

# Lawton Middle School Student Handbook

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## WELCOME TO LAWTON MIDDLE SCHOOL

Lawton Middle School is founded on a solid educational past and we are planning for a better future. Whether you are entering Lawton Middle School for the first time or are returning as a sixth, seventh, or eighth grader, welcome to the new year and the opportunities that await you.

Every well-run organization needs rules and regulations for efficient operation and a school is no exception. In this handbook, you'll find the rules and policies under which our school is governed. The purpose of this handbook is to provide students with the rules, procedures and policies of Lawton Middle School. The contents represent a combination of state law, school board policy and administrative rules. The Board of Education and the administration reserve the right to interpret these policies and in the event that a situation is not specifically covered in the handbook, the administration reserves the right to add to, delete or modify existing rules.

Those of us at Lawton Middle School who have devoted our lives to working with young people are very proud of this school because of the students who attend and their accomplishments academically, musically, and athletically. The staff at Lawton Middle School encourages every student to become involved with many aspects of school life, so you can share in the pride that has made Lawton Middle School one of the best.

Mr. Timothy J. Cerven, Principal

### Mission Statement

*All Students will learn the academic and social skills  
necessary to be successful - in school and in life.*

*Revised: September 2017*

## GUIDELINES FOR STUDENTS CONDUCT

### **R-Responsibility, O-Ownership, A-Attitude, R-Respect**

The middle school will continue to **R.O.A.R** as we teach and practice the guiding principles of **Responsibility, Ownership, Attitude, and Respect**. The middle school staff believes that successful student will show the most growth, academically and socially, by accepting the **responsibility** to behave appropriately and to be active in the learning process. Our students will take on the **ownership** of a “learner” demonstrating the necessary actions for success. We want our students to have a positive **attitude** about school and do the “right” thing each and every day and the middle school also believes that students must show **respect** for each other, for the adults in their lives as well as a respect for learning. Let’s R.O.A.R. into the 2017 - 2018 school year!

### **ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The Board of Education declares it to be the policy of the District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

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### **ADA-504 PROVISIONS**

Any complaints concerning ADA/Building accommodations should be directed to Jim Turner at 624-7905. Any complaints relative to ADA-504 concerns should be directed to the building principal:

Elementary	Stephanie Brown	624-7500	Ext. 7501
Middle	Tim Cerven	624-7600	Ext. 7601
High	Tammy Wilson	624-7800	Ext. 7801

### **EMERGENCY PROCEDURES**

**Lock Down:** Students/staff secured in the classrooms/building.

**Fire Drills:** Students/staff exit the building.

**Tornado:** All students/staff report to the locker rooms.

**\*\*Note:** In case of any emergency, instructions will be given.

### **COUNSELING AND GUIDANCE SERVICES**

Counseling services are available for individuals and small groups in the areas of education, social, and personal concerns. Students can see the counselor by requesting a time through the office.

**Parents are encouraged to contact the counselor for any questions or concerns regarding educational, social, and personal development. Concerns not dealing specifically with educational issues may be referred by the counselor to other agencies.**

### **STEPS TO PROBLEM SOLVING**

Good communication between parent and school is essential for a student's educational progress. At times, there may be misunderstandings but most **situations can be resolved with good communication. If your child comes home with an account of an upsetting event that took place at school. Please contact the teacher closest to the situation, then the principal if unresolved.**

### **ASSIGNMENT / AGENDA BOOKS**

All students are expected to carry their assignment/agenda books to each of their classes and to write their assignments in the book. Please treat this assignment book like a textbook. A fee of \$5.00 will be charged for its replacement if it is lost or damaged.

We hope that the assignment book will fulfill three goals:

1. Assist students in organizing what they need to do;
2. Assist students in completing their assignments on time; and
3. Encourage parental assistance and communication.

We encourage parents to ask to look at their child's assignment book on a regular basis. This will enable parents to know what their child is doing in school, when assignments are due, and provide needed support and encouragement.

### **STUDENT ATTENDANCE (POLICY 5200)**

Attendance in school is the responsibility of the student and the parents. It is understood that there will be times when a student is absent for illness, injury, or family crisis situations. Parents are urged to consider the educational welfare of their children by taking vacations during non-instructional days. Excessive absences may hinder a student's learning processes and may ultimately cause failing grades.

An absence from school shall be considered either "excused" or "unexcused". If a child is absent and the office is not notified by 10:00 a.m., the office will contact a parent at home or work to verify the absence. A student who is more than thirty minutes late, to school, will be considered absent, less than that – tardy.

**Attendance letters will be mailed when students have reached 6 and 10 days absent. The 6 day letter summarizes the current attendance for parent review and the 10 day letter explains that any further absences will require a doctor's note in order to be excused. The Truant Officer may be contacted for further support.**

**EXCUSED ABSENCE:**

An excused absence may be granted at the parent's request for the following reasons:

- \* Short-term illness of one to two days.
- \* Family Crisis.
- \* Appointment with a physician, dentist or other professional that cannot be made outside of school hours.
- \* Family vacations with prior administrative approval.
- \* Unusual circumstances which, at the principal's discretion, may be considered excused.

**TARDY (POLICY 5200)**

Being on time is a life skill important to each student's future and schools share the responsibility to teach the importance of this skill. Tardiness of individual students interrupts instructional time for all students. Promptness to class allows the teachers to begin the instruction on time for everyone. Please be conscious of the 8:00 a.m. start time for the middle school and if you have unusual circumstances resulting in a late arrival, please inform the office.

**MEDICATION OF STUDENTS (POLICY 5330)**

Children receiving medications must have a written order from their physician stating the reason for which the child is taking the medication, the name of the medication, directions for administering, possible side effects which may be anticipated and length of time the child is to receive such medications. Policy form 5330 F1 can be obtained from the office.

**TEXTBOOKS AND BOOK DEPOSITS (POLICY 5513)**

Students are expected to treat their textbooks with care and respect. Throwing them on the ground outside, into your locker, on your desk in the room or in a corner of your house is not treating it with respect. Students should not stuff their books full of papers. This damages the binding.

Textbooks are an expensive commodity with the average text at the middle level costing between \$65 and \$95. The Lawton Board of Education assesses a book deposit fee of \$10 per student to compensate for book rebinding and replacement.

Students are currently charged fees of \$5.00 for excessive writing and \$10.00 for rebinding and replacement cost of lost textbooks. The book deposit is used to off-set that cost. It is refundable at the end of the year at the parent's request or can be carried over from year to year until the student leaves the school system. Please take care of your textbooks.

**SPECIAL RECOGNITION**

Students at the Middle School are encouraged to excel in their Middle School academic and extra-curricular activities. Throughout the year we recognize students that strive to achieve. Listed are some of those areas that are recognized:

Student of the Month , Honor Roll, Perfect Attendance, Spelling Bee, Sports, Outstanding Students of the Year, Academic Achievement, Presidential Academic Achievement, Instrumental Programs

**SYNERGY (Parent Viewer)**

At the beginning of each school year, parents will receive a letter containing a unique ID number and PIN code for each of their students. ID numbers and PIN codes should be shared with the student. This allows both parents and students to check grades and attendance online at any time. Students are expected to keep track of their progress in each class and consult with their teacher(s)

if they need academic assistance. Parents should contact the teacher by phone or email if they have any questions about a student's grade. If necessary, a conference may be scheduled.

#### **PHONE USE**

Students needing to use the phone may do so... **BEFORE SCHOOL, BEFORE THE STUDENT GOES TO LUNCH or AFTER SCHOOL.** Only the requesting student is allowed in the office. Any student abusing this privilege will be prohibited from using the phone.

#### **MESSAGES AND DELIVERIES**

Please try to limit calls to your son or daughter during the school day. Balloons, flowers, and messages from florists must be brought to the office and will be given to the student at the end of the day. Your cooperation and support is appreciated.

#### **HALLWAYS AND STAIRWELLS**

Hallways and stairwells are a means to provide access to classrooms and lockers in various parts of the building. They are not to be used for loitering, talking with friends or in general "hanging out". The staff will maintain strict supervision of hallways. Students are never to run in hallways or stairwells and should also observe the following:

**1. Hands and feet to yourself. 2. Walk on the right side. 3. Talk quietly – 12" voices. 4. Hall passes required.**

#### **LOCKERS (POLICY 5771)**

The lockers are the property of the school district and thus are under the supervision of the support staff, professional staff, and administration in the building. Each student will be assigned a locker and it will be the responsibility of the student to maintain the locker in an orderly manner and we ask that the students NOT share their combination with other students. Do not try to put things into your locker that will not fit or rig your locker to remain open. The student will be held accountable for all fees for repairing a damaged locker. The school district is not responsible for items stolen from lockers. Book bags should be sized to fit in lockers. Locker sharing and stickers on the lockers are prohibited.

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 shall 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.

#### **DRESS CODE (POLICY 5511)**

We take pride in the appearance of our students. Your dress reflects the quality of our school. Student dress is a factor in the establishment of a positive educational atmosphere. Clothing should be modest, clean, neat, and appropriate for school. Students are required to wear:

- 1. Shoes or sandals at all times.**
- 2. Skirts and shorts finger tip length or longer.**
- 3. Shirts and blouses (tops) that cover the waist of pants/skirts (bottoms) when standing or sitting.**

Clothing that the staff considers to be disruptive to our learning environment and are **NOT permitted** are:

1. Pants that sag.
2. Pajama bottoms.
3. Tank tops, sleeveless t-shirts, mesh shirts / blouses, belly shirts, blouses with spaghetti strap, low scoop blouses, plunging / revealing necklines, halter tops, or shirts of any kind with the sleeves cut off.
4. Hats, caps, hoods, scarves, bandanas, or other head coverings. (special occasions only)
5. Jackets, coats, and gloves are to be kept in the students' locker during the school day.
6. Shoes with wheels, Heelys.

7. Offensive writing or insignia, such as tobacco, alcohol, drugs, or sexual innuendos.
8. Sunglasses, unless directed by a physician.
9. Wearing articles that could be used in a harmful manner (i.e., chains, dog collars, spiked collars, spiked wrist bands, pant straps, chain wallets, etc.)
10. Gang colors, ornaments, or symbols.
11. Shredded Jeans are allowed in school as long as their skin is not visible above the knees.

Any student who does not follow these appearance standards is subject to disciplinary actions including detentions or suspensions.

**HARASSMENT (POLICY 5517.01)**

Harassment means any threatening, insulting, unwanted abusive behavior or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student that places a student in reasonable fear of harm to his/her person or damage to his/her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school.

**BULLYING (POLICY 5517.01)**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation; and may involve: teasing, threats, intimidation, stalking, cyber stalking, cyberbullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation or destruction of property.

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating attitude.

A student who bullies others can be warned, suspended, or expelled at the administrator's discretion.

**GENERAL BUILDING RULES/PROCEDURES:**

1. Follow instructions given by a staff member (principals, teachers, counselors, secretaries, aide, kitchen staff, custodians, media specialists, and lunch-room supervisors) including the removal from class, etc...
2. Respect the property and rights of other students and adults.
3. Identify yourself when asked.
4. You are expected to conduct yourself in the building without yelling, running in the halls, pushing or shoving, or the use of profane, vulgar or offensive language.
5. No food, candy or drink may be consumed in the halls or classrooms without administrative permission.
6. If you are in the hall during class time, you must have a hall pass.
7. The school is your work environment and, being such, it is **not** an appropriate place for hugging, kissing, necking, etc.
8. No visitors to school other than parents or guardians. Parents are welcome and must obtain permission from the administration 24 hours in advance. See form 9150 F1.
9. When a student becomes ill during the day, he or she is to always report to the office for assistance as soon as it is reasonable.

**Students are not to bring the following items to school:**

- \* Footballs, basketballs, softballs, baseballs, etc.
- \* Skateboards or toys (other than parts of a class project)
- \* Energy drinks, pop, coffee, etc
- \* Laser lights
- \* Glass containers are never to be carried on buses or brought to school
- \* Any items – including candy – are not to be sold by students to other students unless it is part of a school sponsored function
- \* Backpacks must remain in locker as well as other book bags must remain in locker.

**PERSONAL AND COMMUNICATION DEVICES (POLICY 5136)**

Most electronic or battery operated equipment necessary in school is supplied by the school. If there is a family emergency, the office will call the student to the office to use the school phone. Students are not allowed to use cell phones, radios, iPods, portable video games, pagers, and the like without the permission of the office/classroom **during normal school hours**. This includes in the restroom, locker room, hallways, cafeteria, gym, outside (recess/lunch), etc. Electronic equipment cannot be used during any detentions. The school is not responsible for lost or stolen electronic devices that the student chooses to bring to school. Loss of these items will not be investigated. Failure to comply will result in the following corrective consequences.

1. Warning – Item will be given back to the student
2. 30' after school detention
3. 60' after school detention
4. Suspension up to 10 day
5. Phone is no longer allowed at school

**LUNCHROOM CONDUCT AND LUNCH PERIOD PROCEDURES**

Students are expected to behave in the lunchroom in the same manner as would be tolerated in a public restaurant or as your parents would expect in your own home. The Food Service Personnel are part of the middle school staff and employees of the school district. They are to be treated with the highest respect by students. Students are to speak politely to them at all times and should say “please” and “thank you” when appropriate. Students are expected to maintain a clean eating area and demonstrate appropriate eating manners. The supervisor is not responsible for cleaning up after you any more than your parents should be at home. If you make a mess, clean it up. No food will be allowed out of the cafeteria. Students are responsible for getting their own meal money to the cafeteria supervisor. The Food Service Department provides a sack lunch for students who forgot lunch money.

**SCHOOL DANCES**

Open only to Lawton Middle School students and are held from 3:00-5:00 p.m. except on special occasions approved by the principal through the advisor.

1. At the end of the day, take all belongings and wait outside the entrance to the gym.
2. **You won't be able to return to your locker.**
3. All food is to be kept in the foyer.
4. No running, jumping, pulling or pushing people.
5. No inappropriate touching or gestures when dancing or at any other time.
6. Have your ride in the parking lot at the ending dance time.
7. Violation of any of the above may result in disciplinary actions as well as the removal from the dance and any future dances.

**GRADING SYSTEM**

Progress reports are sent home with students at the mid-marking period usually the fifth or sixth week. Upon receiving a progress report, parents may request a meeting with the teacher or the teacher may suggest a conference. Either way, the important thing to remember is that these

progress reports are generally designed to draw the student's and parent's attention to an academic problem. Report cards are marked three times per year. They will be mailed home. Each marking period has a separate grade.

#### **CLASSROOM EXPECTATIONS AND WORK PERFORMANCE**

1. Students are expected to bring all necessary materials to class and report on time.
2. Students are to show respect for themselves, fellow students, and staff at all times and follow all classroom expectations.
3. Students caught cheating on assignments/tests, including plagiarizing will lose credit for those assignments. Parents will also be notified.
4. Students have access to school computers. Failure to take advantage does not constitute an acceptable excuse for missing and incomplete assignments. This includes printer failure.

#### **The following procedures for assignments will be used.**

- A. All pages of an assignment are to contain the following information in the upper right hand corner – first and last name, date, subject, and hour.
- B. All papers are expected to be turned in with correct spelling and punctuation. Students are to proofread final assignments and major projects. Computer spell check is not proofreading.
- C. All homework assignments, reports and projects are to be turned in on time. Major papers and projects will be accepted at teacher's discretion.
- D. Failure to complete assignments on time or failure to come prepared to class may result in teacher detentions.
- E. Students absent from school will be given the opportunity to make-up work missed equal to the length of the absence/suspension (at teacher's discretion).

#### **ACT NO. 328, PUBLIC ACT OF 1994 WEAPONS IN SCHOOLS**

On October 12, 1994, Governor Engler signed into law PA 328 requiring local school boards to expel students carrying dangerous weapons in school. The law became effective January 1, 1995. The law provides for the expulsion of any public school student who is found in possession of a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over three inches long, pocket knife opened by a mechanical device, iron bar or brass knuckles) in a school building or on school grounds. Expulsion is mandatory unless the student can demonstrate, by clear and convincing evidence, that: 1) they did not knowingly possess the weapon, or 2) they did not possess the object for use or delivery as a weapon, or 3) they did not know the object was a weapon, or 4) that they had express permission to possess the weapon from either the school administration or the local police department.

Act No. 328 requires that children specified who are in the fifth grade or lower be expelled for at least 90 school days. Children specified who are in the sixth grade or above are to be expelled for at least 180 school days.

The law requires local public officials refer all expelled students to the local department of social services office or the community mental health agency within three days. A parallel federal law (Gun Free Schools Act of 1994) requires referral to the criminal justice or juvenile delinquency system. No actions by community mental health agencies were specified in the Act, nor were any funds provided for services.

#### **STUDENT CODE OF CONDUCT (POLICY 5600)**

Students and staff have the right to work and learn in a safe and orderly environment. In providing for that environment, it is necessary to develop a discipline plan that incorporates the use of logical and realistic consequences for student misbehavior on a consistent basis. Applicable rules may pertain to student behavior en route to and from school, during school, and all school-related functions. The behaviors listed in this book are not intended to be comprehensive.



Students with an in-school suspension (full day) or a suspension out of school, will not be allowed on school property during the term of the suspension. The student will be subjected to further disciplinary actions if this occurs. This includes sporting events.

**CODE OF CONDUCT:  
RIGHTS AND RESPONSIBILITIES**

The Board of Education establishes the following categories of misconduct as those which may result in temporary separation, suspension or expulsion from the Lawton Schools. These categories are general in nature and are not deemed to be all inclusive.

**Criminal Acts (*Rubric Stage 6*)**

1. Arson
2. Assault (Fighting)
3. Bomb Threats
4. Burglary, Larceny, Theft
5. Explosives
6. Extortion, Blackmail
7. False Fire Alarms
8. Intimidation of school authorities
9. Vandalism
10. Sale, use or possession of controlled substances, includes alcohol.
11. Interference of school authorities in the performance of their duties
12. Other such serious offenses
13. Possession of weapons of any type (Refer to Act No. 328 below).

**First Offense**

Most criminal acts are punishable by a suspension of not less than 3 or more than 10 days. During the term of the suspension the principal shall convene a conference to be attended by the student, parent or guardian, principal, superintendent, and other parties involved. This conference must be held before the student may be reinstated.

In the case of an extremely serious incident involving any of the above offenses, as determined by the principal, the principal and superintendent may request that the Board of Education convene to consider the expulsion of the student. Due process shall be accorded.

**Second Offense**

The Board of Education shall convene to consider the expulsion of any student who commits more than one criminal act during the course of the school year. Due process shall be accorded.

**Involvement of Law Enforcement Agencies**

Students are advised that outside law enforcement agencies (Lawton Police, Van Buren County Sheriff's Department and/or the Michigan State Police) may be involved in instances of any and all of the criminal acts listed. The decision to involve outside law enforcement agencies shall be made by the administration.

**Non-Criminal Acts (*Rubric Stage 5*)**

1. Fighting
2. Profane or obscene language
3. Racial slurs
4. Degrading words or phrases
5. Disruptive conduct
6. Insubordination – See Definition
7. Refusal to identify self
8. Gang-related activity (i.e. dress, symbolism)
9. Insolent, defiant behavior, or continued/chronic misconduct/disrespect
10. In possession of an E-cigarette and/or Vaporizer Pen/ tobacco products (*policy 5512*)

**First Offense**

A one to three-day suspension from school or as an alternative assignment to Wednesday School. Wednesday School meets from 3:10 p.m. to 5:10 p.m. Students are expected to bring schoolwork to do for the entire period of time. Students who misbehave or fail to bring work to stay busy will be sent home. Students arriving late will not be admitted and are NOT THE RESPONSIBILITY OF THE SCHOOL. Failure to report or being sent home from Wednesday School results in a suspension from school.

**Second Offense**

Three to five-day suspension followed by a conference with the student, parent, principal, and others involved, before reinstatement.

**Third Offense**

Six to ten-day suspension. During the suspension, the principal shall convene a reinstatement hearing to be attended by the student, parent, principal, superintendent, a member of the board of education, and other involved parties.

**Fourth Offense**

The Board of Education shall convene to consider the expulsion of any student who commits more than three such acts during the course of the school year.

\*Due Process shall be accorded in each of the above steps.

**Counterfeit Drugs, Look-Alike Drugs or Other Such Substances**

The Board of Education expressly forbids the possession or use of, including the sale, purchase, trade, exchange or other distribution of, all pills, capsules, tablets, powders, or other substances that resemble any drug, or controlled substance. Students who are found to be involved in such activity will be subject to the following disciplinary measures:

**First Offense**

Three to five-day suspension with a student, parent, and principal conference before reinstatement.

**Second Offense**

Six to ten-day suspension. During the term of the suspension, the principal shall convene a conference to be attended by the student, parent or guardian, principal, superintendent, and other involved parties.

**Third Offense**

The Board of Education shall convene to consider the expulsion of any student who violates this prohibition more than twice during the course of the school year.

**Alternative Punishment**

In the event a student is subject to suspension or expulsion for an offense involving use of alcohol, drugs or controlled substances, the Board of Education or school administrator may, at their discretion, reduce the length of the suspension or change the expulsion to a suspension if the student voluntarily and at the student's expense participates in a substance abuse counseling or therapy program which the Board of Education or school administration believes will assist or rehabilitate the student.

**Classroom Misbehavior**

**Misbehavior:**

It's the responsibility of each student to become familiar with each of his or her teacher's classroom expectations and then abide by them. Failure to adhere to them could result in the following corrective consequences from the classroom teacher:

1. Warning
2. Detentions (lunch or after school)
3. Sent to the office

Any student being sent to the office is subject to the following corrective consequences:

1. Detention
2. Wednesday School

3. In-School Suspension
4. Out-of-School Suspension
5. Community Service
6. Parents contacted and student sent home.

**Detentions** will be held on Wednesday's from 3:00 to 4:00 p.m. The detention supervisor will monitor detention and each student must bring work to do and arrange for a ride promptly at 4:00 p.m.

**Wednesday School** will be held from 3:00 to 5:00 p.m. in the high school library. Parent must sign student out with the supervisor.

#### **EDUCATIONAL TRIPS**

All educational field trips are required to be attended by the students. If a student misbehaves on a field trip, parents will be notified of what action will be taken. This could include, and is not limited to, suspension from further field trips. The school will send home notification of trips with students. If a parent objects to a student attending a trip then he or she should call the office.

#### **BEHAVIOR FOR A SUBSTITUTE**

When a substitute is in a classroom, exemplary student behavior is expected. Students exhibiting rude, disrespectful or generally poor behaviors are infringing upon the rights of other students who wish to learn. In an attempt to deter poor behavior when a substitute is in the classroom, any student who is rude, disrespectful, or uncooperative will be given consequences ranging from warnings to suspensions.

#### **BUS CONDUCT**

Students are to remember that riding the bus is a privilege, not a right.

Pupils must obey the driver at all times. The bus driver has the right to assign seats to students or sections to groups of students at any time and without explanation.

Students should be at their scheduled bus stops at least 5 minutes before the scheduled pick-up time.

Students are to stay out of the roadway at all times. Students crossing the road to board the bus are to wait to be signaled across by the driver. When exiting the bus, students are to walk out 10 feet ahead of the bus and wait to be signaled by the driver before crossing the road. **STUDENTS ARE NEVER TO WALK BEHIND THE BUS.** Students are to wait until the bus has left the stop before going to mail boxes on either side of the road.

All parts of your body are to be kept inside the bus at all times.

#### **NO YELLING OUT WINDOWS.**

Students caught damaging the school bus will be charged for those damages and will be subject to discipline under the provisions of **Board Policy 8600 section B.**

Failure to follow the rules of the driver or these rules will result in disciplinary action taken by the school. This could include time off the bus as well as detentions, Wednesday School, suspensions, etc.

Any student wishing to ride home on a different bus must bring a note to the office signed by his/her parents. The office will then sign the note. Phone calls are not acceptable.