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General Information

Welcome

It is with great pleasure and excitement that we welcome you to Lockwood High School. It is the desire of the LHS staff to provide you with a caring and positive learning experience as you attend high school.

Out of all of life's values education is certainly among the most important. An education is something that cannot be taken away once acquired. In a free democratic society such as ours it is important that we remember that a good education is obtained through the cooperation efforts of the students, teachers, parents, and members of the community. The Lockwood School District has a tradition of providing a good education and with the continued dedication of all involved this tradition will continue.

The Lockwood R-1 School appreciates your support and will continue to strive to provide quality education programs. We trust that each student and parent will become acquainted with the handbook. If further questions exist or additional information is needed, please contact the school for assistance.

Lockwood R-1 Mission Statement

The mission of the Lockwood R-1 School District is to provide safe, appropriate, and comprehensive learning experiences for each student, to nurture individual potential, to promote self-esteem and to encourage individual growth in order to create life long learners who will be personally successful, informed, and productive citizens of their ever changing world.

Board of Education

Mr. Jeff Nentrup.....	President
Mr. Larry Coose.....	Vice President
Mr. Kirk Niell	Sec. /Treas.
Ms. Pam Allen	Member
Mr. Charles Lewis.....	Member
Mr. Russell Niehoff	Member
Mr. Willie Stefan	Member

Administration

Mr. Bill Rogers Superintendent
Mr. Dennis Cornish..... High School Principal
Mr. Mike Rader..... High School Counselor

Faculty

Mrs. Staci Bruner.....Business/Tec. Dir.
Ms. Kristen Caldwell.....Communication Arts
Mrs. Carolyn Carrier.....FACS
Mrs. Carmen Coose Science
Ms. Cheri Avery.....Instrumental /Vocal Music
Mrs. Judy Dierks.....Mathematics/Social Studies
Mr. Larry Dixon..... Science
Mrs. Melinda Dixon.....Spanish
Mr. Brian Gillen.....Vocational Agriculture
Mrs. Rebecca Jones.....Social Studies
Mr. Luke Rader.....Special Education
Mr. Clay LasaterPhysical Education/A.D.
Mrs. Beth Long.....Librarian
Mr. Kurtis Kollmeier.....Mathematics
Mrs. Stephanie Obert.....Communication Arts
Ms. Amy Paterni Art

Support Staff

Mr. Randy Peddicord.....Bus Driver
Mrs. Debbie Perkins..... Bus Driver
Mrs. Cindy Cornish..... Bookkeeper
Mrs. Debbie Blackford.....Cook
Mrs. Karen Hayes Nurse
Mrs. Sara Freeman Health Clerk
Mrs. Afton McGuire H.S. Secretary
Mrs. Deann Miller..... Bus Driver
Mrs. Pam Oeltjen Custodian
Mr. Leon Patterson..... Maintenance
Mrs. Sue Cochran.....Cook
Ms. Tammy Weathers.....Aide

Non-Discrimination Policy

Applications for admission and employment, students, parents of elementary and secondary school students, employees, source of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Lockwood R-I School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment in its programs and activities. Any person having inquiries concerning Lockwood R-I compliance with the regulations implementing Title V.I, Title IX, or section 504 is directed to the Superintendent.

Activity Accounting

All money handled by the various clubs, classes, or organizations shall be channeled through the Activity Account of Lockwood R-I School District funds. The money collected by the different groups shall be turned into the principal's office not later than 1:00 p.m. for proper accounting and banking. Requests for the expenditures of the different funds should be made by the proper authorities of the school. Groups wishing to know the balance on hand of any particular fund may get this information by calling the office of the bookkeeper.

Assemblies

Student assemblies are held to provide information or for student entertainment. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, and talking during a program. Any student who does not cooperate is subject to discipline procedures and exclusion from future programs.

Bulletin Boards

The bulletin boards are used to give information to students and other patrons. Notices of programs, assemblies, athletic contests, special announcements from the office will be posted. Students should check the bulletin boards daily. All notices to be posted must be approved by the principal.

Bus Regulations

The bus drivers are given the authority to maintain discipline necessary to make bus transportation a safe and pleasant experience for everyone. Bus drivers are authorized to assign seats if needed. Students who do not follow the rules and/or are disrespectful to the driver or other students may lose their privilege of riding the bus.

1. The driver of the bus is in charge of pupils and the bus.
2. Pupils are to be on time at their pick-up point.
3. Pupils will not stand in the roadway while waiting.
4. Classroom conduct will be observed on the bus, except for normal conversation.
5. Conversation with the driver will be kept to a minimum.
6. The following items are not allowed on the bus: glass, knives, sharp objects, water pistols, pets, toys, and stereos.
7. The use of alcohol, tobacco or drugs is not permitted on the bus.
8. Pupils will not move from one seat to another while the bus is in motion.
9. Pupils will not at any time extend arms or head outside the bus.
10. A student will be held responsible for any destruction of bus property.
11. Obscene and unacceptable language, gestures, remarks or signs will not be tolerated.
12. Pupils must obey instructions of the driver when loading and unloading.
13. Students are not allowed to open the bus door at any time or stand in or around the driver.
14. Students must remain on the bus after being escorted to the bus by the teacher, unless another teacher or the bus driver grants permission.
15. Pupils who must cross the road after leaving the bus must pass ten feet in front of the bus, and only when the driver signals them to cross. The same policy applies to students who must cross the road to board the bus.
16. If a student is to board or leave the bus at a place other than his home, a written note must be given to the bus driver. This note should be approved by the principal, if possible.
17. Drivers will not transport any persons not regularly assigned to the bus without a note or pass.
18. All trash will be placed in proper containers.

Computer Lab

The computer lab will be available for students and teachers to aid in research, using the word processor to complete assignments, and other educational needs. It will be open during school hours and other times when scheduled in advance. To use the computer lab, a teacher must accompany students. They must also have a signed accompany of the acceptable computer use policy on file.

Clubs and Organizations

All clubs, classes, or organizations will follow established guidelines. A student organization must have an educational objective and be for the purpose of promoting better education and/or student's interest in educational pursuits. Also each student organization must have a staff member to act as a sponsor to ensure that the goals of the organization are met.

Any club or school organization shall have a written constitution stating its purpose, eligibility for membership, and procedures for electing officers. A list of all current members should be given to the office one week following the first meeting of the school year.

Any student who is a member of a school organization and/or club shall comply with all rules and regulations of the organization and/or club as established by the advisor and/or school administrator. Any violation may result in removal from the club and/or organization and office as determined by the school administrator and/or advisor.

A student can only hold the office of President in one club or organization during the school year.

Counselor

The counselor is a person trained in a special area for the purpose of helping a student overcome academic, vocational, and personal problems that are preventing him/her from being successful in school. The counselor is also available to assist you in planning your future school and personal life. Decisions however, are rarely made for you, but rather between you and the counselor in a session that is confidential and is regarded in that manner. The counselor will be structuring groups, doing consultation and implementing guidance instruction in career planning, knowledge of self and others and educational and occupational areas to meet their needs and interests. They will be available for and will arrange for individual and small group crisis and developmental counseling, consultation, and referral. They will also play a major role in school testing, training, and program development and management activities for parents, teachers, students, and community members. An appointment should be made to meet with the counselor.

Electronic Devices

Radios, cassette players, compact discs players, headphones, beepers, cellular phones, laser pens, i-pods, mp3 players and other such devices are not to be used during school time. If there is a specific project where one of these items if needed, prior approval must be obtained from the principal.

Emergency Messages

The high school does not provide a message delivery service. Only in an extreme emergency may a class be interrupted to deliver a message to a student. Only emergency calls from parent/guardian will be considered for delivery.

Fire and Tornado Drills

Directions for fire and tornado drills have been developed for each building and posted in each classroom. Each teacher will give students specific instructions for each classroom. In the even of actual emergency students are reminded to keep calm, quiet, and follow the directions of their teacher.

Flowers/Balloons/Etc.

Flower/balloon deliveries will be held in the office until the end of the school day. Students may claim their deliveries from the office at the close of school. The Lockwood School district is not responsible for damaged, lost, or stolen flowers or gifts sent to the school for students.

Food and Drinks

Each individual classroom teacher will establish a policy for drinks in his or her room. Food may be eaten only during lunch in the cafeteria. Exceptions to this policy will be made on specific occasions or during extreme weather conditions by the administration.

Fund Raisers

All organizations must have their fund raising projects approved by the principal.

Insurance

School districts are not generally held legally liable for accidental injuries sustained by students while at school or while participating in school-related activities. As a service to the students and parents, the district makes available an accidental injury policy for students that can be purchased at a reasonable price. The policy is available on a “school day basis” or “24-hour basis.”

Lockers

School lockers are the property of the Board of Education and are provided for the convenience of students to use during the school day. Sometimes two students may need to share a locker. The students or students assigned to a locker are responsible for the care of that locker. Students are not allowed to change lockers without approval of the office. Bottles, cans, cups, or any liquid container will not be kept in the lockers. Money and other valuables should not be kept in the lockers.

Lost and Found

The lost and found is maintained through the high school office. Students who either find or lose articles should report to the office. Placing the owner's name on every article may minimize the loss of property. Articles left in lost and found will be kept until the end of each semester. All unclaimed articles will be sent to local charities.

Medication

Parents are to present any medications to the school nurse or office. The school nurse or designated individual will administer all medications, including over-the-counter medications. A physician's written request for a student to be given medication during school hours should be given to the nurse/office with a parent written request that the school district comply with the physician's request to give medication. Medication must be in a pharmacy bottle with the prescription directions to be administered by the school medications must be obtained. On days when the nurse is not present, medications should be turned into the office. Notify the nurse or office if any controlled substance is brought to school.

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected as having a disability and in need of special education even though they are advancing from grade to grade. The Lockwood R-1 School District assures that they will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Lockwood R-1 School District assure that they will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Lockwood R-1 School District assure that personally identifiable information collected, used, or maintained by the agency for the purpose of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA).

The Lockwood R-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Act (IDEA). This plan contains the agencies policies and procedures identifiable information and the agency assurances that a services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent's office during regular school hours.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age 21 that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Lockwood R-1 School District.

* This notice will be provided in native languages as appropriate*

Residency

To enroll at Lockwood School, a student's parent/guardian must provide proof of residency within the boundaries of the Lockwood School District and the domicile of the student is the domicile of the parent/guardian. Students must also have on file a birth certificate number, social security number, immunization records and transcripts from all previous schools before enrolling at Lockwood School. The student's parent/guardian must provide a statement indicating whether the student attempting to enroll has ever been suspended/expelled from previous schools for an offense in violation of school board policies relating to weapons, alcohol, drugs, or assault. A student or parent who submits false information regarding residency or withholds information commits a class A misdemeanor. No student is be readmitted or enrolled in a Missouri school district if the student has been convicted of 1st and 2nd degree murder, distribution of drugs to

minors, 1st to have committed the above mentioned actions, or if the student has not been convicted or adjudicated, an indictment of information has been filed against the student alleging he/she committed one of these crimes he/she will not be admitted or enrolled in Missouri school district.

School Day Defined

The school day may be defined as the period of time beginning with arrival at school and ending with the dismissal of classes and the departure of the students from the school premises. Also, all students who remain after school for extracurricular activities are regarded as having extended the regular school day until these activities end and the student leave the school premises.

While students are at school, at any time, they are under supervision of school personnel and subject to all practices, rules, and regulations of the Lockwood R-I School District. Students that leave the school premises and then return to school for a school sponsored activity, either at school or away, are regarded as continuing a part of the school day, and are subject to the rules of the school. Classes begin at 8:30 a.m. and are dismissed at 3:10 p.m.

Lockwood High School 8th Hour (TIGER HOUR)

The mission of the Lockwood R-1 School District is to provide appropriate and comprehensive learning experience for each student. Tiger hour has been added to regular school day to provide opportunities for the student to be successful in their academic endeavors.

Tiger hour will provide time in the school day for students to receive extra help from their classroom teachers and provide time for students to work on class assignments outside of regular class time. The school day is defined as from 8:30 am till 3:10 pm.

Students will be assigned a homeroom teacher that they will report to each day during Tiger Hour. Each homeroom teacher will be responsible for checking student's grades, missing assignments, and making arrangements for students to receive help from their regular classroom teacher during Tiger Hour.

Tiger Hour (8th hour) will be a 35 minute period each school day with emphasis on academic success in the classroom and throughout their high school career. As an incentive for academic success students will be rewarded if they meet certain criteria established by the Lockwood R-1 School District. Students are reminded that 8th hour is part of the school day and attendance is taken.

Criteria established for Juniors and Seniors.

1. A's and or B's in each class enrolled in current semester.
A..(C) in a weighted class will meet the requirement.
2. No missing class assignments
3. No Discipline referrals or unexcused tardies.

Reward System for Juniors and Seniors

1. Juniors and or Seniors will be dismissed from school 17 minutes early at 2:53 pm if they meet all established criteria.

Criteria established for Freshman and Sophomores

1. A's and or B's in each class enrolled in current semester.
2. No missing class assignments
3. No Discipline referrals or unexcused tardies

Reward System for Freshman and Sophomores

1. Freshman and or Sophomores will be excused to the gym for free time 17 minutes early at 2:53 pm if they meet all established criteria.

ADDITIONAL CRITERIA ESTABLISHED FOR ALL STUDENTS.

1. **A student who receives In-School-Suspension (ISS) will not be eligible for the established reward system for a three (3) week period.**
2. **A student who receives a Out-OF- School-Suspension (OSS) will not be eligible for the established reward system for a nine (9) week period.**

School Publications

All school publications are provided as educational endeavors and are subjects to approval by the staff member in charge of all publications and the administration.

Student Driver

Students who drive to school must assume responsibility for such a privilege and not abuse it by irresponsible actions or behaviors. Students are to park their vehicles in the designated areas when arriving at school. Vehicles are to remain parked until the student is dismissed from school. Students are to receive permission from the school office to go to their vehicle during the school day. There is to be no sitting in cars or loitering in the parking lot before, during, and after school. Vehicles are not to be driven or parked in the front school drive between 8:00 a.m. and 4:30 p.m.

DESIGNATED STUDENT PARKING AREAS

1. Students who park on the school parking lot are to park North of the Gymnasium.
2. Students who park on TIGER PRIDE DRIVE are to Parallel Park only. If you park on the East side of the street you are to park facing North. If you park on the west side of the street you are to park facing South. (NO DOUBLE PARKING)
3. Students who park in the Lutheran Church parking lot are to observe the same rules as the schools parking lot.
4. Students are not to park on the sidewalks.

Student Dress Guidelines

It is expected that student attire will not in any way cause a disruption in the learning process of the school. If it is found that this does occur, proper steps must be taken immediately by school officials, since this disruption interferes with the paramount reasons for being of the entire school program. It is found that it is more times the manner in which apparel is misused in being worn that causes the disruption than the shape and size of the apparel. Student's dress and grooming will be the responsibility of the individual and parent/guardian within the following guidelines.

1. For shorts to be considered appropriate in length, they must be hemmed and extend to the tips of the students fingertips while standing. Biker shorts, boxer shorts, or layered shorts are not permitted.

2. Shirts and blouses are to be properly buttoned. Tank tops less than 3” wide, shirts with cut-off sleeves, undershirts, midriff, or bikini tops of any kind or variety are not to be worn. Shirts with oversize sleeve openings or low necklines will not be permitted unless a tee shirt is worn under them.
3. Shirts that are worn un-tucked must come below the waistband of the pants or shorts.
4. Hats, caps, bandannas or sunglasses are not to be worn in the school building.
5. Writing or emblems on clothing that are obscene, immoral, degrading, or suggestive, may not be worn. Writing that refers to drugs, alcohol or tobacco on clothing is prohibited.
6. Students are not permitted to wear earrings such as hoops or studs in any visible parts of the body except for their ears.

When in the judgment of the principal a student’s appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

Students of Legal Age

Every student eighteen years of age or older shall be deemed to be an adult. Such students, like all other students, shall comply with the policies, rules, and regulations established by the Lockwood Board of Education, pursue a prescribed course of study and submit to the authority of teachers and others in a supervisory role. Although a student may be eighteen years of age or older as long as that student resides with a parent or legal guardian, the school has an obligation to continue to communicate with the parent or legal guardian governing adults change and become more stringent and law enforcement may be contacted more frequently when discipline problems arise.

Student Directory Information

Under the Family Educational Rights and Privacy Act, Section 99.37 the following conditions apply to disclosing directory information.

An educational agency or institution may disclose information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution.

1. The types of personally identifiable information that the agency or institution has designated any or all of those types of information about the student as directory information. (The school had elected to release student names and addresses).
2. A parent or eligible student has a right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information. (The parent/guardian must notify the school if they don’t want the information released).

3. The period of time within which a parent or eligible student has to notify the agency or institution in writing that eh or she does not want any or all of those types of information about the student as directory information. (The parent/guardian shall notify the school within two weeks from the date the student is officially enrolled for the school year).

Student Withdrawal from School

Any student desiring to leave Lockwood Schools must notify the school office. It is the responsibility of the student to have the parents confirm the student's withdrawal. The office will give the student a checkout card that must be presented and signed by each of the student's teachers, showing that he/she has made satisfactory clearance. After a student has made the proper withdrawal, a transcript of credits earned will be sent to the school of his request.

Title IX

Any student who believes they have been discriminated against, denied a benefit or excluded from participation in any school district activity on the basis of sex, in violation of Title IX may file a written complaint with the building principal who will give it to the superintendent.

Visitors Policy

All visitors to the building and persons wishing to talk with a student regardless of the reason must go to the principal's office for permission before proceeding. All visitors must be cleared through the administrative office. Teachers shall not allow visitors in their classroom without clearance. Salesmen and other visitors are not permitted to disturb class work unless brought to a classroom by a member of the administration. At no time will student visitors be allowed to visit classes.

Academics

Academic Honors/Class Rank. In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian shall be selected for each high school graduating class. The valedictorian and salutatorian shall be selected according to the following procedure.

1. The valedictorian shall be the student with the highest grade point average as computed at the end of seven semesters of high school work.
2. The salutatorian shall be the student with the second highest grade point average as computed at the end of seven semesters of high school work.
3. In case of a tie for valedictorian, co-valedictorian shall be honored.
4. In case of a tie for salutatorian, co-salutatorians shall be honored.
5. To be eligible for valedictorian or salutatorian honors, a student must have attended Lockwood R-I High School for his/her final four complete semesters.
6. To be eligible for valedictorian, salutatorian, and top ten class rank honors, a student must have a minimum of seven semesters of attendance of an accredited high school.
7. Class rank shall be based on the student's grade point average at the end of the seventh semester of an accredited high school. Only classes worth ½ unit per semester or more shall be considered in determining a student's grade point average.

Academic Letter. In support of the main purpose for the existence of Lockwood R-I School we propose the awarding of a school letter for academic excellence. Such an award could further encourage good students to achieve higher levels of learning in their school classes.

For students to earn this letter he/she must obtain a 3.0 cumulative grade point average on a 4 point scale for 3 quarters of the current school year while taking a normal load of regular classes. No grade may be lower than a B or a C in a weighted class.

Classification and Promotion of Students. Classification and promotion of students is on a yearly basis. Students who have satisfactorily completed the eighth grade are classified as ninth graders. The classification of students above the ninth grade will be determined by the number of units satisfactorily completed, including required courses at any given time, and are as follows:

Freshmanless than 6 credits
Sophomore6 and less than 12 credits
Junior.....12 and less than 18 credits
Senior18 credits and above

College Preparatory Studies Certificate. The college preparatory studies certificate is designed to challenge Missouri students to follow a rigorous academic program in high school and complete it as a high level of achievement. Meeting minimum college entrance requirements is important but it is not enough. The college preparatory studies certificate program is a voluntary program on the part of a school district and on the part of an individual student.

For information regarding the College Preparatory Studies Certificate please refer to the Lockwood High School Planning Guide.

Grading Scale

<u>GRADING SCALE</u>	<u>LETTER GRADE</u>	<u>GRADE POINT AVG.</u>
100 – 95	A	4.00
94 – 90	A-	3.67
89 – 87	B+	3.33
86 – 83	B	3.00
82 – 80	B-	2.67
79 – 77	C+	2.33
76 – 73	C	2.00
72 – 70	C-	1.67
69 – 67	D+	1.33
66 – 63	D	1.00
62 – 60	D-	0.67
59 – 0	F	0.00

Weighted Grading Scale

<u>GRADING SCALE</u>	<u>LETTER GRADE</u>	<u>GRADE POINT AVG.</u>
100 – 95	A	5.00
94 – 90	A-	4.67
89 – 87	B+	4.33
86 – 83	B	4.00
82 – 80	B-	3.67
79 – 77	C+	3.33
76 – 73	C	3.00
72 – 70	C-	2.67
69 – 67	D+	2.33
66 – 63	D	2.00
62 – 60	D-	1.6
59 – 0	F	0.00

Weighted CLASSES 2007 – 2008 SCHOOL YEAR

Communication Arts --Creative Writing,
Social Studies – Soc/Psy
Mathematics - Trig/Cal
Science – Anatomy & Physiology, & Physics
Foreign Language – Spanish II and Spanish III
Business – Accounting II
Dual Credit Classes – Dual Business, Dual Biology, Dual Chemistry, Ag. Management,
Dual College English, Dual College Algebra

Graduation Requirements: Students must complete 25 units of credit in the following areas.

Communication Arts	4.0 units
Social Studies	3.0 units
Math	3.0 units
Science	3.0 units
Fine Arts	1.0 unit
Practical Art	1.0 unit
Physical Education	1.0 unit
Health	0.5 unit
Personal Finance	0.5 unit
Electives	8.0 units
TOTAL	25 units

Except for Art, Band, Chorus, Yearbook, and Wellness and Fitness no classes may be repeated for credit toward graduation.

A student may enroll in an alternate educational program based upon guidelines established by the local school district and the Division of Special Education of the Department of Elementary and Secondary Education.

No more than one unit of correspondence credit may be applied toward the academic requirements for graduation. Correspondence courses must be approved by the building principal and taken through the University of Missouri at Columbia. The student is responsible for all correspondence fees.

U.S. Constitution must be passed in Civics
Missouri Constitution must be passed in Civics

Homework

It is the practice of the Lockwood R-I Schools that homework is at the discretion of the individual teacher. Teachers are highly encouraged to be aware of the assignments that other teachers are giving so that an undue amount of homework does not pile up on the student on a particular night.

Honor Roll

The honor roll will be determined four times a year based on (1) the first-quarter grades, (2) the second-quarter grades, (3) the third-quarter grades, and (4) the fourth-quarter grades based on their grade-point-average for the quarter. Students must be enrolled in at least six hours of class in order to be considered for the honor roll.

Honor Roll Classifications:

1. Honors with Distinction – GPA of 4.00 or Higher
2. High Honors – GPA of 3.99 to 3.50
3. Honors – GPA of 3.49 to 3.00

Library Services

The library is provided for study, research, and reading. It is therefore necessary that a quiet and orderly atmosphere be maintained at all times. Conduct should be such that no person interferes with or infringes upon the rights of others. Students will not be allowed to waste time in the library.

Pupils are permitted and encouraged to check out library materials. The school librarian establishes loan guidelines. Pupils are expected to pay for lost or damaged materials.

Lamar Vo-Tech Students

Students attending Lamar Vocational School will be transported each day by bus. The schedule of departure and arrival will be distributed the first day of school. Students will not be permitted to drive unless an unusual circumstance temporarily exists. Only when permission is granted in advance by the vocational school director and your high school principal will students be allowed to drive. The principal will not grant permission unless he has written consent from the student's parent/guardian. If a student misses his/her bus they are to report to the principal's office for instructions.

The following guidelines will be utilized in selection of students for Vo-Tech:

1. Good attendance
2. Evidence of satisfactory progress
3. Good conduct
4. Interest in future vocational career or training
5. Seniors returning for a second year

6. Seniors enrolling for the first time
7. Juniors enrolling for the first time

Progress Reports

Special reports to parents indicating special needs of students are sent near mid-quarter where changes in study habits or modification of behavior can be corrected before each grading period. Parents should contact the high school counselor to arrange a parent conference where deemed necessary.

Registration and Graduation Requirements

Pre-Registration will be held in the spring at announced dates. It is extremely important to be careful to observe the subjects required for graduation from the senior high school. All students are required to enroll for at least seven classes each year. Eight semesters of attendance are required for graduation. All unit courses are to be attended the full year to receive credit except in special cases.

Report Cards

A grade card will be distributed approximately one week after the conclusion of each quarter and the close of each semester that serves as a progress report of the student's performance. Semester grades determine a student's credit toward graduation.

Special Education Services

The Lockwood R-I School provides a free and appropriate public education to all handicapped children as required by the Missouri State Education Handicapped Act (P.L. 94-142). We provide the following special education services:

Speech: Provide students with speech therapy or language development exercises when speech or language skills interfere with communication.

Learning Opportunities Class: Provide instruction for students who have specific areas requiring a program of learning methods adapted to the student's needs.

Individual Progress Class: Provides instruction to students who generally perform below the level of their peers and require specialized instruction for maximum development.

ATTENDANCE AND TARDY POLICIES

Students who have good attendance generally achieve higher grades, enjoy school more, and are more attractive to prospective employers after leaving high school. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process for everyone. The benefit of regular classroom instruction is lost and cannot be entirely regained even by extra after-school instruction.

Each student is expected to attend school regularly and to be on time for classes. This is necessary for the student to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a high correlation between poor attendance and class failure.

A successful educational experience requires a regular continuity in instruction, classroom participation, learning experiences, and study to receive maximum educational benefits.

Lockwood R-1 School District Attendance Policy

1. On the second (2) absences in a quarter from any class period, the principal's office will notify the parent/guardian by letter of the dates and periods missed.
2. On the fourth (4) absences in a quarter from any class period, the principal's office will notify the parent/guardian by letter of the dates and periods missed. The letter will also request the parent/guardian to contact by phone the principal's office within five (5) school days to schedule a meeting.
3. Starting with the fifth (5) absences and any absence thereafter in a quarter from any class period, the absence will be treated as an UNEXCUSED absence and the missed work cannot be made-up. The student or parent/guardian may appeal any absence as to whether the absence is excused or unexcused with the principal's office.
4. If a student or parent/guardian wishes to appeal any decision that has been made concerning the attendance requirements, he or she should contact the principal to schedule a meeting. The next level of appeal would be with the Superintendent of Schools. The final appeal in the process, if requested, would be with the Board of Education. An appeal must be requested no later than the last regular school day of the quarter in question.

Procedures for Administering the Attendance Policy

1. All absences are recorded hourly.
2. All students who arrive at school after 8:30 a.m. must check into the office and obtain an admit slip regardless of what time of the school day.
3. Students arriving more than ten (10) minutes late for class are considered absent from the class.
4. All students leaving school during the school day must check out through the office. Office personnel must receive permission from the parent/guardian prior to students checking out. Any student leaving without checking out will be considered truant.
5. For an absence to be excused, a parent/guardian must contact the office before or within two (2) days of the absence. If the parent/guardian does not contact the office within this time period, then the absence is UNEXCUSED and the missed work cannot be made-up.
6. Students who are absent from school, will not be allowed to participate in or attend after-school activities on the day of their absence without approval from the building principal. Students who are under suspension cannot attend school activities during the time of suspension. Students must attend the last half of the school day to participate in an activity on that school day.
7. Students participating in school sponsored or sanctioned activities will not be considered absent from school.
8. A student who is suspended may receive a conditional waiver of the attendance requirements, if the number of days of suspension would cause the student to be unable to fulfill the minimum attendance requirements. If a waiver is granted, a student must not be absent again during the semester.

PERFECT ATTENDANCE

To be considered for perfect attendance, a student must be in school every day that school is in session. A student may miss up to three (3) hours in a year and still be considered for perfect attendance as long as the same class is not missed more than once or if the absence is related to disabilities or required religious observances.

ATTENDANCE WAVER

When students know in advance that they will be absent from school they may file an application for a waiver of the attendance requirements because of extenuating circumstances, which may include:

1. Periodic medical treatment.
2. Extended illness and/or hospitalization.
3. Trips, which are educational in nature.
4. Student disability
5. Religious observance

Application for an attendance waiver should be turned into the principal's office at least two (2) weeks in advance of anticipated absences or within five (5) school days after the absence. If a waiver is granted the student is still considered absent, but the time missed does not count against the attendance requirements. If the absences are of such nature that the student's education would be seriously impaired by the extent of absences, then homebound instruction maybe considered.

Early Dismissal

Parents may pick a student up at any time during the day by simply stopping by the principal's office. Before leaving the student should sign out at the principal's office.

If the student is not leaving with his/her parents then:

1. A student should obtain an early dismissal form by bringing a note from his /her Parents to the office before school start at 8:20 a.m.
2. At the time of departure the student is to give the early dismissal form to the teacher And report to the office and sign out.
3. This procedure will be followed in all cases except emergencies or sudden illness.
4. Students will not be allowed to take other students home.
5. A student may check themselves out of school by bringing a written statement from His/her parent explaining the reason for the request. The student must present the written request to the principal's office before school begins in the morning. The office will issue an excuse, which the student shall present to the teacher for dismissal from class at the appropriate time. The student must sign out at the office before leaving school.
6. Telephone requests by parents for early dismissal of a student shall be honored. Students shall sign out at the office.

7. Students upon returning to school during the day must sign in at the office and be Issued an admit slip.
8. Students leaving school and/or signing out without notification from a parent will be treated as truant.

Part-Time Attendance

The policy of the Lockwood R-I Public School is that all students are expected to attend school for a full day each day that the school is in session and continue in this manner until graduation from high school. However, realizing that from time to time students may experience extended periods of personal illness, have educational needs that cannot be met by Lockwood Schools, or have financial hardships for themselves or for their families. Part-time attendance may be considered on an individual basis for a student who is faced with this type of circumstance. Students may obtain a copy of the part-time attendance policy from the principal's office. Part-time attendance will start only at the beginning of semesters; therefore, application must be completed and turned in at least one week prior to the beginning of a semester.

Tardy Policy

Tardiness is defined as not being in your seat when the bell rings for class to begin. Tardiness of more than ten minutes will be considered an absence.

1. If you arrive late to school, report to the office for an admit slip before going to your Locker or class.
 2. During the day, if you arrive late to class your teacher will send you to the office for An admit slip.
 3. If you have been detained by a teacher, ask that teacher for a note explaining the Tardiness and give it to your next teacher.
1. Beginning with the third (3) UNEXCUSED TARDY in a quarter a student will serve **Before-School-Detention** from **7:30 AM to 8:20 AM** for each unexcused tardy for the rest of the quarter.
 - A. **Before-School-Detention date or dates will be assigned by the Principal's office.**
 - B. **If a student DOES NOT attend Before-School-Detention on his/her assigned date within two (2) school days then the student will be assigned one (1) day of (I.S.S.) IN-SCHOOL-SUSPENSION.**

Make Up Work Policy

Students with an excused absence, school activity, or an attendance waiver will be allowed to make-up classroom assignments or tests. It is the responsibility of the student to contact the teachers to obtain their assignments the day they return to school.

*Maximum time allowed for completion of assignments will be one (1) day for each excused day.

*Students with an un-excused absence will not be allowed to make-up missing assignments or tests. This would include Out-Of-School Suspension

Assignments Not Turned In

Each student is expected to turn in classroom assignments on the due date that the teacher has assigned for the assignment in order to receive full credit.

*Students may turn in assignments past the due date assigned by the teacher up to five (5) school days past the due date. Students can only receive 80% of the credit for the assignment during this period.

*If students do not turn in their after the five (5) day period the student will receive a zero (0) for the assignment.

Food Services

Lunch Period

The cafeteria at Lockwood School provides Type A lunches in accordance with the School Lunch Section of the State Department of Education. Lunch periods are announced at the beginning of each school term for each respective class.

Lockwood High School operates a closed lunch hour. All students must eat in the school cafeteria or designated areas whether they purchase a school lunch or bring their lunch to school.

With a closed lunch hour, students will not be able to go to lockers or use hallways until the end of the lunch period because of the different classes that will be in session.

The Following procedures should be followed during lunch:

1. Students are to walk to the lunchroom.
2. Students must assume the responsibility for keeping the cafeteria orderly and clean.
3. All paper cartons and napkins should be placed in the receptacles provided.
4. Empty plates and utensils should be taken to the proper place.
5. No outside delivery service for students.

Student Lunch Cards/Charges

Student lunch cards are provided in the high school office. Students are to make deposits into their accounts according to their needs. Individual meals can also be bought daily. Students are encouraged to make deposits into their accounts by 8:25 a.m. at the high school office. Students may charge up to five (5) lunches.

Free and Reduced Lunches

Lockwood R-I Schools participates in the Free and Reduced Price Lunch Program, authorized through the U.S. Department of Agriculture. The standards of eligibility for student participation are that of the U.S. Department of Agriculture. Information relative to eligibility and application forms is provided to all students during enrollment or on the first day of each school term. Students may obtain an application form from the office at any time through the year.

Student Activities

Athletic Drug, Alcohol and Tobacco Policy

An athlete has four years of eligibility by the standards set by the MSHSAA and the Lockwood R-I Board of Education. The offenses of the student athlete shall be cumulative through the athlete's four years of eligibility.

1. Violations - the coach, law enforcement authority, or school administrator must confirm any violation committed by an athlete.
2. Suspension -
 - a. Suspension for the individual athlete will begin with the first and or subsequent scheduled date or dates for which that individual athlete is scheduled to play. The suspension will begin from the time that disciplinary action is taken, and will continue until suspension is complete.
 - b. An athlete who is on suspension, will be allowed to practice with their team, and must meet team obligations during the time of suspension.

- c. An athlete must fulfill their suspension before they are allowed to participate in the next sport season (Ex. Football to basketball or basketball to baseball)
- d. Suspension time will be determined during the sport season in which that athlete is participating and the number of offenses incurred. We have three sport seasons: Fall (football and volleyball), Winter (boys and girls basketball), and Spring (baseball and softball, boys and girls track).

If an athlete during the school year helps obtain, uses or is in possession of alcoholic beverages or dangerous drugs and tobacco, the athlete will be ineligible from scheduled athletic date or dates. Ineligibility will be determined no a percentage of scheduled athletic date or dates for which that individual participates or represents. (An athlete's school year starts with the first practice of the Fall sport season and ends with the last Spring sport season's contest.)

- a. **First offense** - 10% of scheduled athletic dates in the sport season that the individual athlete is scheduled to play.
 - b. **Second offense** - 20% of scheduled athletic dates in the sport season that the individual athlete is scheduled to play.
 - c. **Third offense** - and subsequent offenses, on calendar year of suspension from the date of disciplinary action.
3. Total regular season dates scheduled plus tournament dates.
4. Example of suspension time during a sport season
- a. First Offense
 - 1. Fall season - football (9) - 1 date, volleyball (18) - 2 dates
 - 2. Winter season basketball (25) - 3 dates (boys and girls)
 - 3. Spring season - baseball/softball (16) - 2 dates, track (8) - 1 date
 - b. Second Offense
 - 1. Fall season - football (9) - 2 dates, volleyball (18) - 4 dates
 - 2. Winter season basketball (25) - 5 dates (boys and girls)
 - 3. Spring season - baseball/softball (16) - 3 dates, track (8) - 1 dates

* For an athlete that is participating in both baseball/softball and track, the dates will be combined. Example (24 dates) = 3 suspension dates. (If a baseball/softball game and a track meet fall on the same date, it will be counted as one (1) contest date.)

Class Officer Guidelines

Those students who are elected as a class officer must be dependable, cooperative, and in good standing with the administration, teachers, and students of Lockwood R-I School. They must also maintain a "C" or better grade in all classes.

Extracurricular Activity Trips

All trips must be approved and placed on the school calendar. The school has the authority to prescribe the means of transportation to all school events. To participate you must ride in school-approved transportation.

General Rules for Social Functions of the School

Social events are an integral part of school life and are planned to help students develop and mature socially. Students will be subject to normal school guidelines pertaining to drugs, alcohol, and tobacco. No one under the influence of alcohol or drugs will be admitted to any school functions. Anyone who leaves dances prior to their completion will not be readmitted. Anyone violating this policy will be asked to leave without a refund. Students who violate school policy on dances will be subject to disciplinary action and will be restricted for all dances for on calendar year.

1. High School dances are for this general group, **no student under 9th grade or 21 years of age or older** are allowed to attend dances or other social functions.
2. Junior-Senior Prom: Only juniors and seniors presently enrolled in Lockwood High School and their invited guests may attend. **No guest under the 9th grade or 21 years of age or older.**
3. Alumni attending dances at L.H.S. shall abide by the same rules, as do the students of this school.
4. High School students **are not permitted** to attend Middle School dances and Middle School students are not permitted to attend High School dances.
5. Students, who wish to bring a guest that does not attend our school, must sign the guest list in the office **at least 10 days in advance of the dance.** Guests are to be accompanied by the host or hostess as a date. Individuals on the guest list must be approved by the principal and must conform to the rules for L.H.S. students. Hosts will be responsible for the actions of their guests.
6. Students are not to leave until the event is over. If a student leaves, he/she may not return to the dance or party and must leave the campus or the area of the activity if it is at another location.
7. Students must be in attendance the day of the activity in order to participate.

Guest Pass for Senior Citizens

Senior Citizens of the district, persons 65 years of age and older may be given a senior citizen guest pass which shall permit them to attend all home athletic activities of the schools, including high school and middle school, free of charge. Senior citizens may receive their pass at the principal's office located in the high school. The guest pass shall represent a small token of appreciation for all the work and support you have done for the schools over the years. The guest pass will not be honored at fund-raising events for school organizations or any other events where the Missouri State High School Activities Associations regulations prohibit the use of guest passes, such as District Tournaments.

Lockwood R-I School Eligibility Regulations for Students Participating In Extra-Curricular Activities

Student activities are an important part of the total educational program. All participants must be a good citizen of the school and community and be in compliance with all school rules and regulations set forth in the student handbook and Board of Education policies. Students are not permitted on school premises after school hours, unless accompanied by an authorized sponsor.

Any student in the Lockwood R-I School District may participate in any part of the school's extra-curricular program provided they meet the eligibility standards set forth below.

- a. Semester Eligibility - In order to maintain eligibility for a semester a student must have passed 3.0 units of credit (6 classes) the previous semester and be enrolled in courses the current semester that offer a minimum of 3.0 units of credit (6 classes) and comply with all standards set by the MSHSAA.
- b. Nine Week Eligibility - In order to maintain eligibility on a quarterly basis a student must have passed 6 classes the current quarter. A student who does not meet this requirement will be considered ineligible to participate in events, but will be allowed to practice for a probationary period of two weeks. If, after two weeks, the student has proved himself/herself by meeting eligibility requirements, he/she will be considered eligible for the remainder of the nine weeks. However, if he/she fails to meet the probationary requirements, he/she is ineligible to practice or participate in any of the organized co-curricular activities.

In order to represent Lockwood School in an interscholastic competition, a student must meet all eligibility requirements of the MSHSAA as well as the following school requirements:

1. If a student is absent or suspended from school, he/she is not eligible to participate, practice, attend, or play in a contest or activity on that day, unless special permission is granted by the principal.
2. Students must follow additional rules as set by the teacher/coach.
3. A student must attend school the last three periods of the day that he/she is to participate in a co-curricular activity, unless the activity is on Saturday. A student who is absent and has previously requested and received an approval from the principal is not affected.
4. Because of the standard of quality we expect in any student representing Lockwood R-I School, any student can be declared ineligible at any time by the administration of the school for frequent violations of school regulations.

School Spirit

School spirit means more than wholesome cheering at a game. It means upholding the standards of the school and supporting school activities instead of ridicule and constant complaining. A student who is loyal will never bring discredit to the school. Loyalty may be shown by the promptness and willingness with which the student meets school obligations, conduct in corridors and classrooms, in assemblies and on the street. Pride in the personal appearance of the student body is reflected in the neatness and appropriateness of dress.

There will be situations that are not specifically mentioned in this publication. In these instances the individual should display conduct in the manner, which will bring credit to the school. The student is responsible to the school for proper conduct at all school-sponsored activities, both home and at other locations. Likewise, every member of the faculty has the obligation to act in the interest of good conduct both in the classroom or where any school activity is in progress, and a suggestion by any teacher designed to further good conduct should be followed.

Sportsmanship

It is important that coaches, sponsors, teams, and individuals who have the privilege of representing Lockwood Schools, do so in a sportsman like manner. Good sportsmanship and a sense of fair play do not interfere with winning success. School extracurricular activities allow students the opportunity to develop physical skills, to interact with students the opportunity to develop physical skills, to interact with students from other schools, to develop self-discipline, and to perform before an audience. Many other

aspects of life are taught and promoted through interscholastic activities, and none are more important than good sportsmanship.

Student Conflicts

Should the scheduling of extracurricular activities cause a conflict with student participation? The sponsors should resolve the conflict along with building principal. As a general rule, the level of participation will be the deciding factor. As an example, a contest takes precedent over a practice, or a state sponsored contest will take precedent over a school-scheduled event. The building principal will always make the final determination. At no time will students be required to decide in which event to participate.

Suspension from School

A student may not rejoin interscholastic activities until the situation has been cleared up to the satisfaction of the coaches/sponsors and administrator. Additional rules and provisions will be made at the organizational meeting of the various activities. Students are expected to know all provisions of the Lockwood R-I Public Schools Good Conduct Regulations. Ignorance of regulations is no an excuse of violations.

If a student "quits" an activity without any notification it is understood he/she will not take part in any organized activities the remainder of the school year. "Dropping" an activity must be in mutual agreement between the coach/sponsor and the student. A committee composed of the principal and the coaches/sponsors involved will make the above decisions concerning participation. Parents will be notified as to the outcome of this meeting.

Transportation Guidelines

The purpose of the transportation policy for students in extracurricular activities is to increase safety in travel, to aid sponsors I control of the activity, and to protect the school and sponsors from liability.

The policy to be followed is:

1. Students will ride in the school-designated vehicle to and from an activity. The Sponsor or school personnel designated to be responsible, will ride with the group.
2. Sponsors may allow students to ride to an activity with their parents, if the parents Personally make the request in person or by phone.

3. Sponsors may allow students to ride home from an activity with their parents, or Another student's parent, if the parent makes the request by person or by phone. The Parent responsible for taking another student home must inform the sponsor that they Will be taking the student home.

NATIONAL HONOR SOCIETY

When the National Honor Society was founded in 1921, the hope of NASSP was to create an organization that would recognize and encourage academic achievement while also developing other characteristics essential to citizens in a democracy.

The formal process for the Lockwood High School National Honor Society selection is based on four criteria. A student accumulates points based on scores from the four criteria. The first criterion is a cumulative grade point average. A student must have at least a 3.5 cumulative GPA after the 5th semester of high school to be considered for NHS. Students who have met the first criteria can then be evaluated based on the remaining 3 criteria. The second criterion is completion of a student application, listing all school and community activities, this accounts for 40% of the total score. The third criterion is teacher evaluations, this accounts for 35% of the total score. The fourth criterion is a vote by a 5 member faculty council, this accounts for 25% of the total score. To be inducted into the Lockwood chapter of the National Honor Society a student must receive 70% or more of the total points possible.

Student Code of Conduct Student Discipline

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the high school. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty. The most severe punishment will be issued for the serious violations of prohibited conduct and more serious disciplinary action will be applied to repeat violations. It is possible that more than one disciplinary action may be involved in a violation or for engaging in prohibited conduct.

This handbook not only defines all the offenses on the following pages, but also explains what action will be taken if you choose to break a rule. You are responsible for knowing the steps outlined in the policy and to also acquaint your parents with them. These steps apply unless in the discretion of the administration the student's action requires more or less discipline than stated in the policy.

Any behavior on the part of the students that distracts from the educational processes of the school or adversely affects the health and/or safety of students is prohibited. This applies to extracurricular activities as well as those taking place during the school day.

Before school, between classes, after school, and at all extracurricular activities, student conduct should reflect concern for others. Students are expected to respect each other, school staff members, and private property and school property.

We at Lockwood School would prefer to prevent discipline problems rather than to punish the student after the problem occurs. We welcome hearing from parents and will use all the resources of the school to help any student prevent problems.

Search and Seizure

The administration shall conduct a search of students or property owned by students if there is probable cause or good reason to believe a school rule or policy has been violated. In most cases, searches will only be considered if there is evidence of drugs, alcohol, or weapons. A general search of students lockers may be made by school administration if there is prior information available justifying the search.

At the reasonable discretion of the school administration, the police may be involved when the evidence of criminal activity is uncovered or when the student refuses to cooperate with the school administrators conducting the search. The student's parents shall be notified if police involvement is requested. A student who refuses to cooperate will be subject to immediate suspension. The student body will be notified at the time of an unscheduled drug dog search to remain in classrooms during the search.

Due Process

This booklet has explained the major disciplinary problem areas and the actions that may result for those students who will not follow the rules. All students are entitled to due process. This means that no action will be taken against a student until everyone has presented the facts involved, and a judgment has been made. There are certain procedures which students must follow if they do not agree with the school actions. A student has the right to an explanation of the charges against him or her, an opportunity to present his or her side of the case and an opportunity to appeal as provided by school or state law.

Hopefully, students will never be in a situation where they need the protection of due process. If however a student does become involved in a suspension or expulsion both the student and his/her legal guardian, upon request, will be given a more detailed description of the due process procedure. Students will have knowledge of all charges against them and have the opportunity to express their side of any incident in which they may be involved. If the student is dissatisfied with any decision, he/she has the right to appeal through the following channels:

1. Principal shall schedule a conference with the student and any staff members involved attempting to resolve the problem. Parent/Guardian may be involved in the conference, or a later conference for parent/guardian may be scheduled at the discretion of the principal.
2. Superintendent: If the problem is not resolved to the satisfaction of the student and/or Parent/guardian, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action to be taken.
3. Board of Education: If the student and/or the parent/guardian are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the board shall be final.

Student Discipline

The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of

offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequences is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequence listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on playgrounds, parking lots, school transportation, or at a school activity whether on or off school property.

It is the responsibility of the Lockwood R-1 School District to report all crimes occurring on school grounds to law enforcement, including but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement.

- First or second degree murder under §§ 565.020, .021, RSMo.

- Voluntary or involuntary manslaughter under § 565.024, RSMo.

- Kidnapping under § 565.110, RSMo.

- First, second, or third degree assault under §§ 565.050, 060, .070, RSMo.

- Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.

- Forcible rape or sodomy under §§ 566.030, 060, RSMo.

- Burglary in the first or second degree under §§ 569.160, .170, RSMo.

- Robbery in the first degree under § 569.020, RSMo.

- Possession of a weapon under chapter 571, RSMo.

- Distribution of drugs under §§ 195.211, .212, RSMo.

- Arson in the first degree under § 569.040, RSMo.

- Felonious restraint under § 565.120, RSMo.

- Property damage in the first degree under § 569.100, RSMo.

- Child molestation in the first degree pursuant to § 566.067, RSMo.

- Sexual misconduct involving a child pursuant to § 566.083, RSMo.

- Sexual abuse pursuant to § 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

Any act of school violence or violent behavior.

Any offense that occurs on school property, on school transportation or at any school activity that is required by law to be reported to law enforcement officials.

Any offense that results in out-of-school suspension for more than ten (10) school days.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Arson – Starting or attempting to start a fire or causing or attempting to cause explosion.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Assault - Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/student conference, in-school-suspension, 1-180 days out-of-school-suspension, or expulsion.

Subsequent Offense: In-school-suspension, 1-180 days out-of-school-suspension, or expulsion.

Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another:

First Offense: Expulsion.

Automobile/Vehicle Misuse – Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials,

failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Suspension or revocation of parking privileges, in-school-suspension, or 1-10 days out-of-school-suspension.

Subsequent Offense: Revocation of parking privileges, in-school-suspension, or 1-180 days out-of-school-suspension.

Bullying (see Board policy JFCF) – Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

First Offense: In-school-suspension or 1-180 days out-of-school-suspension.

Subsequent Offense: 1-180 days out-of-school-suspension or expulsion.

Bus or Transportation Misconduct (see Board policy JFCC) -

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

Cell Phones – Calling, receiving of phone calls or text messaging.

First Offense: Principal conference; phone taken away for the remainder of the school day.

Second Offense: Principal conference, one day In-School-Suspension.

Subsequent Offense: Principal conference, two days Out-Of-School-Suspension.

Dishonesty – Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/student conference, in-school-suspension, or 1-10 days out-of-school-suspension.

Subsequent Offense: Nullification of forged document, In-school-suspension, 1-180 days out-of-school-suspension, or expulsion.

Disrespect to School Personnel

Acts of disrespect directed toward school personnel; disrespectful or abusive language, talking back, or gesturing.

1. Principal conference, In-school-suspension, out of school suspension (1 to 10 days)

2. In-school-suspension, out of school suspension (1 to 180 days)

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

First Offense: Principal/Student conference, In-school-suspension, or 1-10 days out-of-school-suspension.

Subsequent Offense: In-school-suspension, 1-180 days out-of-school-suspension, or expulsion.

Disruptive Dress and Grooming

Dress and grooming determine to be indecent, disruptive, distracting, or inappropriate as school apparel, or that which constitutes a threat to health, morals, and safety, or is disruptive of school discipline or the instructional effectiveness of the school in accordance with board policy.

1. Conference with principal and change to proper attire.
2. In school suspension (1 to 3 days)
3. Repeated offenses will result in in/out of school suspension (1 to 10 days).

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

First Offense: In-school-suspension or 1-180 days out-of-school-suspension.

Subsequent Offense: 1-180 days out-of-school-suspension or expulsion.

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

First Offense: In-school-suspension, 1-180 days out-of-school-suspension.

Subsequent Offense: Expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances

identified under schedules I, II, III, IV, V in section 202 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school-suspension or expulsion.

Subsequent Offense: Expulsion.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, in-school-suspension, or 1-10 days out-of-school-suspension.

Subsequent Offense: In-school-suspension, 1-180 days out-of-school suspension, or expulsion.

False Alarms – Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense: Restitution. Principal/Student conference, in-school-suspension, 1-180 days out-of-school-suspension, or expulsion.

Subsequent Offense: Restitution. In-school-suspension, 1-180 days out-of-school-suspension, or expulsion.

Intentionally concealing or providing false information to school officials in the conduct of school business to include records, forged notes, passes, misuse of I.D. cards.

1. In school suspension (1 to 3 days)
2. Out of school suspension (3 to 10 days)

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

First Offense: Principal/Student conference, in-school-suspension, 1-180 days out-of-school-suspension.

Subsequent Offense: In-school-suspension, 1-180 days out-of-school-suspension, or expulsion.

Gangs

Gang activities, whether verbal, written, or symbolic, which substantially disrupts the educational environment.

1. Principal conference
2. In school suspension (1 to 10 days)
3. Out of school suspension (1 to 10 days)
4. Out of school suspension (10 to 90 days)

5. Expulsion

Habitual Misconduct

Persistent and repeated misconduct in violation of the foregoing standards, after the exercise of various disciplinary options, may be viewed as a serious violation.

1. In school suspension (1 to 10 days)
2. Out of school suspension (10 to 90 days)
3. Expulsion

Hazing (see Board policy JFCF) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school-suspension or 1-180 days out-of-school-suspension.

Subsequent Offense: 1-180 days out-of-school-suspension or expulsion.

Inciting a Public Disturbance

Inciting or contributing to a public disturbance on school property or at a school event.

Known Instigator

1. Out of school suspension (10 to 90 days), report to law enforcement
2. Expulsion, report to law enforcement

Participant

1. Out of school suspension (3 to 10 days)
2. Loss of extracurricular activities participation and attendance for one year.

Lack of Effort

Persistent inattentiveness, lack of effort to complete or turn-in assigned class work or exams, failure to have required materials, and failure to dress for physical education.

1. In class discipline

2. Parent conference, in school suspension (1 to 3 days)
3. Out of school suspension (3 to 10 days)

Littering

Throwing, placing, or causing to be placed or thrown, any glass, bottles, cans, garbage, or rubbish of any kind on school property or any road right of way adjacent to school property without the consent of the school.

In class discipline

Principal conference

In school suspension (1 to 3 days)

Out of school suspension (3 to 10 days)

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

First Offense: Principal/Student conference, in-school-suspension, or 1-180 days out-of-school-suspension.

Subsequent Offense: In-school-suspension, 1-180 days out-of-school-suspension, or expulsion.

Obscene Manifestation

Any obscene manifestation, verbal, written, or gestured, directed toward another person.

In school suspension (1 to 3 days)

Out of school suspension (3 to 10 days)

Repeat offenses: Out of school suspension (11 to 90 days)

Outside Beverages

Beverages bottles, cans, containers, ect brought inside the school building

First Offense: Principal conference; beverage taken away for the remainder of the school day.

Second Offense: Principal conference, one (1) day In-School-Suspension

Subsequent Offense: Principal conference, two (2) days Out-Of –School-Suspension.

Sale, distribution or possession of obscene or pornographic material

Material is considered obscene or pornographic if it:

Its predominant appeal is to encourage interest in sex

It depicts or describes sexual conduct in a patently offensive way

It lacks serious literary, artistic, political or scientific value

Out of school suspension (3 to 10 days) report to law enforcement
Repeat offenses: Out of school suspension (11 to 90 days)
Highly offensive language will be treated as a repeat offense

Sexual Harassment (see Board policy AC and regulation AC-R)

Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, in-school-suspension, 1-180 days out-of-school-suspension, or expulsion.

Subsequent Offense: In-school-suspension, 1-180 days out-of-school suspension, or expulsion.

Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense: In-school-suspension, 1-180 days out-of-school-suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Technology Misconduct (see board policy EHB and EHB-R)

Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses", "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense: Principal/Student conference, loss of user privileges, in-school-suspension, or 1-180 days out-of-school-suspension.

Subsequent Offense: Loss of user privileges, 1-180 days out-of-school-suspension, or expulsion.

Violation other than those listed in Board policy EHB and regulation EHB-R administrative procedures or netiquette rules governing student use of district technology.

First Offense: Principal/Student conference, in-school-suspension, or 1-180 days out-of-school-suspension.

Subsequent Offense: Loss of user privileges, 1-180 days out-of-school-suspension, or expulsion.

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

First offense: Return of or restitution for property. Principal/Student conference, in-school-suspension, or 1-180 days out-of-school-suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school-suspension or expulsion.

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

First Offense: Principal/Student conference, in-school-suspension, 1-180 days out-of-school-suspension, or expulsion.

Subsequent Offense: In-school-suspension, 1-180 days out-of-school-suspension, or expulsion.

Tobacco

Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference or in-school-suspension.

Subsequent Offense: Confiscation of tobacco product. In-school-suspension or 1-10 days out-of-school suspension.

Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principle/Student conference, in-school-suspension, 1-3 days out-of-school-suspension.

Subsequent Offense: Confiscation of tobacco product. In-school-suspension or 1-10 days out-of-school-suspension.

Truancy (see board policy JEDA) – Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, or 1-3 days in-school-suspension.

Subsequent Offense: 3-10 days in-school-suspension.

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

First Offense: Principal/Student conference, in-school-suspension, or 1-180 days out-of-school-suspension.

Subsequent Offense: 1-180 days out-of-school-suspension or expulsion.

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

First Offense: Restitution. Principal/Student conference, in-school-suspension, 1-180 days out-of-school-suspension, or expulsion.

Subsequent Offense: Restitution. In-school-suspension, 1-180 days out-of-school-suspension, or expulsion.

Weapons (see Board policy JFCJ)

Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: In-school-suspension, 1-180 days out-of-school-suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school-suspension or expulsion.

Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMO., or any instrument or device defined as a dangerous weapon in U.S.C. § 930(g) (2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

Theft, attempted theft or willful possession of stolen property

In school suspension, out of school suspension (1 to 180 days), possible notification
To law enforcement officials and possible documentation in student's discipline
record.

Out of school suspension (11 to 180 days) or expulsion, notification to law
Enforcement officials, documentation in student's record.

Tobacco Use or Possession

The possession of any tobacco products on school grounds, bus, or at any school activity.

1. Principal Conference, confiscation, in school suspension
2. In school suspension or Out of school suspension (1 to 10 days)

Use of any tobacco products on school grounds, bus, or at any school activity.

In school suspension or Out of school suspension (1 to 3 days)

In school suspension or Out of school suspension (1 to 10 days)

Trespassing

Willfully entering or remaining in any structure, conveyance, or property of another
without being authorized or invited; or having been authorized or invited is requested by
an authorized person to depart and refusing to do so.

In class discipline

Principal conference, detention

In school suspension (1 to 3 days)

Out of school suspension (3 to 10 days)

Truancy

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

1. Principal conference, in school suspension (1 to 3 days)
2. Out of school suspension (1 to 5 days)
3. Out of school suspension (5 to 10 days)

Vandalism

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

In school suspension, out of school suspension (1 to 180 days), expulsion, possible notification to law enforcement

Out of school suspension (11 to 180 days), expulsion, notification to law enforcement documentation in student's record

Weapons

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

In school suspension, out of school suspension (1 to 180 days), possible documentation in student's record

Out of school suspension (11 to 180 days), expulsion, notification to law enforcement, documentation in student's record

Possession or use of firearm as defined in 18 U.S.C. or any instrument or device defined in 571.010 RSMo

One calendar year suspension or expulsion, notification to law enforcement, and Documentation in student's record.

Additional Discipline Concerns

The Lockwood School reserves the right to pursue disciplinary or legal action for behavior that is subversive to good order and discipline in the school even though such behavior is not specified in the preceding written rules.

It should be noted here that there are certain rules and regulations protecting rights of school personnel as well as rights of students. It is the law of Missouri that any parent/guardian or other person who shall visit any school and abuse or insult any management staff in the presence of the students thereof shall be guilty of a misdemeanor. It is also the law that any person who shall abuse or insult a teacher while such teacher is performing normal and regular or assigned school responsibilities shall be guilty of a misdemeanor and subject to punishment for the violation of that law. These laws apply whether or not the teacher is on school grounds as long as the teacher or other school personnel is performing his/her duties in accordance with his/her contract with the school.

It should also be noted that there is a specific law in Missouri that provides that any person or persons who shall by any boisterous or other conduct disturb or annoy any school in the state, or any person who is not a student who, after being duly notified to keep off the school grounds during school hours by the Board of Education, Superintendent, or the Principal in charge of the school, shall continue to trespass on or go upon said grounds whether at break or during sessions of school shall be guilty of a misdemeanor and be reported to local law enforcement.

