

THIS AGENDA BELONGS TO:

NAME: _____

ADDRESS: _____

PHONE: _____

**STUDENT HANDBOOK 2005-2006
El Dorado Springs R-II Middle School
901 S. Grand
El Dorado Springs, MO 64744**

www.eldo.k12.mo.us

Fax: 876-2128

Main Line:	876-3112
Middle School Office:	ext. 230
Middle School Attendance:	ext. 255
Middle School Counselor:	ext. 232
Athletic/Activities Office:	ext. 259
Nurse:	ext. 238
Maintenance Office:	ext. 256
Cancellation Line:	ext. 900
Superintendent's Office:	ext. 223
Bus Barn:	876-4327
Power School:	ps.eldo.k12.mo.us
Atomic Learning:	www.eldo.k12.mo.us

OTHER IMPORTANT NUMBERS

Emergency Services:	911	School Violence Hotline:	1-866-748-7047
Child Abuse Hotline:	1-800-392-3738	Substance Abuse Hotline:	1-800-888-9383
Poison Information Center:	1-800-366-8888	Suicide Prevention:	1-800-SUICIDE
Rape Crisis Hotline:	1-800-678-7713	DFS:	1-417-276-5113
Police Station:	876-2313	Parent Stress Hotline:	1-800-367-2543

PLEASE RETURN THE BOTTOM PORTION TO YOUR HOMEROOM TEACHER

I have read, understand, and will be expected to abide by these policies and rules.

STUDENT: _____ GRADE: _____

PARENT: _____

TABLE OF CONTENTS

Welcome	1
Mission Statement/Improvement Objectives	2
Middle School Mission Statement	3
School Information	4
School Calendar/Bell Schedule	5
Non Discrimination Policy/Student Rights/Due Process.....	6
Privacy Rights/Drug Free Ed. Environment/Soliciting	7
Student Admission/Enrollment/Transferring.....	8
Student Financial Obligations/Fees/Supplies/Lockers	9
Insurance/Homework/Honor Roll/Library	10
Teachers Lounge/Telephones/Nurse/Immunizations	11
Attendance Policy/Guidelines for Excused Absences	12
School Sanctioned Activity Trips/Homebound Services.....	13
Make-up Work/Flowers/Personal Property/Lost & Found.....	14
Arrival/Visitors/Dress Code	15
Cafeteria/Automated Lunch System	16
Lunch Period/Retention/Promotion/Surveillance in School.....	17
Guidance Counseling/Finals/Progress Reports.....	18
Staff.....	19
Student Activities Guidelines/Interscholastic Competition.....	20
General Guidelines & Expectations For Participants	22
Standards of Eligibility For Students Activities	24
Requirements for MSHSAA Activities	26
Code of Conduct for Extra Curricular Activities.....	27
Transportation Rules and Procedures	28
Rules for Riding the Bus.....	29
Bus Rules Continued	30
Student Code of Conduct.....	30
Violations & Penalties	31
Intimidation/Extortion/Assault/Battery of a Fellow Student	31
Assault/Battery of a Faculty/Staff Member	31
Fighting.....	31
Weapons.....	32
Possession of Illegal Drugs/Students Under The Influence.....	33
Distribution of Illegal Drugs/Possession of Tobacco Product/Paraphernalia.....	34
Use of Tobacco Product.....	35
Possession of Disallowed Items.....	35
Student Profanity/Swearing/Inappropriate Language.....	35
Insubordination/Disrespect to Teacher/Staff	35
Willful Destruction Property	35
Theft.....	36
Forged Passes/Notes	36
Skipping School/Class/Leaving Grounds	36
Dress Guidelines	37
Public Display of Affection	37
Indecent Exposure.....	37

Sexual Harassment.....	37
Student Throwing of Food/Objects.....	38
Cheating	38
Lying to Staff/Classroom Disruption or Horseplay	38
Horseplay continued/Parking Lot/Internet and Computer Usage.....	39
Tardies/Student Behavior Not Falling Into Above Categories.....	40
Saturday School Policy/Corporal Punishment/Suspension	41
Expulsion/Basic Rules	42

EL DORADO SPRINGS MIDDLE SCHOOL

901 S. Grand St.
El Dorado Springs, MO 64744
417-876-3112

Mr. Roger Barnes, Superintendent
Mr. David Hedrick, Principal
Evelyn Boyle, Counselor

WELCOME

Dear Student and Parent(s):

This student handbook has been developed to help you become familiar with the facility, activities, and guidelines concerning our middle school. Take time to read it so you are aware of the items pertaining to you. This handbook is adopted annually by the Board of Education.

As you read this book, you will find not only, basic middle school information, but also a school year calendar, staff names, reasonable and fair rules, and discipline code, activities, and other helpful guides.

If you accept your responsibility as a good school citizen, you will succeed. If you participate in school activities, you will develop a more positive attitude toward school.

The staff wishes you a successful and happy year ahead in middle school.

David Hedrick,
Middle School Principal

El Dorado Springs R-2 School District Mission Statement

The Mission of the El Dorado Springs R-2 School District is to provide an appropriate, comprehensive, quality education for ALL students with an emphasis on character development and the acquisition of skills necessary for full participation in a changing society by providing meaningful learning opportunities. We affirm that education is a lifelong learning process involving the home, school and community,

El Dorado Springs R-2 School District Improvement Objectives

1. Students will score at or above the median student mastery rate on the core areas of the Missouri Assessment Program.
2. The annual dropout rate for the El Dorado Springs R-2 School District will be reduced and maintained at 3% or less.
3. The district will increase positive parental and community involvement at ALL levels of the educational process.
4. The district will increase or maintain high attendance at levels of 97% or more.
5. Post-secondary training or productive occupations will be attained by 100% of our graduates.
6. The district will provide necessary, modernized facilities for the maximum learning of our students.

El Dorado Springs Middle School Mission Statement

The Middle School concept is specifically aimed at the educational, emotional, and psychological needs of students in the eleven to fourteen year age groups. It must provide for the transition from childhood education to adolescent education.

The El Dorado Springs Middle School has been established to develop processing skills, such as critical thinking and decision making. The school will strive to increase all students' ability to be independent, responsible, and self-disciplined. The school will offer a wide range of exploratory opportunities, both academic and extra-curricular to improve the personal development of the student.

The El Dorado Springs Middle School will have the following goals:

1. To help the student become aware of physical, social, and emotional changes.
2. To develop a positive attitude toward school, self, and others.
3. To provide academic and exploratory opportunities to prepare them for high school.
4. To provide an appropriate, safe, and orderly environment.
5. To help students deal with value questions that arise because of their growing need for independence, and to learn to cope with the rapid changes in our society.

MASCOT

Bulldog

SCHOOL COLORS

Red and Black

SCHOOL TOAST

So here's to dear ol' El Dorado She's tried and true
Gladly we'll back her in all she may do
Though the task be mighty we'll have no fear
Push pull for El Dorado, With cheer on cheer.

SCHOOL CLOSING

On those occasions this winter when we are forced to cancel classes because of bad weather, school-closing announcements will be made on the following radio and TV stations:

RADIO

El Dorado Springs	KESM - 105.5 F.M. or KESM - 1580 A.M.
Nevada Stations	KNMO - 97.7 F.M. or KNEM - 1240 A.M.

TELEVISION

Channel 10 - Springfield	Channel 27 - Springfield
Channel 3 - Springfield	Channel 33 - Springfield
Channel 7 - Pittsburg	

Every effort will be made to make this information available to the radio and TV stations by 6:30 A.M. You may also call 876-3112, ext. 900 for a recorded message concerning school-closing information. The 876-3112 line may be busy, so you will have to call several times.

SCHOOL CALENDAR 2005 - 2006

August 15-16.....	Teacher Workshops (8-3:15)
August 17.....	First Day of School
September 05	Labor Day - NO SCHOOL
September 30	Lifetouch School Pictures
October 14.....	...First Quarter Ends
October 20.....	Noon Dismissal/Parent-Teacher Conferences (1 – 8 p.m.)
October 21.....	Professional Development (a.m.) - NO SCHOOL
November 04.....	Professional Development – NO SCHOOL
November 23 - 27	Thanksgiving Vacation - NO SCHOOL
December 22	First Semester Ends
December 23 - Jan. 02	Christmas Break - NO SCHOOL
January 03	School Resumes
January 16.....	M.L. King Day - NO SCHOOL
February 17	Professional Development (a.m.) – NO SCHOOL
February 20	President’s Day - NO SCHOOL
March 10.....	Third Quarter Ends
March 13 – 17	Spring Break - NO SCHOOL
April 14 – 17	Easter Break - NO SCHOOL
May 18	8 th grade Recognition 7:30 p.m.
May 18.....	Noon Dismissal/Last Day of School/Second Semester Ends
May 19 – 26	Make-Up Days (If bad winter & possibly others)

BELL SCHEDULE

8:00	Enter Building
8:00 – 8:11	Home Room/Breakfast
8:15 – 9:05	First Period
9:09 – 9:59	Second Period
10:03 – 10:53	Third Period
10:57 – 12:12	Fourth Period
10:57 – 11:22	”A” Lunch
11:22 – 11:47 (11:22 bell for “A” Lunch to resume class).....	“B” Lunch
12:16 – 1:06	Fifth Period
1:10 – 2:00	Sixth Period
2:04 – 2:54	Seventh Period

NON-DISCRIMINATION POLICY

No person shall on the basis of race, color, national origin, creed, religion, sex, marital status, age, or disability be subjected to discrimination under any educational program or in recruitment.

The Board of Education believes in the inherent worth of each individual and the right of every student to receive equal opportunities in all educational programs and activities conducted by the El Dorado Springs R-II School District. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as applicants for employment, and as employees of the district.

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socio-economic status, sex, age, or handicapping conditions. This policy will prevail in all matters concerning the staff, the students, the public and educational programs and services of the district and individuals with which the Board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment; assignment of students to schools and classes; in student discipline; and in the location use of facilities and education materials. The Board will designate an individual to act as the district's nondiscrimination compliance coordinator and insure that the coordinator's name, business address, and telephone number, as well as the statements of nondiscrimination by the district, are published to patrons, employees and students on an annual basis.

The superintendent shall continue all necessary actions to insure that discrimination does not occur in the educational program, employment practices or activities in the district.

STUDENT RIGHTS

It should be understood that the student does not divest himself/herself of his/her constitutional rights when entering the schoolhouse, so long as he/she does not disrupt the educational process or impose upon, endanger, or deprive others of their rights. No student will interfere with the learning, safety, welfare, or property of another.

Each student is required to accept responsibility for his/her own conduct, and in so doing, accept the responsibility for the consequences of his/her own choice.

DUE PROCESS

All students are entitled to due process. This means that there are certain procedures that school officials will follow prior to taking appropriate disciplinary actions. This includes notice to the charges and the opportunity for the student to respond.

PRIVACY RIGHTS

Under the Family Educational Rights and Privacy Act, the following guidelines apply to educational records:

1. Directory information may be disclosed if public notice has been given. The types of personally identifiable information must be designated as directory information (names, grade, address, etc.). A parent or eligible student has the right to refuse to let the school publish this information. They must notify the school in writing not to release the information within 2 weeks of official enrollment.
2. Parents have free access to records until the student is 18 or longer if student is a dependent.
3. The student has access after turning 18.
4. Third parties having access are: school officials with legitimate interest; schools in which a student seeks to enroll; certain state and federal authorities (audit or program evaluators; persons connected with application for financial aid; persons conducting studies for tests or instructional improvement (no identifiable information); accrediting organizations, DFS/Foster parents (if they have custody); and court order or subpoena; and those with parent consent.
5. The school must keep records of requests and grants to access - except to parents, student, school official and others with consent.

DRUG FREE EDUCATIONAL ENVIRONMENT

It is the intent of the Board of Education to provide a drug free educational environment on the El Dorado Springs R-II School. Students are expected and required to be in an appropriate physical condition and mental condition for attending school.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the school premises or while participating in a school sanctioned activity anywhere is absolutely forbidden. Violations of this policy will result in disciplinary action, which may include long-term suspension, and may have legal consequences.

The Board of Education recognizes drug dependency as an illness and a major health problem. The Board of Education also recognizes drug abuse as a potential health, safety, and security problem. Students needing help with such problems are encouraged to voluntarily seek medical assistance and/or drug rehabilitation treatment.

SOLICITING

No commercial firms shall be permitted to solicit teachers or pupils during school hours except to demonstrate school equipment or materials, which shall have the approval of the principal.

Solicitations from school children for organizations outside the school are forbidden.

All special projects are subject to the approval of the principal. This policy shall include sale of advertising, magazines, and merchandise.

STUDENT ADMISSION

All individuals age five (5) through twenty (20) who reside within the boundaries of the El Dorado Springs R-II School District may attend its schools without payment of tuition. In addition, students who do not reside in the district may be admitted under Board Policies relating to non-resident students or by specific action of the Board.

The admission of all students shall be under the direction of the superintendent, subject to approval of the Board of Education.

All persons seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health, and other eligibility prerequisites as established by Board policies, rules and regulations, and state law.

ENROLLMENT AND REGISTRATION

All parents enrolling students in the Middle School shall provide to the school nurse a copy of the student's immunization record, which must be current and up-to-date, and then obtain and complete an enrollment packet. Proof of residency is necessary before a student will be enrolled. If the person enrolling a student is not a parent, proof of legal guardianship must also be provided.

If a student is facing disciplinary action taken by the school they are transferring from, such as suspension or expulsion, that student is subject to the same action upon enrollment in the El Dorado Springs R-II Middle School.

If there is a change in address or phone number, notify the Middle School office immediately.

TRANSFERRING OR LEAVING THE SCHOOL DISTRICT

A student who plans to transfer must notify the principal's office. Complete procedures include:

1. Obtaining a drop form signed by the proper school officials (teachers, librarian office, etc.).
2. Making sure all charges the student may have incurred have been paid.
3. Making sure all books and materials checked out to the student have been returned.

Any student who transfers during the school year, and later returns to re-enroll in classes in the district will be responsible for any consequences pending related to the Student Code of Conduct or Bus Code of Conduct.

STUDENT FINANCIAL OBLIGATIONS

Any purchases made by the students from the school or from school sponsored organizations must be paid before the issuance of grade cards or transcripts.

All fines and payments for any lost, mutilated or destroyed school items must be paid before the final grade cards, equipment, or transcripts will be issued. Any fees for a class project must be paid in full before the project can be taken home and at least 1/2 of the project cost must be paid when selecting the project.

FEES

A \$10.00 non-refundable book/locker fee is charged to each student enrolling in El Dorado Springs Middle School. No student will be allowed to participate or attend any Middle School activities (interscholastic contests, dances, parties, etc.) until the fee and all previous bills are paid. No locker or textbooks will be issued to a student until the fee has been paid.

SUPPLIES

The following supplies are required and should be brought to school on the first day of classes and every day thereafter.

1. Three ring binder
2. Student Handbook (Assignment Book)
3. Pencils and pens
4. Notebook of paper or loose leaf
5. Supply bag that fits in binder (optional)

LOCKERS

A locker is provided for students to store school materials and items that are necessary to have at school. These are school property and subject to inspection without notice.

1. Lockers are to be treated appropriately, there will be no jamming of locks, no kicking and hitting, etc. ****See Code of Conduct.**
2. School officials may check your locker at any time to see that it is being properly cared for and contains only necessary school items.
3. Keep your locker free of trash and unnecessary items. No food, drinks, or unacceptable items or posters should be in the lockers. (Clean them out periodically).
4. Students may go to lockers between classes and before and after school. **Students are not to be at lockers during class time.**
5. Only those students assigned to a specific locker will be allowed to use that locker. If for some reason you need to change lockers, **you MUST get approval through the Middle School Office.** Failure to do so will result in a Saturday school and removal from the locker.
6. Remember that others will use these lockers, next year, so do not put up things to decorate with that you can not easily remove.
7. A fine will be charged to any student who does not take care of the locker.

INSURANCE

School districts are not generally held legally liable for accidental injuries sustained by students while at school or while participating in school-related activities.

As a service to students and parents, the district does provide an accidental injury policy for students, which can be purchased at a reasonable price. The policy is available on a "school day basis" or "24-hour basis". Parents must be aware that this is a supplemental policy and must never be treated as a primary coverage policy.

HOMEWORK

You can expect to have homework. This means you should expect and do homework to be prepared for your next day in class. Students who regularly complete homework are successful in Middle School.

Students develop excellent study habits if they make a commitment to finish all work.

Follow these steps:

1. Write down assignments in the assignment book.
2. Uses class-time to begin/finish as much homework as possible. This is the best time to ask the teacher questions about your assignment.
3. Attend 8th hour Study Help with teachers.
4. See your teachers if you have difficulties or visit your counselor for help.

We are here to support you in making this year fun and the best school year you've had! Let's work together to make this happen for you.

HOMEWORK DURING AN ILLNESS: Upon parent request, homework will be secured from teachers when a student is absent. Please be sure to pick up homework assignments that have been requested from the office. **HOMEWORK REQUESTS MUST BE MADE BY 9:00 A.M.**

HONOR ROLL

There are two categories of Honor Roll.

1. "A" Honor Roll recognizes students who have achieved all A's or 6-A's and 1 B.
2. "B" Honor Roll recognizes students who have achieved A's and B's (1-C allowed).

LIBRARY

The school library is open every day between 8:10 AM and 3:30 PM. Students may check out books during designated times by the classroom teacher. Students are encouraged to check books out of the library for up to two weeks. A fine of five cents per day per book is assessed when a book is kept over- time. Students will pay for lost books or books that are seriously damaged. The fines and replacement money go back into a book fund to help maintain the library.

The library is not a gathering place to visit. Respect the rights of other students to work in a quiet atmosphere.

Both the librarian and classroom teacher will take time to teach students the proper ways to use the library resources.

TEACHER'S LOUNGE

Students are not permitted in the Teacher's Lounge at any time.

TELEPHONES

The office telephone is a business phone and should be used by pupils for emergencies only. Public pay phones are located in the small gym lobby for student use. Students are not to use the telephone during class time. Parents are not to depend on office staff to remind students of appointments or make arrangements for after school activities, or rides. If it is necessary that a parent get a message to a student it must be phoned into the office before 7th hour (2:00 p.m.) to insure delivery.

NURSE'S OFFICE

Students are not to go to the nurse's office without permission from the office except in cases of an emergency. If the illness appears to be serious, efforts will be made to contact parents. Unless there is an emergency, students are to sign out and in at the Principal's office when going and coming from the nurse's office. If a student is sent home, the parent will be contacted and the student must sign out at the office. In keeping with board policy 504.10, all medicine (prescription and non-prescription) will be sent to, and administered by, the school nurse with necessary information. The school will no longer be purchasing "over the counter" medications and giving them out through the School Nurse's Office. The policy now states that parents are to send **ONE** dose of Tylenol in the **ORIGINAL** container (**DO NOT** send a full bottle) with a note stating who it is for, when they are to take it, and why they are to take it. Violation of this policy will be referred to the principal for disciplinary action.

IMMUNIZATIONS

All students must have proof of the following immunizations to enroll:

1. DPT (3 doses - 1 after 4th birthday)
2. Polio (3 doses - 1 after 4th birthday)
3. Rubella (K-6, 1 dose on or after 1st birthday)
4. Measles (K-5, 2 doses on or after 1st birthday, grades 6-12 + 1 dose on or after 1st birthday)
5. Mumps (1 dose on or after 1st birthday)

Contagious conditions follow the State guidelines. No student may attend school until written doctor's permission and/or nurse's permission is granted on the following illnesses: Chicken pox, impetigo, pertussis, ring worms, strep throat, and head lice (nits).

ATTENDANCE POLICY

Attendance is a vital part of education. A student needs to attend classes regularly to receive the greatest benefits.

Each student must report to the office upon returning to school and present a written excuse for the absence signed by the parent/guardian. Or, the parent/guardian may call the office on the day of the absence.

If a note is not available upon the student's return, it may be presented before 8:15 A.M. the following day or the absence will be considered unexcused. All unexcused absences will result in ALL F's for work missed.

Parents/guardians will be required to provide doctor's notes if in the judgment of the administration there have been an excessive number of absences by a student (10 a semester).

Excessive absences will require review by the principal, parent, DFS and Juvenile Office.

After seven (7) absences in one semester from any class period, the principal's office will notify the parent of dates and periods missed. After ten (10) absences in a semester a letter will be sent to the parent notifying them that the absences will be unexcused unless accompanied by the required documentation.

Every parent/guardian or other person in the State having charge, control or custody of a child between the ages of seven and sixteen years shall cause the child to attend regularly some day school, public, private, parochial or parish, not less than the entire school term which the child attends. (Missouri School Law 167.031)

GUIDELINES FOR EXCUSED ABSENCES

The following reasons are generally accepted as excused absences provided the parents send a note or call the office:

1. Serious family illness or other extenuating circumstances. Personal reasons are not considered an excused absence.
2. Professional appointments that could not be scheduled outside the school day i.e., dentist, doctor appointments (bring Dr. note when you return).
3. Serious personal or family problems.
4. Out-of-town trips if arranged with the school as early as possible by the parent, and if in the judgment of the principal, are justified.

***The El Dorado Springs R-2 School District does NOT recognize family vacations as excused absences, however, students may receive 50% credit if their assignments are completed upon return.**

Once students arrive at school, they are not to leave the campus without permission from the Principal's Office. Students are advised that most requests to leave school grounds will be denied unless written permission has been obtained from a parent. **NEVER LEAVE THE BUILDING WITHOUT FIRST REPORTING TO THE PRINCIPAL'S OFFICE AND OBTAINING PERMISSION.** Failure to do so will result in truancy regardless of the excuse presented after the absence. Notes for early dismissals must be turned in to the office the first thing in the morning.

If a student is absent from school or has out of school suspension, he/she will not be allowed to attend any school sponsored extra-curricular activity on that day or until the Out of School Suspension is served. Any student receiving an out-of-school suspension is NOT to be on the school campus at all until it has been served (except to attend Saturday School).

Any student who plans to transfer needs to notify the office and run a drop sheet. All books must be checked in and charges need to be paid before leaving.

SCHOOL SANCTIONED ACTIVITY TRIPS

Homework and scheduled test are to be received or taken prior to the scheduled trip. Other arrangements can be made if approved by the teacher and initiated by the student.

HOMEBOUND SERVICES

1. When a student is in need of homebound services an application may be obtained from the office. The application is to be completed by the physician and returned to the Department of Special Education. An application is good for 6-8 weeks and can be renewed if needed.
2. A homebound instructor will be appointed and the student will receive at least 5 hours of instruction per week unless otherwise advised by the physician. The student will be counted for attendance when school is in session.
3. An initial meeting will be held with the classroom teachers and the homebound instructor and the student's parent may be invited to attend.
4. The homebound instructor is to contact the parent to set up a time and place to meet. They will also contact the classroom teachers to pick up assignments.
5. Classroom teachers are to give the homebound instructor syllabus and daily or weekly assignments. The classroom teacher needs to inform the homebound instructor who is to grade assignments and tests.
6. The student is responsible for completing their assignments before more work can be given to them. The parent should notify the school when the student is ready to return full time and no longer needs homebound services.
7. The parent should provide a conducive learning environment for the student and instructor and if not a classroom will be provided by the school.
8. Questions or problems regarding homebound services should be directed to the building principal or the assistant superintendent.

MAKE-UP WORK

Missed work may be made up on the student's own initiative.

1. No make up work will be accepted after the second full school day of returning to school.
2. Exceptions to this rule will be allowed for extended absences due to illness. Teachers will be expected to work with students to get the work made up.
3. All make-up work must be done outside of the class period.
4. Students are not to leave one class to do make-up work in another class.

If suspended, all work may still be made up. However, only 50% of the credit will be received if work is completed upon returning. All tests missed during suspension must be taken immediately upon return for 50 % credit. It will be the parents' responsibility to request the work and pick it up at the office. The students will get **ZEROS** for all work not completed.

FLOWERS/BALLOONS/ETC.

The practice of flowers, balloons, and other such remembrances being sent to friends and family at school has grown to the point of being a disruption. It is, therefore, the practice of the school to discourage such deliveries at school.

In the event such remembrances are delivered to school, no glass containers will be accepted and they will be delivered to and held at the Middle School office until the end of the school day. Students may claim their deliveries at the close of school.

PERSONAL PROPERTY

The school is not responsible for personal property brought to school. The instructor through the office must clear any unusual materials or articles necessary for classroom work. Radios, headsets, compact disc players, beepers, phones, pagers, pogs, and games are not allowed. These items will be confiscated. Arrangements will be made with students to pick them up on the 1st time, on 2nd time the parent will need to pick the item up and subsequent violations the items will be thrown away.

LOST AND FOUND

The lost and found is maintained through the Principal's Office. Students who find or lose articles should report to the office. The loss of property may be minimized by placing the owner's name on every article. Articles left in lost and found will be put on display at semester and end of the year. All unclaimed articles will be sent to the maintenance office then destroyed if not needed.

ARRIVAL AT SCHOOL

A *student should not arrive at school before 8:00 A.M.* However, should he/she find it necessary, he/she should stay outside until the 8:00 A.M. bell rings. During inclement weather, he/she should remain in the lobby unless summoned by a teacher to a classroom for special help or counseling. A written notice will be sent to the

parents if students are arriving too early to school. If for some reason the child must be here before 8:00 A.M. contact the office.

VISITORS TO THE BUILDING

Parents of students and patrons of the school are always welcome in the school. However, every effort must be made to avoid any disruption of classroom instruction. Any information about the school can be obtained in any school office. Visitors are not to go into a classroom or the library without obtaining permission from the Principal. Relatives who are students in other schools are not to visit classrooms in the Middle School because of the potential disruption problem. Students not enrolled in the Middle School will not be allowed to attend classes or Middle School Student activities such as dances, lock-in, parties, etc.

DRESS CODE

It is generally accepted that cleanliness, good-grooming, and appropriate dress are necessary to reduce distraction, promote health, and provide a productive learning atmosphere. Extremes in dress and personal appearance which tend to cause distraction or pose health problems cannot be tolerated at school.

As a general rule, all styles of clothing designed for specific non-school activity or designed to call undue attention to the wearer are not appropriate at school.

The following regulations set limits on what is permissible:

1. Clothing designed to call undue attention or make the wearer conspicuous is inappropriate. All clothing must be clean.
2. All students must wear footwear designed for public use.
3. Bare midriff, tank tops, or underclothing and other such outfits are not acceptable school attire.
4. Markings or insignia on clothing must not be obscene, suggestive, or advocating substances such as alcohol, tobacco, or other drugs. Nor can it be disruptive, promote illegal activity, or promote racial slurs.
5. Hats and other headgear may not be worn in school buildings.
6. Laws concerning the display of the flag of the United States are to be strictly observed at all times.

Common sense and a reasonable attitude should eliminate the need to correct students in the area of dress and personal appearance. However, in those cases of abuse, the school administration will make the final judgment.

CAFETERIA SERVICE

The cafeteria in El Dorado Springs School provides a Type - A breakfast/lunch in accordance with USDA and the Food Service Regulations of the State Department. Lunch periods are announced at the beginning of each school term for each respective class. All students are required to eat in the cafeteria during the lunch period. The noon hour is CLOSED.

The El Dorado Middle School participates in the Free and Reduced Breakfast/Lunch Program through the USDA. The standards of eligibility are set annually by USDA. Eligibility standards and application forms are made available at the Middle School Office upon request from the student or parent.

AUTOMATED BREAKFAST/LUNCH SYSTEM

El Dorado Springs Middle School operates with an automated breakfast/lunch program. Students will have individual accounts that will be accessed with student ID badges or ID numbers during their meal shifts. Students may charge up to 3 meals due to insufficient funds in their personal accounts. The automated meal program will operate under the following criteria:

- Each student will be issued a student ID badge. The badge becomes the responsibility of the student.
- Students will deposit money in their personal account by placing cash or checks in a sealed envelope (provided by the student) and dropping it in the locked mailbox located by the middle school office. Money must be placed in the deposit box by the end of 2nd hour (9:59 a.m.) or it will not be credited to your account until the next day. Checks should be made out to El Dorado Springs R-II School.
- The front of the envelope must include: student's first and last name, ID number (which is located on the student ID badge), and the amount enclosed. Envelopes not clearly or legibly marked or having incorrect ID numbers may result in student accounts not being properly credited. If the amount of money, cash or check, is for more than one student, include each individual name, ID number, and the amount to be credited to each account.
- ID badges or ID numbers will be required in order to purchase any item in the cafeteria. The student should never attempt to loan his/her badge or number to another student. Proper authorization of ID badge or ID number use will be verified by a computerized student picture at the end of the meal line. Any student using or attempting to use another student's ID badge or ID number will face disciplinary action.
- Students will be issued a new ID badge each year following school pictures. Students are required to have their school pictures taken for the purpose of ID badges. Students should properly maintain their ID badges, as they will be used the following school year until new badges are issued. New students to the district and students not having their pictures taken last school year will be issued an ID number. Replacement cost of a lost ID badge will be \$5.00.
- If a student is unable to deposit money into his/her account prior to the first day of school, he/she will be allowed to charge up to 3 meals.

- Ala Carte items must be paid for whether you are on free, reduced, or regular paid meals. You will not be allowed to buy ala carte item unless you have money in your account.

There is a limited snack bar available for Middle School students as long as they can handle it in a responsible manner. Snack bar is cash only.

LUNCH PERIOD

ALL students must eat lunches in the school cafeteria. Students must remain in the lunchroom until dismissed by the lunch supervisor. With a closed noon hour, students will not be able to go to lockers or use the halls until the end of the lunch period because of the different classes that are still in session.

Pupils are asked to be respectful, courteous and quiet while waiting for their lunch period to be over. The following procedures should be followed during lunch:

1. Students are to walk to the lunchroom.
2. Students are to find a place to sit and remain seated.
3. Students must assume their responsibility for keeping the cafeteria orderly and clean. This means all paper should be placed in the receptacles provided, and plates and utensils taken to the proper location.
4. Students will not be allowed to possess sodas.
5. There will be an alternative, limited lunch line available.
6. Students will not be allowed any other food other than lunches brought from home.
7. No food or drink outside the cafeteria.
8. Special seating may be given for discipline problems and possible removal from the cafeteria if necessary.

RETENTION AND PROMOTION

All students in the Middle School must take the four core classes: Math, Science, English, and Social Studies along with Physical Education and required electives.

To be promoted a student must pass five (5) of the seven (7) classes with ten (10) of fourteen (14) semester grades being passed. Eighth grade students, who meet this standard, will be allowed to participate in 8th Grade Recognition.

Retention will occur if a student fails the four (4) core classes in both semesters. Summer school will be considered for students who fail five (5) classes when 1st and 2nd semesters are totaled.

SURVEILLANCE IN SCHOOL

Students in school are subject to observation at every place in the school at all times and in a reasonable fashion.

GUIDANCE AND COUNSELING

The Middle School Guidance and Counseling Program focuses on personal and social development. The counselor will assist students in planning their program of studies, in making personal choices, making personal plans, and finding solutions to problems unique to the Middle School student. The major goal of the counselor is to deal with individual students to achieve their potential. Helping students make their own decisions through personal counseling and academic counseling does this.

FINAL EXAMINATIONS

Final examinations or projects are to be administered at the discretion of the teacher and may include a variety of activities. The semester finals will be figured into the 2nd and 4th quarter grades.

PROGRESS REPORTS

Special reports to parents indicating needs of students are sent near mid quarter when changes in study habits or modification of behavior can be made before each grading period. Parents should contact the Middle School Counselor to arrange a parent/teacher conference.

Reports of pupil grades in each class are mailed at mid quarter and sent home with the student at the close of each quarter (approximately one week after the quarter ends) Grades can also be accessed over the internet at any time. Parents are urged to become well acquainted with members of the school staff and to confer as frequently as necessary with teachers, advisors, counselors, or principals.

EL DORADO SPRINGS MIDDLE SCHOOL STAFF

David Hedrick, Principal

Mr. Elbert Biddlecome	6 th	Math
Mrs. Deann Blackwell	6 th	Science
Mrs. Cindy Graves	6 th	Geography
Mrs. Glenda Ware	6 th	English
Mrs. Sarah Seibert	7 th	Science
Mrs. Deidre Bruce	7 th	English
Mr. Derik Hunt	7 th	Social Studies
Mr. Phillip Martin	7 th	Math
Mr. Randy Bland	8 th	American History/Health
Ms Barbara Walsh	8 th	English
Mr. Michael Durnell	8 th	Math
Mrs. Kim Bowmaster	8 th	Science
Mr. Brian Ellis	6 th -8 th	Industrial Arts
Mr. David Rotert	6 th -8 th	PE/ISD
Ms Candace Fortney	6 th -8 th	PE
Mrs. Rebecca Lipasek	6 th -8 th	PE
Mr. Damon Seiger	6 th -8 th	Outdoor Living
Mr. Ron Alumbaugh	6 th -8 th	Choir
Mr. Mike Boyda	6 th -8 th	Band/Music
Mrs. Lori Hunt	6 th -8 th	Art
Miss Mary Gray	6 th -8 th	Consumer Sciences/Health
Mrs. Brenda Moore	6 th -8 th	CWC/LD/EMR
Mrs. Marietha Leonard	6 th -8 th	CWC/LD/EMR
Mrs. Merry McCarty	6 th -8 th	LD/EMR
Mrs. Amy Shimek	6 th -8 th	Study Skills & ICR
Mrs. Jean Wernel	6 th -8 th	S.T.A.R.
Mr. Adam Hutzell	6 th -8 th	ISD/PE
Mr. Colin Wells	6 th -8 th	Drama
Mrs. Melissa Meredith	7 th -8 th	Spanish
Mrs. Barb McClain	7 th -8 th	Yearbook/Newspaper/I.C.R.
Mrs. Terri Alumbaugh	7 th -8 th	Computer Science/Literacy
Miss Evelyn Boyle	6 th -8 th	Counselor
Mrs. Carolyn Berning	6 th -8 th	Secretary
Mrs. Denise Ruscha	6 th -8 th	Attendance Secretary

STUDENT ACTIVITIES GUIDELINES

Student activities at El Dorado Springs Middle School are provided to supplement the curriculum. They are considered a *privilege* to the participant and are extended to students who meet the standards for participation. Student activities are divided into two categories:

INTERSCHOLASTIC COMPETITION

Interscholastic competition provides activities whereby one school competes against other schools. Most of the activities are governed by the Missouri State High School Activities Association (MSHSAA), Conference, and by local school board policy. The following are interscholastic activities offered for 7th and 8th grade student's participation while attending El Dorado Springs Middle School:

Football	Volleyball	Basketball	Band
Track	Vocal Music	Cheerleading	

Participant Commitment

Students who choose to tryout and who are selected to represent the El Dorado Springs R-II School District in interscholastic activities are challenged to offer their best effort. The expectations are high in regards to the rules of good conduct, to the exhibition of good sportsmanship, to work ethic of devoted practice, and the challenge of one's best performance.

Students are to recognize the importance of accepting responsibility, need for specific training and practice, and the willingness to place the team or group's best interest before selfish ulterior motives. In the process of competition, students will encounter attributes designed to help develop success for both the present and the future. They are afforded the opportunities to foster good character, dependability, self-discipline, honesty, responsibility, respect, and sacrifice.

Whereas, challenges are made to each participant to glean from the situation to meet his/her individual need or self interest, in most cases, the real reward comes when students recognize the benefits received by working in unison to accomplish or reach goals which could not be attained by an individual on their own. Commitment is the foundation of success in the interscholastic activities program.

Student Activities Code of Conduct

As a member of the El Dorado Springs R-II School activities program, students are expected to understand:

1. Alcohol and tobacco are harmful to the body and hinder maximum effort and performance.
2. The use of profanity has no place in the program.
3. The importance of a good attendance record is immeasurable. Students should never choose to be truant from class or school.
4. The importance of proper rest, diet, and exercise are invaluable to activity participants.

5. The care of equipment should be the same as if it were ones own personal property.
6. All specific training and practice rules designed by the coach/sponsor are to be obeyed.
7. Each person must budget his/her time and energy to ensure that studies and grades represent his/her true abilities.
8. Officials do not win or lose a game/contest but are present to help assure all participants receive fair and equal consideration. They deserve to be treated with respect.
9. Participants who represent a team, group, school, and community shall dress in appropriate attire.
10. Commitments to scheduled practices and contests for school teams and groups should take precedence over other leisure time interests and outside recreational activities.
11. Participation in an activity should never become a priority over one's safety, health, or welfare.
12. Participants who are not in compliance with school rules and policies are placing themselves in a position for disqualification from the activities program.

The Basic Fundamentals of Sportsmanship

All student participants in the interscholastic activities program will be expected to:

1. Display respect for the opponent in all ways and at all times. When other contestants visit our school they should be greeted cordially on arriving, treated as guests throughout their stay, given good accommodations, and afforded the courtesy, generosity, and tolerance, which all human beings deserve. When visiting another school, we should exemplify good behavior and be appreciative of our host. Good sportsmanship reflects the Golden Rule in action.
2. Exhibit respect for the officials and judges of the contest. They are to be recognized as nonpartisan arbitrators who are trained to do their job to the best of their ability and within the limits of the rules. Good sportsmanship is the willingness to accept and abide by decisions of the officials and judges.
3. Recognize the necessity for rules to given fair play; and know, understand and appreciate the rules of the contest. Good sportsmanship implies the importance of the spirit and letter of the rules as a mutual agreement.
4. Each person should practice self-control at all times. Good sportsmanship demands one to understand his/her own prejudice or bias. It requires one to channel the desire to win in a proper prospective so it does not override rational behavior. Good sportsmanship is concerned with a proper perspective being maintained whereby educational values of activity competition are not lost because of some immediate emotion out of control.
5. The ability to recognize quality in a performance and willingness to acknowledge it without regard to group or team allegiance is one of the highest marks of good sportsmanship. Applause for an opponent's good

performance or a congratulatory expression is a demonstration of generosity, which reflects the highest caliber of good sportsmanship.

Student Assistants and Managers Responsibilities

Students who are selected as student assistants, cadets, or managers in the interscholastic activities program shall:

1. Be dependable, loyal, responsible, and cooperative with coaches, sponsors and participants.
2. Be selected by the coaches or sponsors in charge of the activity.
3. Meet all eligibility standards, guidelines, and policies same as the participants.
4. Attend all meetings, practices, and contests. They shall work closely to assist the sponsors or coaches during practices and contests.
5. Care for equipment, assist with minor repairs of equipment, and help with the proper storage of equipment and supplies and the preparation for transportation of equipment where necessary while under the supervision of the coach or sponsor.
6. Agree to observe all team or group rules established for the best interest of the squad or team.
7. Be assigned specific duties by the coach or sponsor and will be responsible for the duties assigned.
8. Keep all records or charts as designated by the coach or sponsor accurately and be non-biased relative to the participants.
9. Be a positive influence on the team or group by supporting the coach's/sponsor's expectations for participants in spirit.
10. Be given due recognition as part of the group and be included for parent's night, banquets, award ceremonies, and other notable methods of praise.
11. Sign and return all proper parental and permission forms to the coach or sponsor indicating a commitment to the program.

GENERAL GUIDELINES AND EXPECTATIONS FOR PARTICIPANTS

All students when representing the school are expected to follow the rules of good conduct and adhere to the rules of the school district, coach, and sponsor. Students need to understand each coach, director, or sponsor will have specific rules and expectations for an activity. Because of club by-laws; constitutions; physical conditioning or training; safety procedures, tryout and practices it is necessary for coaches, directors, or sponsors to design specific regulations to accommodate the variables in each activity. The general guidelines and expectations are as follows:

- I. Health and Safety
 1. No student will be permitted to participate in any school-sponsored activity without the consent of the parent/guardian. If applicable, a completed MSHSAA participation certificate which includes a necessary examination by medical physician, student covered insurance verification, student information, and parent(s) permission to participate that is required. This form shall be completed, including proper signatures, and turned into the coach or sponsor before the student is permitted to practice or play.

2. All medical and first aid treatment necessary during practice or play shall be administered under the direct supervision of the coach or sponsor until proper medical authorities arrive. A student who becomes injured or ill during practice or play should report the circumstances to the coach or sponsor immediately. Any student on medication while participating shall inform the coach or sponsor of such circumstances.
3. No school activity, practice or performance shall be held without a sponsor or coach. No student should attempt to practice or play unless the coach or sponsor is there to supervise. Students are not to begin warm-ups or workouts before the supervisor arrives. For safety reasons students are not to use school equipment without proper supervision. (Violators are subject to removal from the activity).

II. Transportation for Activities

1. Students shall travel to and from all off-site activity events on school sanctioned vehicles.
2. All participating students must return with the group or team bus unless they are released to their parents/guardian at the conclusion of the activity or event. Permission to do this may be given only after the coach/sponsor has talked to the parent/guardian of the participant.
3. Bus conduct shall be outlined by the coach/sponsor and shall meet bus regulations and standards. (Violators are subject to sponsor guidelines and bus code of conduct).

III. Dress and Appearance

1. As a representative of El Dorado Springs Middle School, appropriate dress, jewelry, and apparel will be required of participants in all school activities.
2. The coach or sponsor will set the guidelines forth. Guidelines will take into consideration safety factors, the activity, and the conditions. Students, as representatives of the school, community, and themselves, should be dressed so as to reflect a positive attitude to others about who they are and whom they represent.

IV. Students Are Responsible for Issued Equipment

1. Students are expected to wear uniforms and practice gear only for the purposes for which it was issued.
2. Students will pay for the abuse and destruction of any school equipment. They are financially responsible for all equipment or gear issued by the school which is not properly returned.
3. Payment or return of gear and equipment must be made before a student progresses from the sport or activity to another school activity.

STANDARDS OF ELIGIBILITY FOR STUDENTS ACTIVITIES

I. Citizenship Standards

Students who represent themselves and their school in school activities should exemplify good citizenship. They should obey all school rules and regulations. Students are expected to work in a cooperative effort with the sponsors/coaches involved in an activity. Students, who do not, will be given due process and removed from the activity.

1. Any student whose character or conduct is such as to reflect discredit upon themselves or the school is not considered a good citizen. (The student must meet or satisfy the consequences for any violations in the Student Code of Conduct and the Student Activities Policies and Guidelines.)
2. There are certain types of misconduct and improper behavior, which warrant severe consequences because of the nature and reflection cast upon the student, team/group, school, and community. Any student guilty of the following shall be given due process and dismissed from active participation in school activities for the remainder of the year.
 - A. Vandalism, property destruction, or theft of property or goods during an activity trip. This includes incidents at other schools, cities, or any other place when students are stopped while on a school trip.
 - B. The use of any alcohol or other illegal drugs while representing the school in an activity. This includes to, during, and from the activity while under the jurisdiction of the school.
 - C. Assault or battery to a sponsor, official, or school authority to, during, and from the activity. This includes any verbal assault such as cursing out or making obscene gestures to the above or to the crowd.
3. A student who is found guilty of any law violation shall not be considered a creditable citizen until he/she has satisfied the fine and or penalty.
4. A student who is suspended from school would not be eligible to participate in any school activities as follows: First offense, out one week; Second offense, out two weeks; and Third offense, removed from all out-of-class activities for the remainder of the year.
5. On the second Saturday School assignment all activity privileges are suspended for one week. However, they may continue to practice with the group/team. Every subsequent Saturday School assignment will result in an additional week of ineligibility.
6. A student who misses a class on the day of a contest or practice without being excused by the principal shall not be considered eligible to represent the school on that date.
7. Unsportsmanlike acts during a contest resulting in ejection shall cause the student to be restricted from representing the school in the next contest. Any student who commits an unsportsmanlike act and is not ejected may be restricted from participation by the sponsor/coach. In such case, the sponsor/coach, activity director, and principal shall review the circumstances and inform the student of the decision.

(Students always have the right to due process, and may appeal through proper channels.)

II. Scholastic Standards

Student participants will be subject to all eligibility standards set forth in the Missouri State High School Activities Associations (MSHSAA). It is the responsibility of each head sponsor/coach to inform the participants of the rules and regulations.

1. A student must be currently enrolled in and regularly attending courses which offer a minimum of 2.50 units of credit. (Normally five courses) Special program classes must be the equivalent.
2. A student must have earned 2.50 units of credit the preceding semester or the equivalent in a special program. (Credit earned after the close of the semester or during the summer does not meet this requirement.)
3. A student must be making satisfactory progress towards graduation as determined by local school policies.
4. Academic Standards for Activity Participation.

The Board of Education has adopted academic standards for students who participate in school sanctioned activities in the El Dorado Springs R-II School District. In keeping with the mission, philosophy, and goals of the district, it is the purpose of the school district to educate students first through the mastery of academic skills.

The **local academic standards** for student activity participation are for all local clubs, organizations, and MSHSAA activities. The policy shall be effective starting with the fall semester of 1995 and thereafter. The following guidelines are included:

- A. All students participating in school sponsored activities shall be **passing all courses of study in which they are enrolled** for credit.
- B. Any student that has an "F" at the end of the grading period will be placed on probation for approximately two weeks. If after the probationary period the "F" still remains, the student will become ineligible until the "F" in that class has been removed on mid-term or quarter grades. If after the probationary period the "F" has been removed the student will be eligible.
- C. Students enrolling in the district for the first time shall be ruled eligible in regards to the local policy. However, students must meet the MSHSAA standard of eligibility to participate in interscholastic activities.
- D. All students participating in interscholastic activities must meet the academic standards set forth by the Missouri State High School Activities Association.

III. Practice Standards

Each head sponsor/coach will determine the rules and regulations concerning the attendance at practice sessions.

1. The El Dorado Springs Middle School will not conduct practice sessions for activities on Sundays.
2. Wednesday evening practice sessions will conclude before 6:30 P.M. (There are no regular scheduled events on Wednesday nights. However, sometimes the tournaments and district events are scheduled on Wednesdays.)

IV. Interscholastic Participation Rules Policy
Guidelines for implementation

1. Since the conduct of participant reflects upon the individual, the team/group, school, and community, the participation rules are in effect during all times (in school & out of school) while students are members of a team or group.
2. The participation rules policy does not govern students when their season of participation is not in progress. It starts when practice sessions have started. It ends when the participation season is completed and the students have completed all of their obligations such as returning home from the last contest and the turning in all issued equipment.
3. The maximum number of days a student is ineligible for violating the participation rules policy is 180 school days. These days may be carried over from the preceding year. All days are counted from the date of the incident.
4. Possession in this policy refers to a student having the substance on his/her person, and/or in his/her locker or vehicle. Use is placing the substance inside the body of the person.

Requirements for MSHSAA Activities

Students who participate in interscholastic activities shall meet the MSHSAA Student Eligibility Standards. These include good citizenship, academic standards, age limits, participation limits, enrollment requirements, and other general standards. (If questions on eligibility contact the Activity Director or Principal.)

Student Code of Conduct for students involved in Extra Curricular Activities.

1. Students who possess or use tobacco:
During season at a school activity
 - A. First offense Loss of eligibility for 10 school days
 - B. Second offense Loss of eligibility for 45 school days**During season away from school**
 - A. First offense Loss of eligibility for 5 school days
 - B. Second offense Loss of eligibility for 20 school days
2. Students who possess or use alcohol:
During season at a school activity
 - A. First offense Loss of eligibility for 20 school days

B. Second offense Loss of eligibility for 90 school days

During season away from school

A. First offense Loss of eligibility for 10 school days

B. Second offense Loss of eligibility for 90 school days

3. Students who possess, use, or sale illegal drugs:

During season at school activity

A. First offense Loss of eligibility for 90 school days

B. Second offense Termination of eligibility for all extra curricular activities

During season away from school

A. First offense Loss of eligibility for 45 school days

B. Second offense Termination of eligibility for all extra curricular activities

EL DORADO SPRINGS SCHOOL DISTRICT TRANSPORTATION PASSENGER RULES AND PROCEDURES

1. The **first** time a student creates a disturbance, the driver will verbally warn the student about the rule the student is breaking and that if student misconduct continues a conduct notice will be issued. For all students, if the first conduct notice is issued, the driver will inform the student that their parents must sign the notice or call the transportation office at 876-4327. Also, the student must return the conduct notice to the driver when getting on the bus the next time the student rides.
2. All students receiving a **second** conduct will receive a **three-day** suspension from transportation. Before any suspension is imposed, the parent will be notified by either telephone or by mail.
3. Upon receiving a **third** conduct report, the student involved will receive a **five-day** suspension.
4. If a student receives a **fourth** conduct report, the student will be suspended for **ten days**.
5. In the event that any student receives their **fifth** conduct report, they will be suspended for the **rest of the school year**. In any case, conduct reports must be signed by a parent and returned before transportation will resume.
6. **SEVERE CATEGORY:** Any action that is serious and/or jeopardizes the safety of the passengers and/or driver. Although this is not a complete list, examples of severe behavior could include: fighting, weapons and lookalike weapons, alcohol, smoking, drugs, verbal and/or physical abuse, and sexual harassment. Such infractions will not only result in suspension from transportation, but may also result in disciplinary action at the school. Any previously issued notices will be considered when determining the discipline for a student having committed a severe act. Any discipline determined to be severe will give the Administrator the option of taking disciplinary action at any step.
7. If a child receives a green slip from the bus driver and does not return it to the driver within two days, the bus company will notify the parent that a green slip has been given to the pupil.
8. Appeal Procedure: A parent/guardian desiring to appeal the issuance of a misconduct notice or subsequent punishment may do so by contacting the company. The Bus Company shall notify the Building Principal of such a request. The appeal shall be heard within five school days of the request unless an extension is requested in writing by the parent. The request for an appeal hearing shall temporarily restrain the implementation of a suspension unless the Director of Transportation or the Building Principal determines that in the interest of bus safety and/or good order the suspension is necessary or the hearing cannot be conducted in a timely manner.

RULES FOR RIDING THE BUS

1. Students may be required to walk a short distance to the bus stop. (Usually a few blocks in the city or a little more in rural areas depending on turnaround access.)

2. Passengers should be prompt in reporting to the bus stop. Usually a five-minute arrival before the scheduled stop is ample. Schedules should normally be consistent, within a minute or two, except, of course, for the first week or so of school, until routes are “firmed up”, in the case of a substitute driver or unforeseen traffic delays, or during severe weather conditions.
3. “Horn service” or “door to door” is not feasible. Of course there may be days, especially during the bitter cold of winter that passengers seek shelter until bus arrival. In that event, passengers should be alert and prepared to board the bus without delay at the regular stop when the bus arrives.
4. Passengers shall remain seated when the bus is in motion. (Upon boarding the bus the students should be promptly seated. The student should also be alert and prepared to depart the bus at the appropriate stop, causing no delay.) The bus driver shall be authorized to assign seats if it is deemed necessary to maintain passenger control, an efficient schedule, and/or other reasonable administrative purpose.
5. While waiting for the bus, students are encouraged to stand a safe distance from the roadway or thoroughfare until the bus has arrived at the designated stop.
6. Students shall cross ten feet (10) in front of the bus (never behind). If it is necessary for a student to cross a lane of traffic to board or after departing, they must have eye contact with the driver and should wait for the driver to motion them across.
7. In case of a bus accident or breakdown, passengers should be orderly and follow the directions of the bus driver.
8. Students wanting to ride on a bus other than their assigned bus must bring a signed note from home and have it signed by the office of the school.
9. Students cannot get off the bus at any stop but their assigned stop without permission from the parent or office.
10. Several items or activities are not allowed on the bus, including eating, drinking, animals at any time (to include show and tell day) glass containers, radios, balloons and tape players.
11. Parents and students are responsible for the cost of repairs for damaged bus property caused by vandalism by the student.
12. Pupil misconduct on a school bus can endanger the lives of the pupils, driver, and the general public. The driver shall report such incidents to the Director of Transportation by using a conduct report. The Director of Transportation will give each Building Principal a copy of each report. If more than three reports are issued during the year, it will probably result in suspension from riding the bus. Subsequent notices could result in a conference with student

and parents. Types of passenger misconduct which may result in the student's loss of riding privileges include:

- A. Deliberate defiance – refusal to cooperate with driver.
- B. Obscene and unacceptable language, gestures, remarks, or literature.
- C. Unusually loud talking or other undue noise.

- D. Throwing/Shooting items of any kind. Spitting in the bus or out the windows
 - E. Scuffling/Teasing/Tormenting other students on the bus or at the bus stop.
 - F. Fighting on the bus or at the stop.
 - G. Deliberate delay – loading and unloading.
 - H. Refusal to stay seated, turning around in the seat, standing, or moving around in the bus.
 - I. Use of tobacco or tobacco products, matches, lighters, drugs, alcohol on the bus.
 - J. Extending any part of the body or objects out to the window.
 - K. Tampering with bus equipment.
 - L. Vandalism and destruction of property.
 - M. Restricted material or items on the bus.
 - N. Other violations endangering safe operation on the bus.
13. When weather conditions in the school indicate a possibility of or an existence of dangerous road conditions, every effort will be made to notify the new media by 6:00 a.m. Further, every effort will be made to return the pupil home at the regular scheduled time.

STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for rights of others, and to ensure the orderly operation of the school. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in a specific penalty. There is one basic rule at El Dorado Springs Middle School: **NO STUDENT WILL INTERFERE WITH THE LEARNING, WELFARE, OR PROPERTY OF ANOTHER!!**

Starred (*) items may be of a nature where the severity of the problem would give reason to eliminate one or more steps in the list and/or involve the Superintendent or the Board of Education. Violation of some items in the Student Code of Conduct, designed to provide a safe drug and weapon free orderly climate at school, may also be a violation of state statues and local ordinances; in which case there may be consequences in the criminal justice system.

The Student Code of Conduct applies to students during the time a student is on school property, in school buildings, on buses, and at school activities. The general rule is while the student is under school personnel supervision to, from, on, and during school functions; the code is in effect.

VIOLATIONS AND PENALTIES

1. **INTIMIDATION AN/OR EXTORTION OF FELLOW STUDENTS:**
Students need to realize NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE LEARNING OR SAFETY OF ANOTHER STUDENT. Built into

this acceptable behavior for students, is the consideration for intimidation. This school district operates on a zero tolerance for intimidation. Students need to understand intimidation may become oral assault, which carries a severe penalty in the Student Code of Conduct.

- A. 1st offense 2 Saturday school detentions or 4 days ISD
- B. 2nd offense 3 school days out-of-school suspension
- C. 3rd offense 5 or more school days out-of-school suspension

2. ***ASSAULT OR BATTERY OF A FELLOW STUDENT:**

Any act or words which create or cause a reasonable apprehension in the fellow student of any immediate harmful or offensive contact to the fellow student's body; or any act which actually brings about a harmful or offensive contact to the fellow student's body.

- A. 1st offense Suspension for 5 school days or less
- B. 2nd offense Suspension for 10 school days or more
- C. 3rd offense Referral for suspension for 90 school days or less

3. **ASSAULT OR BATTERY OF A FACULTY OR STAFF MEMBER:**

Oral assault or battery of a faculty or staff member:

Any words, whether spoken on or off school grounds, which create or cause a reasonable apprehension in the faculty or school member of a harmful or offensive contact to his/her body.

- A. 1st offense 10 school days out-of-school-suspension
- B. 2nd offense 90 school days out-of-school suspension

Physical assault or battery of a faculty or staff member:

Any acts, which actually bring about a harmful or offensive contact to the faculty or staff members body whether on or off school grounds.

- A. 1st offense Suspension for not less than 90 school days
- B. 2nd offense Expulsion

4. ***FIGHTING:** Fighting is defined as mutual combat in which both parties contributed to the physical conflict.

- A. 1st offense 2 Saturday School detentions or 4 days ISD
- B. 2nd offense 3 school days out-of-school suspension or less
- C. 3rd offense 5 school days out-of-school suspension or more

5. ***WEAPONS:** Definition of Weapon: Weapon means any firearm whether loaded or unloaded; any chemical, controlled substance, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or death; or any device or instrument which is used to threaten, strike terror, or cause bodily harm or death. (Any person having difficulty

reading or understanding this policy must contact a school official for an explanation. **NO LENIENCY** will be given to anyone violating it.) It is the school's responsibility to provide a safe school environment.

Category I Weapon: The El Dorado Springs R-II Board of Education takes a position of "**Zero Tolerance**" on the following objects:

- A. All firearms whether loaded or unloaded
- B. Guns of all types including pellet, BB, stun, look alike, or any non-functioning gun that could be used to threaten others
- C. Knives, switchblades, or any automatically opening blade, dagger, sword, razor, etc.
- D. Artificial knuckles or any other object designed to be worn over the fist or knuckles
- E. Blackjacks, clubs, num chucks, or throwing stars
- F. Any explosive
- G. Any poison, chemical, or controlled substance which is capable of causing bodily harm or death
- H. Any bow and arrow or slingshot
- I. Any other device not listed above which can be used to intimidate, threaten, cause bodily harm, or death

All the above violations have the following consequences:

- A. Immediate confiscation of the weapon where practical and safe - Call 911 and request assistance if needed
- B. Immediate notification to the Superintendent
- C. Immediate notification to the parent/guardian
- D. Hold an administrative hearing with the student and his/her parent/guardian which will include:
 - a. Informing the student of the provisions of the policy which have been violated
 - b. Confronting the student with the evidence
 - c. Providing the student with a chance to respond to the charges
- E. Initially, suspension from school for ten (10) school days
- F. Involvement of the police with recommendation for charges to be made
- G. Recommendation of the Superintendent to the Board of Education for expulsion from school and all school activities for 365 days from the day of infraction

Category II Weapon: This portion of the policy addresses possession of objects which, may or may not be considered weapons. While the School Board Policy represents a "**Zero Tolerance**" position on weapon and/or "look alike" weapons, there are several objects which are questionable regarding whether they are considered weapons and whether the presence of

these objects requires activation and enforcement of the weapons policy. The Superintendent may use his/her discretion when interpreting use and intent of such objects by a student.

Students are forbidden to bring into school or onto school grounds or property any item, which is considered potentially dangerous. Examples inappropriate materials include, but shall not be limited to: small pocket knives, fireworks, smoke bombs, fire crackers, tear gas or mace, ammunition, poppers or caps, throwing darts, any nuisance item or toy, and any unauthorized tool.

- A. 1st offense 10 school days out-of-school suspension
- B. 2nd offense Referred to Superintendent for long term out-of-school suspension

6. ***POSSESSION OF ILLEGAL DRUGS:** In school buildings, on school grounds, or at any school-sponsored activity. Possession of drug paraphernalia, or possession, use of, or attendance under the influence of a controlled substance, alcoholic beverage or any item represented or believed to be a controlled substance or alcoholic beverage is forbidden. The police shall be contacted for professional and legal assistance.

- A. 1st offense Suspension for ninety (90) school days or less
- B. 2nd offense Suspension for one hundred and eighty (180) school days or less
- C. 3rd offense Referral for expulsion

STUDENTS UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE OR ALCOHOL

The following criteria will be used if a student is believed to be under the influence of a controlled substance or alcohol:

- A. Any staff member, using reasonable judgment, who believes that a student may be under the influence of a controlled substance or alcohol shall contact the principal immediately.
- B. The principal will investigate the situation by interviewing the student in question and any other appropriate students or teachers.
- C. Following the investigation, if the principal has reasonable suspicion that the student may be under the influence of a controlled substance or alcohol, the principal will contact the school nurse and/or SRO for an evaluation of the student.
- D. If following the evaluation, the nurse or SRO has reasonable suspicion that the student is, in fact, under the influence of a controlled substance or alcohol, the principal will suspend the student for ten (10) school days and recommend a long term suspension by the superintendent or

- action by the Board of Education.
- E. The principal will then notify the parents of the student, the police department, and the superintendent.
 - F. Parents desiring to challenge the decision may take the student, accompanied by the principal or designee, to Cedar County Memorial Hospital for a drug test or to the El Dorado Springs Police Department for a breath test. **Any and all tests MUST be completed within a three (3) hour period from the time of the nurse or SRO evaluation. Students must remain in the presence of the principal or designee at all times prior to testing. The results must be shared with the principal at the time of the tests if the suspension is to be overturned. The parents will incur all expenses of any tests.**
 - G. Failure to have a student tested or failure to share the results with the principal will be interpreted as an admission of guilt and the suspension will stand.
7. ***USE OF/DISTRIBUTION OF ILLEGAL DRUGS:** In school buildings, on school grounds, school buses, or at any school-sponsored activity. Sale or distribution of controlled substances, alcoholic beverages or any item believed or represented to be a controlled substance or alcoholic beverage is forbidden. The police shall be contacted for professional and legal assistance.
- A. 1st offense Suspension for ninety (90) school days or less
 - B. 2nd offense Suspension for one hundred and eighty (180) school days or less
 - C. 3rd offense Referral for expulsion
8. **POSSESSION OF ANY TOBACCO PRODUCT OR PARAPHERNALIA RELATED TO (example - matches/lighters):** In school buildings, on school grounds, school buses, or at any school activity.
- A. 1st offense Saturday School detention or 2 days ISD
 - B. 2nd offense 2 Saturday School detentions or 4 days ISD
 - C. 3rd offense 3 school days out-of-school suspension
9. **USE OF ANY TOBACCO PRODUCT:** In school buildings, on school grounds, school buses, or any school activity.
- A. 1st offense 2 Saturday School detentions or 4 days ISD
 - B. 2nd offense 3 school days out-of-school suspension
 - C. 3rd offense 5 school days out-of-school suspension
10. ***POSSESSION OF DISALLOWED ITEMS:** It is unacceptable for students to bring onto school grounds, buses, or buildings pagers, beepers, or hand held phones, or any facsimile thereof. Students must leave them in their vehicles. The police will be contacted for professional and legal assistance.

- A. 1st offense Saturday School detention or 2 days ISD
- B. 2nd offense Suspension for 5 school days or more
- C. 3rd offense Suspension for 10 school days or less
- D. 4th offense Referral for suspension for 90 days or less

11. **STUDENT PROFANITY, SWEARING OR USE OF ANY OTHER INAPPROPRIATE LANGUAGE:** Students are responsible for their actions while on school grounds, buildings, buses, and while attending school activities. The use of any inappropriate language either written, verbal, or gesture is prohibited and will result in the following consequences when reported by school personnel supervisors and/or student acknowledgment.

- A. 1st offense Saturday School detention or 2 days ISD
- B. 2nd offense 2 Saturday School detentions or 4 days ISD
- C. 3rd offense 3 school days out-of-school suspension

12. **INSUBORDINATION OR DISRESPECT TO TEACHER OR STAFF:** Continued disregard for school rules; failure to respond to reasonable directions; argumentative to teacher's authority.

- A. 1st offense Saturday School detention or 2 days ISD
- B. 2nd offense 3 school days out-of-school suspension or less
- C. 3rd offense 5 school days out-of-school suspension

Major Offenses - Staff member's authority seriously jeopardized.

- A. 1st offense 5 to 10 school days out-of-school suspension
- B. 2nd offense Suspended 90 school days or less

13. ***WILLFUL DESTRUCTION OF STUDENT, TEACHER, STAFF OR SCHOOL PROPERTY:** In all cases restitution by payment for replacement or restitution by repair of damaged property shall be made. This includes writing or marking on desks, walls, and lockers.

- A. 1st offense Saturday School detention or 2 days ISD
- B. 2nd offense 2 Saturday School detentions or 4 days ISD
- C. 3rd offense 3 to 5 school days out-of-school suspension. Student(s) will meet with administrator for a probationary agreement before returning to classes.

Major vandalism includes any act of destruction to building, furniture, equipment or property of \$50.00 or more shall include restitution for damages with the following consequences:

- A. 1st offense 10 school days out-of-school suspension. Student(s) will meet with the school administrator for a probationary agreement before returning to classes.

- B. 2nd offense 90 school days or less, out-of-school suspension. Student(s) shall meet with the principal and superintendent for a probationary agreement before returning to class.

14. ***THEFT OF PROPERTY OF STUDENT, TEACHER, STAFF, OR SCHOOL:** In all cases restitution by payment or return of stolen property shall be made. This includes the theft of any items while on a school activity trip away from the school. The appropriate law enforcement agencies may be contacted and the incident reported.

- A. 1st offense 2 Saturday School detentions or 4 days ISD
- B. 2nd offense 3 school days out-of-school suspension
- C. 3rd offense 5 school days out-of-school suspension or more

15. **FORGED SCHOOL PASSES OR NOTES FROM PARENTS:** It is unacceptable conduct for a student to forge the signature of parents, teachers, or other school personnel in order to gain approval or acceptance under false conditions.

- A. 1st offense Saturday School detention or 2 days ISD
- B. 2nd offense 2 Saturday School detentions or 4 days ISD
- C. 3rd offense 3 school days out-of-school suspension. Student(s) will meet with administrator for a probationary agreement before returning to classes.

16. **SKIPPING SCHOOL/CLASS OR LEAVING GROUNDS WITHOUT PERMISSION:** Truancy is not attending school all day or any part of the day without parental consent and clearance through the principal's office. Parents' notification to the principal's office of a student(s) absence may confirm the absence was not truancy. **However, parents may not excuse students who leave during the school day after the absence has occurred. Consequences for truancies are:**

- A. 1st offense Saturday School detentions or 2 days ISD
- B. 2nd offense 2 Saturday School detentions or 4 days ISD
- C. 3rd offense 3 school days out-of-school suspension

All excuses must be cleared through the office and a student must properly sign out prior to the student leaving the school grounds. Cutting class, leaving the classroom without permission, not signing in or out properly, or failure to follow other responsible procedures will result in the same consequences.

17. **STUDENT DRESS GUIDELINES:** Any student in violation of the dress code as defined on page 15 of the student handbook will result in disciplinary action.

- A. 1st offense Verbal warning/student must change clothing
- B. 2nd offense Insubordination student must change. Assigned a Saturday School detention or 2 days ISD
- C. 3rd offense 3 school days out-of-school suspension

18. **PUBLIC DISPLAY OF AFFECTION**: Students may not participate in display of affection including kissing, embracing, or with arms around each other.

- A. 1st offense Warning with documentation of such action
- B. 2nd offense ISD or 8th hour
- C. 3rd offense Saturday School detention or 2 days ISD

19. ***INDECENT EXPOSURE**:

- A. 1st offense 3 school days out-of-school suspension or less
- B. 2nd offense 5 school days out-of-school suspension
- C. 3rd offense 10 school days out-of-school suspension

20. ***SEXUAL HARASSMENT**: Sexual harassment is a particular form of sex discrimination. Sexual harassment includes: verbal or non-verbal sexual innuendoes, comments, threats, proposals, jokes, gestures, or physical body contact; any unwelcome advances or requests; any conduct or statement that creates an intimidating or hostile environment. Sexual harassment will not be tolerated by students in the El Dorado Springs R-II School District. Any

student that believes they have been a victim of sexual harassment from anyone in school should report the issue to a teacher, counselor, or principal.

- A. 1st offense Warning – written documentation for student file
- B. 2nd offense 4 days ISD or less
- C. 3rd offense Up to 3 days OSS

*****The seriousness of this offense could result in immediately moving to the second or third offense or even more severe measures. All offenses of sexual harassment will be reported to the local authorities, as required by the Safe Schools Act.**

21. **STUDENT THROWING OF FOOD OR OBJECTS**:

- A. 1st offense Saturday School detention or 2 days ISD
- B. 2nd offense 2 Saturday School detentions or 4 days ISD
- C. 3rd offense 3 school days out-of-school suspension

*For throwing items or littering in the cafeteria an assigned seat, or picking up trash may be used instead of the first offense. The lunchroom supervisors will determine the number of days.

22. **CHEATING:** Cheating by students on major assignments, tests, and research papers can be a traumatic problem not only for the student and parent, but also the teacher as well. Whether a student gives or receives the information, the results are the same. Usually, the charge of cheating results in a zero which will affect, sometimes dramatically, a student's grade. Cheating is a serious offense.

- A. 1st offense Office referral for student file. Student receives a "zero" and the parents are notified
- B. 2nd offense Office referral for student file. Student receives a "zero" and a Saturday School detention.
- C. 3rd offense Office referral for student file. Student receives a "zero" and 2 Saturday School detentions.

23. **LYING TO STAFF:**

- A. 1st offense 1 day ISD or 8th hour
- B. 2nd offense Saturday School detention or 2 days ISD
- C. 3rd offense 2 Saturday School detentions or 4 days ISD

24. **CLASSROOM DISRUPTION AND/OR HORSEPLAY:**

- A. 1st offense Warning or up to 2 days ISD
- B. 2nd offense Saturday School or 2 days ISD
- C. 3rd offense 2 Saturday School detentions or 4 days ISD

25. **PARKING LOT:** Students who drive or ride to school with another student must assume responsibility for a privilege and not abuse it by irresponsible actions or behavior. The most important consideration is the safety of all students whether it is as a driver, pedestrian, or just the general school atmosphere.

There is to be no sitting in cars or loitering in the parking lot before, during, or after school.

- A. 1st offense 8th hour
- B. 2nd offense 1 day ISD
- C. 3rd offense Saturday School detention or 2 days ISD

26. ***INTERNET AND COMPUTER USAGE:** The Internet and computers are to be used appropriately and for educational purposes. Computers are used to support learning and enhance instruction. All computers are to be used in a

responsible, efficient, ethical and legal manner. Vandalism will result in immediate loss of all computer privileges and restitution of damages.

Internet Users:

- > May use the Internet to research assigned classroom projects
- > May use the Internet to research approved personal projects
- > May **NOT** use the Internet for any illegal purpose
- > May **NOT** use impolite or abusive language
- > May **NOT** violate the rules of common sense and etiquette
- > May **NOT** change any computer files that do not belong to user
- > May **NOT** send or receive copyrighted material without permission
- > May **NOT** download a file without permission
- > May **NOT** send anonymous messages of any kind
- > May **NOT** access a file that contains pornographic pictures/materials
- > May **NOT** send/receive messages that are racist, sexist, or obscene materials
- > May **NOT** send/receive/access e-mail

- A. 1st offense 2 Saturday School detentions and loss of computer privileges for a quarter
- B. 2nd offense 3 days out-of-school suspension and loss of computer privileges for semester
- C. 3rd offense 5 days out-of-school suspension and loss of computer privileges or the school year

Students shall have a signed user agreement on file at school.

27. **TARDIES:** Tardiness is defined as not being in your seat when the bell rings for class to begin (unless detained by a staff member). Tardiness of more than ten minutes will be considered an absence. Students abusing the ten-minute limit will be dealt with individually and possibly considered truant from the class. Tardies are accumulated each nine weeks.

- A. 1st offense Warning by teacher
- B. 2nd offense Student will be required to write the tardy policy 5 times. Failure to do will result in an 8th hour until the assignment is done.
- C. 3rd offense 8th hour detention with the teacher with notice sent home.
- D. 4th offense Discipline referral to parents, Saturday School for each tardy.

28. **STUDENT BEHAVIOR NOT FALLING INTO ABOVE CATEGORIES:** Each violation will be documented and consequences assigned by the principal.

School 8th hours are assigned by teachers for tardiness to class or other behavior problems. Reasonable requests to re-schedule 8th hours must be

made at least 24 hours prior to the scheduled date to serve the 8th hour. Not serving school detention will result in Saturday School or 2 days ISD. Saturday School is assigned by the principal. Any student not attending Saturday School or kicked out of ISD will be suspended out-of-school for the next two school days. In case of emergency or sickness the parent must contact the principal prior to Saturday or immediately as is possible.

Any student absence from ISD will have to make up the missed days.

Students committing violations of a serious nature may be referred to the proper law enforcement agencies and suspended or expelled from school.

Transfer students will be required to fulfill discipline measures assigned to them by their previous school. Any student who moves owing discipline will be required to complete that discipline if the student returns to the district.

REMINDER: DURING OUT OF SCHOOL SUSPENSION STUDENTS ARE NOT TO BE ON SCHOOL GROUNDS FOR ANY PURPOSE INCLUDING SCHOOL ACTIVITIES AND PROGRAMS. The student is suspended from school. If this is violated the student will:

1. Be given a Saturday School if he/she leaves immediately and without problems, or;
2. The police will be called to remove the student, trespassing charges filed and 2 Saturday Schools assigned.

Discipline of handicapped students will be handled pursuant to district's Compliance Plan (on file in the Superintendent's Office and Special Education Office) in keeping with Board Policy and Public Law 105.17 (IDEA)

8th HOURS/SATURDAY SCHOOL

Failure to serve an 8th hour will result in a Saturday School (no excuses or reschedules allowed). There will only be one (1) Saturday School per month. Failure to serve Saturday School will result in two (2) day OSS.

CORPORAL PUNISHMENT

It shall be used only when other alternatives of discipline have failed. It will be administered in reasonable form and upon recommendation of the principal. It should be administered preferably by the principal in the presence of another staff member. It will not be in front of other students or without a witness. It will be administered only by swatting the buttocks with a paddle and with no chance of bodily injury or harm. Striking the head or face is not permitted. A written report will be sent to the superintendent explaining the reason as well as details and the administration of the same. Staff may, however, use reasonable physical force against a student without advance notice to the principal if it is essential for self-defense; or to the preservation of order; or for the protection of other persons or property of the school.

SUSPENSION

The school principal has the right to suspend for a period up to 10 school days. In these cases, an informal hearing between the school administrators, student, and other appropriate persons will be conducted. During this hearing, the student would be given notice of the charges against him/her and given an opportunity to present his/her version of the incident. If the pupil denies the charges, he/she will be given an explanation of the facts, which form the basis of the proposed suspension.

If, after the hearing is completed, the administrator decides that a suspension is necessary, it will become effective immediately. The parents or guardian will be notified in each case of a suspension. The Superintendent or his designee has the right to revoke suspension.

The school principal has the right to recommend to the Superintendent of Schools a suspension of up to 90 school days. Should this occur, both the student and his/her parents would be notified of the recommendation. Part of this notification will include instruction regarding the due process and appeal procedures. If an appeal is requested, it is conducted by the Board of Education through the Superintendent of Schools.

EXPULSION

The Principal and/or Superintendent have the right to recommend to the Board of Education that a student be expelled from school. Should this occur, the student and his/her parents will be notified of the recommendation. Part of this notification will include instructions regarding the due process and appeal procedures. If an appeal is requested, it will be conducted by the Board of Education.

BASIC RULES

1. Be courteous and respectful of others.
2. Use safe and appropriate conduct at school.
3. Don't misuse or damage property - school, personal, or others'.
4. No illegal or unauthorized items at school.
5. Be on time, ready to work, and stay on task.
6. Avoid interrupting teaching and learning.
7. Follow classroom rules, which are posted.
8. Be prepared for class.

