

## 2005-06 School Year

**This Parent-Student Handbook has been prepared to provide essential information to the students who attend elementary or high school at the Lutie School District. Please take a few minutes to review the contents. Please call the principals at 273-4274 if you have any questions or concerns.**

### WELCOME TO LUTIE R-VI ACCELERATED SCHOOL

We want to welcome you to a new school year at Lutie R-VI Accelerated School and let you know we look forward to an exciting and challenging year. As you read through this handbook know that we have worked hard to provide you with all the information we believe you will need to have a successful school year.

A primary objective of education is to prepare each student to become an effective citizen in a democratic society. Learning to accept the responsibilities and obligations of good citizenship helps us all to appropriately participate in our society. This is the purpose of the rules and regulations found in this handbook. The handbook has been developed as a guide to promote a positive school environment so that you may not be hindered from learning. Effective schools research suggests that a student handbook is one way to establish a form of communications between the school, students, and parents. Please note information in the handbook regarding attendance.

Be proud of Lutie's good reputation and traditions. You are already a part of what Lutie will be.

***IT IS YOUR SCHOOL - TAKE PRIDE!!***

Sincerely,  
Mr. Christopher Felmlee, Superintendent  
Ms. Cindy McKee-Pirch, High School Principal  
Mr. Charles Brown, Elementary Principal

### MISSION/VISION STATEMENT

The Lutie Board of Education, faculty and staff strive to create an atmosphere that fosters self-respect and a sincere belief in the fundamental worth and dignity of every person. We believe, given time and appropriate resources, all students can learn and succeed. We are dedicated to assisting each student in their efforts to achieve maximum potential as a worthy and contributing members of an ever-changing society. We feel students will go from school to post-secondary school education or work with a greater feeling of self-esteem and confidence prepared to use their abilities and special talents. It is our belief that in order to develop well-rounded individuals, the effective utilization of instructional time is essential in the achievement of district goals. Students not displaying achievement appropriate to their abilities in basic skills shall be provided with support services that enhance achievement. Therefore, the mission of Lutie R-VI Accelerated School is to **empower all students to succeed in a changing world.**

Revised September 2004 by the Lutie Board of Education

## **EDUCATIONAL PHILOSOPHY**

The Lutie R-VI Accelerated School District recognizes each student as a unique individual. We believe that education should provide an opportunity for the maximum development of each individual within the limitations of his/her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his/her capacities.

We believe that in a democratic society, education must help the student realize his/her worth as an individual and should lead him/her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that the parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his/her best efforts to his/her daily school responsibilities, and by participating in school activities.

We believe that the school and the parents/guardians must work together to instill good work habits in the student. We believe that the student must develop regular attendance, complete all school assignments, and demonstrate socially acceptable behavior at all times. We believe that by working together, the school and the parents/guardians can assure the successful accomplishment of this goal by each individual student.

We believe that the student must have responsibilities in the educational program of his/her community. Most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, and ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, and staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication, and mathematics.

It is, therefore, the responsibility of the Lutie R-VI Accelerated School District to provide an educational environment for the children of the district that will foster and accelerate their intellectual, physical, emotional, social, and career development.

## **GOALS OF LUTIE R-VI ACCELERATED SCHOOL:**

Our goals form the basis for the district's curriculum evaluation and revision plans. In order to lead productive and fulfilling lives, and to continue learning, the educational program for elementary students shall include citizenship and academic goals.

### **CITIZENSHIP GOALS**

- \* Possess the knowledge required to take an active role in preserving and improving the environment.
- \* Demonstrate respect for authority and the property of others.
- \* Believe in the inherent worthiness of individuals
- \* Identify individual goals.
- \* Have an insight into an individual's strengths and weaknesses.
- \* Utilize leisure time in healthful and productive ways.
- \* Show respect for people who have differing cultural backgrounds, ideas, and values.

- \* Demonstrate respect for those who have special physical, emotional, or intellectual needs.

### **ACADEMIC GOALS**

- \* Make responsible decisions individually and within groups as students, family members, workers, and citizens.
- \* Solve problems, make informed decisions, and refine knowledge.
- \* Gather, understand, analyze, and apply information, ideas, and concepts from the disciplines.
- \* Communicate effectively in both oral and written form.
- \* Perceive, produce, and reflect upon a variety of aesthetic/creative experiences.
- \* Use study and organizational skills.
- \* Develop the capacity for self-directed study.

### **PARENTAL RESPONSIBILITIES**

The education of our boys and girls is a cooperative undertaking by parent/guardians, faculty, and local Board of Education. You, as parents/guardians, have a definite responsibility to:

1. Keep your child in school every day possible.
2. Know where your child/children are at all times.
3. Visit school and have conferences with teachers for first-hand information. This is strongly recommended.
4. Be actively involved with your child's education.

### **STUDENT RESPONSIBILITIES**

Students have the responsibilities to:

1. Respect the authority of the teachers and staff of Lutie School.
2. Insure that their conduct will not disrupt the learning atmosphere in the classroom, and other areas of Lutie School.
3. Obey all federal, state, local, and school laws.
4. Make a continued effort to:
  - a. Have regular and punctual attendance.
  - b. Bring all needed materials to class.
  - c. Complete all assigned work and turn it in when due.
  - d. Cooperate with teachers and other students.
  - e. Pay close attention to the teacher and participate in all classes.
  - f. Perform in each class to the best of their ability.

### **STUDENT RIGHTS**

Students have the right to:

1. Freedom of expression providing its exercise does not interfere with the orderly conduct of classes or infringe upon the rights of others during school hours, or during school events.
2. "Due process" in all matters of discipline regarding suspension and expulsion. All final decisions rest with the Lutie R-VI Board of Education in the appeal of administrative decisions.
3. Privacy concerning their academic and personal records maintained by the school.
4. Expect a safe, healthy environment in which to learn.

### **POLICIES, REGULATIONS, RULES, AND GUIDELINES**

#### **ATTENDANCE**

If students are to receive optimal benefits from the public school educational experiences, the Lutie R-VI Board of Education and staff strongly urge each student to be in attendance every day and to be in class on time.

A **GOOD ATTENDANCE RECORD** is often used as a measuring stick by future employers and colleges as to the student's maturity and sense of responsibility.

**PERFECT ATTENDANCE** is defined as not having missed any class time (except school sanctioned activities). The vast majority of Lutie students and their families appreciate the need for good attendance and the corresponding development of habits of punctuality, self-discipline, and responsibilities.

### **ELMENTARY SCHOOL ATTENDANCE POLICY**

A student must realize that credit given for verbal or lab participation cannot be duplicated; therefore, they may lose daily credit for that portion of class in which this type of participation is graded. A teacher who gives credit for participation in class and/or lab must have an outlined grade structure that contains all information relevant to participation grades. This information must have been given to all students in their class.

In the event that it is necessary for a student to be absent from school, the student will need an **ADMIT SLIP** to be admitted back into class. An admit slip for elementary students is obtained from the Elementary Principal's office.

The number of allowed absences listed below shall include, but not be limited to, doctor and dental visits, illness, personal business, family trips or other situations approved by parents/guardians (except truancy). The parents/guardians will need to contact the attendance office at the time of absence, and **send a note with the student** when he or she returns to school. *If a student does not present a doctors excuse or phone call made by parents/guardians verifying the absence, the student will be given an unexcused absence and will not be allowed to make up work missed.*

**THE NUMBER OF ALLOWABLE ABSENCES FOR STUDENTS IN GRADES K-6 DURING THE 2005-06 SCHOOL YEAR IS 10 (FIVE EACH SEMESTER). Three tardies are equal to one day of absences.**

If a student exceeds the allowable number of absences they may be retained for the following school year. The Principal will have a review by the attendance committee on a semester basis when a student exceeds the allowable absences in a semester. The attendance committee will notify the student and parents/guardians of (and request to attend) this review. The attendance committee will review the reasons for absences and make a recommendation for one of the following options:

Possible summer school.

Possible community service.

Possible retention.

Considering the recommendations of the attendance committee, the Principal will render his/her final decision to the Superintendent of Schools. If the parents/guardians are not in agreement with the Principal's final decision, they may appeal to the Superintendent and the Board of Education.

**DOCTOR and DENTAL APPOINTMENTS:** The student would be required to bring a written statement from the doctor within two days of attendance following the absence. The doctor's excuse must include the projected date of return. In the event a student exceeds allowed absences, medical excuses on file are made available to the attendance committee.

**If a student missed in excess of three (3) days during a semester due to one or more injuries, illnesses, etc. having required a doctor's and/or dentist excuse, a written explanation from the doctor and/or dentist of each incident may be required.**

**TRUANCY** : Any truancy will be included in the days counted toward total allowable absentees. Truancy is classified as unexcused. It is defined as follows: not attending school after leaving for school, leaving school grounds or building during school without permission, or an unauthorized absence from a class or classes when at school.

Any absence resulting in over three consecutive days missed without a doctor's excuse or verification of absence by a parent/guardian will be considered a legal truancy and will be handled accordingly.

School-sponsored or sanctioned activities, and in-school suspension assignments, are exempted and do not count towards absences. It is the responsibility of the student to request and obtain make-up assignments from the teachers of classes missed due to absences. It is also his/ her responsibility to satisfactorily complete and return the assignment to the teacher within a reasonable period of time as determined by the teacher. Generally the student will be given on day of make-up work for each day of absence up to five days. If the assignment was given prior to the absence, it will be due on the day following the absence.

When parents/guardians have knowledge of extensive illness, the student may be placed on HOME BOUND instruction. This can be accomplished by contacting the Principal's office. A homebound program cannot be initiated without a physician's approval in writing (Forms are available in the office).

### **7-12<sup>th</sup> GRADES ATTENDANCE POLICY**

\*Students in grades 7-12 have a maximum of 3 absences per semester.

A 7-12<sup>th</sup> grade student may accrue three (3) absences in any or all blocks during the semester. Any student who is absent more than three (3) times in a block during any one semester shall **not receive credit** for all courses the student is enrolled in during that semester. Absences in excess of three (3) per block may be removed by attending before or after-school. Attendance at before or after- school for a period of four (4) hours shall erase three (3) blocks of excessive absences.

Clarifications regarding absences:

1. The student is either present or absent. Notes from parents will be taken and put in the student's file for documentation, this does not allow for excused absences.
2. Illnesses that require the student to remain away from school for four (4) or more consecutive days under the direction and care of a physician will be considered "homebound" and will not count toward "excessive absences" for that student. Documentation is required.
3. Disciplinary suspensions from school do not count as "excessive absences."
4. Missing class(es) for school sponsored activities do not count as absences.
5. Students are permitted to make up work missed for all absences except suspensions and trancies. Absences due to out of school suspensions or truancy shall result in Zeros on all missed assignments, tests, etc.

Excused Absences Are Limited To:

1. Illness of over four (4) consecutive days with a doctor's excuse and placement on homebound status.
2. Death of family member or close friend.
3. Serious illness of immediate family member.
4. Court appearance.
5. Drivers test (½ day only).
6. Seniors only: 2 College Days which must be arranged by the counselor and have prior approval.
7. Medical appointments with notes from the medical officials are accepted, but parent notes are not. **Limitations regarding amount of times absent for excused medical reasons will be limited to eight times in a semester.**

NOTE: any of the above excused absences are subject to proof. Notes are required from parents which include: name, date(s) absent, and reason for the absence.

Procedures

1. When the student has two (2) unexcused absences during one semester, the office will notify the student by mail regarding the absence and the seriousness of the situation.

2. The office personnel will notify the student when they have exceeded the three (3) allowed absences per semester. This letter will include the information regarding before or after-school tutoring, which will allow students to make up excessive absences. A copy of that letter will be placed in the student's file. A copy of the letter will be sent home

3. Students will work on assignments they are missing. The assignments shall be of a remediation nature, enrichment nature or otherwise applicable to the specific course in which the absence occurred **only if makeup work can not be provided** If the work is not acceptable to the teacher, the student will be given an opportunity to correct the work to acceptable standards.

4. Disruptive behavior will not be tolerated during before or after-school tutoring. The disruptive student(s) will be warned. If inappropriate behavior continues, the student(s) will be asked to leave and shall receive no credit for attending after-school tutoring that day.

5. When attending before or after-school, the student erases excessive absences (one hour of tutoring for each class/block missed) and the student is now eligible to receive credit in that course if they have earned a passing grade. The student shall not receive credit in any course with unresolved excessive absences. **Students can not bank time prior to falling into a "no credit" status.**

Seniors shall have all absences resolved before participating in graduation exercises. "NC" on the grade report indicates courses in which the student is to receive "no credit" due to excessive absences. Absences in a course in which the students will make a failing grade are not required to be erased by attending tutoring school. The student and custodial adult are kept informed of all of these actions by letter. One day of school missed will result in three (3) blocks missed and will result in four (4) hours of before or after-school tutoring.

6. An Attendance Committee, made up of the counselor and more than two teachers, may hear appeals. The principal shall make the final decision on the Attendance Committee recommendation. A petition of appeal shall be submitted in writing to the principal. The parent may be present with the student to present the case for appeal. Students that attend any or all available before or after-school dates may face more favorable odds in the appeals process. The student and the custodial adult will be notified of the date, time, and location of the appeal so they may appear in person before the committee. All written appeals will be reviewed. The student may appeal unfavorable decisions to the Superintendent, then to the Lutie Board of Education.

#### **No Credit Status**

1. On the third absence in one semester, **whether excused or unexcused**, in any or all classes, the student will **be placed in a no credit status during the semester**, until the absence has been erased by attending before or after-school.

2. Because of excessive absences, the student's credit has been put on hold until the student has met with the requirement to erase excessive days of absence.

3. The student will be allowed to continue with his/her classes in the normal fashion doing all work, tests, and assignments.

4. Students on "NO CREDIT" status (after three absences per semester) are **NOT ELIGIBLE** for EXTRA CURRICULAR ACTIVITIES (athletics, dances, music contests, state conventions, etc.)

5. Students with over 8 (eight) absences are considered to be in educational neglect and this information will be documented and sent to proper authorities for investigation.

#### **Additional Information**

Lutie abides by a "**closed campus**" policy to help insure the safety of our students. Students may not check out to leave at any time for any reason.

**Five (5) incidents of unexcused tardiness** to a class will be considered an absence of one day and will apply to the maximum three day per semester rule. Attendance will be taken each class block and will be counted as tardies if students are not in the classroom when the tardy bell rings.

### **Perfect Attendance**

Perfect attendance is defined as not having missed any class time(except school sanctioned activities). Any student that has perfect attendance will be allowed to participate in a special rewards program on a quarterly basis.

### **ATTENDANCE COMMUNICATION**

1. School secretaries will telephone parents/guardians of all students the day they are absent, if possible.
2. Parents/guardians will be notified by letter after the 2<sup>nd</sup>, 8<sup>th</sup>, and 12<sup>th</sup> absence.

### **LEAVING SCHOOL**

***If it is necessary for a student to leave school during school hours, he/she must be accompanied by a parent/guardian, or by a designated adult with written parent/guardian permission. Before a student leaves the school property, he/she must sign out in the Principal's office. Even if a student is 18 years of age they are not allowed to leave the school property or check themselves out with or without knowledge of parent. If a student leaves the school property they will be considered truant and this will be reported to the proper authorities.***

### **DISCIPLINE**

The Principal is directly in charge of the discipline. With the cooperation of all faculty and staff members, proper order shall be maintained at all times.

The over-all discipline of our school is the responsibility of each student. Students are responsible for their actions, and the results of their actions, at all times.

The teacher/staff member is legally qualified and responsible for any students in his/her area of supervision (such as classroom, hall, school activity, etc.)

### **STUDENT CONDUCT AND DISCIPLINARY GOALS**

**Goals of the Lutie Educational Program include the development of student mental abilities through a sound educational program, as well as encouraging their growth in responsibility and independence, which are all characteristics of a mature person in today's society. For such development to take place, an orderly atmosphere is essential.**

Student's responsibilities are as follows:

- a. To develop a constant respect for themselves and others within the school community whether they are other students, teachers, staff members, visitors, etc.
- b. To exhibit 'appropriate' refined and courteous behavior which enhances rather than detracts from the school experience.
- c. To display behavior which promotes an atmosphere conducive to learning. **Hitting, shoving, name calling, teasing, taking or destroying other's property, and sexual harassment, are examples of inappropriate and unacceptable behavior.**

Whenever any student, or groups of students, engage in any activity which disrupts the learning climate, or adversely affects the reputation of the school or any member of the school community, disciplinary action by school authorities will be implemented. Measures will be implemented which are primarily designed to help the student correct undesired behavior.

The authority of the school in such matters includes the school, school grounds, immediate surrounding area approximate to the school premises, and during the period of time necessary for

student transportation from the door of his/her home to school and return, and extra curricular activities home and away.

A general policy of student-teacher and/or student-counselor conferences, with participation by the Principal when necessary, will be used to clarify and correct most discipline problems. When necessary, a parent/guardian conference will be required.

In cases of repeated problems or severe first time offenses involving student behaviors and attitudes in which parent conferences did not bring about acceptable changes, external suspension, and possibly expulsion, from school may be necessary.

#### **TYPES OF ELEMENTARY SCHOOL DISCIPLINARY ACTIONS**

Students who behave appropriately will positively rewarded with praise, hugs, stickers, stamps, positive notes sent home, free time, bonus points and/or other special privileges. When students choose to break a rule, the following consequences will be imposed. **There is zero tolerance for violent language and/or behavior, defiance, or disrespect to staff members. Severe behavior (such as fighting, verbal abuse, or destruction of property) may result in the principal going directly to the last consequences (e. and g.)**. Students who accumulate more than 4 behavioral referrals will not be allowed to attend class trips.

- a. Noon Detention: Noon detention is assigned for minor disciplinary problems and/or incomplete schoolwork.
- b. Boards: Also known as universal boards. This is a two and a half foot long board with a towel wrapped around it. It is used to clean and polish the floors. The student bends down and pushes the board across the floor.
- c. After school Detention – Excessive Tardies : After school detention will be initiated after a student has accumulated three unexcused tardies (i.e. overslept, tardy bell, etc.), for other repeated rule violations, or for 3 noon detentions in a one-week period.
- d. In-School Suspension : In-school suspension will be assigned for more severe disciplinary problems or serious cases of incomplete schoolwork.
- e. Out-of-School Suspension : The observance of school policies, rules, and regulations is essential for permitting others to learn at school. The administrative prerogative to remove a student from his/her present school setting because of a willful violation of school rules and regulations shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension. The student's parents/guardians will be notified of the suspension action taken by the administration. Such notice may be oral or in writing. No credit for assignments will be given during the days a student is suspended.
- f. Corporal Punishment : **Corporal punishment, as a measure of correction, is permitted.** It shall be used only when all other reasonable means have failed, and then only in reasonable form and upon recommendation of the Principal. Corporal punishment may be substituted for in-school or out-of school suspension as determined by the Principal. Corporal punishment is permitted by Lutie R-VI School Board policy. Parents/guardians shall be contacted before corporal punishment is administered.
- g. Expulsion : The Board of Education may originate suspension or expulsion proceedings on its own motion of pupil conduct which is deemed prejudicial to good order and discipline in the school, or which tends to impair the morale or good conduct of the pupils. However, only the Board has the authority to expel a student from school. The Board's policy manual outlines the procedures for conducting an expulsion hearing including the rights of an expulsion candidate.

The Principal is directly in charge of the discipline. With the cooperation of all faculty and staff members, proper order shall be maintained at all times. The over-all discipline of our school is the responsibility of each student. Students are responsible for their actions, and the results of their actions, at all times. The teacher/staff member is legally qualified and responsible for any students in his/her area of supervision (such as classroom, hall, school activity, etc.)

### **7-12<sup>th</sup> GRADE STUDENT CONDUCT AND DISCIPLINARY GOALS**

Goals of the Lutie Educational Program include the development of student mental abilities through a sound educational program, as well as encouraging their growth in responsibility and independence, which are all characteristics of a mature person in today's society. For such development to take place, an orderly atmosphere is essential.

Student's responsibilities are as follows:

- a. To develop a constant respect for themselves and others within the school community whether they are other students, teachers, staff members, visitors, etc.
- b. To exhibit appropriate, refined, and courteous behavior which enhances rather than detracts from the school experience.
- c. To display behavior which promotes an atmosphere conducive to learning. Hitting, shoving, name calling, teasing taking or destroying other's property, and sexual harassment, are examples of inappropriate and unacceptable behavior.

Whenever any student, or group of students, engages in any activity which disrupts the learning climate, or adversely affects the reputation of the school or any member of the school community, disciplinary action by school authorities will be implemented. Measures will be implemented which are primarily designed to help the student correct undesired behavior.

The authority of this school in such matters includes the school, school grounds, immediate surrounding area approximate to the school premises, and during the period of time necessary for student transportation from the door of his/her home to school and return, and extra curricular activities home and away.

The general policy of student-teacher and/or student-counselor conferences, with participation by the Principal when necessary, will be used to clarify and correct most discipline problems. When necessary, a parent/guardian conference will be required.

In cases of repeated problems or severe first time offenses involving student behaviors and attitudes in which parent conferences did not bring about acceptable changes, external suspension, and possibly expulsion, from school may be necessary.

#### **Expulsion:**

The Board of Education may originate suspension or expulsion proceedings on its own motion for pupil conduct which is deemed prejudicial to good order and discipline in the school, or which tends to impair the morale or good conduct of the pupils. However, only the Board has the authority to expel a student from school. The Board's Policy Manual outlines the procedures for conducting an expulsion hearing including the rights of an expulsion candidate.

### **HIGH SCHOOL DISCIPLINARY ACTION FOR VARIOUS OFFENSES**

**There is zero tolerance for violent language and behavior, defiance, or disrespect to staff members.** Corrective disciplinary action may be taken for reasons including but not necessarily limited to the following:

- (a) Disruptive behavior during regular school hours or other school sponsored activities.
- (b) Insubordination - Refusal to follow school rules and/or directions of school personnel.

- (c) Theft or destruction of school, student, or faculty property.
- (d) Fighting, scuffling, intimidation, arm wrestling.
- (e) Gambling.
- (f) Language, gestures or actions that are considered profane, vulgar, or immoral.
- (g) Public displays of affection between students which extend beyond the hand holding stage.
- (h) Smoking, using other tobacco products, possessing tobacco products, or making them available to other students.
- (i) Disruptive or dangerous devices (weapons, fireworks).
- (j) Possession of, under the influence of, making available to other students any drugs, narcotics, alcohol, or other controlled substances.
- (k) Excessive absenteeism, truancy.
- (l) Excessive tardies.
- (m) Forms of disciplinary actions; conference(with or without parent/guardian), detention, suspension(in or out of school), contact with law enforcement officials, whatever is appropriate for the situation.

**Violations Against Public Decency and Good Order**

Use of Language that is Disparaging or Demeaning - Words or actions, verbal, written or symbolic meant to harass or injure another person, i.e., threats of violence or defamation of a person's race, religious, or gender, or ethnic origin.

<i>Minimum Consequences</i>	<i>Maximum Consequences</i>
Principal/Student Conference	1-5 days in-school suspension; 3-10 days out-of-school suspension, contact authorities

Use of Disruptive Speech or Conduct - Conduct or speech, verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities or school functions.

<i>Minimum Consequences</i>	<i>Maximum Consequences</i>
Principal/Student conference; 1-5 days in-school suspension	1-5 days out-of-school suspension, 5-10 days Out-of-school suspension

Profanity and Obscene Language or Gesture - Conduct or speech, verbal, written or symbolic, describing sexual conduct that is offensive or obscene.

<i>Minimum Consequences</i>	<i>Maximum Consequences</i>
Principal/student conference; 1-5 days in-school suspension	1-5 days out-of-school suspension; 5-10 days Out-of-school suspension

Public Display of Affection - Physical contact that is inappropriate for the school setting.

<i>Minimum Consequences</i>	<i>Maximum Consequences</i>
Principal/Student Conference 1 <sup>st</sup> offense is a warning	1-3 days in-school suspension; 1-3 days out-school suspension

Bus Conduct - Behaviors which endanger students riding the bus.

<i>Minimum Consequences</i>	<i>Maximum Consequences</i>
Verbal warning; assigned seat - 3 days off the bus	permanent removal from the bus

Dress Code - Clothing or accessory items which may disrupt the educational environment, i.e. items that depict alcohol, tobacco, illegal substances, offensive and/or obscene pictures or words. (refer to more information regarding this issue)

*Minimum Consequences*

Principal/Student conference; change of Clothing, warning, detention,

*Maximum Consequences*

1-3 days in-school suspension  
1-3 days out-of-school suspension

**Violations Against Public Health and Safety**

Tobacco Possession - Possession of any tobacco products on school property, bus, or at any school activity.

*Minimum Consequences*

Principal/Student conference; 1-3 days in-school suspension

*Maximum Consequences*

1-9 days out-of-school suspension

Tobacco Use - Use of any tobacco products on school property, bus, or at any school activity.

*Minimum Consequences*

Principal/Student conference; 1-3 days in-school suspension

*Maximum Consequences*

1-9 days out-of-school suspension

Possession or Use of Drugs - Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs and drug-related paraphernalia.

*Minimum Consequences*

5-10 days suspension; referral to appropriate authorities

*Maximum Consequences*

180 days suspension; expulsion

Sale or Distribution of Drugs - Sale or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and drug-related paraphernalia.

*Minimum Consequences*

10-day immediate suspension with recommendation for expulsion; referral to appropriate authorities

*Maximum Consequences*

Expulsion

**Violation Against Persons**

Assault Against Another Student - Attempting to cause injury to another, intentionally placing another person in reasonable apprehension of imminent physical injury. Automatic contact of the Ozark County Sheriff's Department with all physical contact.

*Minimum Consequences*

1-5 days in-school suspension

*Maximum Consequences*

5-10 days out-of-school suspension; 180 days out-of-school suspension

Assault Against Staff - Attempting to cause injury to a staff member; intentionally placing a staff member in reasonable apprehension of imminent physical injury. Automatic contact of the Ozark County Sheriff's Department.

*Minimum Consequences*

10 days suspension

*Maximum Consequences*

Expulsion

Weapons(other than firearms) - Possession or use of any item used with the intent to inflict physical harm may be considered a weapon.

*Minimum Consequences*

Confiscation; 1-5 days in-school suspension; 1-10 days out-of-suspension

*Maximum Consequences*

180 days suspension; expulsion

Weapons - Possession or Use of Firearms - As defined in Section 921 of Title 18 of the United State Code.

*Minimum Consequences*  
1 year suspension; referral to legal authorities

*Maximum Consequences*  
Expulsion; referral to legal authorities

Disrespectful Conduct or Speech - Disrespectful verbal, written or symbolic language or gesture that is inappropriate to public settings directed at a staff member.

*Minimum Consequences*  
Principal/Student conference

*Maximum Consequences*  
1-5 days in-school suspension; 1-5 days out-of-school suspension

Fighting - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Automatic contact of Ozark County Sheriff's Department.

*Minimum Consequences*  
Principal/Student conference; 1-10 day in-school suspension; 1-10 days out-of-school suspension

*Maximum Consequences*  
180 days out-of-school suspension; expulsion

Extortion - Threatening or intimidating any student for the purpose of obtaining money or anything of value.

*Minimum Consequences*  
Principal/Student conference; 1-5 days in-school suspension

*Maximum Consequences*  
1-10 days out-of-school suspension; 180 days out-of-school suspension

Theft - Theft, attempted theft or willful possession of stolen property.

*Minimum Consequences*  
Reimbursement; principal/student conference; 1-5 days in-school suspension

*Maximum Consequences*  
1-10 days out-of-school suspension; 180 days out-of-school suspension; expulsion

#### **Violation Against Property**

False Alarms - Tampering with emergency equipment, setting off false alarms, making false reports. Contact with proper authorities.

*Minimum Consequences*  
Principal/Student conference; 1-5 days school suspension

*Maximum Consequences*  
1-10 days out-of-school suspension; 180 in-school suspension; 180 days out-of-school suspension; expulsion

Vandalism - Willful damage or the attempt to cause damage to real or personal belonging to the school, staff, or students. Contact with proper authorities.

*Minimum Consequences*  
Restitution; Principal/student conference

*Maximum Consequences*  
1-10 days in-school suspension; 1-10 days out-of-school suspension; 180 days out-of-school suspension

#### **Violations Against School Standards**

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

*Minimum Consequences*

*Maximum Consequences*

Principal/Student conference; after school detention; community service; 1-10 days in-school suspension; 1-10 days out-of-school suspension

180 days out-of-school suspension; Expulsion

Careless Driving - Driving on school property in such a way as to endanger persons or property.

*Minimum Consequences*

*Maximum Consequences*

Driving on school property revoked for one week

Driving on school property revoked for one semester; driving on school property

revoked permanently

Truancy - Absence from school without the knowledge and consent of parents/guardian and/or the school administration. Contact the authorities at Ozark Co. Sheriff's Dept.

*Minimum Consequences*

*Maximum Consequences*

Principal/Student conference; 1-3 days in-school suspension

3-10 days in-school suspension; 1-5 days out-of-school suspension

### **SEXUAL HARASSMENT:**

**Definition:** Sexual harassment is unwanted sexual attention from anyone with whom the student may interact in the course of receiving an education in school or at school-sponsored activities.

If you believe that you have been the victim of sexual harassment by another student or if you have questions about this issue, seek the help of an adult whom you trust, such as a teacher, counselor, parent or guardian, or one of the building administrators. Any report of sexual harassment will be investigated by the Principal and a written record of the investigation will be submitted to the Superintendent.

If it is determined that a student has sexually harassed another student, the possible consequences to the offending student include:

- \* Apology to the victim
- \* Parent conference
- \* Detention
- \* Suspension
- \* Referral to the police
- \* Recommendation to the Board of Education for expulsion from school.

Reprisals, threats, or intimidation of the victim will be treated as serious offenses, which could result in a permanent separation from the school through expulsion.

In all cases, a high degree of confidentiality will be maintained by the school authorities to protect both the student and the alleged offender.

### **DRESS CODE**

To promote a positive, healthy, and safe environment within the school, a student's dress and grooming must be neat, clean, and of good taste. When a student's dress and grooming disrupts the educational process or constitutes a threat to health or safety, the student will be required to make changes immediately.

1. Clothing, including hats and caps, that have offensive lettering or pictures (especially if it promotes disrespect, sex, drugs, alcohol, violence, or tobacco) will not be tolerated.
2. Inappropriately abbreviated clothes will not be allowed (shorts, halter/midriff tops, short skirts). No visible undergarments, no spaghetti strap tops unless sleeved shirts are worn under or over

them. No muscle shirts, basketball jerseys, or shirts with sleeves cut off. Tops or shirts that can not be tucked in and stay that way when seated will not be allowed. No midriff area will be allowed to show at any time.

3. Hats or caps are not to be brought into the building, or worn on a bus except during informal school functions and extracurricular activities.
4. Class activities or extracurricular activities may require, for safety reasons, a student to adjust to additional dress and grooming regulations.
5. Shorts need to be worn to reflect the season of the year, no shorts from November 1 to March 31.
6. Due to odor and hygiene problems students will need to shower after physical education classes or have gym clothes for physical education classes. Students will not be allowed into class without changing or cleaning up.
7. Skirts or shorts have to be fingertip length or longer. No tank tops may be worn. Only sleeveless shirts and shells allowed.

**Consequences to violation of dress code are:**

1<sup>st</sup> offense: warning. Students will be required to change or sent home to change with attendance counted against them.

2<sup>nd</sup> offense: detention. Student will be required to change or is sent home to change with attendance counted against them.

3<sup>rd</sup> offense: 1 day In-School Suspension. Student will be required to change or is sent home to change with attendance counted against them.

4<sup>th</sup> offense: 1 day Out-of School Suspension. Student will be required to change or is sent home to change with attendance counted against them.

**STUDENT TRAFFIC**

**Hall Passes**

*Any student who is in the hall during class time should have in his/her possession a hall pass(planner); thus indicating he/she has permission to be away from class. Students who went to class late without a pass from another staff member, are tardy.*

**Halls:**

When moving through the halls, walk quietly in an orderly manner. Keep the halls free of litter. Students are not allowed to loiter outside the building in the student parking area before or during school. Students are not allowed in this area once they have arrived at school without permission from the Principal. Students should not be on the stage without the supervision of their teacher.

**LUNCH TIME**

All students are required to remain on the school grounds during the lunch break the district maintains a CLOSED CAMPUS. Students eating the school lunch or buying milk are to go through the lunch line in an orderly fashion and report to the lunch clerk. Students have a choice between lunch or salad - they CANNOT have both. Students are to remain in the cafeteria throughout the lunch period. Food can not be brought in from outside during the lunch time.

**MORNING PROCEDURES**

The building opens at 7:45 am for students. When students arrive in the morning, they are to enter the building by the high school or west entrance. Loitering outside the school building will not be allowed. Other than needing to go to the Superintendent's office, students should not be in the east end of the hall or in the elementary hall. Absentee slips may be obtained from the high school. Once a student arrives on campus, by school bus, automobile, or walking, they are not allowed to leave.

### **AFTERNOON PROCEDURES**

Students leaving in cars or loading buses will be excused at 3:15 p.m. They will exit by the west doors. Students riding buses are not to crowd in front of elementary students loading buses. If a student is not riding the bus, he/she should not be on the front walk during the bus loading.

Student drivers are not to move vehicles until buses have left school property.

Parents are requested not to leave with students until the buses leave the school grounds.

Students who walk home must wait in the designated area in the elementary hall until dismissed by an administrator on duty.

### **VISITORS**

Parents and patrons are encouraged to visit school; however, all visitors must register with the office before they visit in the building. No student aged visitors are allowed during the school day. Students are not allowed to have students with them in class during the school day attending classes.

### **HEALTH**

***Contagious Diseases and Health Checks*** - No pupil shall attend the public school of this district while affected with any contagious or infectious diseases, or while liable to transmit such disease after having been exposed to it. The Principal, teachers, or Board of Education shall have the power to require any child to be examined by a nurse or doctor. (PLS Mo. Article 167.191).

All pupils shall be subject to inspection by a nurse, dentist, or doctor whenever such inspection is deemed necessary. Pupils will occasionally be given screening tests for defects in vision, hearing, speech, and dental check-ups. Parents will receive written notice of any defects that interfere or tend to interfere with the child's progress in school. Head lice inspections will be held regularly. Students will be inspected prior to re-admission to school.

***Medication*** - When it becomes necessary for a student to take medication during school hours, the medication should be given on written order from a licensed doctor. When a student brings his/her own medication to school, only the bare minimum for each day should be brought in a well-labeled prescription container. All medication should be taken to the nurse and not kept in the classroom. *We are not allowed to give medication, even tylenol, without written permission from parents/guardians.* **NO EXCEPTIONS TO THIS POLICY.**

***Physicals Required for Activity Participation*** - No pupil on the High School level shall be permitted to participate in any interschool athletic event, including cheerleading, without the written consent of parents/guardians and a written permit from a physician. Both consent and permit are to be in the hands of the Athletic Director before the pupil may participate in any competitive athletic event. Forms will be available from the coach. School insurance or evidence of family coverage is required prior to participation.

### **TRANSPORTATION**

***Bus Information:*** Bus routes will be similar to the preceding year. It is the policy of our local Board of Education to provide safe buses, to have liability insurance, to use a competent, licensed driver, and to establish routes considering economy, time required for routes, size or road conditions, and safe bus stop locations. The Lutie R-VI Accelerated School District provides bus transportation for all qualified students to and from school, and to extracurricular functions. Proper behavior is a necessity to insure safe operation of the bus. Students are to remain seated, facing forward and refrain from loud/boisterous talking. All other school guidelines apply equally to those riding the bus. Behavior that is inappropriate may result in a parent/guardian

conference, and the possibility of losing bus riding privileges for a period of time. Bus drivers have the option of assigning seats to all or part of their student riders.

**Extracurricular functions:** Student participants **must** ride the bus to extracurricular functions and are required to return on the bus unless parents/guardians make written requests to the coach **IN PERSON** that their child(ren) will be returning home with their parents/guardians and that the parents/guardians accept full responsibility for their child's safety during that trip. Under no circumstances will student participants be allowed to ride home from extracurricular activities with other students. Similarly, **student participants will not be allowed to drive themselves to or from extracurricular functions.**

**High Water Emergency:** In case of high water, TV and Radio stations will be called to announce that Lutie will be having school, but would be using the "High Water Emergency Schedule". Certain buses will have to re-route. Bus drivers will also be called to prepare them to re-route. Students that can't be picked up, will not be penalized, and those on late buses will not be counted tardy. Parents/Guardians and students who will be affected by this High Water Emergency Schedule will be notified at the beginning of each school year. For inclement weather, refer to 'School Closing'.

**Student Parking:** All students will park their vehicles behind the gym in the parking area for students. The vehicles will stay parked until the end of the school day.

#### **ACADEMIC/CURRICULUM**

#### **ELEMENTARY SCHOOL GRADING SYSTEM**

The school year consists of 36 weeks divided into two 18-week semesters. Report cards will be distributed every nine weeks and grades averaged on the semester basis. Parents/guardians will be notified of academic deficiency in a timely manner. Deficiency notices will be mailed to parents/guardians at mid-quarter when the quality of the student's work is at the failing point or considerably below the expected level of performance. Lutie R-VI School uses the following grading system:

- A = Excellent – best work done in class
- B = Superior – better than average work done in class
- C = Average – average work done in class
- D = Deficient – this work is of poor quality and improvement is needed
- F = Failing – no credit is given
- INC = Incomplete

#### **ELEMENTARY DISTRICT GRADE SCALE**

##### **Third Grade through Sixth Grade**

- A = 90% to 100%
- B = 89% to 80%
- C = 70% to 79%
- D = 69% to 60%
- F = 0% to 59%

##### **Kindergarten through Second Grade**

- S+= 96% to 100%
- S = 85% to 95%
- S- = 79% to 84%
- N = 70% to 78%
- U = 69% and below

#### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences will be scheduled at each quarter. Parents, however, are encouraged to schedule conferences as needed, throughout the school year by contacting the teacher or the office.

#### **HONOR ROLL/MERIT ROLL (Grades 3 through 12)**

A student roll will be published each nine weeks to formally recognize and encourage superior scholastic achievement. To be eligible for the Honor Roll a student must be in regular attendance,

with an “A” minus (90%) or better average; no grade may be lower than a “B” minus (80%). To be eligible for the Merit Roll a student must be in regular attendance with a “B” minus (80%) or better average; no grade may be lower than a “C” minus (70%). Students may have no incomplete grades.

**HIGH SCHOOL GRADUATION REQUIREMENTS**

The Lutie R-VI Board of Education has adopted the following regulations and procedures to implement the Missouri Department of Elementary and Secondary Education's provisions for high school graduation.

The program is planned cooperatively by the student, the student's parents, and the school, and is designed to meet the individual needs of the student.

Eight semesters of full time attendance will be required for graduation. An exception may be made by the Lutie R-VI School Board of Education to release a student from the eighth semester to attend college or trade school full time, to enter military service, or for consideration of individual needs.

All students must pass a United States Constitutional and Missouri Constitution test before graduating and this information will be placed on the transcript.

**The following requirements are necessary for graduation from the Lutie R-VI High School:**

SUBJECT	REGULAR DIPLOMA	EFFECTIVE CLASS OF 08	HONORS DIPLOMA	COLLEGE PREP. CERT.
Lang. Arts (including Eng. I,II, III)	4	4	4	4
Soc. Studies (including US History, World History, Gov., Geography)	4	3	4	3
Science (*not including 9 <sup>th</sup> Science)	3	3	3*	2*
Math (**including Algebra)	3	4	4*	3*
Health & Substance Abuse	1	1	1	0
Physical Education	2	2	2	1
Practical Arts	3	3	3	1
Fine Arts	3	3	3	1
Foreign Language	1	1	1	0
ACT/Study Skills	0	1	1	0
Mass Media	1	1	1	0

Specified Core Elective	0	0	4***	3***
Other Electives	11	11	7	6
-----				
TOTALS	36	36	38	24

### **REGULAR DIPLOMA**

Eight semesters of attendance are required unless otherwise approved by the Board of Education.

All students must pass the Missouri and US Constitution tests.

All required courses must be taken and passed.

\* Not including Life Science

\*\* Includes only Algebra I and above.

\*\*\* Includes: Psychology, Sociology, Dual Credit Classes, Novels, Virtual High School Classes, Foreign Language, Chemistry, Physics, Calculus, etc.

### **HONORS DIPLOMA**

In addition to the unit requirements, a student must attend 8 semesters and maintain an 84% average(3.34 GPA) or above each of the eight semesters of study. Take all the required courses and take a Dual Credit course or Virtual High School course.

Good attendance is parts of good scholarship. **Absences beyond 3 days in a given class per year will disqualify a student from consideration for the Honors Diploma.** The exception to this requirement would be extenuating circumstances of a medical nature. In such a case, the student may appeal to the committee composed of the Superintendent, Principal, Counselor, and one of the student's teachers. The decision of the committee will be final.

### **MISSOURI COLLEGE PREPATORY CERTIFICATE**

In Science, 2 of the 3 credits must include Biology, Chemistry, or Physics. In Social Studies, 1 credit each of American History and World History must be earned. In addition, a student must score above the national average on the ACT or SAT test. Core classes must have B average.

### **VALEDICTORIAN AND SALUTATORIAN**

In the interest of encouraging and recognizing outstanding achievement, a Valedictorian and Salutatorian will be selected for each high school graduating class. The Valedictorian and Salutatorian will be selected according to the following procedures:

- The Valedictorian will be the student with the highest GPA among Honor Diploma students as computed at the end of the third quarter in the second semester of senior year of high school.
- The Salutatorian will be the student with the second highest percentage average among honor diploma students as computed at the end of the third quarter in the second semester of the senior year of high school.
- In case of a tie for Valedictorian, Co-Valedictorians will be honored.
- In case of a tie for Salutatorian, Co-Salutatorians will be honored.

### **HIGH SCHOOL GRADING SYSTEM**

The school year consists of 36 weeks divided into two 18 week semesters. Report cards will be distributed every nine weeks and grades averaged on the semester basis. Parents/guardians will be notified of academic deficiency on a timely basis.

Deficiency notices will be mailed to parents/guardians at mid-quarter when the quality of the student's work is at the failing point or considerably below the expected level of performance. Lutie R-VI School uses the following grading system:

## **DISTRICT GRADE SCALE**

A = 90-100      B = 80-89      C = 70-79      D = 60-69

Any grade below 60% will receive a grade of "F".

An Incomplete will be designated with an "INC", and this must be removed within the quarter that the incomplete occurs.

Students accumulated credits place them in the following:

1. Students with 0-7 credits will be considered Freshmen in the fall semester and 0-11 credits in the spring semester.
2. Students with 8-15 credits will be considered Sophomores in the fall semester, and 12-19 credits in the spring semester.
3. Students with 16-23 credits in the fall semester will be considered Juniors, and 20-28 credits in the spring semester.
4. Students with 30 credits and higher at the fall semester will be considered Seniors, and 34 credits and higher in the spring semester.
5. Students will meet with their classes as designated by the above schedule unless special permission is given by the Principal.

## **HOMEWORK**

Homework is assigned regularly, is reasonable and meaningful, and reflects the objectives of the instructional program at Lutie. It builds character, sharpens skills, and involves parents. There are homework assignments that are expected to be completed at home. Any continual neglect of homework assignments will result in parent notification and any further action determined by the building level administrator.

### **MOTIVATION TO DO WELL ON STATE AND DISTRICT WIDE ASSESSMENTS-POLICY 6425**

In addition to all Missouri and district course and graduation requirements, Lutie R-VI will implement an exit exam for all Seniors to be eligible for graduation beginning with the Class of 2005. To be eligible for graduation, each senior must score 70% or higher on the district generated test. A student may be exempt from the Lutie R-VI exit exam if he/she qualifies for one of the following:

- Scoring on or above Step 2 (Progressing) on all MAP subject areas in grades 9-11.
- Had no discipline referrals for the cumulative years of high school attendance.
- Had 95% or better attendance for the cumulative years of high school attendance.

Students that score in Step 1 or below (level not determined) on any MAP subject areas during grades 9-12, will be required to attend summer school immediately following the year the test was taken. The student must attend 112 out of the 120 hours of summer school. Non-compliance will result in having to attend summer school the following year. The student will receive an Attendance Letter at the time of graduation and will only receive a High School Diploma after successfully completing summer school requirements. One-half of credit will be awarded to high school students who score Step 3 or above on the MAP test in the area assessed (Communication Arts, Math, Science, and Social Studies). Those students who score at Step 4 or above have the option of applying for one-half credit towards the honor program.

### **REQUIREMENTS FOR PROMOTION FOR 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE STUDENTS**

To be promoted from the eighth grade successfully, 7<sup>th</sup>/8<sup>th</sup> grade students must complete the following:

1. Pass all core classes with a minimum of 60% for both years.
2. You may not fail (below 60%) any more than two (2) elective courses over both years.
3. Any failure in a core class can be made up by successful completion of the same course subject during summer school.

4. Students failing a course are encouraged to follow the tutoring schedule and the mandatory extra-curricular policy.
5. Failure to achieve these standards will result in the student being retained in the 7<sup>th</sup> or 8<sup>th</sup> grades.
6. Retention is the final decision of the administration. In extreme cases an alternative schedule will be made.

#### **FAILING GRADES 6<sup>TH</sup> -12<sup>TH</sup>**

A student cannot have any F's and also must have a C average (70% or better) to participate in sports, cheerleading, and music contests. Each participant's grades will be checked for compliance every two weeks, on a Wednesday morning, throughout the season. This includes all grades from all classes. If a student is ineligible to play then they are not allowed to practice, attend away games, but the student may sit on the bench with the team for home games for that two-week period, at the discretion of administration. If that student's grades are in compliance after the two-week period, then they may return to the team. If after the two-week period their grades are not in compliance then they cannot participate for an additional two weeks, when grades are checked again. This process will continue for the length of the season for each activity.

#### **INTERSCHOLASTIC AND EXTRACURRICULAR ACTIVITIES ELIGIBILITY (ATHLETICS AND CHEERLEADING)**

1. To be academically eligible a student must meet the "failing grades" policy expectations.
2. A student must have a physical and verification of accident insurance prior to participation in practices or athletic contests.
3. A student must be a creditable citizen.
4. In order to participate, a student must be in school at least half the day the activity falls on, unless the absence is prearranged with the principal.
5. Any unexcused time (including an unexcused tardy) during the day of the activity, declares the student ineligible to participate that day.
6. Coaches and sponsors may have additional rules for a student to be eligible to participate.

#### **MISCELLANEOUS INFORMATION**

##### **GUIDANCE SERVICES**

The guidance program provides services to students, teachers, parents/guardians, and community members. The Guidance Department shall be an information center for the entire district. Students and parents/guardians are encouraged to take advantage of the guidance program for their own benefit.

The Guidance and Counseling program is intended to be an integral part of the school's total educational program. It is developmental by design and includes activities organized and implemented by the school counselor with the support of teachers, administrators, students, and parents/guardians.

The Guidance Program includes:

1. ***Guidance Curriculum*** - Consists of structured development experiences presented systematically through classroom and group activities. The purpose of the guidance curriculum is to provide students with knowledge of normal growth and development, to promote their positive mental health and to assist them in acquiring and using life skills.
2. ***Individual Planning*** - Activities which help all students plan, monitor, and manage their own learning as well as their personal and career development. Within this component, students evaluate their educational, occupational, and personal goals and plans. The activities are generally delivered on an individual basis, or by working with individuals in small groups, or advisement groups.

3. **Responsive Services** - Responsive services consist of activities to meet immediate needs and concerns of students, whether these needs or concerns require counseling, consultation, referral, or information. This component is available to all students and is often student initiated.
4. **System Support** - Management activities that establish, maintain, and enhance the total guidance program. This component is implemented and carried out through activities in the following areas: Professional Development, Staff and Community relations, Consultation with teachers, Advisory Councils, Community Outreach, Program Management and Operations, and Research and Development.
5. **Special Services** - The counselor will assist in the coordination of the special service programs with the support of the special education teachers, classroom teachers, and special education director. The program is designed to address the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development.

### LOCKERS

Students will be assigned a locker. Periodic inspections will be made by the principal to see that they are kept neat and orderly. Students are to use only the locker assigned to them. Students are personally responsible for all articles stored in their locker. Lockers are not to be rigged, those that are found this way those who assigned to that locker will receive a \$10.00 fine.

School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student may be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without prior warning.

### EMERGENCY/STUDENT UPDATE INFORMATION

***Please complete the inserted Emergency/Student Update information in this handbook and return it to the office as soon as possible. This information is very important to update our student records.***

### STUDENT INSURANCE

Student accident insurance is available at a nominal cost and is optional for most classes. **Students enrolled in athletic programs and cheerleaders must be covered by school insurance or show proof of other insurance.** The coverage is provided as a service and is sold soon after school starts in the fall. The school merely acts as a medium in supplying the insurance forms and assumes no liability, either for the injury or the subsequent negotiations with the insurance company. The student insurance is to be mailed directly to the company by the parents/guardians of the student and is the responsibility of the parent/guardian. Claims will be handled by the parents/guardians directly with the insurance company. Claim forms can be picked up in the superintendent's office.

### SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed. Patrons are advised to monitor television Channel 3 or 10 in Springfield or local radio stations, such as KTTS for school closings. In the event high water or inclement weather causes school to be dismissed early, the following stations in addition to Channels 3 and 10 will be notified: KTTS, and KMAC.

In case of high water, TV and Radio stations will be called to announce that Lutie would be having school, but would be using the "High Water Emergency Schedule". Certain buses will have to re-route. Students that can't be picked up, will not be penalized and those on the later buses will not be counted tardy.

Parents and students affected by this High Water Emergency Schedule will be notified at the beginning of each school year (Cross Ref. "Transportation").

#### **TORNADO/FIRE DRILL**

As a safety precaution, and in accordance with Missouri School Laws, drills are held during the school year. The procedures for drill and evacuation are posted throughout the school. Teachers will advise students of the procedures.

#### **TELEPHONES**

The use of the school student telephone by students shall be restricted. No phone calls will be made after the lunch break without permission from the office. **Student calls shall not be made during the school day without permission from teachers or principals. Office telephones are restricted to official school business or emergency calls only.**

#### **ANNOUNCEMENTS**

Will be made on a regular basis as needed.

#### **SNACKS**

**GUM CHEWING IS NOT ALLOWED IN SCHOOL.** Open containers, water, juices, etc. are not to be taken into classrooms, halls, or gym areas without permission from the teacher. No beverage containers can be brought into the school; all beverages must be purchased within the building. All drinks and snacks must be consumed in the cafeteria only.

#### **ALCOHOL/DRUG ABUSE**

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Lutie R-VI Accelerated School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances on school property, on school-owned vehicles, personal vehicles while parked on school property, or any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance.

All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school nurse or respective principal or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the rights to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The District, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12.

Such programs shall (a) address the legal, social and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drug or alcohol.

The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy.

The district shall certify that it has adopted and implemented the drug prevention program described in the policy in the form required by the Department of Elementary and Secondary Education of the United States Department of Education. The district shall conduct a biennial review of such programs to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

### **WEAPONS IN SCHOOL**

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in the school building, on or about school grounds, and at all school activities.

A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person. No pocket knives are allowed on campus. If knives are found they will be held in the office until the end of the school year and can then be picked up by a parent.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school.

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. This suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. The district abides by the Safe Schools Act.

### **INTERNET USAGE POLICY**

The Lutie R-VI School District has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. We are happy to announce that we now can offer INTERNET services through MORENET to both students and staff. We are very pleased to bring this access to the Lutie District and believe the Internet offers vast, diverse and unique resources to students. Our goal in providing this service to students is to promote educational excellence in the Lutie R-VI School District by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication with people all over the world
2. Information and news from NASA, as well as the opportunity to correspond with scientists at NASA, and a vast number of other research institutions
3. The World Wide Web, which links schools, businesses, individuals, and government agencies around the world
4. Public domain and shareware of all types
5. Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics
6. Access to many university library catalogs, the Library of Congress, CARL and ERIC.

With access to computers and people all over the world also comes the availability of material that may **not** be considered to be of education value in the context of the school setting. Software is available to limit the scope of access to the Internet. While this software remains an alternative for future consideration, there are problems associated with it's use at this time e.g. limitation of research capabilities by word searches which might filter very good and appropriate sites. The district at this time has chosen to teach and expect student responsibility and teacher management as the alternative to filtering software.

Please read and discuss the information below with your child. Your child is responsible for adherence to the following conditions upon enrollment unless the district is notified in writing of any alterations or unacceptance of the conditions outlined below.

### **CONDITIONS AND RULES FOR INTERNET USE**

#### **1. Acceptable Use**

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible through a grant provided by MORENET and all users of the Internet must comply with existing rules and Acceptable Use Policies which are incorporated into this document are available from the District.

Transmission of any material in violation of the United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

#### **2. Privilege**

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Lutie R-VI Board of Education, under this agreement, is the delegated authority to determine appropriate use and may deny, evoke, suspend, or close any user account at any time based upon a determination of inappropriate use by account holder or user. MORENET will serve as a resource as well as final authority in disputed matters regarding appropriate use

#### **3. Monitoring**

District reserves the right to review any material on user accounts and to monitor file server space in order to make determinations on whether specific uses of the network are inappropriate. District staff reserve the right to monitor all student activity on the Internet.

#### **4. Network Etiquette**

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not engage in activities prohibited by State or Federal law.
3. Do not reveal your personal address or phone numbers of students or colleagues.
4. Note that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of privileges.
5. Do not use the Internet in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the Internet should be assumed to be the private property of those who put in on the network.

#### **5. No Warranties**

MORENET and the District make no warranties of any kind, whether express or implied, for the service it is providing. MORENET and the District will not be responsible for any damages a user suffers. This

includes loss of data resulting from delays, no-deliveries, mis-delivers, or service interruptions caused by the MORENET or the District's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. MORENET and the District specifically deny any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

#### 6. Security

1. Security on any computer system is a high priority, especially when the system involves many users. A user must never allow others to use his/her password. Users should also protect their passwords to ensure system security and their own privileges and ability to continue use of the system.
2. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
3. Attempts to log on to the Internet as a system administrator may result in
4. cancellation of user privileges.
5. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet by MORENET or the District.

#### 7. Vandalism and Harassment

1. Vandalism and harassment will result in cancellation of user privileges.
2. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, Internet, or other networks that are connected to the backbone. This includes, but is not limited to, the sending of unwanted mail.

#### 8. Procedures for Use

1. Student users must always get permission from their instructors before using the Internet or accessing any specific file or application. FOLLOW WRITTEN and ORAL CLASSROOM INSTRUCTIONS.
2. Student users must sign-in legibly on the appropriate log or register in the classroom each time they use the network.
3. Users shall not play games or use the computer resources for other non-academic activities.

#### 9. Encounter of Controversial Material

Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on the Internet, it is impossible to control completely the content of data and a user may discover controversial materials. It is the user's responsibility not to initiate access to such material. MORENET or the District shall not be held liable for any division to restrict or regulate access to Internet materials.

#### 10. Penalties for Improper Use

1. Any user violating these rules, applicable state and federal laws, or posted classroom and district rules, is subject to loss of Internet privileges and any other District disciplinary options.
2. In addition, pursuant to State of Missouri law, any unauthorized Internet access, attempted access, or use of any state computer and/or network system is a violation of the Missouri Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

#### **SCHEDULE CHANGE**

Changes can be made, or a course dropped, through the first week of classes if: (1) the change is possible in terms of the student's existing schedule and the change will not overload a particular

class; (2) the change results in a reasonable program of studies in terms of the established curriculum; and (3) the change is approved by a parent, both teachers, the counselor, and the principal.

### **TEXTBOOKS**

Text books will be issued to students at the beginning of the year. Every student is obligated to give school books the best of care. If books are lost, abused, or misused they must be paid for by the student. If lost or abused textbooks are not paid for the student will not be issued their grade card or transcript.

### **ELECTRONIC DEVICES**

**No student may have in possession on school grounds or on the bus a pager, cellular phone, headphones, or other electronic devices. These items will be confiscated and will be released to a parent.** Field trips may be the exception with permission of the sponsors.

### **TRADING CARDS-ELEMENTARY SCHOOL**

**TRADING CARDS** (for example sports and game cards) **are not appropriate at school.** Trading cards will be confiscated and may be picked up by the parents or guardians. The school will not be responsible for lost or misplaced trading cards; it is the student's responsibility to follow the no trading card rule.

### **PLANNERS**

All students are to be in possession of their student planner, which is provided for them at the beginning of each school year. If a student misplaces their planner they will need to purchase a new planner at the cost of \$3.00 at the appropriate office.

### **CLUBS/ORGANIZATIONS/SPORTS**

The following are available for students and adults at Lutie and are listed by title and by grade:

#### **ELEMENTARY**

- Spelling Bee 1-8
- Student Council K-6
- Basketball, girls and boys: Popcorn League
- Soccer K-6

#### **HIGH SCHOOL**

- Technology Club 9-12
- Student Council 7-12
- National Junior Honor Society 7-9
- National Honor Society 10-12
- FBLA 9-12
- FCCLA 7-12
- FFA 9-12
- DECA 12
- Golf 9-12
- Baseball 9-12
- Basketball, boys and girls, 9-12
- Basketball, boys and girls, 6-8
- Soccer 7-12

#### **OTHER ACTIVITIES**

- \* Lutie PTO(Parent-Teacher Organization)
- \* Graduation ceremonies for seniors

- \* The Music Department normally performs two major productions each year: one in the winter, and one in the spring.
- \* School dances
- \* Prom
- \* Parent/Teacher conferences are held at the end of the 1st quarter for parents/guardians.
- \* Open House is held near the beginning of each school year.
- \* Awards assemblies
- \* Homecoming is held in the spring during basketball season and the queen and king are chosen from a nomination of senior girls and boys. Attendants are from each HS grade level.

## **ATTENTION PARENT/GUARDIAN**

**Please read this Handbook and complete this form  
LUTIE R-VI ACCELERATED SCHOOL DISTRICT  
2005-06 School Year**

We have read and understand the rules, policies, and expectations of the Lutie School District as outlined in the Student Handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please sign and return to the Office the first day of school.

Thank you for your cooperation.

### Permission to be Photographed or Video Taped

Permission for your student to be photographed or video taped for publication in papers, on school web site, or on television is given at this time. If you do not wish to imply permission by signature above of this form. A WRITTEN STATEMENT MUST BE PROVIDED TO BE FILED IN YOUR STUDENT FOLDER.

### **Lutie R-VI Accelerated School Student/Teacher/Parent Contract**

To be signed by the Student and Parents and Collected by the Teacher

**It is our goal that the home and school work together to provide the best education possible to your child. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each party.**

As a PARENT, I will...

- See that my child is punctual and attends school regularly.
- Show respect and support for my child, the teacher, and the school.
- Establish a time for homework and review homework regularly.
- Provide a home environment that encourages my child to learn.
- Talk with my child about his/her school activities every day.
- Talk with my child and let my child see me read.
- Monitor my child's TV viewing.

Optional Goal: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

As a STUDENT, I will...

- Show respect for others, my school, and my self.
- Always try to do my best in my work and in my behavior.
- Come to class on time and be prepared to work.
- Spend time daily studying and reading at home.
- Obey the school and bus rules.

Optional Goal: \_\_\_\_\_

Student Signature \_\_\_\_\_

As a TEACHER, I will...

- Show respect for each student and his/her family.
- Help each student grow to his/her fullest potential.
- Provide an environment conducive to learning.
- Come to class prepared to teach.
- Supply clear evaluations of student progress and achievement to students and parents.
- Use special activities in the classroom to make learning enjoyable.
- Provide meaningful and appropriate homework activities.
- Maintain open lines of communication with students and their parents.
- Enforce school and classroom rules fairly and consistently.

Optional Goal: \_\_\_\_\_

Teacher Signature \_\_\_\_\_

## **Bus and Discipline Plans**

To be Signed by the student and Parents and collected by the Teacher

### **Bus Transportation Information and Safety Procedures**

Your child's safety is our utmost concern. In order for your child to be transported to and from school in a safe manner, all bus riding rules must be obeyed. In the event your child chooses not to obey the rules and receives one or more School Bus Conduct Notice, the following procedures will be implemented.

- First Misconduct: Warning by the Bus Driver
- Second Misconduct: A letter is mailed to the parents warning of a three-day suspension off the bus, resulting in the parent having to be responsible for their child's transportation to and from school.
- Third Misconduct: Three-day suspension off the bus, resulting in the parent having to be responsible for their child's transportation to and from school.
- Fourth Misconduct: Five-day suspension off the bus, resulting in the parent having to be responsible for their child's transportation to and from school.
- Fifth Misconduct: Ten-day suspension off the bus, resulting in the parent having to be responsible for their child's transportation to and from school.

We appreciate the help and support you give to your child to make the bus ride as safe and pleasant as possible. **Severe misconduct incidences will cause circumvention of the usual procedures.** The Superintendent has the authority to suspend a student for as many as ten days, without regard for the number of incidences. Parents will be contacted by phone or letter.

Parent/Guardian Signature \_\_\_\_\_  
 Student Signature \_\_\_\_\_

Please review the disciplinary actions described in the handbook with your child. Students who behave appropriately will be positively rewarded with praise, stickers, stamps, and positive notes sent home, and free time. When students choose to break a rule, the following consequences will be imposed. There is a zero tolerance for violent language and behavior, defiance, or disrespect to staff members. Severe behavior (such as fighting, verbal abuse, or destruction of property) may result in the principal going directly to the last consequences.

**Corporal punishment (padding or swats to seat of the pants), as a measure of correction, is Permitted.** It shall be used only when all other reasonable means have failed, and then only in reasonable form and upon recommendation of the Principal. Corporal punishment may be substituted for in-school suspension or boards (universal boards, a tool used to clean and polish the floors) as determined by the Principal. Corporal punishment is permitted by Lutie R-VI School Board policy. Every effort will be taken to contact the parent/guardian before corporal punishment is administered.

Parent/Guardian Signature \_\_\_\_\_  
 Student Signature \_\_\_\_\_  
 Comments: \_\_\_\_\_

### INTERNET PLAN

To be Signed by the Student and Parent/Guardian and Collected by the Teacher

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. All users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the District.

Transmission of any material in violation of the United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Internet use for product advertisement or political lobbying is prohibited.

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Lutie R-VI Board of Education, under this agreement, is the delegated authority to determine appropriate use and may deny, evoke, suspend, or close any user account at any time based upon a determination of inappropriate use by account holder or user. MOREnet will serve as a resource as well as final authority in disputed matters regarding appropriate use. Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material. MOREnet or the District shall not be held liable for any division to restrict or regulate access to Internet materials.

Student users must always get permission from their instructors before using the Internet or accessing any specific file or application. FOLLOW WRITTEN and ORAL CLASSROOM INSTRUCTIONS.

Student users must sign-in legibly on the appropriate log or register in the classroom each time they use the network.

Users shall not play games or use the computer resources for other non-academic activities.

Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, Internet, or other networks that are connected to the backbone. This includes, but is not limited to, the sending of unwanted mail. Vandalism and harassment will result in cancellation of user privileges.

Parent/Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Comments: \_\_\_\_\_

### **PUBLIC NOTICE**

The Lutie R-VI School District would like to inform you that:

Public schools in the State of Missouri are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, to all eligible children with disabilities between the ages of 3 and 21. The public school assures that to comply with the full educational opportunity goal, services for students 3 to 21 will be fully implemented. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young children with a developmental delay.

Public schools in the State of Missouri are also required to conduct an annual census of all children with disabilities from birth to age twenty-one(21) that reside in the district. This census must be compiled by December of each year. This information is treated as confidential and must include: the name of child; parent/legal guardian's name and address; birth date and age of child; the child's disability; and services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending a public school, please contact the Lutie R-VI Director of Special Services at 417/273-4274.

### **NO CHILD LEFT BEHIND**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents my request, district must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **Standard Complaint Procedures for Federal Programs**

This complaint resolution applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000; Education America Act and the Improving America's Schools Act (IASA). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent/guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the department may file a similarly written complaint if they believe state or federal laws have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

### **Elementary Cafeteria Rules**

#### **No cutting in line.**

#### **No pushing or playing around.**

Treat each other with respect. Students are to report all concerns to the teachers/staff on duty. The teachers/staff have the responsibility to address issues that develop during the duty time and should refer issues to the principal as they feel is needed.

#### **Consequences**

The teachers may use the following consequences, or combination, to correct inappropriate choices:

Warning

Time out on the wall

Recess Detention

Sending student to the office (this should be automatic result for physical fighting)

Phone call to parent/guardian

### **Elementary Playground Rules**

#### **Use of Equipment**

Do not twist the swings or jump out of them, or jump off the monkey bars, or walk up the slide.

#### **Stay in the boundaries**

The playground area consists of the space between the gravel areas to the fence that defines the ball field, to the student parking area behind the gym, to the area near the rise to the side of the basketball court. Students are not to play around the concession stand area and are not to be on the tables. This is for student safety.

#### **No horseplay**

No physical aggressive play, this includes football, tag, and chasing.

#### **No toys from home**

The school is not responsible for lost toys from home. Do not bring toys to trade; this includes games(computer and video disks and cartridges), trading cards, and dolls and cars and so on. Show and Tell items are to be kept in your backpack until classtime discussion.

#### **No fighting or throwing rocks**

Students are to report all concerns to the playground adults on duty. The playground adults have the responsibility to address issues that develop during the duty time and should refer issues to the principal as they feel is needed.

#### **Basketball Court and Field Usage**

This will be determined at the beginning of each school year and any adjustments made accordingly.

#### **Consequences**

The teachers may use the following consequences, or combination, to correct inappropriate behavior:

Warning

Time out on the wall

Detention for the next recess

Sending student to the office (this should be an automatic result for physical fighting)

Phone call to parent/guardian