

# *El Dorado Springs R-2 School*



## *STUDENT and PARENT HANDBOOK*

*El Dorado Springs*

***ELEMENTARY***

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El Dorado Springs,

MO

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**EL DORADO SPRINGS R-II SCHOOLS 2004-2005 SCHOOL CALENDAR**

**\*AUGUST 2004\***

8/16, 17  
**8/18/2004**

Teacher Orientation  
**First Day for Students**

**\*SEPTEMBER 2004\***

9/6/2004

Labor Day

**\*OCTOBER 2004\***

10/8/2004  
10/15/2004  
10/21/2004  
10/22/2004

Professional Development- No School  
Noon Dismiss (P.D.) 1st Qtr Ends\*  
Noon Dismissal-Parent/Teacher Conf. 12-8 p.m.  
Professional Development- No School

**\*NOVEMBER 2004\***

11/24, 25, 26

Thanksgiving Vacation

**\*DECEMBER 2004\***

12/22/2004  
**12/22-1/2**

Noon Dismissal-First Semester Ends  
**Christmas Vacation**

**\*JANUARY 2005\***

**12/22-1/2**  
1/3/2005  
1/17/2005

**Christmas Vacation**  
School Resumes  
M. L. King Day/ No School

**\*FEBRUARY 2005\***

2/21/2005

Presidents' Day - No School

**\*MARCH 2005\***

3/4/2005  
3/11/2005  
**3/14 thru 3/18**  
3/28/2005

Professional Development- No School  
Third Quarter Ends  
**Spring Break**  
Easter Break--No School

**\*APRIL 2005\***

4/29/2005

No School

**\*MAY 2005\***

**5/25/2005\*\***  
5/26/2005  
5/30/2005

**Last Day of School (Projected)**  
Teacher Check Out  
Memorial Day

\*\*includes built-in make-up days

When conditions require cancellation of classes parents will be notified of make-up dates as soon as possible.

## **WELCOME TO STUDENTS AND PARENTS**

Welcome to the El Dorado Springs R-II Public Elementary School. Our purpose is to provide students with a quality education. We trust that each student and parent will become acquainted with the educational programs and regulations through the student handbook. If further questions exist or additional information is needed, please contact the school for assistance.

Staff and administrators, for the purpose of providing information, write the elementary Student and Parent handbook cooperatively to students and parents in regard to school policy and procedures. We hope that this handbook will be of considerable value both to parents and students during the years of each student's educational growth and development in the El Dorado Springs Elementary School.

This information has been carefully prepared and presented so that it will be of great value in helping students adjust to the school and to become an integral part of it. The student Code of Conduct included in this handbook is designed to foster student responsibility, to promote respect for the rights of others, and to insure orderly operations of the school district.

We believe El Dorado Springs Elementary School has an excellent faculty. The student body takes pride in itself, its school, and its community. The Board of Education and district employees appreciate the support residents of the district have given to make this a superior school.

The contents of this handbook are an extension and clarification of the El Dorado Springs R-II School Board policies designed for the daily operations relative to students in the Elementary School (Grades K-5). This handbook is updated and adopted annually by the local Board of Education.

### **Notice of Non Discrimination**

It is a policy of the Board of Education 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, the educational programs and services of the district and any individuals with whom the Board does business.

### **Surveillance in School**

Students at school are subject to observation at all times in the school, at every place, within reasonable fashion. Cameras may be used to help monitor student behavior whenever it is deemed necessary or prudent

## SCHOOL PHILOSOPHY

Democracy is the only acceptable way of life for Americans. A democracy is not inherited; it must be earned and learned anew by each generation in order to be achieved. Therefore, the role of education is apparent and vital. The purpose of education must be preparation for, preservation of, and improvement of democracy as a way of life.

Through education each generation should be aided in developing respect for individuals as well as respect and love for their country and what it represents. Education is a process of learning, formal or informal, which is achieved by all individuals who may modify or change their reactions to the environment in which they live.

The home, church, and other environments contribute to the growth of individuals to become functional members of society. The school has as its major goal the specific purpose of directing educational growth. It is the right and privilege of all people regardless of race, creed, sex, or social position to achieve an education. This education will be developed for all individuals to the utmost of their academic, social, physical, and spiritual potentialities.

It shall be our primary responsibility to offer an appropriate educational program for every student residing within the school district, including physically or mentally handicapped, learning disadvantaged, and gifted students.

It is the intent of the Board of Education to provide a drug free educational environment in 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. Violation 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.

## ELEMENTARY SLOGAN

**The hope of tomorrow, the dreams of a brighter future, and the reality of today meet here.  
Let the hope grow, the dreams become reality, and today become the stepping stone that  
helps us achieve those dreams.**

## **STATEMENT of BELIEFS**

The El Dorado Springs R-II School District believes:

- all students can learn.
- school will prepare all students for life after school.
- we will motivate and develop lifelong learners.
- community and parental involvement is necessary for success.
- respect and character development are fundamental.

## **MISSION STATEMENT**

The mission of the El Dorado Springs R-II 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 life-long learning process involving the home, school and community.

## **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-II 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 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.

## **STUDENT/PARENT CONTRACTS**

**I have read through this handbook and discussed it with my child. I understand that these are the rules and policies to which my child will be expected to adhere. Both my child and I have signed the Student & Parent Policies and Procedures Contract and Media Release, and also we have signed the Internet & Computer Acceptable Use Agreement as indicated by initials here.**

\_\_\_\_\_  
Student Initial

\_\_\_\_\_  
Parent Initial

## GOALS OF EDUCATION

Students will be able to:

1. Develop skills in reading, writing, speaking, and listening.
2. Develop background and skills in the use of numbers, natural sciences, math and social sciences.
3. Develop interests in music, art, and literature.
4. Develop an understanding of good physical health, well being, and safety.
5. Develop an understanding of our American heritage.
6. Develop an understanding of the obligations and responsibilities of citizenship.
7. Develop an awareness of opportunities and requirements related to a specific field of work.
8. Develop an intellectual curiosity and eagerness for life-long learning.
9. Develop a positive attitude toward participation in extra-curricular activities: physical, intellectual, and creative.
10. Understand the past, identify with the present, and meet the future.

## SCHOOL CLASSIFICATION

The El Dorado Springs School System is classified as Fully Accredited by the Missouri Department of Secondary and Elementary Education.

### SCHOOL MASCOT

Bulldog

### SCHOOL COLORS

Red and Black

## ATTENDANCE AT EXTRA-CURRICULAR EVENTS

We encourage student, parent, and patron attendance at all extra-curricular events. Students attending extra-curricular events should be seated watching the event as much as possible. Students who are running around will be warned once to take their seats. If the student fails to heed the warning, he/she may be removed and parents contacted. **Please remember that we are a smoke-free school. We ask all patrons to refrain from smoking at all school events.**

## **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 Elementary school shall first 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 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 Elementary School.

## **ASSIGNMENTS TO ROOMS AND TEACHERS**

The assignment of students to a class is based on different factors. Each spring teachers will meet as a grade level, dividing students into homogenous groups, attempting to equalize numbers according to ability level, gender, and disabilities. Each group will then be assigned a teacher. Room assignments will be run in the local newspaper, prior to the start of school. Class lists will also be posted on each teacher's door before the first day of school.

The El Dorado Springs R-II School District provides all day kindergarten. Kindergarten assignments will be made and published at the earliest possible date.

## **KINDERGARTEN PRE-ENROLLMENT**

A pre-enrollment is conducted annually for those children who will be entering kindergarten. At this time, children are also screened to aid in detecting any physical, behavioral or educational problem that might interfere with a child's learning and success in school. The exact dates of pre-enrollment will be announced through local media.

## **EARLY KINDERGARTEN ENTRANCE**

Section 160.053, RSMO was amended by Senate Bill 572 to authorize the first day of August as the cutoff date for admission to Kindergarten and first grade. **The “window” for early- entry evaluation has been eliminated.** This law became effective July 1, 1997.

## **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.

**Parents should notify the office immediately upon any change of address or phone number.**

## **ARRIVAL AT SCHOOL**

If your child comes to school by any means other than riding the bus, please make sure that he/she does not arrive at school before **8:05 a.m.** unless he/she is participating in the breakfast program. Students eating breakfast may be here as early as 7:50. In the past, there has been a problem of students arriving before the teachers and these students are not properly supervised. *Teachers go on duty at 8:05 a.m. and cannot be responsible for students before this time.*

Students will be expected to wait in the elementary cafeteria or outside the building until 8:05 a.m., at which time they will be released to go to their rooms. If it is absolutely necessary that the child come earlier, you should contact the elementary office to make arrangements.

**Children arriving early must remain seated when inside the building. Any child who abuses this privilege will face disciplinary action.**

## SCHOOL DISMISSAL OR CLOSING FOR BAD WEATHER

In case of a weather emergency or other situations which necessitate students being dismissed early from school, every attempt will be made to alert parents through the media; however, parents should ensure in advance that their child has a procedure to follow should this situation arise. When we are forced to close school because of bad weather, school-closing announcements will be made on the following radio and TV stations:

### RADIO

KESM - El Dorado Springs (105.5 FM/1580 AM)

KNEM/KNMO - Nevada (97.7 FM/1240 AM)

KTTS - Springfield (94.7 FM)

### TELEVISION

Springfield Channel 3  
Springfield Channel 10

Springfield Channel 33  
Joplin Channel 7

Joplin Channel 12

We will make every effort possible to make this information available to the radio and TV station by 6:30 a.m. If we are forced to close after school has started, the announcement will be on the following radio stations: KESM - El Dorado Springs, and KNEM/KNMO - Nevada.

## STUDENT FINANCIAL OBLIGATIONS

Pupils shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. The principal, or a designee of the school, shall determine the price of the book or other article lost or damaged and shall notify the student of this cost. **Students will not be allowed to charge more than five school lunches. Once a student has accumulated 5 charges they will have to bring their lunch or eat peanut butter sandwiches. No hot meal will be provided.**

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

All fines and payments for any lost, mutilated, or destroyed school items must be paid before the final grade cards will be issued.

## COUNSELING

The major goal of the counselor is to deal with each student on an individual basis to achieve each child's potential. One of the ways this is accomplished is through counseling. Counseling is providing information and clarification to parents, teachers, and students to help them work through the normal problems of life. School counseling is not a diagnostic process

and it is not psychotherapy. Students with severe emotional problems will be referred to the appropriate outside agency.

### **PROGRESS REPORTS**

Student grades are issued quarterly. Parent/Teacher conferences are held at the end of the first quarter or as requested by parents or teachers.

### **TESTS AND EXAMINATIONS**

Suitable tests are given in the various courses at intervals determined by the teachers. Tests may be used to determine each pupil's retention of knowledge and skills or to measure the nature of his/her attitudes, extent of understanding, or ability to think. All of these are important in educational growth and development. Every student should strive to do his/her best on these tests.

Both tests and examinations serve as a means of learning as well as measuring devices. Standardized tests which measure a student's overall achievement in certain areas or which measure a student's capacities and aptitudes are given at various times during the school year. Results of these tests are recorded and become a part of the educational record.

### **RETENTION IN THE ELEMENTARY**

The decision to retain a child should be based on numerous factors: grades, test scores, maturity, attention span, attendance, behavior, motivation, intelligence, ability level, reading level, etc. Missouri law requires a school to retain a student whose reading level, at the end of fourth grade, is greater than one year below current grade level. Exemptions may be made as noted in Board policy.

If a child has been recommended for retention by teachers and the parent is in agreement, the child will be retained.

However, if a child has been recommended for retention, but the parent chooses to have the child take summer school or provide a tutor to help the child overcome the deficiencies, then the child may be promoted. If a child has been recommended for retention but a parent refuses the options of summer school or tutoring on more than one occasion, then the school will be the child's advocate and do what is in the best educational interest of the child. The child will be retained. A child should not be retained more than once in the elementary grades unless absolutely necessary.

## GUIDELINES for 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 assistant superintendent in 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 teacher(s) and the homebound instructor. The student's parents 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 teacher(s) to pick up assignments.
5. Classroom teachers are to give the homebound instructor a syllabus and daily, or weekly, assignments. The classroom teacher needs to inform the homebound instructor who is to grade the assignments and/or 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.

## ATTENDANCE POLICY

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)

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

With excessive absences, only mediocre success can be achieved in our academic programs. Our school cannot teach students who are not present. The entire process of education requires a regular continuity in instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits.

Following a student's tenth absence, or at such time that a student's rate of absence exceeds 10% of the time they have been enrolled, if a school official deems necessary, the Division of Family Services will be contacted and a referral will be made to the Juvenile Office. If it is determined by the Division of Family Services that such absences warrant charges of educational neglect, appropriate law enforcement officials will be notified and the Prosecuting Attorney's office will file charges against the parent(s) or guardian(s).

**Guidelines for when a student is absent from school:**

- A. Provide the classroom teacher with a note from parent/guardian to confirm the absence was not a truancy or skip. Notes should be dated, include parent's signature, and a telephone number for confirmation. (Parents may call the office.)
- B. When parents check a student out of school the day before (where the office has a record) the student does not need another note. However, for attendance purposes, they may want to bring a note from their appointment to be placed in the attendance folder.
- C. No make-up work is allowed for trancies or suspensions.
- D. Truancy is defined as when a student is out of school without permission from the parent/guardian or the school.

The terms "excused" and "unexcused" are not used. Periodic inquiries may be made to verify absences.

### TARDY POLICY

Tardiness is defined as not being in your seat when the bell rings for class to begin at 8:25a.m. (unless detained by a staff member). A student who is tardy must come to the office and obtain an admit slip before they are allowed into the classroom.

Students removed from school during the day will be counted absent for the part they miss. If they miss more than 20 minutes, they will not be considered eligible for perfect attendance for that school year. The work missed will be made up in the same manner as described above, but the teacher may change the work to some degree.

To ensure that children get the school day off to a proper start and to be part of the total program, we ask your cooperation in seeing that they arrive at school on time.

### VISITORS TO THE BUILDING

Visitors are welcome in the schools; however, every effort must be made to avoid any disruption of the instructional process in the classrooms. All visitors must first report in with the elementary office **and obtain a visitor's pass**. No visitor should go into classrooms, library, or halls before signing in at the principal's office.

Any information about the school may be obtained from the principal's office.

In order to promote good communications and assist with the orderliness of the school day, **all visitors are required to report to the principal's office upon arrival**. You are encouraged to visit your child's room and get acquainted with the teacher. If there are any questions concerning progress, the teacher(s) welcome the chance to talk over the student's achievements and any difficulties with you. You can often iron out concerns to the benefit of everyone involved. We ask your cooperation, however, in the following:

1. In order to assure that the teacher or principal is available for a conference, we suggest you call in advance.
2. Please do not try to arrange a conference or stop to talk about your child's progress when school is in session.
3. If you visit school the first or last half hour of the day, you will not be getting the correct picture of what goes on in the classroom during the school day.

4. For the same reason as above, avoid visiting just before a holiday or the last two weeks of school.
5. Preschool children and children not enrolled in El Dorado Springs Schools should not visit school unless accompanied by an adult who is responsible for them.

### **INFORMATION REQUESTS**

Many times throughout the year, there is a need to send home printed matter with information of value to you or to possibly request information from you. It will assist us greatly if you will promptly return any correspondence the following school day.

### **STUDENT ROUTINE: REQUIRED PARENTAL PERMISSION**

Parents are required to notify the elementary office in writing if a child is to do anything other than board the bus home. We cannot accept a student's word that parents have given permission to go any place else. The office must have a signed note from the parent to issue a transportation pass or a change in destination. This permission must be in writing prior to changing the destination of the student. Please instruct your child to give the permission note to the office and not to the bus driver. Because of the number of students that we transport, the student is not usually allowed to make arrangements over the telephone with you. We feel if it is important enough, you will be reminded in enough time for the required written permission to be given.

### **SIGNING CHILDREN OUT EARLY**

We allow only parents or legal guardians to sign their children out of school. Anyone else will be required to have prior written permission from the parents before we will release the child. If there are any problems or question as to whom the children may be released to, or whom they may not be released to, please contact the principal immediately.

### **SOLICITATION**

1. No commercial firms shall be permitted to solicit to teachers or pupils during school hours except to demonstrate school equipment or materials, with the approval of the principal.
2. Solicitations from school children for organizations outside the school are forbidden with exceptions of the Boy Scout and Girl Scout organizations.
3. All special projects are subject to the approval of the principal.

### **MARKING BELONGINGS**

Each student's belongings including books, school supplies, coats, gloves and the like, should be plainly marked to avoid loss or exchange.

### **LOST AND FOUND**

All articles found on the school premises will be brought to the office. They will be returned when properly identified. Articles not claimed will be displayed in the hall during parent-teacher conferences, and once each quarter. If not claimed at the end of the school year, we will dispose of all articles.

### **SCHOOL LUNCHES**

Hot lunches are provided for your child at school. The cafeteria currently prepares two hot lunch choices each day from which the elementary students may choose. The meals are prepared at the school, and they meet the standards established by the USDA for school lunch programs. We do not insist each student eat all that is put on the tray, but we do encourage trying each item. Because of the large number of students who must eat in the cafeteria, all food must be consumed there. Parents who choose to send a lunch with their child certainly should feel free to continue that practice.

Powerlunch is in use in the elementary building. Lunch and breakfast money should be deposited in the morning at the office. This system allows the school to record and track all lunch/breakfast deposits. Each student will be assigned a lunch number. This number will be on a sheet that the secretary can scan as children pick up their meals. Lunch balances may be checked through Powerschool. **Students will not be allowed to charge more than five school lunches. Once a student has accumulated 5 charges they will have to bring their lunch or eat peanut butter sandwiches. No hot meal will be provided.**

### **USE OF TELEPHONE**

Teachers will not be called out of their rooms during school hours, except in cases of emergency. It is unacceptable for a teacher to leave a roomful of students during a class to answer the telephone. A message will be taken and placed in the teacher's mailbox so a call can be returned during a planning time.

We urge you to make arrangements for after school activities before the child comes to school. If it become necessary to get in touch with your child, a message will be taken and placed in the teacher's mailbox to be given to the student during the day. Students will not be called to the office to take telephone messages.

Student use of the telephone is discouraged; however, teachers may give permission for students to use the telephone in special cases. Please notify the office and teachers of any changes in your telephone number or address.

### **FIELD TRIPS**

Each grade level will take one field trip during the school year. An adult for every 10 students must accompany students on field trips to help ensure student safety.

A student may not be allowed to attend field trips, participate in Just Say No, etc. if he/she has misbehaved and received Saturday School, corporal punishment, In-School or Out-of-School Suspension within 15 school days prior to the event.

### **ASSEMBLY CONDUCT**

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

All students are expected to pass to the gym or multi-purpose room quietly and orderly, take their seats, and sit quietly. General guidelines for behavior at assemblies include:

1. Give the program chairperson your utmost cooperation and attention.
2. Treat performers as guests.
3. Be attentive.
4. Applaud only when applause is in order.
5. When permission is given to leave, do so quietly.

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

Students and parents will sign an Acceptable Use policy contract which must be returned to the office before any student will be allowed internet access through school computers. The contract will be separate from this handbook.

### **TOYS AT SCHOOL**

We have had considerable problems with children bringing toys to school. This creates a problem because they play with them on the bus and during instruction time. Additionally, some of the items brought to school could very easily produce injury to the student using them and others who are watching. We have had incidents including children arguing over ownership of a toy, toys being used without the owner's permission, and toys being stolen by other students.

We are asking that children do not bring their toys to school. If the child is found to be playing with a toy during instructional time, the teachers have been instructed to take the toy and keep it until the end of the semester. ***This also includes trading cards.***

### **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 disruption. It is, therefore, the practice of the school to discourage such deliveries during the school day.

In the event such remembrances are delivered at school, they will be held in the office until the last hour of the school day.

### **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."

### **LIBRARY**

As with any other support teacher, the librarian provides a vital service to the total education of the student.

Lost Books: Once it has been determined that a book has been lost by a student, parents will be required to reimburse the school for the replacement cost of the book. If the book is found during the school year and returned in good condition, the money will be refunded. Books lost during the last month of school must be returned by the end of the first nine weeks of the next school year for reimbursement.

### **STUDENTS' 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 activities 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, underclothing worn on the outside, and other such outfits are not

acceptable school attire.

4. Items of clothing, button, or pins may not have liquor, drugs, racial slurs, or tobacco insignias. Advertisements or writings will be allowed if they are not profane, rude, suggestive, or otherwise inappropriate in nature.
5. Hats and other headgear may not be worn in school buildings, except on special "hat days".
6. Laws concerning the display of the flag of the United States are to be strictly observed at all times.

If a student wears such items, the student will be asked to make modifications or a parent will be contacted to bring alternate clothing.

### **STUDENT CODE OF CONDUCT**

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others and to ensure the orderly operation of the elementary 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 that, if committed by a student, will result in the imposition of a specific penalty. Therefore, a student will suffer more stringent and increasingly severe consequences each time a disciplinary problem occurs. ***IMPORTANT:** If a student is referred to the office for another misconduct, it is possible that the student will be punished by the penalty required under the second or third violation even though previous violations were under a different section of the code. As a result, it is possible that a student will be assigned increasingly severe consequences each time an act of misconduct occurs.*

Finally, any offense not covered specifically by this code of behavior will be dealt with at the discretion of the proper administrator.

**If a student is facing disciplinary action 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 Elementary School.**

#### **Expected Student Behavior**

1. Students are to proceed immediately to classroom upon arrival and remain there unless permission is given by the teacher to do something else.
2. Students are to be in their seats, ready to work, by 8:25.
3. Students are to have sharpened pencils, paper, books, and completed assignments every day.
4. Students are to keep their hands, feet, books, and other objects to themselves.
5. Swearing, teasing, rude gestures, or put-downs are not to be tolerated.
6. Students are to follow the teacher's directions when they are given.

7. Running in the school building, except for physical education classes, is not allowed.
8. Students are to keep noise to a minimum.
9. Students are to be courteous to everyone at all times.
10. Students are not to wear hats inside.
11. Students are not to be playing or visiting in the hallways.

Teacher Instituted Negative Consequences:

- First Offense: Warning with signal interference or removal of seductive object.
- Second Offense: 5 to 10 minutes time out in a designated place.
- Third Offense: Writing positive sentences or loss of recess.
- Fourth Offense: Assigned teacher-supervised eighth hour.
- Fifth Offense: Go to the office.

***A student caught cheating on an assignment or test will receive a zero and will lose recess. Any repeat offences will result in Saturday School or In-School Suspension.***

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

**Severe Clause**

The severe clause is a list of five inappropriate behaviors that will cause the child to go immediately to the bottom of the negative consequences. Steps may be skipped at the discretion of the principal.

**A. Violations Against Persons**

1. **Offensive or unacceptable language against a student:** Any language that is considered offensive or unacceptable. This would include demeaning or derogatory language as well as swearing.

- First Offense: Loss of recess and assigned sentences.
- Second Offense: Parent conference, sentences, and loss of three recesses.
- Third Offense: One to three days of In-School Suspension or Saturday School.
- Fourth Offense: Out of School Suspension one to three days.

2. **Offensive or unacceptable language against a staff member:** Any language that is considered offensive or unacceptable. This would include demeaning or derogatory language as well as swearing.

First Offense: Parent conference, sentences, and loss of three recesses.

Second Offense: One to three days of In-School Suspension or Saturday School.

Third Offense: Out of School Suspension one to three days.

Fourth Offense: Out of School Suspension three to five days.

3. **Obscene language:** Sexual language or gestures.

First Offense: One to three days In-School Suspension.

Second Offense: One to three days of In-School Suspension or Saturday School.

Third Offense: Out of School Suspension one to three days.

4. **Possession of Obscene or Pornographic materials:** Magazines, Pictures etc.

First Offense: One to three days In-School Suspension.

Second Offense: One to three days of In-School Suspension or Saturday School.

Third Offense: Out of School Suspension one to three days.

5. **Intimidation and/or Extortion:** Using threats, coercion or undue duress to force or attempt to force another student into committing an action or providing money, favors, or property.

First Offense: In-School Suspension one to three days and parent conference, or corporal punishment.

Second Offense: Saturday School, one to three days.

Third Offense: Out of School Suspension one to ten days.

6. **Assault - Student:** Attempting to cause injury to another, intentionally placing another in reasonable apprehension of imminent physical injury.  
***Referral to local Police Department will follow each offense.***

First Offense: In-School Suspension one to three days and parent conference, or corporal punishment.

Second Offense: Saturday School, one to three days.

Third Offense: Out of School Suspension one to ten days.

7. **Fighting:** Mutual combat in which both parties have contributed to the conflict either orally or by physical action.

First Offense: Loss of three recesses and sentences.

Second Offense: One to three days In-School Suspension and parent conference

Third Offense: Saturday School, one to three days.

Fourth Offense: Out of School Suspension one to three days.

8. **Verbal Abuse to Staff:** Disrespectful language or gesture to staff member. Lying to a staff member is included under this heading.

First Offense: One to three days In-School Suspension and parent conference.

Second Offense: Saturday School, one to three days.

Third Offense: Out of School Suspension one to three days.

9. **Physical Assault of Staff Member:** Assault or battery of faculty or staff member.  
*Referral to local Police Department will follow each offense.*

First Offense: Out of School Suspension one to three days and parent conference.

Second Offense: Out of School Suspension one to ten days and parent conference.

Third Offense: Out of School Suspension, 10 days, and recommendation to the Superintendent for extended suspension up to 90 days.

10. **Sexual Harassment:** 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.

First Offense: One to three days In-School Suspension and parent conference.

Second Offense: Saturday School, one to three days.

Third Offense: Out of School Suspension one to three days.

## **B. Violations Against Property**

1. **Extortion:** Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from another student.

First Offense: Restitution and 3-day suspension and parental conference.

Second Offense: Restitution and suspension of up to 10 days.

Third Offense: Recommendation to superintendent for longer suspension.

2. **Theft or Vandalism:** Stealing, damaging or attempting to steal or damage private or school property.

First Offense: Restitution and loss of recess.

Second Offense: Restitution and In-School Suspension and parent conference.

Third Offense: Restitution and Saturday School, one to three days.

Fourth Offense: Out of School Suspension one to three days.

## **3. Use of Tobacco Products by Elementary Students**

Use or Possession of all types of tobacco products is prohibited on school grounds, on buses, or at school functions. This includes all extracurricular activities.

First Offense: One to three days In-School Suspension and parent conference.

Also a paper written on "Harmful Effects of Tobacco on the Growing Child."

Second Offense: One to three swats or Saturday School, one to three days.

Third Offense: Out of School Suspension one to three days.

Other Offenses: Parent, principal, and child conference will be held. ***Three to five days Out of School Suspension with referral to local Police Department.***

**4. Possession or Use of Alcohol or Drugs** - Student use, possession or distribution of alcohol or drugs.

First Offense: Suspension for up to 90 school days.

Second Offense: Suspension for up to 180 school days.

Third Offense: Recommendation for expulsion.

**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.**

**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 nonfunctioning gun that could be use 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 explosives
- 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

**THE PROCEDURES FOR ALL VIOLATIONS OF THIS POLICY WILL BE:**

- 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:
  - 1. Inform the student of the provisions of the policy which have been violated.
  - 2. Confront the student with the evidence.

3. Provide the student with a chance to respond to the charges.
4. Initially, suspension from school for ten days.
5. Involvement of the police with recommendation for charges to be made.
6. Recommendation of the Superintendent to the Board of Education for expulsion from school and all school activities for 365 days from the day of the 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 weapons 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 of inappropriate materials include, but shall not be limited to: display/exhibit of small pocket knives, possession of fireworks, smoke bombs, fire crackers, tear gas or mace, ammunition, poppers or caps, throwing darts, any nuisance item or toy, laser pointers, and any unauthorized tool.

First Offense: One to three days In-School Suspension

Second Offense: One to three days Out of School Suspension

**Mace:** Although mace is considered a potential weapon under the policy, parents/guardians of a student may make special arrangements with the building principal if a student feels he/she needs to carry mace for defensive purposes outside the school setting. Such arrangements shall be made in advance for the student to check the mace in at the building office.

#### **6. Inappropriate use of matches or lighters will result in the following:**

First Offense: One to three days Out of School Suspension

Second Offense: Three to five days Out of School Suspension

**7. Other inappropriate behaviors that are considered serious enough for the severe clause:** Any other behavior or offense that is not listed or addressed directly in this handbook will be handled at the discretion of the administrator.

### **CORPORAL PUNISHMENT**

Reasonable corporal punishment may be administered by the principal, and only in the presence of another professional staff member. Reasonable corporal punishment shall be used after reasonable corrective measures have been used without success. If possible, parents will be advised of the decision to administer such punishment and the supportive reasons. A staff member may, however, use reasonable force against a pupil without

advance notice to the principal when it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the Board.

### **APPEALS PROCESS**

If a parent or guardian (hereafter referred to as parent) disagrees with a decision concerning the discipline of their child or a policy within this section, they may present their disagreement, preferably in writing, utilizing the following appeals process:

1. First to the elementary principal.
2. Second to the superintendent of schools.
3. Finally, to the Board of Education.

### **BUS PASSES**

Board of Education policy prohibits the secretaries from giving out bus passes without written or oral permission from a parent. Students should bring a written note, signed by a parent/guardian to the elementary office to obtain a bus pass. If a student is going home with another student, both students should bring parental permission. Please discuss this with your children early in the year so they will understand this requirement.

### **PLAYGROUND RULES AND POLICES**

1. Students should be supervised at all times when on the playground.
2. Classroom teachers are to remind students where to play. Playground supervisors will space themselves to insure all areas of the playground are supervised.
3. Groups should play within their assigned areas when many groups are on the playground; away from alleys, private property, and away from classroom doors and windows.
4. Classroom teachers are to make sure that students are dressed properly for the weather.
5. Groups should assemble before leaving the play area and refrain from going through another group's game or activity.
6. Students are NOT:
  - a. To throw objects not intended to be thrown. This includes snowballs.
  - b. To climb on any trees or shrubbery.
  - c. To leave the playground without the expressed permission of the supervisor.
  - d. To participate in contact sports without the expressed permission of the supervisor.  
(NO FOOTBALL)
  - e. To play ball by the trailers or the building.

7. If a conflict arises among the student while at recess, they shall be responsible for discussing it with the supervisor.
8. Students are to walk quietly to and from the playground.

### **SAFETY RULES FOR PLAYGROUND EQUIPMENT**

The rules below should be read at least quarterly to all students. Feel free to read them at more frequent intervals if you feel it is necessary to promote safety.

1. Swings:
  - a. Remain seated at all times.
  - b. No running under swings.
  - c. No jumping out of swings.
  - d. Use both hands to hold on to chains.
  - e. One person per swing.
  - f. No swinging higher than the bar.
  - g. No climbing on swing poles.
  - h. No twisting or swinging side to side.
  - i. No pushing another person.
  - j. Most important, do not walk into the path of a moving swing.
2. Slide:
  - a. One way traffic, down.
  - b. One person going down at a time.
  - c. Feet first only.
  - d. Climb ladder only, not poles.
3. Monkey Bars or Overhead Ladder:
  - a. No running under the bars when people are on them.
  - b. No sitting or standing on top of bars.
  - c. One way traffic. Hands only. No hanging from feet.
4. Teeter Totters:
  - a. Students should not walk up and down on the teeter totters.
  - b. Students should hold on with both hands.
  - c. Only one student should sit on each end.
  - d. Students should refrain from jumping off at all times.
  - e. Students passing to and from the playground should keep hands off the teeter totters.
5. When playing softball, non-players and non-batters should stay behind the backstop. Hardballs are not permitted.
- \*6. NO baseball or football should be played.

***It is our intent to create a safe environment where all children have the opportunity to develop fully and be educated to the best of their ability.***