

LAUREL MIDDLE SCHOOL

725 Washington

Laurel, Montana 59044

(406) 628-3900

www.laurel.k12.mt.us



2021-2022

Student Handbook

TABLE OF CONTENTS

GENERAL INFORMATION	6
WELCOME	6
MISSION STATEMENT	6
PLEDGE OF ALLEGIANCE	6
STAFF	7
SCHOOL CALENDAR	8
2020-2021 BELL SCHEDULES	10
SCHOOL BOARD MEMBERS	11
VISITORS	12
CONTROLLED CAMPUS	12
CLOSING OF SCHOOL	12
FAMILY NIGHT	12
RELEASE OF STUDENT DIRECTORY INFORMATION	12
MISSING CHILD PHOTO REPOSITORY	13
TITLE IX/SECTION 504	13
TELEPHONE CALLS	14
MOVING OR WITHDRAWING FROM ENROLLMENT IN THIS SCHOOL	14
SENSITIVE TOPICS	14
ATTENDANCE	15
ATTENDANCE POLICY	15
ATTENDANCE PHILOSOPHY	15
ATTENDANCE: 10 DAY RULE	16
TARDIES	16
ATTENDANCE AND PARTICIPATION	17
ADVANCED ABSENTEE	17
GETTING ASSIGNMENTS DURING AN ILLNESS	17
SUPERVISION OF STUDENTS	17
PICK UP AND DROP OFF PROCEDURES	18
CAFETERIA	18
GRADES	20
REPORT CARD SCHEDULE	20

CONFERENCES	20
INCOMPLETE GRADES	20
GRADING SCALE	20
RECOGNITION	20
STUDENT RECOGNITION	20
TRAIN TICKETS	20
HONOR ROLL	21
HONORS CLASSES CRITERIA	22
ASSIGNMENTS & ICU	24
EXTRA PRACTICE	24
STUDY AND ICU RESCUE ROOM	25
MUST PASS POLICY	26
FAILURE IS NOT AN OPTION!	26
POWER OF ICU	26
POWER OF ICU FREQUENTLY ASKED QUESTIONS	27
PROPERTY	28
CELLULAR PHONES AND ELECTRONIC DEVICES	28
CARE OF SCHOOL PROPERTY	29
LOCKERS	29
STUDENT PRIVACY	29
SEARCHES OF STUDENTS AND THEIR PROPERTY	29
LOCKER SEARCHES	30
LOST AND FOUND ARTICLES	30
TEXTBOOKS	30
LIBRARY	30
BICYCLES, SKATEBOARDS & SKATES	31
HEALTH SERVICES	31
ILLNESS AT SCHOOL	31
OVER THE COUNTER MEDICATION	31
PRESCRIPTION MEDICATION	32
ILLNESS POLICY	33
COUNSELING	34

ACTIVITIES & SPORTS	34
SPORTS	34
EVENTS SPONSORED BY THE SCHOOL	34
EXPECTATIONS FOR SPORTS EQUIPMENT	34
ELIGIBILITY RULES	34
MEDICAL RELEASE EXCUSES-PHYSICAL EDUCATION POLICY	35
BEHAVIOR OR DISCIPLINE	35
DRESS AND GENERAL APPEARANCE	35
PUBLIC DISPLAYS OF AFFECTION (P. D. A.'S)	36
CHEATING AND PLAGIARIZING	36
ANTI-BULLYING POLICY	36
TRANSPORTATION	36
RECESS BEHAVIOR	37
DISCIPLINE STEP PROGRAM	38
DETENTION AREA	39
RULES OF THE DETENTION AREA	39
DISCIPLINE FORMS	39
DETENTION TIME	39
SATURDAY SCHOOL	39
SUSPENSION	40
EMERGENCY SUSPENSION	40
LONG TERM SUSPENSION OR EXPULSION FROM SCHOOL	40
TARDY POLICY AND GRID	40
TRUANCY POLICY AND GRID	40
TOBACCO POLICY	41
LMS BULLYING CONSEQUENCE GRID	41
LUNCH MISBEHAVIOR CONSEQUENCE GRID	41
LMS POSSESSION/USE OF PERSONAL TECHNOLOGY CONSEQUENCE GRID	41
PERSONAL ELECTRONIC DEVICE GRID	41
AUTOMATIC SATURDAY SCHOOL OFFENSES	42
TRANSPORTATION CONSEQUENCE GRID	42
RECESS CONSEQUENCE GRID	43

DISCIPLINE/CONSEQUENCE GRID	43
BEHAVIORAL DEFINITIONS	44
ADDITIONAL DISTRICT POLICY INTERPRETATIONS AND DEFINITIONS	46
STUDENT RIGHTS	46
APPEAL PROCESS	46

GENERAL INFORMATION

WELCOME

The student body, faculty, staff and administrators welcomes you to 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.

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 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

5th Grade	New Teacher Melissa Cole Kristi Molm
	New Teacher Lisa White Melissa Kerns
6th Grade	Kelsie Eastlick, ELA Tricia Anderson, ELA Jessica Ellis, Math Jeannette Meccage, Social Studies Carmen Ihde, Science
7th Grade	Sally Waters, ELA Michelle Cooper, ELA Sara Harris, Math Rachel Herrington, Social Studies Deryk Russel, Science
8th Grade	Christy Polkowske, ELA Danielle Grunzweig, ELA Madison Garchinski, Math Amy Caldeira, Social Studies Denise Boettcher, Science
Special Education	Kim Sickel Kim Kreiter Amanda Stevens Courtney Lipski
	Patrick Hansen, Jr.
P.E.	Brett McKee Monica Mendive
Intervention	Shannon Olivas Aleesa Olsen
CTA	Liz Schwartz, Spanish/Yearbook Kristin Dolechek, FACS Matthew Mickelson, Woodshop Doug Andersen, Comp. Science Brandi Suazo, Art New Name , Choir Elliot Cross, Band Val Nauman, Library Mikayla Hirshkorn, Library
Counselors	Jacee Krueger Bryant Mawyer

Classified Staff

Larry Disney	Secretary
Kirsten Weatherford	Secretary
Candance Rock	Nurse
Robin Reid	Aide
Crystal Nagel	Aide
Maxine Nauman	Aide
Mindy Cramer	Aide
Diane Kessler	Aide
Patty Branstetter	Aide
Peggy Hendrix	Aide
Joey Eastman	Aide
Jill Folts	Aide
Micah Moss	Aide
Gayle Wisecup	Custodian
New Name	Custodian
New Name	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
New Name	Assistant
	Principal

Board Of Trustees

Karen Teeters, Chair
Britany Hunter, Vice Chair
Dale Ahrens
Mike Creeden
Emilee Sarkela
Dan Fetting
Dak Fike

SCHOOL CALENDAR



Laurel Public Schools

DISTRICT 7 & 7-70

2021-2022

www.laurel.k12.mt.us
(406) 628-3360

July S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	August S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
November S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	January S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
March S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	June S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
No School Dates August 16-17 PIR Days (prior to school start) September 6 Labor Day September 27 PIR Day October 21-22 Teacher Convention—PIR Days November 24 PIR Day November 25, 26 Thanksgiving Break Dec. 23 - Dec 31 Winter Break January 17 No School Day February 21 PIR Day March 21-25 Spring Break April 15 -18 Mini Break		Quarters October 25 End of 1st Quarter January 10 End of 2nd Quarter March 16 End of 3rd Quarter May 27 End of 4th Quarter May 27-28 State Track May 30 Memorial Day August 18 First Day of School May 27 Last Day of School	

PIR Days

Holiday / No School Day

Parent/Teacher Conference

End of Quarter/ Semester

First/Last Day

SCHOOL CALENDAR

August 10		LHS Student Check-In (Seniors and Juniors 10:00am-1:00pm)
August 11		LHS Student Check-In (Sophomores and Freshmen 10:00am-1:00pm)
August 12		Fall Golf Practices Start
August 13-14		Fall Practices Start
August 12		LMS Schedule Pick Up (6th: 8:30-10:30am, 7th: 10:30am-12:30pm, 8th: 1:30pm-3:00pm)
August 12		<u>New</u> LMS Students (6th –8th) Orientation/Scheduling (10:00am-11:30am)
August 16-17		PIR Days for Teachers
August 17		Freshman Orientation/Link Day @ LHS (8:00am—12:00pm)
August 17		5th Grade Orientation—(8:00am—11:30am)-students attend entire session
August 17		K-4 Open House Night: South, West, & Graff (4:00pm—6:00pm)
August 18		FIRST DAY OF SCHOOL for students
August 18		Middle School Open House/Barbecue (4:30pm—6:30pm)
August 26		High School Open House (5:30pm—7:00pm)
September 6	NO SCHOOL	NO SCHOOL - Labor Day
September 27	NO SCHOOL	NO SCHOOL — PIR Day
October 21-22	NO SCHOOL	NO SCHOOL - PIR Days/Teacher Convention
October 25		End of First Quarter
November 2		Parent/Guardian Teacher Conferences (K-12: 4:00pm-7:00pm)
November 4	K-8 NOON RELEASE	Parent/Guardian Teacher Conferences (K-8: 1:00pm-7:00pm)
November 24	NO SCHOOL	NO SCHOOL - PIR Day
November 25-26	NO SCHOOL	NO SCHOOL - Thanksgiving Break
December 23– 31	NO SCHOOL	NO SCHOOL - Winter Break
January 10		End of 2nd Quarter / 1st Semester
January 17	NO SCHOOL	NO SCHOOL
February 21	NO SCHOOL	NO SCHOOL - PIR Day
March 3		HS Parent Teacher/Guardian Conferences (Grades 9-12: 4:00pm—7:00pm)
March 16		End of 3rd Quarter
March 21-25	NO SCHOOL	NO SCHOOL - Spring Break
April 15-18	NO SCHOOL	NO SCHOOL - Mini Break
May 22		Laurel High School Graduation (1:00pm)
May 26		8th Grade Completion Ceremony (1:30pm)
May 27	K-12 NOON RELEASE	Last Day of School / End of 4th Quarter

2021—2022 Early Dismissal Times (Wednesdays only)

2:20 pm Dismissal—South
 2:25 pm Dismissal—West
 2:30 pm Dismissal—Graff
 2:30 pm Dismissal—Middle
 2:20 pm Dismissal—High School

Each month, afternoons of early dismissal will be dedicated to :

- Providing professional development opportunities relevant to each building,
- Allowing additional time for technology creation/integration,
- Horizontal and vertical teacher meetings to discuss curriculum and instruction,
- Staff meetings to discuss school climate/ issues

2020-2021 BELL SCHEDULES

5th - 8th Grade



Monday, Tuesday, Thursday, Friday	
8:05-8:52	Period 1
8:55-9:40	Period 2
9:43-10:28	Period 3
10:31-11:16	Period 4
11:19-12:04	Period 5 (Lunch 5 / 6)
12:07-12:52	Period 5 1st Lunch 8th Grade Lunch 12:07-12:27 Recess 12:27-12:52 12:35-12:52 2nd Lunch - 7th Grade 12:07-12:27 Recess 12:30-12:52 Lunch
12:55-1:40	Period 6
1:43-2:28	Period 7
2:31-3:20	Period 8
Staggered Release	5th: 3:14 6th: 3:16 7th: 3:18 8th: 3:20

Wednesday Bell Schedule	
8:05-8:44	Period 1
8:47-9:24	Period 2
9:27-10:04	Period 3
10:07-10:44	Period 4
10:47-11:32	Period 5 (Lunch 5 / 6)
11:35-12:20	Period 5 (Lunch 7 / 8) 1st Lunch 11:35-11:55 Recess 12:00-12:20 SSR/ICU 2nd Lunch 11:55-12:15 Recess 12:05-12:20 SSR/ICU
12:23-1:08	Period 6
1:11-1:48	Period 7
1:51-2:30	Period 8
Staggered Release	5th: 2:24 6th: 2:26 7th: 2:28 8th: 2:30

SCHOOL BOARD MEMBERS

Karen Teeters: karen_teeters@laurel.k12.mt.us

Brittani Hunter: brittani_hunter@laurel.k12.mt.us

Dale Ahrens: dale_ahrens@laurel.k12.mt.us

Michael Creeden: michael_creeden@laurel.k12.mt.us

Emilee Sarkela: emilee_sarkela@laurel.k12.mt.us

Dan Fettig: daniel_fettig@laurel.k12.mt.us

Dak Fike: dak_fike@laurel.k12.mt.us

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.

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 must have permission from the office before leaving the campus any time before school is dismissed.
3. After school is dismissed until the buses arrive, students may remain on school grounds only if they are riding the bus, have an athletic practice that starts right after school or are working with an adult. Students not riding buses need to leave school grounds after the dismissal bell.

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.

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.

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 remove the student from the directory listing.

MISSING CHILD PHOTO REPOSITORY

The repository is authorized by Montana Code Annotated (20-7-1317, MCA) and requires the Montana Office of Public Instruction (OPI) to create and maintain an electronic directory photograph repository of all Montana students for the exclusive purpose of locating missing school-age children. The repository provides immediate and 24/7 year-round access to a child's school directory photograph to law enforcement should a child be reported missing. Annually, districts must provide parents and guardians notice of the repository and a form to opt -in their student(s).

Who will have access to my child's photograph in the photo repository?

Your child's photograph will only be used by law enforcement for the express purpose of locating your child should he/she be reported to law enforcement as missing. No other use by OPI or law enforcement is permitted. Access by OPI staff will be strictly limited and controlled to staff or contractors creating and maintaining the repository.

How do I remove my child's photograph from the photograph repository?

A parent can opt-out at any time. Contact your school/district to request your child's photograph be removed.

How long will my child's photograph be in the repository?

Photos will be updated annually; if the photo is not updated and the parent doesn't opt-out, the photos will be purged from the repository after two years.

Please visit <https://doimt.gov/missing-persons/> to find more information about missing school-age children.

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 Coordinator

Human Resource Director
410 Colorado Avenue
Laurel, MT 59044
(406) 628-3352

Title IX Decision Maker

LMS Principal
725 Washington Ave.
Laurel, MT 59044
(406) 628-3900

Section 504 Coordinator

Student Services Director
410 Colorado Ave
Laurel, MT 59044
406-628-3312

Section 504 Compliance Officer

Student Services Director
410 Colorado Ave
Laurel, MT 59044
406-628-3312

Section 504 Case Manager

Building Councilors
715 Washington Ave
Laurel, MT 59044
406-628-3900

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.

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 ~~any~~ 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.

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 st	My Body Belongs to Me	School Guidance Curriculum	School Counselor
2 nd	It's Your Body, You're in Charge	School Guidance Curriculum	School Counselor
3 rd	Yes, You Can Say No	School Guidance Curriculum	School Counselor
4 th	Better Safe Than Sorry	School Guidance Curriculum	School Counselor
5 th	Human Growth and Development	Health Curriculum/School Nurse	School Nurse, PE Teachers
6 th	Human Growth and Development	Health Curriculum/School Nurse	School Nurse, PE Teachers
7 th	HIV/AIDS	Health Curriculum	PE Teachers
8 th	HIV/AIDS	Health Curriculum	PE Teachers
9 th	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.

ATTENDANCE

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** – Students must be signed out through the office and will only be released to an authorized parent or guardian. Students will not be released to persons not listed on their contacts OR to minor siblings with prior written permission, email or phone call from a parent or guardian.
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 or 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 in 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 628-3900. 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/guardians 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, students 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. 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 either email teachers or access assignments through Google classroom. Teachers will be notified of school related activities that take place during the school day. If a child is on ICU and will miss any portion of the school day, he/she will not be able to participate in the school event if it is not deemed an educational activity. 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) 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.

SUPERVISION OF STUDENTS

The hallways of the school do not officially open until 8:00 each morning. There will be supervision outside and in the cafeteria starting at 7:30. Only students eating breakfast can be in the cafeteria between 7:30-8:00. Once the students are done eating they will be asked to go outside. At 8:00 AM all wing doors will be opened to allow students in. Children arriving at school prior to 7:30 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 8:05. Breakfast is served at 7:30 each day. Students eating breakfast are welcome in the Commons of Laurel Middle School at that time, but not before. **Students who are NOT eating breakfast must remain outside until 8:00.** 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. 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.

PICK UP AND DROP OFF PROCEDURES

WALKERS OR BIKE RIDERS: All students that are walking home need to leave from the wing doors at their grade level hallways. Once they are outside, they need to leave the campus immediately and start heading home. We do not have enough supervision to keep watch on 700 kids throughout our large campus.

· **STUDENTS BEING PICKED UP:** Students who are being picked up need to leave from the main office door or the north door. If a parent is not already legally parked on the west side of the school, then the student will go to the sidewalk of the main parking lot and remain there until their ride arrives. All students that are waiting for pick up need to be picked up from the sidewalk of the main parking lot. This alleviates the possibility of students running in front of cars and buses to reach their ride.

****If you are picking up or dropping off your students please do not pick up or drop off using the bus lane.**

****The East Parking lot is not to be used for picking up and dropping off as well. This is dangerous driving into this lot and picking up kids. Please do all pickups on the West side of the building.**

- *Good Rule of thumb: if you do not get a legal parking spot on the west side of the school before school is let out, you will need to pick up your student in the main parking lot.*
- *I know this isn't ideal and can be more time consuming, but having kids running in front of buses, between cars, and in front of cars, as well as scattered throughout the campus, is not safe and someone can potentially get hurt.*
- *Students being picked up need to wait for parents on the sidewalk of the main parking lot. They are not to be intermixed with the bus students in the commons area.*
- *During parent pick up, please be prompt and patient.*

· **BUS STUDENTS:** All bus students will sit in the commons area until their bus is called out. Once their bus is called they will walk out the main office doors to their bus. All bus students are to exit from the main office door.

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. Certain ala-cart items are available such as chips and juice. These are available at an extra charge not included in lunch prices.

Paying for Lunch

- 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.
- 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.
- 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 are

expected to watch their account balance and notify parents or guardians when a deposit to their account is needed.

- 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.

Lunch Line Procedure

- Students will swipe their card for their purchases or enter their student ID numbers.
- Once students are in the lunch line, if they leave for any reason, then they must go to the end of the line.
- To be as efficient as possible, students that do not have a card will go to the back of the line. Students with cards will go to the front.
- If you student lost their card, it is \$5 for a replacement card. Please bring the money to the Middle School office and the secretary will get a replacement.

Lunchroom

- All students are expected to be orderly, neat, and considerate of others while eating in the cafeteria. A good general guideline is to always be respectful, responsible, and safe. The following actions are violations of lunchroom rules and will result in disciplinary action.
 - Food deliveries are permitted by parents only.
 - Throwing food or other objects.
 - Leaving lunch tray, food, or garbage on the table or the floor.
 - Running in the lunchroom.
 - Pushing, shoving, or teasing in line.
 - Ruining another student's lunch.
 - With written teacher permission, students may take their food from the lunchroom to eat with teachers, ICU, YBGR, or study groups
 - Loud or boisterous talking.
 - Not returning utensils to the appropriate place.
 - Creating a mess on a lunch tray or in the cafeteria.
 - Always be respectful to Kitchen staff or school personnel.
- Parents/guardians cannot eat lunch in the lunchroom with their student. However, parents/guardians can check their children out at the front office and take them off-campus during their lunch period.
- No Videoing or Social Media with cell phones.
- Please refer to the Lunch Room Consequence Grid in the DISCIPLINE/CONSEQUENCE GRID section of the handbook.

Going Home for Lunch

- 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 their address that is on file at the district office. 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. If a student is on ICU, parents may be contacted to get permission to keep the student on campus for extra help.
- 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 permission in writing.** Parents/guardians may sign their students out if they come to the school to pick them up for lunch

GRADES

REPORT CARD SCHEDULE

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 2nd from 4:00PM to 7:00PM and Thursday, November 4th from 1:00PM to 7:00PM. 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 628-3900.

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

RECOGNITION

STUDENT RECOGNITION

It is important that we recognize and celebrate student success. 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 drawings throughout the year.

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 using the following values:

A = 4.00

B = 3.00

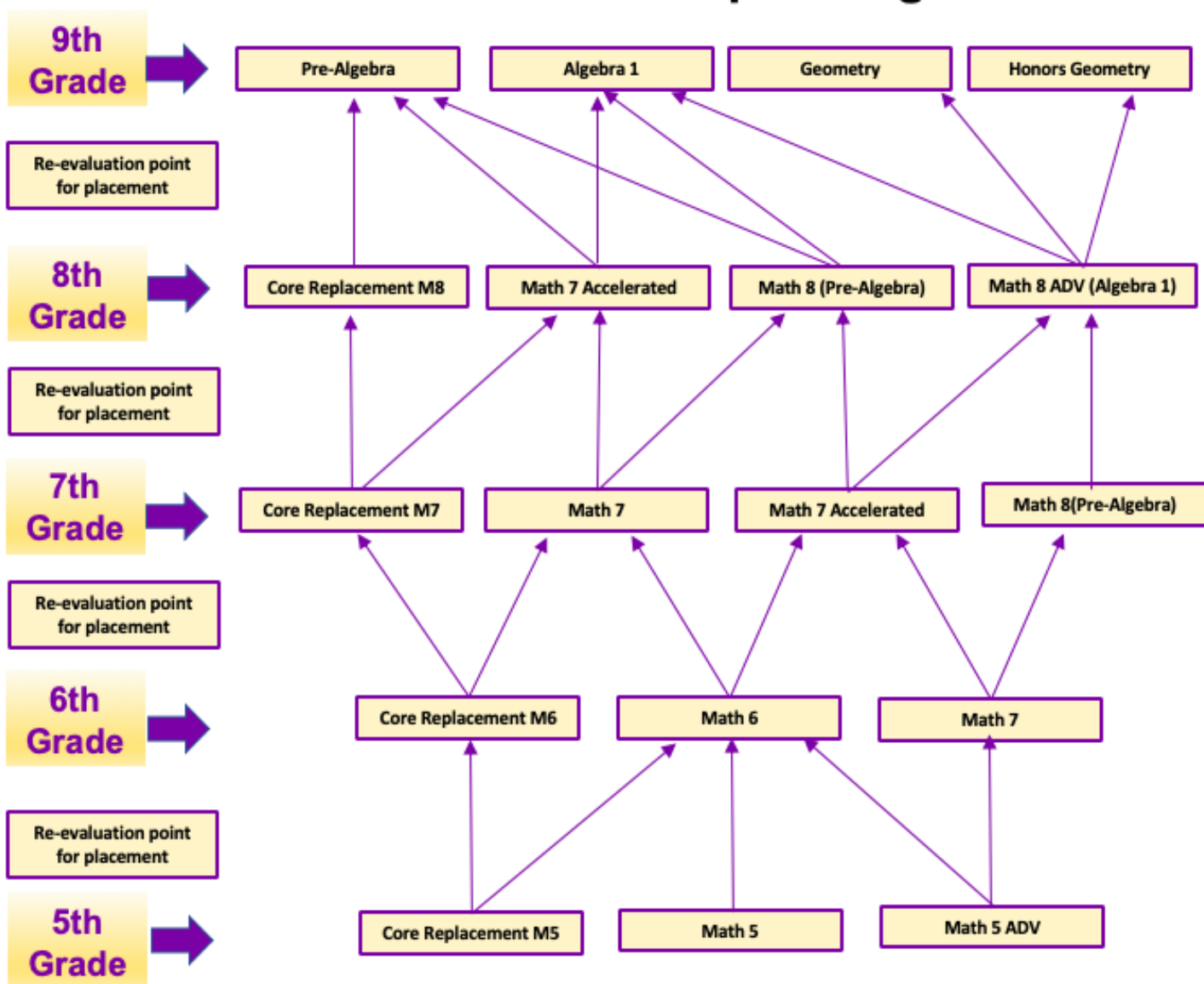
C = 2.00

D = 1.00

F = 0.00

HONORS CLASSES CRITERIA

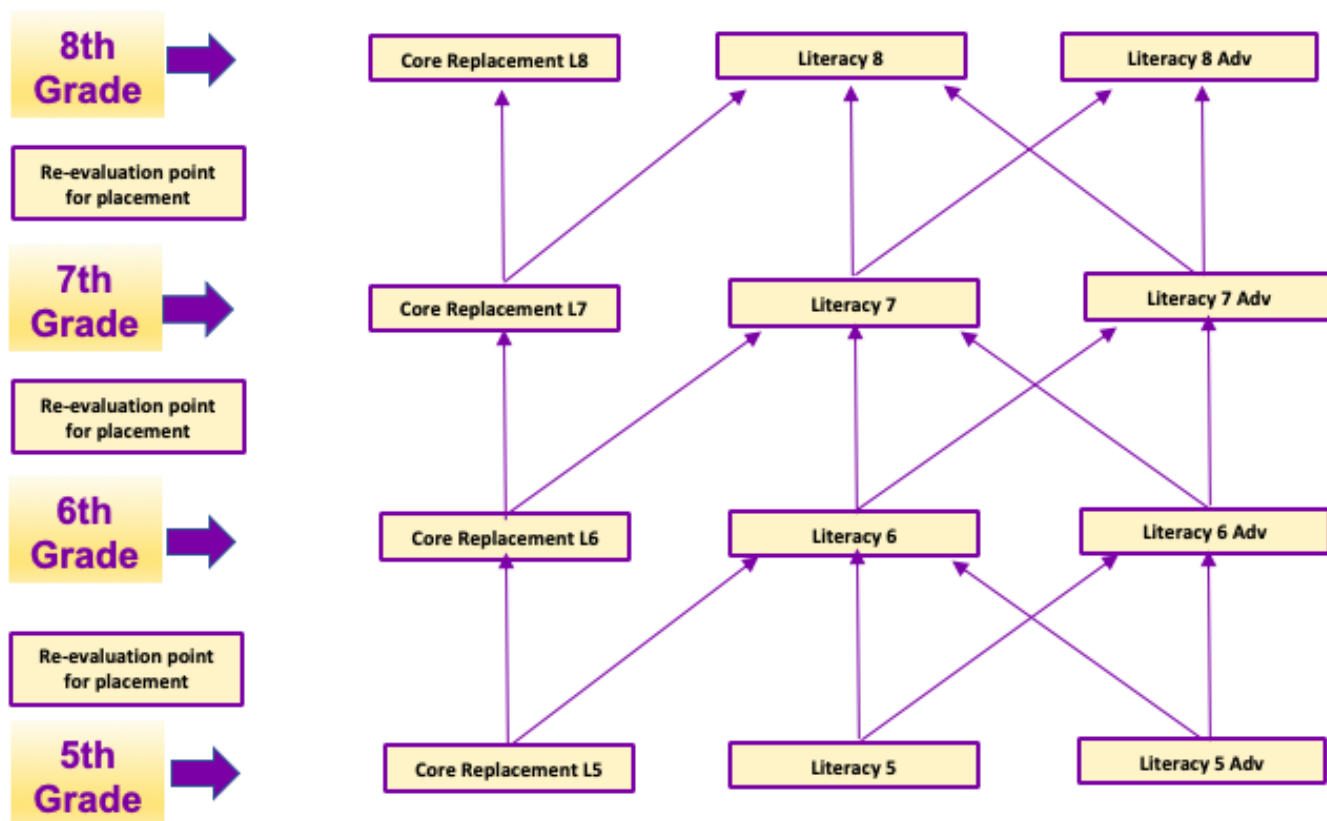
5th – 9th Math Course Sequencing Chart



Admission Requirements for Math AP Classes:

1. The student must have a 3-year average NWEA MAP test score at the 80th %ile or above.
2. The student must maintain a “B”, or higher, in classes within this content area.
3. The student must maintain regular attendance in the previous subject area, class with no more than 10 absences per semester.
4. The classroom teacher will make placement recommendations each year, and it will be based on study habits, attendance, and assignment completion.

5th – 8th Literacy Course Sequencing Chart



Admission Requirements for Literacy AP Classes:

1. The student must have a 3-year average NWEA MAP test score at the 80th %ile or above.
2. The student must maintain a “B”, or higher, in classes within this content area.
3. The student must maintain regular attendance in the previous class, with no more than 10 absences per semester.
4. The classroom teacher will make placement recommendations each year, and it will be based on study habits, attendance, and assignment completion.

5/6 STEAM Placement Qualification Guidelines

- CogAt Composite: (95th %ile +)
- NWEA MAP Math 3-Year Average: (95th %ile +)
- Math Grade Percent Average: (95th %ile +)
- Science Grade Percent Average: (95th %ile +)

7/8 STEM Placement Qualification Guidelines

- CogAt Composite: (if taken) (90th %ile +)
- NWEA AP Math 3-Year Average: (90th %ile +)
- Math Grade Percent Average: (90th %ile +)
- Science Grade Percent Average: (90th %ile +)
- Teacher Recommendation: (study habits, attendance, and assignment completion)

ASSIGNMENTS & ICU

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 628-3900 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 via teachers email or phone.

STUDY AND ICU RESCUE ROOM

In the attempt to support students in completing all of their extra practice, there will be opportunities for your child to get the support necessary to be successful. Here are the times the Rescue Room will be available to support students.

- Lunch
- Early Outs 2:30-4:30
- After School 3:30-4:30
- Saturdays 8:00-12:00

Teachers will be giving out quality assignments for students to get the extra practice necessary for students to excel in the standard being taught. Students will be expected to hand in high quality work. If work is not done to the quality the teacher has outlined then students can be put on ICU.

If their name is on the ICU list they will have to attend the lunch "Rescue Room" session.

Below is what to expect if an assignment is not completed or done to the quality the teacher has outlined.

- 1-2 Assignments: Email and text messages notifies parents. Students attend Lunch Rescue and to get extra time and support. Morning and Afterschool Rescue is applied if needed.
- 3-4 Assignments: Personal contact is made with parents to ensure contact information is accurate.
- 5+ Assignments: The student is scheduled for after school Rescue as well as early out Rescue, possible Saturday ICU.

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. Students are required to bring their materials, assignments, and a reading book to the after school Homework Room each day.

The Student grade should represent the students knowledge of the Standard. The total grade will be reflected by the students assessment. Only up to 20% of the total grade will be on assignments. However, the student will be responsible for turning in 100% of all extra practice.

- Tests->
 - Students that received less than 70% on a test will be put on ICU and must retake the test. Students will be able to retake the test one time, teacher discretion for 3rd attempt.
 - Student's that received 70% or higher may retake the test, but it will be based on teacher discretion. Test needs to be taken within one week of test being returned and must make arrangements with the teacher.
 - Before Retaking the test the student must complete at least two 15 minute study sessions that need to be signed by the teacher or parent/guardian.
 - Retaking the test should be done within one week of when the original test was given.

- After 2nd retake and the student still haven't reached above the 70%.
Teacher discretion for additional retakes. Students and teachers will have to make arrangements to make sure students are ready to take the test again.
- Assignments
 - Assignments are important for the teacher and the students. The assignments are formative assessments that both parties use to find misconceptions or mastery with the standard before the summative assessment is given. All assignments need to be completed.
 - Points may be taken off for late assignments

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, after school, and during WIN time
- 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 so 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 I 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 628-3900 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 excused 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.

PROPERTY

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 and after school ends. Electronic devices, including headphones, that were not school issued will only be allowed in the lockers from 8:05 am till 3:20 (This includes, but not limited to smartwatches, Ipads, cell phones, etc). They should not be seen or heard and that includes being carried in clothing. They will not be allowed at lunch or any other free time.

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.

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. Coats are expected to be stored in lockers during the school day.

STUDENT PRIVACY

The right to privacy is a fundamental tenet 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 that may be drawn from include, but are 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 materials 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 the student's first and last name. Articles are also periodically donated to Community Hope.

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

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.-4:00 p.m. on Wednesday) and is available for staff and student use during the lunch hour.

Librarians are state certified with specialist degrees and trained to provide students and staff with instruction on how to access material in both electronic and print formats. They deliver weekly instruction based on Montana Library Standards. The library's automated system provides users with quick access to the collection. This aspect empowers student learners by providing them with

greater access to the library's many resources. Annual book fairs offer students, staff, and the community access to new literature in addition to providing the library with revenue.

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.

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 Monday, Tuesday, and Thursday. For these reasons, she may not always be expected to be available in the building for emergency first aid attention.

ILLNESS AT SCHOOL

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.

OVER THE COUNTER MEDICATION

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. Students must not provide medication to any other student.

PRESCRIPTION MEDICATION

Prescription 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.



ILLNESS POLICY

How Sick is too Sick? When to Keep Students Home

In most situations the school prefers students come to school and if they become ill at school, the parent/guardian will be notified. However, here are a few guidelines to help parent/guardian in deciding when to keep your child home from school.

Symptom	Student must be at home?
Diarrhea frequent, loose or watery stools compared to child's normal pattern: not caused by diet or medication	Yes -If your child looks or acts ill: if the child has diarrhea with a fever and/or vomiting. Make sure your sick child stays well hydrated. <i>Student can return when he/she has not had diarrhea during the last 24 hours.</i>
Fever Fever is the body's way of destroying the germs making it sick, and it's a common symptom of infections.	Yes - When fever > 100.0 is accompanied by other symptoms of illness, such as rash, sore throat, vomiting, headache, muscle aches, loss of appetite, etc. <i>Student can return when fever has been gone for 24 hours without medication and the child's appetite and energy level returned to normal.</i>
Flu The flu can be serious. Symptoms of the flu typically come on suddenly and can include: fever, chills, headache, body aches, sore throat, nausea, vomiting, dry cough	Yes - If your child has a fever > 100.0 or will be unable to participate in class. <i>Student can return when fever has been gone for 24 hours without medication and energy level has returned to normal.</i>
Coughing Severe, uncontrolled coughing or wheezing, rapid or difficulty breathing Note: Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment	Yes - Medical attention is necessary
Mild Respiratory or Cold Symptoms Stuffy nose with clear drainage, sneezing, mild cough	No - Child may attend school if able to participate in class.
Rash	No - Body rash without fever or other symptoms usually does not require student to remain at home Yes -Seek medical advice for rash with fever, open and weeping wounds, or quickly spreading rash
Vomiting Vomiting is another way for the body to rid itself of the germs making it sick and is usually caused by a stomach virus or infection.	Yes - Keep students home if they have vomited 2 or more times in the last 24 hours. <i>Student can return when he/she has not had vomiting during the last 24 hours.</i>
Illness	Student must be at home ?
Pinkeye (conjunctivitis) Symptoms of pinkeye include eye redness, itchiness, discharge that forms a crust during the night that may prevent your eye or eyes from opening in the morning	Yes - If given antibiotics, please keep at home until he/she has taken the antibiotics for at least 24 hours. If your health provider decides not to treat your child, a note is needed.

References: Mayo Clinic Signs and symptoms, Denver Children's Hospital illness policy, and WebMD.

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.

ACTIVITIES & SPORTS

SPORTS

Laurel Middle School competes in an interscholastic athletic program. All seventh and eighth grade boys and girls meeting the eligibility requirements may participate. Fifth graders may participate in wrestling and cross country. Sixth graders may participate in cross country, softball and wrestling. 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 fifth and 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 MHSAA contests by the Montana High School Board of Control. The student may be enrolled as a 7TH or 8th 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 buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.

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 6TH, 7TH, and 8TH 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.
- F. If Students get a major write up that results in ISS or OSS the student will not be able to participate in current week's games or events or the next game or event in the case there isn't one that week.
- G. After the second major write up that results in ISS or OSS the student will be removed from the team.

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.

BEHAVIOR OR DISCIPLINE

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 or 2/3 way down the students thigh. Whatever is longer of the two will be acceptable. 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, hoods, and bandanas are not to be worn in the school building. No earbuds/earphones/listening devices. 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.

CHEATING AND PLAGIARIZING

All students are advised and counseled to avoid cheating on a 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 both incidents.

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.

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 held 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 for 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.

RECESS BEHAVIOR

Students are expected to follow the LOCO's code at all times. The school's priority with outside play is to maintain a safe atmosphere for all students. Students are expected to adhere to the following guidelines.

- Students must always be Respectful, Responsible, and Safe
- Students must remain within the supervised area.
- Students must be respectful and kind to others.
- Rough housing, tackling, shoving, throwing snowballs, etc will not be permitted.
- In order to keep a clean and safe playground students will not be permitted to have any food or drinks outside. If a student has food or drinks they will be asked to dispose of it immediately.
- Areas such as ponds, ditches and bike racks are off limits.
- Phones or other electronic devices are not permitted.
- Students must be respectful of school equipment, property and playground equipment.
- Recess will be held inside when the temperature drops below zero including windchill.

This list is not all inclusive. Students must obey all safety rules as deemed appropriate by school personnel.

Students caught in violation will first be given a verbal warning to stop. The grid below is after verbal warning has been given.

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 a 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. **“Teachers may also have their own policies and can assign detention to be served in their classrooms.”**
- **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 is involved but 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 OCCURRENCES	1 (3 RD Tardy)	2 (4 TH Tardy)	(5 TH or more/quarter)
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 OCCURRENCES	1	2	3	4
	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 OSS with further offenses moved to harassment/intimidation level 3 offenses on Discipline grid

LUNCH MISBEHAVIOR CONSEQUENCE GRID

OFFENSE	1	2	3
Throwing Food	food and trash off the floor	1-2 lunch suspension	3-5 lunch suspension
Pushing or Cutting in Line	Go last in line	1-2 lunch suspension	3-5 day suspension
Loud, disruptive, or disrespectful behavior	Warning	Preferential Seating in lunchroom for one full week.	1-2 day lunch suspension
Social Media/Videotaping	Follow Cell Phone Grid		

The administration reserves the right for repeat offenders to move to step 2 or 3 on the grid depending on frequency and severity.

LMS POSSESSION/USE OF PERSONAL TECHNOLOGY CONSEQUENCE GRID

OFFENSE	1	2	3	4
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

PERSONAL ELECTRONIC DEVICE GRID

OFFENSE # OCCURRENCES	1	2	3	4+
Cell Phone use violation	Teacher takes device. Student gets it back end of class.	Device goes to office. Phone call to parents. Student	Device goes to office. Parent contact and	Device goes to office. Parent contact, parent picks up device, student

		gets it at the end of the day.	parent needs to pick up device.	needs to check in device to office for 9 weeks.
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Cell Phone and personal technology consequence resets at the completion of each semester.

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)

OFFENSE-# OF OCCURRENCES	1	2	3	4	5
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

OFFENSE-# OF OCCURRENCES	1	2
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

OFFENSE-# OF OCCURRENCES	1
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.

RECESS CONSEQUENCE GRID

OFFENSE # OCCURRENCES	1	2	3	4
	Sit on the wall for 10 minutes with no friends.	1-2 Days of lunch detention. Parent contact	3-5 Days of lunch detention. Parent contact and conference.	Saturday School

DISCIPLINE/CONSEQUENCE GRID

LEVEL I (STUDENTS MOVE BACK TO ONE IF THEY ARE NOT REFERRED FOR QUARTERLY)

OFFENSE-# OF OCCURRENCES	Classroom level	1	2	3	4	5	6	7
Classroom disruption	1 st offense: Mini-conf	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 or staff to develop behavioral plan	4 days ISS or OSS	10 days OSS pending long-term suspension or expulsion hearing
Inappropriate behavior	erence							
Inappropriate peer interactions	2 nd offense: Parent Contact							
Lack of cooperation with teacher/staff								
Rude, inappropriate language	3 rd offense: 30 minute lunch detention with the teacher							
Possession of inappropriate materials								
Cheating-2 nd offense								

Level II

OFFENSE-# OF OCCURRENCES	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						
Videoing or Instigating a fight (Videoing will also fall under cell phone violation)						

Level III

OFFENSE-# OF OCCURRENCES	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 OCCURRENCES	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 and Vaping Device Violation- Law Enforcement will be notified when necessary. Additional consequences may apply for students involved in activities			

Level V

OFFENSE-# OF OCCURRENCES	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 OSS	Long-term OSS pending expulsion hearing
False alarm/tampering with fire protection systems		

Level VI

OFFENSE-# OF OCCURRENCES	1
Possession or use of firearms, dangerous weapons, or explosives	Long-term OSS pending expulsion hearing. Legal authorities will be contacted.
Use or possession of alcohol, other illegal drugs, look alike drugs, or drug paraphernalia with the intent to distribute.	
Physical assault - Student that purposely or knowingly causes bodily injury to another; or purposely or knowingly causes reasonable apprehension of bodily injury to another.	

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 (Including leaving classroom without a pass), 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. Students leaving the building without consent from parents or teachers; 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.)
Videoing or Instigating a fight	By videoing a fight you are promoting the fight. Any action that is promoting a fight to happen instead of using mature ways of handling conflict.

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. *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
Threatening behavior (written, verbal, or physical)	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.

APPEAL 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.