers               |

The materials that will be used to deliver this instruction are available for your review anytime during normal business hours at each school office. Two weeks prior to instruction, you will again be notified by mail and given the opportunity to “opt” your student out of all or part of the instructional unit. Please ensure that your contact information, especially your mailing address, is kept up to date at the school office.

### **SCHOOL BOARD MEMEBERS**

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