

Student Handbook

2018 - 2019

Non-Discrimination Statement

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the Burlington Area School District.

Welcome to a New School Year!

On behalf of the Karcher Middle School staff, we want to warmly welcome the students and their families to the 2018-2019 school year.

Students, opportunities await you! In order to take full advantage of these offerings, plan your time wisely and use it in such a way to get the most out of every day and every experience. Our academic studies will challenge your thinking and encourage you to expand your knowledge. Students should take their studies seriously and work hard to achieve at a level they are proud of. In addition, students should select co/extra-curricular activities that support your talents and prepare you for the future. The balance attained through a rigorous academic class schedule and involvement in co/extra-curricular activities will, without any doubt, better prepare you for high school and beyond.

Parents/Guardians, we invite you to become engaged in the Karcher Middle School community and all it has to offer. Communication is all too important and we encourage you to visit our website regularly, converse with teachers, and attend our open house and parent/teacher conferences. Additionally, the Burlington Area School District website is an essential communication tool as it provides information about events and activities as well as district wide announcements.

With the involvement of students, parents, guardians, and staff, Karcher Middle School will continue to provide a nurturing and rigorous environment and promote increased student learning and achievement. Along with our teachers, paraprofessionals, administrative assistants, custodial and Kitchen staff, and administration, let us continue our commitment to preparing the students for the 21st Century.

We wish everyone a happy and successful school year.

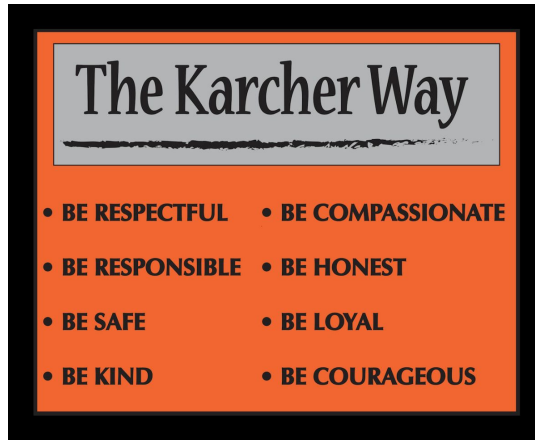
Jill Oelslager
Principal

Ryan Heft
Dean of Students

“Success is not a big step taken in the future, success is a small step taken right now”

Karcher Purpose Statement

To challenge all to grow intellectually, socially and emotionally in a safe and tolerant environment.



At Karcher Middle School, our core purpose is to challenge all to grow intellectually, socially and emotionally in a safe and tolerant environment. In order to accomplish this, we expect students to be safe, be responsible, be respectful, and be kind. We feel, that if we all live by “The Karcher Way,” our goals and values will come to fruition.

As part of our supportive school environment, we seek to reward positive behavior and those upholding our core values; students who are living “The Karcher Way.” The goal of our Positive Behavior System is to reward those students who exhibit the positive behavior and values that we seek of our students on a daily basis. Students who live up to our expectations at school are rewarded with Reward Days and prizes. Those who fall short of expectations will have alternative activities to serve as an intervention for more positive behavior in the future.

Karcher Core Values

- Living our mission with integrity
- Showing respect and tolerance for individuals and their differences
- Safe Haven for learning and growth for all students
- Having fun and building positive relationships
- Inspiring and motivating everyone to learn

School Information

Attendance & Office.....(262) 763-0190

Fax Number.....(262) 767-5580

KMS Website.....www.basd.k12.wi.us/kms/

School Address: Karcher Middle School

225 Robert St.

Burlington, WI 53105

Contact information for staff is available on the school website along with other valuable information.

Attendance Guidelines

Attending school is a state law. When a student has unexcused absences exceeding five in a school semester or has ten excused absences in a school year, he or she is subject to the habitual truancy process under state statute 118.15 and 118.16. Per law, a student/parent conference will be conducted to complete the necessary paperwork and said paperwork will be submitted to the Department of Human Services.

An unexcused absence for any part of the day may count as one full day missed in relation to truancy laws.

A parent may excuse a child up to 10 days in a school year.

Truancy Citations

A truancy or habitual truancy ticket may be issued to a student and/or a parent for failure to attend school and violations of truancy laws.

Excused Absences

An excused absence is defined as the following:

1. A physical or mental condition that prohibits the student from attending school. The school attendance officer may request a written statement from a licensed medical professional in Wisconsin as sufficient proof of the physical or mental condition of the child.
2. Pre-arranged parental excused absence. A parent may only excuse their child for up to 10 days in a school year.
3. Emergency (Students may be excused because of an emergency or other family responsibility as deemed appropriate by the school's attendance officer.)
4. Obtaining religious instruction or religious holiday.
5. Suspensions, expulsions, or school board approved programming.

If a student is absent, a parent or guardian should contact the school office at 763-0190 and notify the school that their student will not be attending that day. An excuse can be given over the phone at this time. If calling before 7:00 am, a voicemail can be left with the student's name, reason for absence, and duration of the absence.

If the office is not contacted about the student absence by 8:00 am, a school official will be contacting a parent or guardian to confirm the student's absence and reason for the absence. If we are not able to confirm the student's absence, he/she will be marked unexcused and further action may be taken.

Absences not excused within 24 hours from the date of the absence will remain unexcused unless approved by an administrator.

Unexcused Absences

Students are unexcused if:

1. A parent or guardian has not contacted the KMS office regarding the absence within 24 hours.
2. A student leaves the building for part or all of the day without prior approval from the office.
 - A parent or guardian must contact the school office **before** the students is given permission to leave the building.
 - Students who are feeling ill must report to the health office to call home before being granted permission to leave school. A staff member must talk to a parent or guardian before granting a student permission to leave due to illness. Students cannot use their cell phone to call home if feeling ill.

Tardiness or Late Arrival

A student arriving late to school must report to the office for a pass. The office will issue a detention for every tardy past 5 in a school year. Late arrivals can only be excused with a note from a licensed medical professional for reasons such as a medical appointment. Chronic tardiness may be considered as habitual truancy.

Health

Health Room

The health room is available to students who are not feeling well or for students that need to take medication during the day. Students need to get a pass from their teacher to go to the health room if they are not feeling well. Any accident or injury should be reported to a teacher or staff member and the health aide.

Medication

All medication, prescription and non-prescription needs to be kept in the health room. With proper permission, only inhalers and injectable epinephrine (EPI pens) can be kept with a student. Students who need to take medication at school need to have the properly signed release form on file. This form is available in the health room by request.

Medically Excused from Classes

Students who need to be excused from classes (i.e. physical education) for medical reasons must have a physician's note on file.

Academic Information

Advisory Program

The constant for middle level students is change. Middle School students are changing in every way, every day: intellectually, physically, socially and emotionally. Adolescents are in a period of major transition from childhood to adulthood and need to be nurtured in all four areas equally. Adolescents learn best when they feel connected to and valued by the teacher and the school. The advisory program seeks to connect each student to a small, safe group of students and to a caring adult advisor at the purposes of meeting these social and emotional needs.

The mission of the Karcher Middle School Advisory Program is to ensure that every student is a member of a small advisement group that is headed by a caring and concerned advisor who becomes the child's mentor and advocate who leads him/her through a consistent system of guidance.

Goals of the Advisory Program:

- To build relationships with a core group of kids
- Foster strong relationships between faculty/students and build relationships with parents and community
- Opportunities for character building/team building
- Community resources/involve community leaders
- Self advocacy and independence to prepare for high school
- Improve school environment
- More student ownership of the school, themselves and our community
- Promote positive behaviors
- Promote appropriate social interaction with students and staff
- Monitor social, emotional and academic growth during middle school years

Learning Environment

The Karcher Middle School staff and administration recognize the unique needs of adolescents and strives to create a school climate that is positive, supportive, disciplined and secure.

Our policy strives to be flexible enough to account for the unique behaviors, attitudes and developmental needs of middle school students. We recognize our responsibility to meet the educational needs of all of our students, including those students who do not respond well to the normal school programs. Such efforts may include utilizing special services personnel, outside referral agencies, police and/or adjusting normal school procedures.

If, however, a student does not respond to these efforts and consistently exerts a disruptive influence on the educational environment of the school, the needs of the other students and staff must become a major factor in planning alternatives.

Goals of the KMS Learning Environment:

- To help children develop skills in order to relate appropriately to others.
- To help students to become resourceful and creative problem solvers.
- To foster self-discipline and responsible behavior in students.
- To insure that all members of the KMS family be treated with respect and courtesy.
- To provide a positive atmosphere of order and discipline where each student can concentrate on his/her purpose for being in school: To become a lifelong learner.

Academic Programming & Assistance

Advisory – Advisory runs on opposite days of iTime. More details are available earlier in this handbook. See Advisory Program.

iTime - This is a time that is part of each student’s schedule where students may get either remedial or enrichment activities to support or supplement their learning in the regular curriculum. Some students will be scheduled for a specific intervention by their teacher(s). The idea is to get student the help and support that they need in a subject in time for maximizing their success. The student may also have some choice for intervention or enrichment activities during this time. These activities are fluid and will allow students to flow in and out of them on shorter or longer time frames, based on their needs.

Academic Learning Labs (ALL): Students have an opportunity every 3rd school day (opposite of Physical Education/ Health) to work on specifically designed instruction independently or led by a teacher intended to help students achieve growth in needed academic areas.

Resource – Students receiving special education services have a resource time scheduled during one of their elective periods to have daily contact with their special education case manager. This class period is a time for their teacher to allow the extra time and monitoring that is required by their IEP. It also allows the student time to complete more of their work within the school day.

Study Support – Study Support is scheduled during one of the student’s elective periods and allows the student time to complete more of their work within the school day. This

may also be a time when a student has an intervention in math or reading scheduled.

Tuesday/Thursday School – Students will be recommended for Thursday School by the student’s teachers for reasons such as homework completion, re-teaching, pre-teaching or other academic reasons. When one of these interventions is recommended, there will be a conversation with the student and contact will be made with a parent or guardian. This intervention runs after school from 2:40 – 3:20 pm.

Lunch, After School, or Other Times – The school and/or teachers may offer other opportunities on an individual basis to support their students and help them achieve success. These could include but aren’t limited to taking place during lunch, before school, or after school. It could also include student contracts, peer tutoring, meeting with a staff member on a regular basis, or other supports.

Programs - Intervention programs to support students in their academic progress and help them attain grade level growth may be assigned to students based on student need. Examples of these programs are Read 180, Math 180, co-taught classes, study support, and other academic related programs.

Student Services

Student Services provides counseling and supportive help to enable all students to develop to their fullest potential through a positive school experience. We recognize the unique needs of middle school adolescents and strive to meet those emotional, social, and academic needs.

An emphasis is placed during certain times of the year on making students more aware of career opportunities. Individual or small group conferences are held with all 7th and 8th grade students to help with transition.

In addition to individual counseling, Student Services also provides some small group counseling support. The groups focus on self-awareness, trust, decision-making, and information sharing in a safe and caring environment. A variety of groups are offered, including coping with loss, family concerns, social skills, and anger management. Groups are also put together based current concerns. Students that are interested in joining a group should contact the school counselor for more information.

Students that need to see the school counselor should get a pass form their teacher and report to the office.

Field Trips

Field trips are scheduled to support the learning of our students both academically and emotionally. Most field trips are curriculum-related and are tied integrally to our

curriculum or our service learning initiatives. All eligible students will be given the opportunity to participate in these trips. However, a student may be held back from attending a field trip if they have proven that their behavior may be an issue.

Library Materials

Library materials are due back to the library in one week for magazines or two weeks for books. Students are responsible for returning materials on time and cannot check out additional materials until the overdue items are returned. Any lost or damaged items will be billed to the student and must be paid before the end of the school year.

Technology- BASD CONNECT (Please see district policy)

Whether using their own technology or school technology, students are expected to adhere by the expectations of the school and district policies for technology use.

Audio, picture, and video recordings are not permitted on school grounds or on buses. Students in violation of this policy will receive appropriate consequences.

One to One Technology- Every student will be issued a chromebook to help excel their academic programming. All guidelines to the one to one initiative are outlined in the **BASD Connect Handbook**. Chromebooks should only be used for academic purposes. Non-compliance with this policy may result in disciplinary action.

Bring Your Own Device Policy: Students and/or parents may request the use of a personal device prior to a student bringing it to school. The use of the device is at the discretion of administration. Students must review and be in accordance with the District's Bring Your Own Technology policy outlined in the BASD Connect Handbook.

Own Cloud - Students may store school related material in the virtual locker or in Own Cloud. Be advised that the contents of student files are school property and are subject to inspection by school officials.

Google Accounts - Each KMS student will receive a school email address through Google. Students are expected to follow the BASD Student Code of Conduct for Google Documents that they sign at the beginning of the year. BASD Google Account applications (gmail, Google Documents Suite) are to be used strictly for academic purposes. Failure to do so will (may result in disciplinary action) result in appropriate consequences.

Cell Phones - Students may keep their cell phones in their locker and utilize them during lunch only. If a student brings their cell phone to class, the classroom teacher has the authority to confiscate it for the remainder of the class period/ school day. For repeated offenses, a parent will need to retrieve it from the office. Students are not allowed to use their cell phones for phone calls, texting, picture taking, taking videos, or for using any

apps for the purpose of communicating with people on or off campus. Staff reserve the right to ban cell phone use for violations or potential interruptions in the education process. Students who call home when ill **must** do so from the health office.

Device Pictures and/or video- Students may not at any time take pictures or video on any device. Failure to follow these rules may result in disciplinary action.

Other Information

Lost and Found

Items left by students and brought to the office will be placed in the lost and found, which is outside of the Health Room. More expensive items (iPads, iPods, purses, wallets, etc.) will be held in the office.

Parents & Students Bringing in Items

Parents bringing in forgotten items should leave those items with the office. Staff will contact the student to pick up the item in the office.

We ask that parents and students do not bring in items for celebrations such as birthdays, Valentine's Day, Sweetest Day, etc. Office staff will not deliver these items to students. These items become a distraction to the academic setting and an interruption to the day for students. We thank you for following this request and ask that you celebrate these days with your child at home, after a productive school day.

Hallways

All Students are expected to arrive to class on time, and remain in class unless given permission by the classroom teacher to leave for any reason. Students found in violation of this policy will receive appropriate consequences. (See Loitering Policy)

Loitering

It is prohibited, except as herein provided, for any person to remain in any District building within the school district without obtaining permission thereof immediately upon entering the building from the school principal or district administrator/designee. Such permission shall authorize the holder thereof to conduct official or personal business within the building or a designated portion thereof for a given period of time on the day designated within the scope of the permission. A student may be issued a citation if the student does not have permission to be out of the classroom and/or is interrupting the learning environment of themselves or their peers.

Lockers

Each student is issued a locker. Lockers should be kept locked at all times. Students should not share their combinations with any other student to ensure safety of all personal belongings. Large amounts of money and valuable items should not be kept in lockers. Lockers may be searched at any time for cleanliness and contraband. Students tampering with lockers or locks, defacing the lockers, or vandalizing school property will be subject to consequences. Students must use a school-issued lock. Any locking device other than the one provided by school is not allowed and will be removed. The school is not liable for any lost or stolen items.

Backpacks, String Bags, & Jackets

Backpacks, large purses, and jackets are **not allowed** in the classroom during the school day. Students must leave their backpacks, purses, and jackets in their locker.

String Bags

String bags may be carried to help students house their technology and classroom items from class to class.

Visitors

All visitors must report to the main office. Visitors will be asked to sign in and will be issued a visitor's badge.

Bus Transportation

Expectations – *Bus riding expectations are covered in the Student code of Conduct section.*

Permission to Ride the Bus with a Friend - If a student wishes to ride a different bus than the regularly assigned one, the student must bring a signed note from their parent/guardian **to the office and it will then be attached to the school authorized note signed by administration.** The school-authorized note will then be given to the driver. If a non-bused students wishes to ride the bus the above notes are needed along with 50 cents to ride the bus.

Meals for Lunch & Breakfast

School breakfast and lunch are provided by the BASD food service vendor. Meals may be paid for at the time of purchase or may be prepaid through the used of the Point of Service plan. Money may be kept in an account and purchases are made with the credit

on that account. Student numbers and photos ensure security with money placed on the account.

Our vendor works closely with the students and staff at KMS to help consumers make wise choices based on nutritional information.

Food service will be provided before school and during lunch.

Options for School Meals:

- Breakfast
- Full Lunch
- Vegetables/Fruit to supplement a student's cold lunch
- Milk
- Ala Carte Items

If a student does not get all items for a full lunch, they will be charged at ala carte prices for those items. This may be more expensive than getting the full lunch.

Absent Requests

Students who are missing work due to an absence are expected to make arrangements with the teacher to make up missing assignments. If a student will be absent for an extended period of time due to illness, hospitalization, or an emergency, parents are asked to contact the school office at 763-0190 to make arrangements.

Extra-curricular Participation

School Board Policy requires students to be in attendance the **entire school day** in order to participate in any extra-curricular activity for that day. If a student has a scheduled appointment, an administrator must give final approval in order for a student to participate.

A student's participation in extra-curricular activities depends upon their academic, attendance, and behavioral standing.

Wellness Policy

Food and beverages brought from home to share with others for a class or other reason should meet the requirements of the district wellness policy. Staff and students are expected to abide by the expectations in this policy.

Withdrawal from School

Students withdrawing from KMS to enroll in another school will not be considered excused from attendance until notification from the new school has been received. Once the new school requests records, a student will be withdrawn from our roster. Failure to re-enroll in a timely manner could result in filing a petition for habitual truancy.

8th Grade Recognition

A student's participation in 8th grade recognition depends upon their academic, attendance, and behavioral standing. Eighth grade recognition is a time to celebrate the accomplishments students have made so far prior to entering high school. Participation in recognition is earned and not a privilege. Administration has the ability to not allow participation for individual students due to academic, attendance, or behavioral concerns.

Distributing and Displaying Materials

Permission of the school administrator(s) is required before students may distribute or display material from sources outside of the school. Teachers/advisors may approve in-school material for display.

Rules, Safety, and Security

Searches of Personal Property

In the interest of health, safety, and security of all, Karcher Middle School officials reserve the right to search any personal property, including, but not limited to lockers, persons, bags, and other personal belongings brought on to school district property.

Bullying and Harassment

Everyone has the right to work and learn in a positive and safe school environment. Therefore, the school will not tolerate any behavior that interferes with a student's or staff member's school performance or creates an intimidating, hostile, or offensive school environment. This includes but is not limited to: verbal abuse or name calling, written or graphic references or gestures that threaten or "put down" others, sexual harassment, gang-related activity, threats, and/or actual physical assault.

Students' home and personal Internet use can have an impact on the school and other students. If a student's personal electronic expression – such as a threatening message to another student or a violent Website – creates a likelihood of disruption of the school's operations, students may face school discipline and criminal penalties. Concerns regarding bullying and harassing behaviors should be reported to a counselor or administrator as soon as possible.

Fighting and Physical Horseplay

Pushing, shoving, hitting, kicking or any other act of physical aggression is strictly prohibited. Planning to or threatening to harm another will also result in disciplinary action and could result in a referral to the police.

Video Surveillance

Cameras are used throughout the building and on school grounds for your safety. They are monitored periodically.

Plagiarism/Cheating

Plagiarism and cheating are not acceptable and there will be consequences for this behavior. Examples of plagiarism and cheating include turning in work that is not yours, using notes or technology on an assessment when it is not permitted, allowing other students to copy your work, copying work from another student, allowing another person to do the work for you, downloading text from the Internet without proper citation, or cutting and pasting text from the Internet or a document that is not your own.

Possible sanctions for plagiarism or cheating could include any combination of the following: redoing the assignment, parental contact, detention, in-school suspension, or out-of-school suspension. Issues with plagiarism and cheating may be handled at the classroom level or at the administrative level and could include consultation with the school counselor.

Illegal Substances

Possession and/or use of illegal drugs or drug paraphernalia is strictly prohibited by school rules and state law. Possession of or use of alcohol is also prohibited. Failure to abide by the law will result in school consequences and police involvement.

Tobacco/Cigarette/E-Cigarette

Use of tobacco products anywhere on school property is subject to a citation. Anyone

under 18 in possession of tobacco is subject to a citation. E-cigarettes, vape pens, etc. are not allowed on school grounds at any time. Students found in possession or use will result in disciplinary action and could include police involvement.

False Alarms or Bomb Threats

Students will not set off false fire alarms, make false bomb threats, or false 911 calls.

Student Code of Conduct

The following general school rules apply daily. They are not all-inclusive but cover a majority of the expectations. School rules have been developed to encourage respect for self, others and property. Students and staff must be guaranteed an environment that is safe. Mutual respect is the underlying principle in the classroom, in the hallways, on school grounds, and at all school functions. All rules will be publicized, explained, and equitably enforced. Actions for disciplinary infractions will be based on the interventions as listed in this handbook, and will be decided by the severity and frequency of the misbehavior.

The Karcher Way

The Karcher way will help guide our behavior expectations. The core concepts we will ask our students will be are you:

Safe, Respectful, Responsible, Kind, Loyal, Compassionate, Honest, and Courageous.

KCBs

Karcher Character bucks will be distributed to students for exhibiting the “Karcher Way”. Karcher Character bucks will be turned in and record keeping will occur for each student. There will be a variety of incentives that students can “cash-in” for their KCBs.

General Expectations

1. Students are expected to be ready and prepared for class.
2. Keep hands and feet to yourself. Respect others and their property.
3. Talking, sound effects, and other behaviors that prevent others from learning are not allowed.
4. Running or spitting on sidewalks and through the school is not allowed.
5. Don't litter – Be proud of YOUR school and help keep it neat and clean.
6. **Gum** is at the discretion of the teacher and **MUST ONLY** be consumed in the classroom authorizing the activity.

7. No energy drinks (Drinks that are high in caffeine and/or sugar) are allowed in school. **Only water in clear containers is allowed during the school day.** Students should not eat or drink in the hallway.
8. No horseplay, rock, ice or snowball throwing or dangerous play allowed on the school grounds. Use of the playground equipment is required to be safe and proper.
9. Proper conduct and respect of performers is required at assemblies.
10. Quiet and orderly conduct is required when moving around the school.
11. Students are not to leave school grounds during the day for any reason unless a parent contacts the office and arranges to check them out or they have written parental permission to leave.
12. Offensive language or gestures is prohibited.
13. Assemblies, cafeteria, hallways, and busses have their own set of rules and regulations. Students are expected to follow them.

Expectations for Appropriate Dress

An individual's dress should reflect sensitivity and respect for themselves and others. In order to provide an environment that is safe, healthy and free of disruption, hostility, and distraction the following rules have been developed.

1. Footwear must be worn. Shoes that damage flooring will not be allowed.
2. The wearing or carrying of outerwear garments (including headwear) will not be permitted in the school. Administration may make exceptions to this rule.
3. Students will wear safety or special purpose equipment whenever it is required. Any clothing or jewelry that could constitute a safety problem in any class will be prohibited by that instructor.
4. Clothing, jewelry or other items promoting alcohol, tobacco, or other illegal substances will not be permitted.
5. Any clothing or jewelry which is normally identified with a gang or gang related activity (inclusive of gang-related colors if for purposes of gang identification) will not be permitted.
6. Clothing displaying print that is offensive in nature will not be permitted. Offensive print would include words, statements, or graphics referencing sexual activity, profanity, obscenity, violence, or racial/ethnic slurs.
7. Net shirts, halter-tops, torn or see-through clothing, and half shirts are not appropriate for a school setting.
8. Students are expected to wear clothing which covers their torso.
9. Chains or other items that could be used as weapons are not allowed.
10. Coats will be stored in student lockers and not worn to classes during the school day.
11. "Sagging" is not permitted.
12. No spaghetti strapped tops or dresses, no midriff tops, etc. may be worn.

13. Students may not wear pajamas or any type of sleepwear, including bedroom slippers.
14. Shorts and skirts must be longer than the fingertips when arms are extended at sides in a standing position.

If in the judgment of a particular building's staff and administration a particular item of apparel is disruptive, a building may create its own policies regarding such apparel.

If in the judgment of the administration the appearance of a student is distracting, offensive, or disruptive to the educational process or constitutes a health or safety hazard, that student will be asked to correct the problem.

Expectations for Assemblies

1. No food or drinks are allowed.
2. Sit in your classroom/designated area.
3. Keep feet off of other seats.
4. When the MC asks for attention, all movement and talking will stop immediately.
5. Show respect to all guests, performers and fellow students.
6. There will be no whistling, catcalls, etc., during the program.
7. No one is to leave during an assembly without teacher permission including an emergency.
8. Students will be dismissed by an adult in charge at the conclusion of the assembly.
9. Students who do not comply with these rules may be asked by a staff member to move, be removed from the assembly, be prohibited from attending further assemblies for the year, and/or may receive more severe discipline if necessary.

Expectations for Riding the Bus

Bus rides should be safe and pleasant experiences for everyone. Both drivers and riders have a right to expect that. Remember that bus riding is a privilege. Surveillance cameras are used on the buses in order to monitor student behavior.

Students will...

1. Use caution at the bus stop and stay well clear of the bus until it comes to a complete stop.
2. Get on the bus in an orderly manner and will go directly to a seat. They will remain in their seat while the bus is moving.
3. Respect the bus and the property of others while riding.
4. Not eat, drink or smoke on the bus.
5. Be courteous and respectful to the driver and all passengers.
6. Keep all objects and myself completely inside the bus at all times.
7. Only open windows to the third notch.
8. Follow any and all requests made by the bus driver.
9. Assist others, including the driver, whenever there is a need for help.
10. Do their part to keep noise at reasonable levels, so as not to distract the driver.
11. Be completely silent at railroad crossings.
12. Only bring those items on the buses that are required for school activity.
13. Need written permission from the principal for unusual items to be carried on the bus. Any item that a student carries onto the bus must be held on their lap.
14. Follow all the bus riding rules and will report any unsafe conditions that occur.

Bus riding is a privilege that can be lost through serious or repeated failure to follow the rules. Penalties can include: conference with administration and notification of parents, lunch detention, after school detention, assigned seating, loss of riding privileges for three days or more, and/or permanent loss of riding privileges.

Expectations for the Cafeteria

1. Food is to be eaten, not thrown or abused.
2. Students are expected to stay seated at their table and remain in the cafeteria until excused by staff .
3. Students should use appropriate manners and a quiet voice in the cafeteria.
4. Students are expected to clean up their area and discard garbage in the appropriate containers.
5. No food or drink should be taken from the cafeteria, unless approved by staff

Expectations for Recess and the Playground

1. Students must remain in areas designated.
2. Students will be courteous and use appropriate language and gestures at all times.
3. Students will not throw inappropriate objects. (i.e. sand, rocks, snow)
4. There will be no tackling or pushing games allowed.
5. Students are expected to use the equipment in the manner for which it was made.
6. Students will use soft balls, no hard balls.
7. After recess, students will return to their classroom by following the designated route.
8. Students will dress appropriately for the weather.

Expectations for the Hallways

1. WALK!!!! Never run in the halls or on stairways.
2. Keep to the right and keep your hands and feet to yourself.
3. Proceed directly to your destination.
4. Loud, boisterous conduct is out of place in the halls at all times.
5. Students will not be using their technology. Technology and earbuds or headphones will be put away.

Expectations for the Use of Technology and Electronics

1. Students will respect items owned by the school or by other students and handle them with care. Students are responsible for the damage that they cause to any items.
2. Students may not take photos or videos of others in school or on the bus.
3. Headphone listening devices may be used on school buses if approved by the bus driver.
4. Music devices can be used with headphones in the cafeteria during lunch. Cell phones are prohibited in classrooms, but a Chromebook may be used to listen to music ONLY at the teacher's discretion in the classroom.
5. Devices need to be turned off and out of sight in academic settings, bathrooms, hallways, locker rooms, and the school health office.
6. It is the student's responsibility to keep their electronic items secure. The school is not responsible for lost or stolen items.
7. It is never acceptable to use an electronic device for bullying in any form.
8. Using one's phone to call home or anyone from elsewhere in the school is against policy and may result in disciplinary action .

9. Students must be on the student Wi-Fi for their Internet connection and may not use their own service provider while attending school or a school event.
10. Students may not text, message, or post messages to a social media site during the day unless it is part of a classroom activity and they have staff permission to do so.
11. All technology devices need to be used in compliance with the district Bring Your Own Device and Technology Policies. Students will be in violation of this policy if they use the device inappropriately or in any way that is not in accordance with the written policies.

Interventions for Student Code Violations

- Counselor and Student conferences
- Student/Parent contact with teacher/or office
- Confiscation of technology or other items
- Non-participation in Reward Days
- Instruction on proper behavior
- Detentions before school, during lunch or after school
- Tuesday or Thursday Detention
- In-School Suspension - Students are removed from their classes and assigned to a supervised area or classroom where he/she receives work from their teachers.
- Out of School Suspension - Students are removed from school for a determined time
- Removal from activities based on concerns for safety and behavior
- Police intervention/citations
- Suspension to the school board for purpose of expulsion.