

ADAIR CO. R-I SCHOOL DISTRICT

(Novinger)

K-12 Student Handbook

2010-2011



Adair Co. R-I School District
600 Rombauer Ave.
Novinger, Missouri 63559
(660)488-6411
Fax: (660)488-5400

Mission Statement:

The Adair Co. R-I School District will prepare students for success with lifelong learning skills that will guide students through an ever-changing world.

Adopted: July 27, 2010

Dear Parents:

Please use this handbook as a guide for what is expected at Adair Co. R-I School District.

There are questions, which cannot be answered in a handbook. If you have such questions concerning your child or school, please feel free to contact the school.
(660)488-6411

The education of your child is of utmost importance. This important task must be approached in a positive and cooperative manner. The school and the parents must stand as one in this important endeavor.

Thank you,

Penny Copelin
K-12 Principal

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**ADAIR CO. R-I Faculty and Staff
2010-2011**

Superintendent Secretary	Bill Lake Angie Logston	Math	Gayla Walters Megan McWhorter
K-12 Principal Secretary	Penny Copelin Brenda Tuttle Jona Gunnels	Science	Jeff Daniels Sarah Babcock
Preschool Para	Rhonda Miller Jenny Yos	English	Thelma Mullins Julie Howe
Kindergarten Para	Velma Johnson Betty Bonnel	Social Studies	Dale Whitacre Daina Farris
Grade 1	Debbie Abbott	Spanish	Jeremy Jordan
Grade 2	MaryAnn Singleton	Business	Stephanie Somers
Grade 3	Angela Meintz	Ag	Burnie Schneiderheinze
Grade 4	Brenda Matheney	Special Education Para	Carroll Walker Carol Salisbury
Grade 5	Kandice Robinson	Counselor	Angela Guest
Grade 6	Donna Broadwell	Nurse	Carol Baiotto
Reading	Peggy Maeder	Para	Lois Easley Kelly Straley Matt Davis
Special Education	Catherine McCormick		
Speech Therapist	Lisa Buck	Custodian	John Brownell George Patlakis Tammy Gordon
Music/Band	Dustijn Hollon		
Art	Kathy Bell	Food Service	Lola Brownell Tami Lee Martha Byrn
Librarian	Rosemary Morris		
Physical Ed.	Shane Stocks	Transportation	Butch Sandstrom

OFFICE HOURS

Monday – Friday 7:45a.m.-3:45p.m.

SCHOOL SUPERVISION

Elementary/ Secondary Supervision 7:45a.m.

All school personnel such as Secondary and Elementary faculty, secretaries, bus drivers, custodians, and cooks have the authority to help maintain discipline. Any failure of a student to comply with such supervision will be reported to the Principal.

BUILDING & SCHOOL PROPERTY

The building will be open to students at 7:45a.m. and will be closed to students 30 minutes after the end of the school day. Students in the building at any other time must be under the direction of a teacher or coach. Elementary students must have a note from a parent to stay after school.

Students are expected to take care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged. The Principal based on the price of the book or other property lost or damaged shall assess amount owed the school district.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages and may be subject to additional disciplinary action.

According to the law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss, or damage caused by their children up to an amount of \$2,000. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

VISITORS

Parents and other visitors are welcome at Adair Co. R-I School District. Because the school is responsible for visitors and their actions, all visitors must report to the Office upon arrival to sign in and state the purpose for which they are visiting. Visitors of Elementary should contact the Classroom Teacher to arrange for a classroom visit. (No preschool or school age children should be brought during visits.)

ATTENDANCE

Success in school cannot be achieved without prompt and regular attendance. Elementary students should be in their classroom by 8:15a.m. and Secondary students by 8:20a.m. to

start the day. The first few minutes of class set the tone for the rest of the day. Students will be successful when the tone is one of being prepared and ready for class. Set the habit of being punctual the first day of school and maintain it.

Communication with the school when your child is absent is crucial. Parents are expected to contact the Office (660)488-6411 when the student is not in attendance. When a student is absent for medical reasons, he or she should present an excuse from the physician upon returning to school.

If a student is going to be gone an extended time of more than two or three days, arrangements may be made for work to be picked up at school after 2:00p.m. or the next day.

SECONDARY 7 DAY ATTENDANCE POLICY

Students having more than seven absences in a class per semester will not receive credit for the class for the semester, and a grade of “NC” will be recorded for that class on the students transcript. School sponsored activities will not be included in the total of the seven days. Students should provide the Office with any documentation explaining the absence. This documentation will be important in the event the student should need to appeal for credit.

- A letter will be sent to the parents after the third and sixth absences informing the parents of the student’s standing.
- Students may appeal their loss of credit in writing to the Attendance Committee during the last two weeks of the semester. The committee shall be made up of the Principal as Advisor, and three Teachers as voting members. The committee shall view the reasons for absences and make a decision to the outcome. The documentation for the student’s absences will be the compelling factor in the decision. Based on the documentation provided, three outcomes are possible:
 - Student may be awarded the opportunity to make up seat time in order to be awarded credit.
 - Students may not be awarded credit.
 - Students may be awarded credit and excused from making up seat time.
- Students will be held responsible for making up all missed assignments and tests when absent. Students are allowed one day for each day missed. If a test has been scheduled before the absence, the student will be expected to take the test the day they return to school, unless other arrangements are made with the classroom teacher.
- No student may leave school during any part of the day except by permission of the building Principal or the person left in charge in the absence of the Principal. Students will be dismissed only by a phone call or an accepted written request from a parent/guardian.

In the case of credit not being awarded by the attendance committee, the parent may request an appeal hearing with the school board to award credit. The appeal must be in writing and must be received by the Principal no later than five days after a decision is made by the attendance committee. This appeal only applies in the event the attendance committee denies credit. The State requires a school attendance rate of 95% per year.

TARDIES

Elementary students entering their classroom after 8:15a.m. are considered tardy, unless a late bus causes such tardiness.

Secondary students are considered tardy unless he/she is in their classroom before the last bell rings. Any student arriving at school after it is in session will report to the Office and sign in giving time of arrival and reason for being late unless a late bus causes such tardiness.

Upon receiving a fourth tardy in any class period, students will be assigned two days of after school detention. Work or sport practice will not excuse students from serving tardy detention. In the event the student fails to serve, he or she will be required to serve 2 days of ISS.

PERMISSION TO LEAVE SCHOOL

No parent or any other person can take a child from the school without checking with the main Office first. The person, who is picking up the student any time before 3:19p.m., must sign in at the Office, even if a previous note was sent. This is for the safety of our students, which always comes first. If a person who is picking up the student is not a parent, send a note to school explaining:

- Who is picking up the student
- Why
- Time

The person must also sign in. If there is anyone who is not to pick up the student, at any time, please leave this information with the secretary and Elementary classroom teacher.

Secondary: No student will be allowed to leave school without permission of the Principal and without signing out through the Office. Before a student will be granted permission to leave school he/she must first have permission to do so from their parent/guardian. Students must sign the “sign out” sheet with name, time leaving, destination, and “sign in” with correct time when they return.

Failure to obtain proper permission or to “sign out”, the student will be treated as truant, and will be subject to disciplinary action. Permission will not be granted for students to leave school in a vehicle or to ride with another person unless a written permission slip is presented from a parent/guardian.

TRUANCY

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students, who leave school during any session without the consent of the Principal, shall be considered truant. Truancy will be handled according to the student discipline policy.

ILLNESS

There is a school nurse in our district who assists in teaching health classes and providing school screenings. She is available to give first aid and take care of sick children. You will be notified if your child has a temperature at or over 100 degrees, is vomiting, has diarrhea, or the nurse feels the child needs medical assistance in the case of an accident or illness.

Please do not send your child to school with a temperature at or over 100 degrees, if they are vomiting, or have had diarrhea the evening or morning prior to the school day. If your child has a fever in the morning but it is down by school time, it is still recommended that your child stay home that day.

MEDICATION AT SCHOOL

If it is necessary for your child to have medication at school, the parent must:

- Bring the medication to school
- Fill out a form
- Leave medication/note with the school nurse

This is true for all medications, both prescribed and over the counter. All medications must:

- Be in its original packaging
- State the name of the medication
- Proper dosage

Students will not be allowed to have medications in their possession. Your pharmacy will place school time dosage in a separate container at your request.

SCHOOL HEALTH OFFICE OBJECTIVES

Every child is entitled to health services to the degree, which enables that child to maximum educational opportunities.

- Parents are responsible for the health of their children. School health programs will gladly assist parents if necessary.
- The school health program promotes health and safety for students and staff.
- Whenever possible, identifying students and staff with communicable diseases to decrease the possibility of transmission through school. Students should not come to school with a fever or contagious disease. Please keep your child home if they have a temperature over 100 degrees, who have been vomiting or having diarrhea during the past 24 hours.

- Maintain immunization standards according to the law to prevent the outbreak of disease.
- Health screenings are done to help identify health problems. Develop a program for administering first aid and emergency care for injured or ill staff and students.
- Emergency forms must be brought back to adequately make a plan for students. (Forms are attached to the handbook.)
- In case of an accident or illness all efforts will be made to locate parents. Children will only be taken to the hospital by ambulance in extreme emergencies.
- Proper administration of medication at school will be a priority. All prescription medicines MUST be labeled with student's name, time, and dosing in the original bottle. All over the counter drugs must be sent with a note or medicine will not be given.
- When necessary, individual health plans will be kept on students identified with health care needs in conjunction with special education, teaching staff, speech pathologist, and physical therapist.

Personnel will utilize a child abuse hotline when necessary. They are bound by law to do so. The hotline number is 1-800-392-3738.

STUDENT INSURANCE

Insurance is available to all students at a very reasonable rate. The policy covers the student coming to school, while at school, on his/her way from school and while participating in any school activity, including field trips and athletics. (The insurance form is attached to the handbook.)

MAKE-UP WORK POLICY

A reasonable amount of time is allowed for student to make up work. For every full day of absence, one day of make-up time will be allowed.

HOMEWORK POLICY

Each student is responsible for completing and returning homework assignments. Procedures are explained to students the first day of school. Teachers want to work with parents to assure that all children complete assignments in a timely manner.

PASS PROGRAM

Secondary students are expected to turn in all homework assignments on the day they are due. If a student fails to complete a homework assignment, they will be required to call their parent and stay after school for a PASS session. The assignment will be completed and turned in that day for full credit. If a student fails to complete the assignment while in PASS, they may turn the assignment in the next day for partial credit. After the second

day, the assignment will no longer be accepted.

Students who fail to show up for PASS session will be reassigned to a second pass session. A second failure to show will result in the student serving 1 day of ISS.

HIGH SCHOOL PARKING PERMITS

Driving on school property is a privilege. Students driving to school must register, in the Office, any vehicle they may be driving to school. These rules will apply to all motor driven vehicles. Students will be given two permit stickers. For each additional sticker(s) there will be a fifty cent charge, paid before receiving stickers. The registration must include:

- Registered owner of Vehicle
- License Number
- Make
- Model
- Year
- Color of the Vehicle
- Insurance Company

The sticker will be displayed on the front windshield in the upper corner of the passenger side. One warning will be given for driving on school property without registering a vehicle. If more violations occur a \$1.00 charge will be made. If excessive violations occur, driving privileges, on the school ground, will be revoked.

Students will be expected to park properly in the student parking lot when they arrive. Students are not to remain in the car or the parking lot once it is properly parked. All student vehicles are to be parked in the south parking lot. Both ends of the parking lot and the driveway to the Ag building are to be kept open so that emergency vehicles may enter and exit if necessary. Students who do not follow the parking guidelines or those who drive carelessly or without due caution so as to endanger persons or property shall be prohibited from parking on school property.

NOTICE OF NONDISCRIMINATION

The Adair Co. R-I School Board does not discriminate on the basis of race, color, national origin, gender, age or disability. This policy pertains to admission/access to, or treatment/employment in its programs and activities. This notice is made to: applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and unions or professional organizations. (Policy 1310, 1480, 2100)

SERVICES PROVIDED FOR SPECIAL NEEDS

The Adair Co. R-I School District provides the following special services for the special problems areas:

- Specific disability in learning

- Specific disability related to health that impedes learning
- Specific disability related speech and sound system disorder
- Specific disabilities as so stated in the Missouri Regulations and Compliance Plan
- Other specific needs are provided for at the nearest facility in compliance with PL-94-142, Missouri Department of Elementary and Secondary Education, Special Education Division

BREAKFAST/LUNCH

Secondary Breakfast	7:50a.m.-8:10a.m.
Elementary Breakfast	8:00a.m.-8:15a.m.
Elementary Lunch	10:45a.m.-12:30p.m.
Secondary Lunch	11:27a.m.-12:10p.m.

BREAKFAST/LUNCH PRICES

Elementary/Secondary Breakfast	Regular .85	Reduced .30
Adult Breakfast	\$1.00	
Elementary Lunch	Regular \$1.50	Reduced .40
Secondary Lunch	Regular \$1.75	Reduced .40
Adult Lunch	\$1.80	
Extra Milk	.25	
Extra Plate	Regular Meal Price	

Breakfast and lunch will be served daily.

Elementary: Money should be put in an envelope with:

- Child's Name
- Grade
- Amount of Money
- How the Money is to be Used
- Teacher's Name

Secondary: Students in grades 7-12 will pay for their meals in the Office from 7:45a.m.-8:20a.m. (Students are not to charge meals.)

FREE & REDUCED FORMS

Free and reduced forms are attached to the handbook. They are also available from the office during the school year if your financial status changes. Free and reduced information is confidential.

LUNCH SHIFT

All students eating lunch must present their lunch card to eat. Students who are eating will remain in the lunch room during their lunch shift. Students' not eating lunch will go to the gym and remain in the gym during their lunch shift. Students outside the lunch room without a hall pass will be considered out of their assigned area and will be subject to disciplinary action.

FOOD AT SCHOOL

All food items are to be consumed in the cafeteria. Food and snack items, including drinks, may not be carried into the school building. Water bottles will be excluded from this policy during the hot weather months, but may only be carried during winter months if the student has a documented medical reason from a physician that it is necessary.

Teachers may occasionally reward students with a snack or drink, or provide snacks in the course of a special event. But all snacks and drinks are to be stored and consumed in that teacher's room.

Students who are in possession of food items, snacks, drinks, etc. will be referred to the Office for disciplinary action. The items may be confiscated. Repeat offenders will be eligible for disciplinary action to include ISS or OSS.

SODA POP MACHINE

The soda pop machine is to be used only after 3:20p.m. Soda pop may not be purchased by students at any time during the school day for any reason.

TELEPHONE USE

The Office telephones are for school business. If a student needs to use the phone, the teacher will give permission if it is a necessary phone call. The Office personnel must grant permission to make long distance calls. Parents are reminded that unless it is an emergency, calls to students will be returned only during class break.

PREGNANT AND/OR MARRIED STUDENTS

Marital, maternal or paternal status shall not affect the rights and privileges of District students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

Pregnant students shall be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of this continued attendance must be on file at the school, and must specify the type of activities in which the student may participate.

***CELL PHONES and ELECTRONIC DEVICES**

The use of cell phones and electronic devices in school poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. For this reason, cell phones and other electronic devices are not allowed turned on while on the school bus to and from school and must be turned in as soon as a student arrives to school. Elementary students will give their cell phones to their teachers when they arrive at school. If a student rides the bus and has a cell phone, they will be required to put that cell phone in a box as they get onto the bus. Cell phones and electronic devices are not allowed on while under the care of the school district.

- First Offense: 1 day ISS
- Subsequent Offense: Up to 1-180 days of OSS

(Students are allowed to take their phones on trips and events, but they must remain off while on the school bus. The Sponsor may give the student permission to use their phones so that students can call parents to let them know when the bus will be arriving back to school and then they must be turned back off.)

Cameras, IPODS, MP3 Players, Video Players, Games and ITOUCH devices are not to be used at school except for approved instances.

TEXTBOOKS

Students are responsible for loss or abnormal damage to textbooks, library books, etc. loaned to them. The Principal and Teacher will determine the amount of reimbursement for loss or damaged materials. Students will be expected to pay the determined amount of the damaged book.

LOCKERS

Secondary students will be assigned lockers. If students choose to put a lock on their locker, the office will need a key or the combination, so if the key is lost or the combination is forgotten a copy will be in the office. All locker changes must be cleared in the office. Keep your locker clean at all times. Defacing or destruction of your locker may result in loss of locker privileges.

HALL PASSES/CONDUCT

Students who are out of their assigned area, whether it is a classroom, the cafeteria, the library, etc. must have in their possession a hall pass. Students out of class without a hall pass will be considered out of their assigned area, and shall be disciplined as such.

Students are not permitted to run, shove, or make excessive noise in the hall at any time during the school day. Students are expected to help maintain a safe and orderly school community.

PARTY INVITATIONS

Unless all classmates are invited, elementary students will not handout party invitations at school or on the bus.

STUDENT DRESS CODE

All students are encouraged to dress as neatly as possible and suitable to weather conditions. The following rules apply:

- No hats, headbands, head coverings, sunglasses, or bandanas
- Shoes must be worn at all times
- No halter tops, backless clothing, bare midriffs or see through garments
- Shorts, skirts, skorts, dresses should be finger tip length
- No spaghetti straps or tank top shirts
- No shirts with advertising of alcohol, tobacco, illegal drugs, or drug paraphernalia
- No tops excessively low below the neck, underarms or open shouldered
- No pants worn below the hips

Teachers of specific courses where health or safety is a factor may require students to adjust hair, clothing, or both according to the need of the class.

Students may be required to change inappropriate clothing, or to cover it up. If a student refuses, he or she will be required to complete a day in ISS.

The Administration reserves the right to consider apparel not listed above as inappropriate if in their opinion it is a material or substantial disruption to the educational process.

FIELD TRIPS

Field trips to places of educational value will be part of some courses or classes. These trips will be cleared and scheduled with the Principal in advance. Names of students participating shall be submitted to the Office so a list may be given to all faculty members. Students will conduct themselves on these trips in the same manner as in the classroom. The conduct of students on such trips will be a determining factor in considering future trips. Students are required to have written permission from their parents before going on a field trip that involves transportation. Field trips will be held to a minimum because of cost factors.

SCHOOL PARTIES

Teachers will give you information about parties. Parents of elementary students need to contact the teacher in advance when having a birthday celebration with their child's class.

TEACHER CONFERENCE TIMES

If you need to contact a teacher, please do so during their conference time or by email. All teacher email addresses may be accessed through the school website.

PROMOTION, ACCELERATION AND RETENTION

The Adair Co. R-I School District is committed to the continuous development of students enrolled in the district's schools, and for a student's achievement of the skills for the current grade assignment, to pass to the higher grade.

Students will normally progress annually from grade to grade. Retention may be considered when in the judgment of the professional staff; it is in the best education interest of the students involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made test, other measures of skill and content mastery, standardized-test results, and teacher observation of student performance.

Summer School may be used as a form of intervention for students at risk of retention. If this intervention is recommended, a child must attend the stated number of hours required and pass a grade level appropriate math and reading test to progress to the next grade level. Each student's case will be considered on an individual basis and a plan developed by May of each school year.

The Superintendent, in cooperation with the professional staff, shall develop administrative guidelines for the promotion, retention and acceleration of students at the elementary level.

Students in grades 7th and 8th grade must pass 12 of 16 semesters in order to be promoted to the next grade level. This number represents all classes, core and non-core. If a student passes 10 to 14 semesters but fails both semesters of core class, they will be required to take it again in summer school in order to be promoted to the next grade level.

PROMOTION AND READING LEVEL

Senate Bill 319 emphasizes the early assessment of students' reading skills and requires school districts to intervene for students who are reading below grade level. The new law requires:

- Assessment of students in grades 3-6 (with some exceptions) to determine their grade level.
- Individual reading improvement plans for students in grades 4-6 who are substantially below grade level in reading.
- Additional reading instruction for students with reading improvement plans.
- Retention of students in grade 4 if they are reading below the third grade level.

To meet the intent of the law, The Adair Co. R-I Elementary will review fall Stanford reading test data, student performance on Houghton Mifflin Theme test, and individual reading level tests. If a student is not being academically successful and/or is performing

READING CIRCLE CERTIFICATES

The following number of books must be read at each grade level to qualify for a reading circle certificate:

GRADE	K	1ST	2ND	3RD	4TH	5TH	6TH
Fiction				11	12	13	14
Non-Fiction				5	6	7	8
TOTAL	10	12	14	16	18	20	22

CHANGE OF CLASS SCHEDULE

Any change of classes must be made during the first two days of the semester. No changes will be made after this time except in circumstances agreed by the Principal and the Teachers involved. Class changes that are made after the allotted time could result in a grade of "F" recorded on the student's transcript. After the reasons for the changed are considered, the grade will be determined.

STUDENT COUNCIL

The student council is one of the most important of all student organizations. Through the student council, the student body President is elected for Elementary and Secondary. The council has charge of suggesting various activities throughout the school year. The student council is not a governing body, but a coordinating group to lead the student body to bigger and better things along the path of better education.

Each class will select two representatives to represent their class. In order to be eligible to become a student council member or a class officer, you cannot have a failing grade in any of your classes for the preceding quarter. The offices are President, Vice-President, Secretary/Treasurer, and Reporter.

RENAISSANCE PROGRAM

Adair Co. R-I School has joined many other schools in the nation by developing a Renaissance Program, which awards students for academic achievement. This program provides incentives that motivate students to achieve academic excellence or to improve their academic record. The program benefits students in the 7th – 12th grades who either attain honor roll status or improve their grade point average 25% from one semester to the next. Failing semester grades are prohibited. Renaissance students earn and receive various rewards and incentives from the school and area businesses.

Gold Cards

3.0 GPA or above

No referrals

Meet attendance requirements

No failing semester grades

Participation in one extra-curricular activity

Red Cards

25% GPA improvement

No referrals

Meet attendance requirements

No failing semester grades

NATIONAL HONOR SOCIETY

In order to be eligible for membership in the National Honor Society, a student must be either a Sophomore, Junior, or Senior, must have been in attendance at least one semester, and have a cumulative scholastic average of 85%, B, or 3.0 GPA on a 4.0 scale. Candidates are then evaluated on the basis of service, leadership, and character. The selection of each member shall be by majority vote of a faculty council.

Once a student is selected, they will be inducted into the local chapter. Since NHS is a prestigious group, students are held at a much higher standard of behavior. Students may be dismissed from the NHS for exhibiting behaviors that are not consistent with the citizenship expectations of the NHS. Upon receiving a report from a credible person that an undesirable behavior has occurred, either on or off campus, the member will receive a written warning from the advisor. The Faculty Council will meet regarding the issue. The Faculty Council will determine if there are grounds for dismissal. Members are entitled to a hearing before the Faculty Council. A majority vote is required for the member to be dismissed. A member that is dismissed may appeal the decision to the Superintendent. Once a student is dismissed, they are never eligible for National Honor Society again.

FORMAL ASSESSMENTS

Students in grades 3-8 will be given the MAP test. All students will be tested in Communication Arts and Mathematics. Students will also be tested in Science in 5th, 8th, 11th grade. This change is a result of the educational initiative No Child Left Behind. Students in K-2 will be given the Stanford each Spring. This test covers Reading, Language, Mathematics, Science, and Social Studies.

Students in grades 11 will take the MAP test in Science. End of Course Exams will be in Algebra I, Biology, English I& II, and American History and Government.

A+ Program

Adair Co. R-I has an A+ Program. The primary goal of the A+ Schools Program is to ensure that all students who graduate from Missouri high schools are well prepared to pursue advanced education and employment. Students who graduate from a designated A+ high school may qualify for a state-paid financial incentive to attend any public community college or career/technical school in Missouri if the student successfully meets the following requirements:

- Enter into a written agreement with the high school prior to graduation.
- Attend a designated school for three consecutive years immediately prior to graduation.
- Graduate with an overall GPA of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record.
- Perform 50 hours of unpaid tutoring or mentoring.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs/alcohol.

CLASS RANKINGS

Class standing is based upon the number of units the student has accumulated together with the semesters of attendance and is as follows:

- Freshman – Currently enrolled in freshman classes.
- Sophomore – At least 7 units of credit and 2 semesters of attendance.
- Junior – At least 15 units of credit and 4 semesters of attendance.
- Senior – At least 25 units of credit and 6 semesters of attendance.

Graduation Requirements

Language Arts	4 units
Mathematics	3 units
Science	3 units
Social Studies	3 units
Personal Finance	.5 units
Practical Arts	1 unit
Fine Arts	1 unit
PE	1 units
Health	.5 units
Electives	7 units
<hr/>	
	24 units

College Preparatory Certificate

Language Arts	4 units
Mathematics	4 units
Science	3 units
Social Studies	3 units
Personal Finance	.5 units
Fine Arts	1 unit
Practical Arts	1 unit
Health	.5 unit
PE	1 units
Electives	7 unit
(see guidelines)	
<hr/>	
	25 units
*ACT	21 or higher
*Attendance	95% or above

BAND & CHORUS

All vocal and instrumental activities, including band trips, are considered as part of the class. Students enrolled in vocal or instrumental music classes will be expected to participate in all required activities. Failure to participate can result in reduced grade for the class.

ATHLETIC AND EXTRA-CURRICULAR CODE ADAIR CO. R-I SCHOOL DISTRICT

Athletics, by its very nature, requires that the participant be an individual who in their thoughts and deeds is of the highest caliber. Many people watch the athlete and form judgments about the standards and ideals of the community from what they observe. Adults view the merit of the institution's athletic program on the basis of what they see and hear. To his fellow student, the athlete stands as a model against which they can judge their own behavior. To the youngest child, the athlete represents an ideal to be looked up to appearance will conform to the following regulations:

- The use of alcohol in any form at any time, or any place will automatically eliminate the student from participating in any activity for the remainder of that particular activity. The student will not be allowed to participate in any activity for a minimum period of the next nine weeks.
- The physiological effects of tobacco are such that no athlete can perform at peak efficiency if they use it. As a result, the athlete must abstain from its use at all times. The use of tobacco will automatically eliminate any participant from the remainder of the season. The Coach in any sport will set up specific training rules to carry out their philosophy in athletics. The basic requirements will be expected from all participants:
 1. A lazy classroom student usually is a lazy athlete.
 2. Keep your dating morals respectable.
 3. Grooming and cleanliness reflects the real "YOU".
 4. Respectable hours must be maintained.

This code was written by the school administration and is supported by the Adair CO. R-I School District Board of Education. Participating in athletics is a privilege extended to you by your parents and school officials. Work hard at it, enjoy it, and do not abuse it.

ELIGIBILITY RULES

The following pertains to Cheerleaders, Student Managers, Athletes, Class and Student Council Officers, Band Members and all those involved in inter-scholastic participation to athletics, music or academic teams.

1. If a failure is received at the end of any quarter, the student will not be eligible to compete until a passing grade is achieved and maintained. Once a student is

ineligible, his/her grade will be checked every two weeks. Once the passing grade has been obtained it must be maintained through the grading period. If a passing grade is not maintained the student will become ineligible through the grading period. (An incomplete grade will be treated as a failure until made up within the allotted time.)

2. Good citizenship must be maintained at all times and will be contributing factor eligibility.
3. If school is in session:
 - Students who miss classes on date of contest without being excused by Principal shall not be eligible to participate on that date.
 - Students must be in school all day following the day of participation unless excused by Principal or be ineligible for next event.
4. Abide by rules set forth by the instructor in charge.
5. Adhere to eligibility rules as prescribed by Missouri High School Activities Association.

A student may appeal the eligibility failure rule (#1 above) to a committee of teachers. The committee shall consist of the teachers the student currently has class under. The committee shall consider the reason(s) for the failure and render a decision based on the student's ability and attitude in the subject failed. The committee must be in unanimous agreement for approval of the student's appeal.

EXTRA CURRICULAR ACTIVITIES

Any student participating in any extracurricular or co-curricular activity shall be required to be in attendance the full day of any contest and the full day after. The building Principal may approve an absence for extenuating circumstances on a case by case basis.

Students who are under investigation for charges filed against them from a law enforcement agency shall be suspended from the activity until such time they are found innocent or are charged. In the event a student is charged, he or she will remain ineligible until any conditions set by the court system are met. The Principal and/or Superintendent may suspend the student for a longer period of time depending on the nature of the infraction. These shall be viewed on a case-by-case basis.

Students are required to ride school provided transportation to and from all contests and activities. Any other arrangements must be made and approved in advance by the Principal. This is only a partial listing of regulations for activities. Students and parents shall receive a separate activities handbook with more specifically details regulations concerning athletics and activities. (Adopted July, 2009)

SCHOOL FUNCTIONS

Out of school guest at school dances or functions must have names and addresses registered and approved in the office by noon the day of the dance or function. Only those leaving with permission of the Superintendent, Principal, or Sponsor will be allowed to return to the dance or function. Violation of this rule will be cause for exclusion for the remaining portion of the activity and possible future activities.

SCHOOL BUS REGULATIONS

Bus services are provided by the Adair CO. R-I School District. Riding the bus is a privilege, not a right. It is important that students follow all the rules. (School Board Policy 5220, Policy 2610 and Regulation 2610)

1. Cell phones are not allowed turned on while on the bus.
2. A note from parents must be brought to school if your child is to ride a different bus or leave the bus at a different stop.
3. The bus driver is in charge of the students and the bus.
4. Students must obey the driver promptly.
5. No food or beverages are to be consumed on the bus unless the bus driver gives permission.
6. No trash is to be discarded on the bus.
7. Classroom conduct is to be observed by students while riding on the bus, except ordinary conversation.
8. No unnecessary noise.
9. Students must not try to get on or off the bus or move about within the bus while the bus is in motion.
10. No arms or heads will be out of the window at any time.
11. Students must be at the bus stop on time; the bus cannot wait beyond its regular schedule.
12. Student must observe the direction of the driver when leaving the bus.
13. Damage to the bus should be reported at once to the bus driver.
14. The driver has the right to seat students.

A student who does not follow the bus driver's instructions will receive a behavior notice. Misconduct will be treated the same as school building conduct.

PLAYGROUND PROCEDURE

Students will go outside for recess when the weather permits. On cooler days, please send your children with socks, appropriate clothing choices, and jackets for outdoor weather play. When the weather is too extreme (below 32 degrees) for outdoor play, student will be indoors for recess.

- No tennis balls, softballs, baseballs or bats are permitted, unless provided by the teacher or part of the playground equipment.
- Stay on top of the hill unless the group goes together with supervision.
- Only one person outside the playground area at a time to get a ball.
- Walk up the steps on the slide. Do not walk up the slide.
- No throwing of any snow or rocks.
- Outside activity and recess is part of the school day. The degree and wind-chill temperature is considered before taking children outside. Classes will go out when possible, so be sure your child is dressed warmly.

CORPORAL PUNISHMENT

Corporal Punishment, as a measure of correction or of maintaining discipline and order in school, is permitted. However, it shall be used only when alternative means of discipline have failed and then only in a reasonable form at the recommendation of the Principal. If found necessary, it should be administered by the Principal in the presence of a Teacher or another Administrator. It should never be inflicted in the presence of other students or without a witness.

Corporal punishment shall be administered only by swatting the buttocks with a paddle. Striking a student on the head or face is not permitted.

The Principal shall file a report explaining the reason for the use of corporal punishment as well as the details and the administration the same. The teacher may be required to provide a written explanation of the circumstances leading up to the administration of corporal punishment.

A staff member may, however, use reasonable physical force against a student without advanced notice to the Principal, if it is essential for self-defense, the preservation of order or for the protection of other persons or the property of the school district.

BOARD POLICY ON STUDENT DISCIPLINE

The student code of conduct is designed to foster student responsibility, respect for rights of others, and to insure the orderly operations of District Schools. No code can be expected to list each and every offense, which may result in the use of disciplinary actions. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a

combination of offenses, may result in disciplinary consequences that extend beyond this code of conduct as determined by the Principal, Superintendent and/or Board of Education.

Behavior Expectations:

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Alcohol – *Possession of or presence under the influence of alcohol. (Policy 2640/2641)*

- *First Offense: 11-180 days out-of-school suspension, notification to law officials, and documentation in student's discipline record.*

Arson – *Intentionally causing or attempting to cause a fire or explosion.*

- *First Offense: 180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.*

Assault – *Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury. (Policy and Regulation 2673)*

- *First Offense: 1-180 days of in-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.*

Assault or a Student or Staff Member – *Use of physical force with the intent to do bodily harm.*

- *First Offense: 1-180 days out-of-school suspension or expulsion, notice to law enforcement officials and documentation in the student's discipline record.*

Fighting – *Physically striking another in a mutual contact as differentiated from an assault. Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.*

- *First Offense: Principal/Student Conference or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.*

Defiance of Authority – *Refusal to obey directions or defiance of staff authority.*

- *First Offense: Principal/Student Conference or 1-10 days out-of-school or in-school suspension.*

Disruptive Behavior – *Conduct which has the intentional effect of disturbing education or the safe transportation of a student.*

- *First Offense: Principal/Student Conference or 1-10 days out-of-school or in-school suspension.*

Drugs/Controlled Substance – Possession of or presence under the influence of drugs.(Policy 2640/2641)

- *First Offense: 11-180 days out-of-school suspension, notification to law officials, and documentation in student's discipline record.*

Possession – Of presence under the influence of a controlled substance or substance represented to be a controlled substance.

- *First Offense: 11-180 days out-of-school suspension, notification to law officials, and documentation in a student's discipline records.*

Extortion – Verbal threats or physical conduct designed to obtain money or other valuables.

- *First Offense: Principal/Student Conference or 1-10 days of out-of-school suspension.*

Firearms and Weapons – Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010 RSMO, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. (Policy and Regulation 2620)

- *First Offense: 11-180 days out-of-school suspension, or expulsion, notification to law officials, and documentation in student's discipline record.*

Improper Display of Affection – Consensual kissing, fondling, or embracing.

- *First Offense: Principal/Student Conference or 1-180 days out-of-school or in-school suspension and possible documentation in student's discipline record.*

Threatening Language – Use of verbal threats to do bodily harm.

- *First Offense: 1-180 days out-of-school or in-school suspension and possible documentation in student's discipline record.*

Use of Obscene or Vulgar Language – Language which depicts venous sexual acts, human waste, and blasphemous language.

- *First Offense: Principal/Student Conference or 1-180 days out-of-school or in-school suspension and possible documentation in student's discipline record.*

Disruptive or Demeaning Language or Conduct – Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

- *First Offense: Principal/Student Conference or 1-10 days of out-of-school or in-school suspension.*

Sexual Harassment – (Policy and Regulation 2130)

Physical Touching – Touching of another Student in the area of the breast, buttocks, or genitals.

- *First Offense: 1-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record.*

Use of Sexually Intimidating – Intimidation through language, objects, or pictures.

- *First Offense: Principal/Student Conference, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.*

Indecent Exposure – Includes display in public location of buttocks and genitals.

- *First Offense: Principal/Student Conference, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.*

Theft – Nonconsensual taking or attempt to take the property of another.

- *First Offense: 1-180 days out-of-school or in-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.*

Tobacco – Possession or use of tobacco or tobacco products. (Policy 2640)

- *First Offense: Principal/Student Conference or 1-10 days of out-of-school suspension.*

Truancy – Absent or tardy from class or classes without authorization. (Policy 2340)

- *First Offense: 10 school days suspension from all extra-curricular activities both as a participant and spectator and/or school Detention/Saturday School.*

Vandalism – Intentional damage or attempt to damage property belonging to the staff, students, or the District.

- *First Offense: 1-180 days out-of-school suspension or expulsion, restitution and/or clean up of damage, possible notification to law enforcement officials, and possible documentation in student's discipline record.*

False Alarm – Tampering with emergency equipment, setting off false alarms, making false Reports.

- *First Offense: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.*

BULLYING and HARRASSMENT

Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals. (Policy 2655)

Bullying occurs when a student or group of students:

- Communicate with another by any means including telephone, writing or electronic communicators, with the intention to intimidate or inflict physical, emotional, or mental harm.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences range from loss of privileges, In-School-Suspension, Out-of-School Suspension, Expulsion, and/or notification to law enforcement.

CHEATING POLICY

Cheating – Dishonesty while completing homework. Cheating includes sharing answers, plagiarism, or falsifying records or documents. Students caught cheating are subject to disciplinary action. Specific actions will be left up to the classroom teacher.

COMMON OFFENSES

Class disruptions, backtalk (not abusive), dress code, hall conduct, non-preparation for class, talking out of turn, throwing objects, possession of nuisance items, inappropriate signs of affection, continued failure to do homework, running in the halls, failure to follow teacher's directives, bus misconduct.

This list of Common Offenses is not all-inclusive, and other offenses may be classified as Common Offenses.

Common Offenses are offenses that are to be handled by the classroom teacher and discipline will be administered by the classroom teacher and will follow classroom rules. However, if a student is sent to the Office for a Common Offense, the consequences will be as follows:

- First Offense: Principal/Student Conference, 1-180 days or in-school or 1-180 days of out-of-school suspension, documentation in student's discipline record.

STUDENT DUE PROCESS

All students will be afforded due process as guaranteed by federal and state law. The Process will be in accordance with state law and with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion.

DRUG TESTING POLICIES

The drug policies include:

- Random drug/alcohol test for student athletes
- Voluntary drug testing program
- Reasonable suspicion testing for drugs/alcohol

The policy went into effect in 1999-2000. Any patron may review a copy of the policy in the Central Office.

NOTICE OF NONDISCRIMINATION

The Adair CO. R-I Board does not discriminate on the basis of race, color, national origin, gender, age or disability. This policy pertains to admission/access to, or treatment/employment in its programs and activities. This notice is made to: applicants for administration and employment, students, parents or elementary and secondary students, employees, sources of referral of applicants for admission and employment, and unions or professional organizations. Any person having inquiries concerning the Adair CO. R-I School District's compliance with the regulations implementing Title VI, Title IX or Section 504, is directed to contact:

Superintendent of Schools
Adair CO. R-I School District
600 Rombauer Ave.
Novinger, Missouri 63559
(660)488-6411

Interested persons may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, 330 "C" Street, Washington D.C. 30303-1242.

WILDCAT DEN
(After School Program)

The after school program will be administered differently this year than in the past. These changes are being made due to the reduced funding by the State.

Parents desiring their children to participate in the after school program from the end of the school day until as late as 6:00p.m. will be required to pay for this service in advance.

The charge for after school will be \$3.00 per day per student and will need to be paid by Friday before the days requested for the next week. This amount could change, up or down, depending on the number request the school has for this service. We will study the number of students participating during the month of September and adjust the cost for the remainder of the school year, if need be.

A couple of reminders: a late fee of \$5.00 per 15 minutes if a student is not picked up by 6:00p.m. and continued violation could lead to not allowing the student in the program. The service will not be provided on early out days before scheduled days off.

Behavior problems, if any, will be handled accordingly and continued violation of rules could lead to not being allowed to continue in the program.

The School District is more than happy to provide this service for the working parents but payment rules and other rules of the program must be adhered to.

Please feel free to contact me if you have questions.

Bill Lake
Superintendent

INTERNET USE AT SCHOOL

All students will be provided internet access at school unless otherwise notified by a parent/guardian. Students may lose internet privilege and/or be held accountable for internet misuse. This includes hacking, altering programs, attempting to get around firewalls and filters, or viewing inappropriate sites. Internet use at school is for educational use only.

Students and parents will sign an Internet Agreement Form before a student will be allowed on the internet.

ACCESS TO THE INTERNET

Access to the internet is available to the students of Adair Co. R-I Schools. To be able to use the Internet, each parent and student must review the policy and send a signed copy back to school. A student is not allowed to use the Internet if they have not returned the signed policy and it is good for one school year to the next, as long as the student is enrolled in the district. A copy is included in the handbook for reference.

ADAIR COUNTY R-I SCHOOLS ACCEPTABLE USE POLICY FOR STUDENT INTERNET USAGE

Adair Co. R-I School provides computer resources and access to the Internet for the purpose of promoting the use of telecommunication and networking technology as a tool for the classroom. All use of the network must be consistent with the purpose and follow the guidelines as set forth in this document. In addition the user may be subject to the guidelines of any other network encountered while using the Internet. As responsible members of the Adair Co. R-I School it is expected that all students will follow and adhere to the guidelines established below. Strict adherence to these guidelines will help insure a positive and productive learning environment of all students.

Transmission of material in violation of any state or federal regulation is prohibited. This prohibition extends to, but is not limited to: copyrighted materials, threatening, obscene or any unlawful material, and material protected by trade secret. Use of the network for commercial activities, product advertisement, or political lobbying is prohibited. Use of the network for any illegal activities is prohibited.

All students using the Internet at Adair County R-I will:

- Respect others' rights to freedom from harassment and intimidation.
- Do not send abusive, threatening, or clearly unwanted messages to others.
- Do not intentionally cause others' work to be disrupted by your actions.
- Do not continuously disrupt others while they are using the Internet.
- Do clearly and correctly identify yourself in all electronic communications.
- Do not use pseudonyms or anonymous sign-ons.
- Do not use offensive or inappropriate language that would promote violence or hatred, and do not respond to such.
- Use the Internet for purposes that are legal and generally acceptable for school students.
- Do not solicit the sale or exchange of anything.

- Do not advertise, sell or purchase anything over the Internet.
- Do not discuss or solicit any illegal actions including the solicitation of an illegal action by another.
- Do not access unauthorized or inappropriate areas on the Internet and do not change or interfere with information found on the network.
- Do not reveal your (or other's) personal address, phone number or credit card information.
- Do not misrepresent yourself or your age.
- Respect and adhere to the laws concerning copyright and other intellectual property rights.
- Get permission before copying files from another user. Copying files or passwords belonging to another user without their permission may constitute plagiarism or theft.
- Never change files or passwords of other users.
- Reasonably protect computers and software from viruses, "Trojan Horses" and file damage of all types.
- Follow security restrictions for all systems and information.
- Never share passwords. It is a good idea to change your password frequently.
- Understand that if you share your password and someone else uses your account, even without your permission, you will be held responsible for his or her actions.
- Respect others' passwords and never try to evade, disable, or "crack" passwords.
- Respect all security provisions on the system.
- Use and share computer resources courteously and efficiently.
- Understand and accept that there are restrictions on computing resources, including storage space and time limits. When asked by a faculty or staff member, you must immediately "sign off" from the system.
- Make a back-up of all important work to refer to later.
- Recognize limitations to the privacy of electronic documents.
- You should always respect others' privacy and expect others to respect yours as well.
- Understand that electronic communications are similar to pieces of paper in an unsealed envelope, the privacy of which is generally accepted, however breach able.
- Understand that network managers may need to view the contents of files to diagnose or correct problems.
- Do not access the network at Adair Co. R-I without a signed Internet use agreement.

STUDENT'S PICTURE TO BE PUBLISHED

Dear Parents:

Throughout the course of the school year we will be publishing pictures of students and student organizations in the yearbook, the school newspaper, and the school maintained websites. Please check one of the options listed below **only if you do not want your child's picture to be published.**

_____ I do not want my child's picture to appear in any publications generated by the school.

_____ I do not want my child's picture published on any internal publications generated by the school.

(Student's Name)

(Date)

(Parent/Guardian's Signature)

(Date)

EARLY DISMISSAL

During the school year it may be necessary for emergency dismissal, due to weather conditions, water problems, etc. If this should occur, KTVO and the radio stations will be informed. Please listen for the information.

If you need to be informed about emergency dismissal or your child does something different than the normal routine, please fill out the form below.

Name of Student _____

Grade _____

Teacher's Name _____

Instructions for your child _____

Parent/Guardian's Signature _____ Date _____

NOTICE OF CORPORAL PUNISHMENT

Dear Parents:

It is our desire that we have an educational climate conducive to learning. This requires our best effort in providing a discipline policy that is fair, consistent and most importantly – on that works.

It is within the policies of our Board of Education, to use corporal punishment is administered.

The administration believes that they can administer it fairly when everything else fails. However, even with this consent form, you would still be called before corporal punishment is administered. This form is an attempt to give parents an alternative on how their child is disciplined in severe or repeated situations.

Below are two options from which you can choose. If you choose option number 2, your child would be out of class the remainder of that day and a time would need to be set up for a conference. Please feel out the form and return within the first week of school. The school will consider number 1 to apply if there is nothing on file to indicate choice number 2.

(Student's Name)

(Grade)

As parents or guardians of _____, we would like to request that discipline be handled as follows:

_____ 1. Discipline my child as the school corporal punishment regulations allow.

_____ 2. I would prefer to pick my child up and come in for a conference in lieu of corporal punishment being administered.

Parent's Signature: _____

Student's Signature: _____

STUDENT HANDBOOK
2010-2011
(Signature Page)

We have gone over the Student Handbook in class and at home. We understand the rules, regulations and consequences.

(Student Signature)

(Date)

(Parent/Guardian Signature)

(Date)

(Teacher Signature)

(Date)

Questions or Comments:

(PLEASE SEND BACK ALL COLORED PAGES FILLED OUT AND SIGNED.)