

**2024-2025**  
**Student Agenda**  
**and**  
**Handbook**

## Purpose of the agenda book:

- Keep track of assignments and events
- Used as a hall pass at all times
- Used as a restroom pass during class time
  - Three restroom passes a week during class time
  - No penalty for using the restroom in between classes
  - In the restroom, there is a white organizer with pockets hanging on the wall to put your agenda in while you are in the restroom

# The RESPONSIBILITY is YOURS!

You MUST keep your agenda book intact. You are NOT to tear out pages. You MUST keep the sticker with your name on your agenda book and you may not write, color, draw or deface this sticker in any way.

*What do the words intact and deface mean?*

Your agenda book was given to you by the school district. If you should lose or destroy it, you must pay \$5 to replace it.

*If you lose your agenda and choose not to buy another one, how might this affect you?*

Within your agenda book is the LC Student Handbook.

It is your **RESPONSIBILITY** to read this Student Handbook and know these rules and procedures.

On Final Forms, you and your parent/guardian sign that you have read the Student Handbook.

**All sections of the Student Handbook are important.**

Mrs. Godby has chosen a few sections within the handbook for us to discuss. This will help clarify any questions and ensure everyone understands the rules and expectations.

## **Bell Schedules - Page 6**

- Normal Bell Schedule
- 2 Hour Delay Bell Schedule
- Activity Period Schedule (Wednesdays starting in October)

***You never have to ask, “What time does the bell ring?”***

## **Attendance Policy - Page 21**

**Regular attendance has a strong correlation to success in school.**

*What does that mean?*

**Attendance is the legal responsibility of the student and the parent/guardian.**

*Who can legal action be taken against if you do not come to school?*

## Attendance Procedures - Page 22

- When you are absent, a parent should call the office by 8:00am.
- When you return to school, bring a note and turn it into the office!
  - Parent note - signed and dated
  - Doctor's note - dated and stating you were seen at the office or can return to school
  - You have up to 3 days to turn in your note.
- If you are absent and we do not receive a call from your parent or we do not receive a parent note or a doctor's note, then that absence is counted as an unexcused absence.
- Absences are measured in hours/minutes now. **EVERY MINUTE COUNTS!** If you come in tardy, bring a note! Otherwise, those minutes are unexcused.



Once you have accumulated 60 hours of excused absences for the school year using a parent call or parent note, then all your absences after that will only be excused if you have a doctor's note.

**1 School Day = 6.28 Hours**

**10 days = 62.8 hours which puts you over the 60 hour limit.**

You can keep track of your attendance on Progress Book just like you do your grades. If you have questions about attendance, please speak to Mrs. Faust in the office.

## **Assignments for Absent Students - Page 23-24**

It is the student's responsibility to contact the teacher for makeup work.

It is the student's responsibility to complete the makeup work and turn it in to the teacher.

Work must be made up within a period of days that is equal to the number of days you were absent.

Absent 2 days - You have 2 days to get your makeup work turned in!

If you are absent one day and miss a test, then you will complete that test on the day you return to school.

## **Dress Code - Page 35**

Student dress and grooming should be such that it does not distract from the educational process or have a detrimental effect on the governance and discipline of the school.

*What does this mean?*

Students are expected to meet reasonable standards in their dress and grooming.

*What does this mean?*

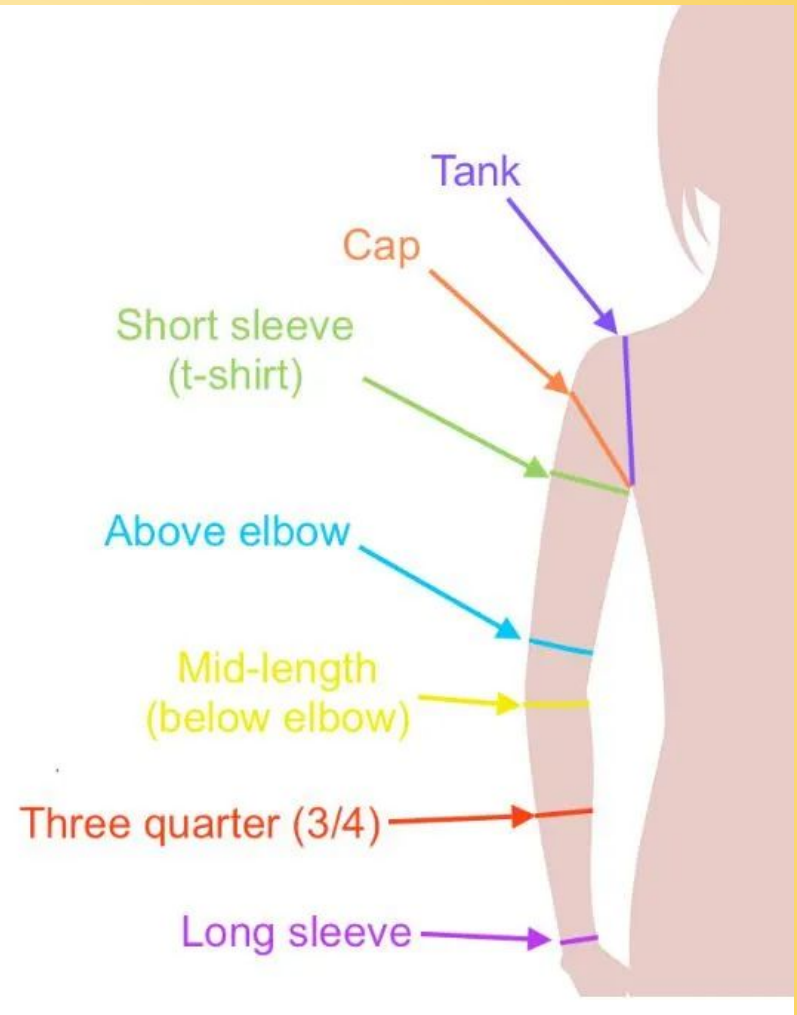
- Skirts, shorts, and dresses shall be no shorter than mid-thigh (fingertip length when hands are placed on front of legs)
- Pants or shorts with holes above mid-thigh are permitted, as long as the skin is NOT visible.
- All outerwear must cover underwear.
- Shoes or appropriate footwear must be worn at all times. You **MUST** have tennis shoes for PE!
- Students are **NOT** permitted to write on their skin with pencils, pens or markers.
- No hats, face or head coverings
- No sunglasses
- No tank tops or bare midriff shirts

- No transparent clothing
- No sagging pants below the hip bone
- No clothing that displays references to tobacco, alcohol, drugs, or illegal items
- No clothing that shows violence or is associated with gang activity
- No clothing that contains sexual innuendo
- No wallet chains or heavy oversized jewelry worn around the neck, wrist or waist
- No clothing that promotes hate or communicates negative, profane or vulgar messages
- No jewelry or accessories that pose a safety concern

# Types of Sleeves

No Tank Tops

Everything else is fine!



# Fingertip length when hands are placed on front of legs



Yes

Yes

NO



**WHEN IN DOUBT, CHOOSE SOMETHING ELSE TO WEAR!**



## Consequences for dress code violations may include:

Given clothes to change into for the day AND

- Incentive Point
- Lunch Detention
- After School Detention
- Saturday School
- ISS

**We are not calling home  
to have someone bring  
you a new outfit.  
Think before you wear  
something to school!**

# School Issued Chromebooks

- Each of you has been issued a Chromebook. This is just like being issued a textbook. Yes, we know which Chromebook you have!
- You are responsible for the care of this Chromebook.
- You and your parent/guardian signed the Chromebook Agreement in Final Forms.
- It is your responsibility to charge your Chromebook every night. You can then bring it to school each day fully charged. (Incentive Point)
- A fee will be charged to repair a Chromebook or replace a charging cord.

## District Acceptable Use Policy - Page 37

This policy applies to school issued Chromebooks and other devices including personal cell phones.

MS Students are NOT permitted to carry their cell phones with them during the school day. (more on this topic in a minute)

All devices will be used for **EDUCATIONAL PURPOSES ONLY**

*What does that mean?*

Use appropriate educational applications and programs

Only access educational files

Not permitted to call, text, email or electronically communicate with others

Must use the school network/wifi

Headphones must be used when listening to audio

Follow all copyright laws

Prohibited from using devices in locker rooms, restrooms and office areas

Prohibited from taking pictures or digital and audio recordings of students or staff without permission.

Students should NEVER share usernames or passwords with others.

Students should NEVER use their device as a cyber-bullying tool or for inappropriate communications. This includes making threats, bullying, using obscene or profane language, or making personal attacks on students or staff.

A notification of suspicious activity on your device will be sent to Mrs. Godby. This occurs 24/7! Even if you take your device home and decide to look up something inappropriate, Mrs. Godby will be notified!

Consequences for violating the District Acceptable Use Policy will follow the Levels of Discipline and may also include losing the privilege of using your device at school or at home.

# **MS Cell Phone Policy**

**No cell phones while you are in the building.**

Before you enter the building, turn your cell phone OFF and put it in your backpack. (not on silent or vibrate and not in your pocket)

It must stay there until you exit the building at the end of the day.

If you are seen with a cell phone, whether it is on or off, the cell phone will be confiscated and taken to the office. This is your first offense. You can pick up your cell phone at the end of the day.

The second time you are seen with a cell phone, the cell phone is confiscated and taken to the office. Your parent will be called and your parent must come in to pick up your cell phone from the school office.

The third time you are seen with a cell phone, the cell phone is confiscated and taken to the office. Your parent will be called and must come to pick up your cell phone. You will also be issued a two hour Saturday school detention.

If you continue to violate this cell phone policy, consequences may include additional Saturday school detentions, ISS or OSS.

***Taking your cell phone into the restroom violates the Acceptable Use Policy and the MS Cell Phone Policy and warrants a more serious consequence.***

# Student Code of Conduct - Pages 43-54

## Level I Discipline

- Minor acts of misconduct
- Most Level I Infractions or issues are expected to be taken care of through student compliance. (following staff directions)
- If not, a student may be sent to the office.
- Read the list of Level I Infractions at the bottom of page 45.
- Look at possible Administrative Interventions or Consequences for Level I infractions.

*This spells it out for you! If you do this, then this may be the consequence!*



## Level II Discipline

- Intermediate acts of misconduct that may require Mrs. Godby
- Look at the list of Level II Infractions starting at the bottom of page 46.
- This list is a little longer.
- *What word do you see at the beginning of several of the infractions? Why do you think that word is used?*
- Notice that the list of Administrative Interventions for Level II infractions is also longer and includes ISS, OSS and bus suspension.

*If your Level I misbehavior continues,  
it warrants a Level II consequence.*

## Level III Discipline

- Serious acts of misconduct that must be reported to Mrs. Godby
- Longer list of infractions with less Administrative Interventions
- These infractions may automatically get you suspended.
- Some of these infractions include:
  - Written and verbal threats
  - Failure to notify staff of someone's plans to do harm
  - Disrespect by using language that is offensive to race, color, nationality, etc
  - Repeated disregard of reasonable directions
  - Aggressive physical contact such as pushing and shoving
  - Fighting (mutual participation)
  - Engaging in activities that promote conflict between students (drama, rumors)
  - Display of excessive affection, inappropriate touching, holding hands
  - Inappropriate use of computers and other technology
  - Recording or photographing students or staff

## Level IV Discipline

- Most serious acts of misconduct
- Immediately reported to Mrs. Godby
- May require law enforcement
- Administrative Interventions include:
  - Multiple day OSS
  - Recommendation for Expulsion
  - Removal from extracurricular activities and events
- Some infractions include:
  - Harassment, intimidation, bullying
  - Assault
  - Anything dealing with drugs or alcohol
  - Weapons
  - Objects that look like weapons (toy gun or toy knife)

Notice at the beginning of each list of infractions it says:

**.... include but are not limited to:**

*What does that mean?*

There are other sections of the Student Handbook that are very important. Please be sure to read the entire handbook as you are held responsible for knowing its contents.

Students are at school to learn. Teachers are at school to teach. Students and teachers deserve a safe and orderly environment in order to maximize learning. Rules are put into place in order to ensure this happens and students are expected to obey all school rules.