

PHILOSOPHY OF EDUCATION

Cole Camp R-1 Schools philosophy of education is that every child must be developed, motivated, monitored, and then expected to achieve the maximum of their potential. The quality of a school is determined by the ability of the staff (custodians, teachers, administration, cooks, secretaries, bus drivers, and aides) to project their commitment to excellence for themselves and everyone around them.

The following beliefs are paramount in our philosophy of education:

- * We believe that the development of district goals and clearly defined objectives which provide teachers with a focus for instruction are essential when all children are expected to learn.
- * We believe that improving student learning and the development of the whole child can best be accomplished when students, teachers, administrators, the school board, families, the community and businesses work together.
- * We believe that parents are the primary teachers of children. To facilitate that belief, we do not want to assume parental responsibilities and duties, but rather do everything within our power to help parents best achieve those responsibilities.
- * We believe that in order for students to learn the objectives of each course and content area, they must come to school. Programs must be designed to encourage good attendance, limit tardiness, discourage interruptions in the school day, and provide students with alternatives to dropping out of school.
- * We believe that one of our primary responsibilities is to develop young people who enjoy learning and are inquisitive, industrious life-long learners.

We recognize that the identification of problems and weaknesses in education is a simple process. We also recognize that the process of learning and the elimination of educational problems involve hundreds of variables and complex relationships. However, we strongly believe that when people work together, establish goals, and take one step at a time to reach those goals, **NO HURDLE IS INSURMOUNTABLE AND NO TASK TOO GREAT.**

MISSION STATEMENT

The Cole Camp R-1 School District strives for the maximum intellectual development of each student. We are committed to providing an excellent program of instruction, fostering life long learners “Aiming For Excellence!”

CLASS SCHEDULES

The following is the daily schedule for the Cole Camp Middle School:

7:45	School Doors Open
8:11	4-Minute Bell for 1 st
8:15	1 st Hour
9:05	End of 1 st
9:09	Begin 2 nd Hour
9:59	End of 2 nd Hour
10:03	Begin 3 rd hour
10:53	End of 3 rd Hour
10:53	Middle School Lunch
11:21	Begin 4 th Hour
12:11	Middle School Dismiss from 4 th hour class and High School Lunch dismisses
12:15	Begin 5 th Hour
1:05	End of 5 th Hour
1:09	Begin 6 th Hour
1:59	End of 6 th hour
2:03	Begin 7 th Hour
2:53	End of 7 th Hour
2:55	Begin 8 th Period
3:15	End of 8 th Period

*Students are not to be on school grounds after 3:25 unless under the supervision of a school staff member.

ATTENDANCE

Good attendance habits are essential to success in school. In order to help students form good attendance habits, the following regulations and procedures will be adhered to:

1. Each DAY a student is absent; parents will contact the office at 668-3502 Ext.#303 before 9:00 a.m. to explain the reason for the absence. School personnel will initiate calls to parents who do not call in by 9:00 a.m. Parents have 24 hours or the next day to inform the office of an excused absence.
2. A school administrator will determine if an absence is excused /unexcused. Generally, excused absences will fall in one of the following categories:
 - a. Personal illness
 - b. A death in the immediate family
 - c. Emergencies verified as such by a school administrator
 - d. Doctor or dental appointments that cannot be scheduled outside the school day.
 - e. Participation in school-sponsored functions.
 - f. Religious activities when arrangements are made in advance with a school administrator.

3. Excused and unexcused absences will only determine if the student is to be allowed to make up missed work. These will count on the classroom attendance policy.
4. Students absent from school will not be allowed to attend school sponsored activities on that same day or on Saturdays, unless permission is given by a school administrator. Student must be in attendance a minimum of 50% of the day to participate in after school activities.
5. Students who cut class periods will be assigned detention or may be suspended from school. Students who repeatedly cut classes may be subject to long-term suspension. Generally, students well enough to meet job commitments will be expected to meet school commitments.
6. Absences for family vacations and other such activities which will extend beyond two days must be arranged for in advance if such absences are to be excused. Arrangements to complete work missed during planned absences must be made at least 3 days in advance of the absence. The following procedure will apply:
 - a. A written statement or phone call from the parents will be presented to the office at least three days in advance of the absence.
 - b. A request to be absent form will be presented to each teacher and arrangements should be made to complete work.
 - c. The form with teacher initials will be returned to the office indicating arrangements have been made to complete work.
 - d. Absences which occur without the three-day prior notification will be considered unexcused with no privileges unless time is made up after school hours.
7. All absences that exceed 7 days per semester will be unexcused without a Physician's note.
8. When excessive absences (more than 9 in a semester) result in a student failing four or more classes, a student may receive a suspension from school.
9. Any student leaving the building during the school day must receive permission from an administrator and sign out in the office. Any student who leaves the building without permission during the school day is subject to disciplinary action.
10. Students who exceed 10 days of absences per semester may lose credit and a referral may be made to the juvenile office or proper authorities. Students may appeal to the Principal.

MAKE-UP WORK

Make-up work relates to assignments, projects or tests that were assigned or administered during a student's excused absence. Make-up work is allowed only for excused absences.

Students will have a maximum of one day longer than the total number of days missed to make up work. A zero will be recorded in each class where work is not made up within the allotted time. Example: A student is absent for two days (Wednesday and Thursday). He/she will have three days (Friday, Monday, and Tuesday) to complete make-up work for all classes missed.

On the day of his/her return, it is the student's responsibility to schedule a meeting with the teacher before or after school to discuss assignments and material missed during the absence. If a student takes no

action on returning to school and the make-up days elapse, a zero will be recorded.

Absence from class is a serious concern. Students are expected to invest extra time outside of class to make up work. Teachers are not expected to take away instructional time from class to discuss make-up work with a student who was absent.

Assignments with pre-assigned due dates must be turned in on the assigned day or will be considered late, unless a student is absent. In such cases, the assignments will be due upon the student's return to school.

More extensive, major projects and research papers with pre-assigned due dates must be turned in on or before the assigned day or will be considered late.

Class work done during a suspension will be expected to be completed. The student will receive 50% credit for work done while suspended. Failure to complete this work may be grounds for a further suspension.

STUDENT DISMISSAL

The building principal or his designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian. Parents may NOT excuse a student who leaves during the school day after the absence has occurred. All excuses must be cleared through the office PRIOR to the student leaving campus.

Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parents or guardian.

Only students with permission from the office shall be allowed off the school grounds during school hours and must sign out in the office.

Any student who leaves school without permission of an administrator will be considered truant. Disciplinary action will be taken upon the student returning to school.

ELIGIBILITY STANDARDS

Academic work is important to each student. Participation in activities/athletics shall be governed by the following standards:

1. Any student passing all classes for the quarter will be eligible for the following quarter.
2. Any student receiving one failing grade for the quarter will be ineligible and placed on a two week checklist. Grades may be checked beginning on the second Thursday of the new quarter and every other Thursday after that. If at that check all grades are passing, eligibility is reinstated for the next two weeks. Ineligibility will resume if a failing grade is received in any class at those check points.

*Note: It is the student's responsibility to pick up a Grade Check form in the office to be completed by each teacher on the designated Thursdays. Class time will not be used to receive grade updates from teachers. This must be completed before or after school.

3. Any student receiving two or more failing grades at the end of a quarter will be ineligible during the entire following quarter.

PROMOTION/RETENTION GUIDELINES

To be promoted to the next higher grade, a middle school student must receive passing grades on 60% of the eight semester grades given in the core areas. Core areas consist of English, Mathematics, Science, and Social Studies. One option which may be offered to avoid retention is mandatory summer school (a student can make up three semester credits in summer school by maintaining at least a 60% in all core areas during the summer school session).

1st Semester

English
Math
Science
Social Studies

2nd Semester

English
Math
Science
Social Studies

- A student must pass at least 2 of the semester classes before summer school can even be an option (Pass 2 credits+3 credits made up in summer school=5 credits).
- To be allowed to make up credit in summer school for any class, the student must have had at least a 45% in that class.

HONOR ROLL/PRINCIPAL'S LIST

Students receiving a grade point average of 3.00 to 3.25 will be awarded Honorable Mention Honor Roll. Students ranking 3.25 to 3.50 will be considered Honor Roll students and their names are to be added to the Honor Roll listing. Students receiving 3.50 to 4.00 average will be named to the Principal's List. Only full time students will be eligible for these honors.

SEMESTER EXAMS

Semester exams will be given each semester during the last week of the semester. These exams will cover minimum objectives for the semester. Semester exam grades could be one of the following.

1. Cumulative Test covering specific objectives of the semester
2. Portfolio Assessment due on the last day of the semester
3. Average of all unit or Chapter tests for the semester.

Students with an excused absence will be responsible for making up the exam. The semester exam will account for 10% of the semester grade.

USE OF OTHER STUDENTS WORK

Each student is responsible for his/her own work. Teachers are instructed to take and destroy any work being copied, as well as the paper being copied. This will result in a zero for both parties involved in this offense.

LOCKERS

All students in grades 5-12 will be assigned a personal hall locker. These lockers are school property and may be searched by school employees at any time. It is suggested that students use a lock on their lockers. A copy of the combination or the key should be left in the office responsible for the locker. The school will not be responsible for investigations of matters involving stolen personal items from lockers without locks, in the hallway or locker rooms.

BUS DISCIPLINE

Bus discipline referrals will be handled in the following manner. The principal will have a conference with the student and discuss solutions to the conflict. The student will be advised of their status in the bus steps and will be given a copy of the bus report. The principal will keep one copy and one copy will be mailed to the parents. The following steps will be used by the principals:

Step 1: Conference and warning

Step 2: Two days off the bus

Step 3: Five days off the bus

Step 4: Ten days off the bus

Step 5: Thirty days off the bus and notification that future problems will result in a permanent loss of bus privileges.

Step 6: Loss of bus privileges for the remainder of the year.

DISCIPLINE CODE

The discipline code is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences. 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 consequence for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances. All rules, policies, and codes set forth in this handbook apply on school grounds at all times and at all school functions and activities off school grounds.

The following acts of misconduct will result in action taken by the respective principal. The action taken will depend on the misconduct and will be at the discretion of the principal. Any suspension longer than 10 days will be referred to the superintendent.

Alcohol - Possession of or presence under the influence of alcohol

First Offense: 3- 10 days suspension with referral to the proper authorities

Subsequent Offenses: 10 – 180 days with referral to the proper authorities and the Superintendent

Arson - Intentionally causing or attempting to cause a fire or explosion

First Offense: 10 days of suspension with referral to superintendent and proper authorities

Assault - (Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

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

First Offense: 3 -10 days suspension, referral to the proper authorities.

Subsequent Offenses: 5-10 days with referral to the proper authorities and possible referral to Superintendent.

Fighting-Physically striking another in a mutual contact as differentiated from an assault.

First Offense: 3 -10 days of suspension with referral to the proper authorities

Subsequent Offenses: 5-10 days with referral to the proper authorities and possible referral to Superintendent

Defiance of Authority - Refusal to obey directions or defiance of staff authority

First Offense: Detention – 3 days suspension

Subsequent Offenses: 5-10 day suspension

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

First Offense: Detention- Suspension

Subsequent Offenses: 3 day suspension

Drugs/Controlled Substance

Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense: 3-180 day suspension with referral to proper authorities and the superintendent

Subsequent Offenses: 10-180 day suspension with referral to proper authorities and the superintendent

Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: 1-180 day suspension with referral to proper authorities and the superintendent

Subsequent Offenses: 1-180 day suspension with referral to proper authorities and the superintendent

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

First Offense: 1-10 day suspension

Subsequent Offenses: 5-180 day suspension with referral to the superintendent

Firearms and Weapons (Refer to Policy and Regulation 2620 - Firearms and Weapons in School), also see below description of a dangerous weapon.

Possession of a firearm or weapon

First Offense: 1-180 day suspension with referral to the proper authorities and the superintendent

Subsequent Offenses: Possible Expulsion from school

Harassment (Refer to Policy 2130 - Harassment)

First Offense: 1-3 days suspension

Subsequent Offenses: 3-180 day suspension with referral to the superintendent

Improper Display of Affection - Consensual kissing, fondling, or embracing

First Offense: Warning - Detention

Subsequent Offenses: Detention - Suspension

Improper Language

Threatening Language-Use of verbal, physical or written threats to do bodily harm to person or personal property.

First Offense: Detention - Suspension

Subsequent Offenses: 1-180 day suspension with referral to the superintendent

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

First Offense: Detention - Suspension

Subsequent Offenses: 1-10 day suspension

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: detention – 180 days suspension with referral to the superintendent

Subsequent Offenses: 1-180 day suspension with referral to the superintendent

Inappropriate Sexual Conduct (Refer to Policy and Regulation 2130 - Harassment)

Physical touching of another student in the area of the breasts, buttocks, or genitals

First Offense: detention – 180 days suspension with referral to the superintendent and proper authorities

Subsequent Offenses: 1-180 day suspension with referral to the superintendent and proper authorities

Use of sexually intimidating language, objects, or pictures.

First Offense: detention – 180 days suspension with referral to the superintendent

Subsequent Offenses: 1-180 day suspension with referral to the superintendent

Indecent Exposure-Includes display of breasts, buttocks and genitals in a public location

First Offense: detention – 180 days suspension with referral to the superintendent and proper authorities

Subsequent Offenses: 1-180 day suspension with referral to the superintendent and proper authorities

Theft - Nonconsensual taking or attempt to take the property of another

First Offense: Detention – 10 day suspension with referral to proper authorities

Subsequent Offenses: 5-10 day suspension with referral to proper authorities

Tobacco - Possession or use of tobacco or tobacco products

First Offense: 3-5 day suspension with possible referral to the proper authorities

Subsequent Offenses: 5-10 day suspension with possible referral to the proper authorities

Truancy - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)

First Offense: Detention until time missed is made up.

Subsequent Offenses: 1-10 day suspension

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

First Offense: Detention – suspension with restitution of damaged property.

DANGEROUS WEAPONS

Any person utilizing a school facility is not to carry, conceal, or directly sell, deliver, or loan any kind of firearms, bowie knife, spring back knife, razor, metal knuckles, billy club, sword cane, dirk, slingshot, dagger, or other similar deadly weapons (**including pocketknives**) in school buildings or on or about the school district's grounds. Violations of this provision will be referred to the appropriate legal authorities. In addition, any student who violates this provision will be subject to suspension and/or expulsion from school.

BULLYING

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. 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.

Students who are found to have violated this policy may be subject to a 3-30 days school suspension for the first offense. A 180 day suspension may be imposed for the second offense, while the third offense may result in expulsion. The Superintendent may reduce the length of suspension for elementary school students based upon the facts in each case.

CELL PHONES/ELECTRONIC DEVICES

Students should not have any cell phones or other electronic devices in their possession during the school day. If students have any of these devices in their possession, the devices may be confiscated and the following scale applied. The school will not be responsible for any such item that is lost or stolen on school grounds.

First offense- Confiscation with a return at the end of the day and parent notification

Second Offense- Detention and confiscation with a return after 5 days only to the parent

Third Offense- I.S.S. and confiscation with a return after 15 days only to the parent.

PUBLIC DISPLAY OF AFFECTION

There is a time and place for this type of behavior. The school is not the place, and the school day is not the time. Students will be expected to conduct themselves as young adults.

DRESS CODE

In an endeavor to promote a desirable learning environment within CCMS, it is expected that students will dress in a manner which is in the best interest of the school and the students. The school authorities do reserve the right to counsel students in the matter of dress and grooming. Teachers have the authority to refer students to the office when they feel that dress is not appropriate. Brief clothing with undue exposure of the body including a bare midriff, backside, cleavage, or undergarments is not permitted. Shorts should be long enough to come to the middle finger tip of the student's with the student's arm and fingers extended at their side or have a minimum inseam of 4 inches. All shirts should be long enough to be worn tucked in when the student is standing. Halter tops, spaghetti strap tops, and strapless tops are not to be worn to school. Tights and leggings are defined as undergarments, and clothing of the appropriate length must be worn over them. Pajamas are not permitted. Tank tops may be worn with T-shirts underneath them. Clothing advertising alcohol, drugs, or tobacco are not acceptable. Any garment that depicts or in any way suggests obscenity, vulgarity, or otherwise is in bad taste should not be worn to school. Students may not wear chains on or hanging from their clothing or wallet. Health standards require that shoes are to be worn at all times. Hats, caps, and sunglasses are not to be worn in the building. These apply for school activities as well as the school day.

CORPORAL PUNISHMENT

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control. All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a Principal or other District administrator. Permission must be granted by the parent/guardian of this pupil. A parent/guardian has the right to observe.

STUDENT DISCIPLINE HEARINGS

Parents/guardians of students suspended for more ten (10) school days may make a written request for a hearing before the Board of Education. This request will be addressed to the Superintendent who will review all matters concerning the suspension and refer the request for a Board hearing.

In conducting a discipline hearing the Board will carefully consider the information presented by the Administration and by the parent/guardian. In making its decision concerning guilt and innocence as well as

punishment, the Board will be mindful of Board Discipline Policies in place, the effect of its decision upon the individual student, and the safety and welfare of District students and staff.

TARDY POLICY

Punctuality to class is an important requirement for all students. Being punctual allows for a timely, uninterrupted beginning to class. Also, punctuality shows respect for instructors, fellow students, and regulations. Being on time eliminates paperwork for instructors, secretaries, and the principal. If a student is tardy to class, the following procedure will be followed:

1. On the first tardy, the teacher will issue a warning and notify the office of the tardy.
2. The second tardy during this hour will result in one detention period to be served after school (3:05 to 4:15 p.m.). Students will be notified of their detention immediately following the tardy. Notice will be sent to the office.
3. The third tardy will result in two detentions.
4. Each additional tardy will result in one day ISS.
5. The Counting Period will start over each Quarter

Habitual tardies may be dealt with more severely.

DETENTION POLICY

A first-time detention student may be required to read and/or copy the following rules and regulations:

1. Detentions will be held on Tuesday and Thursday of each week.
2. Students must be in the room and ready to begin work at 3:05pm and remain until 4:15 pm.
3. Students will not leave their seats during the hour.
4. Students will not speak to anyone except the teacher, and then only with the teacher's permission.
5. No one will be admitted after 3:05 p.m.
6. If a student does not show up for a detention or make arrangements to re-schedule detention, the student will serve one day ISS.
7. The teacher may dismiss any student who does not cooperate with the detention program as it is intended and that day will not count toward the assigned number of days.
8. Assigned detentions must be made up within one week of the time assigned.
9. If any student receives more than three detentions for discipline reasons, he/she will serve two days ISS for each detention after the third.

DETENTION RULES

1. Athletic practice, games, rehearsals and other extra curricular events DO NOT excuse you from detention. NO detention will be rescheduled for any other time for these reasons. If you don't want to miss practice or a game, DON'T GET A DETENTION.
2. Detentions will only be rescheduled for the following reasons:
 - A) **excused absence**--If and only if your name is on the excused list, your detention date will be moved to the NEXT detention date. Plan on serving it then. If your absence is unexcused, you will be assigned an additional detention and will have two to make-up.
 - B) **conflicting work schedule**
 - C) **previously scheduled doctor/dentist appointment**

D) **no ride from detention** **When you receive a detention, it's your responsibility to arrange a ride. You should start those arrangements immediately. Don't wait until the last minute.

3. For reasons B, C, and D, the supervisor will **no** longer accept a verbal explanation from a student. Rescheduling a detention requires a handwritten, signed explanation from a parent /legal guardian. You should make every effort to turn in your note the day **before** detention. The latest the note can be turned in is by 8:15 on the morning of your scheduled detention. Do NOT go to the supervisor at 3:00 on the day you are supposed to serve a detention and expect to be excused from it. You will not be. **IF YOU DON'T HAVE A NOTE OR THE NOTE IS LATE, THE DETENTION WILL NOT BE RESCHEDULED!**
4. Detentions will only be rescheduled ONCE. The supervisor can arrange for morning detention if all of the above requirements are met.
5. If serving a detention is a problem for you, be on time, do your work, and act appropriately.

IN-SCHOOL SUSPENSION RULES

These rules will apply to you during your assignment in ISS. Break any of these rules, you may be given additional days of ISS as recommended by the supervisor and approved by the school principal.

1. You are to report to the ISS room at the time and date prescribed; with all books, paper, and pencils required for the day
2. If you are absent from ISS, you must clear the absence through your school principal. Unexcused absences will result in additional days of ISS.
3. If you are given an unexcused tardy while in ISS, you may be assigned additional days of ISS. This includes returning from all breaks during the day.
4. While in ISS, there will be no communicating (talking, notes, whispering, etc.) except as authorized by the supervisor. This includes trips to and from breaks and lunch.
5. You are not allowed to leave your seat or speak without first raising your hand and being recognized by the supervisor. This includes movement in the lunchroom.
6. ISS may take three supervised restroom breaks during the day. You may not go anywhere in the building except to the restroom and water fountain. One break will be at lunch.
7. You will go to the lunchroom with the ISS class whether you eat or not.
8. Nothing is allowed in your mouth while in ISS except when eating in the lunchroom. This includes gum, candy, cough drops, pen tops, paper clips, rubberbands, paper, etc. **NO EXCEPTIONS.** You may drink water during breaks.
9. If you refuse to work on assignments or cause other disturbances, then out-of-school suspension will be considered, but it will not replace your in-school-suspension assignment.
10. You are to work the entire time you are in ISS. There is no day dreaming or lack of effort. All four chair legs are to remain on the floor, sit up straight, hands away from the head and shoulders and away from the wall. Sit facing straight in.

11. Defacing of school property in the ISS room, however small, will result in an additional day or days of ISS being assigned. You may be required to pay for damages.
12. If dismissed from ISS for an infraction of any ISS rule:
 - A. First offense: sent home for the remainder of the day and reassigned.
 - B. Second offense: Suspended from school for 3 days.
 - C. Third offense: Suspended from school for 5 days.
 - D. Fourth offense: Possible long term suspension
13. When you finish an assignment, place the cover sheet on the top of your work and turn it in to the supervisor. To receive credit for your work, it must be turned in on the correct day by the ISS supervisor.
14. Upon completing your assignments, you may read a library book or be given alternative work.

BREAKFAST/LUNCHESES

Benton County R-I School District will continue to provide breakfast and type A lunches and breakfast for all full-time students at a very nominal cost. The cost for 5-12 student breakfasts and lunches will be set annually before school starts. Students in Middle School and High School will not be allowed any lunch charges. Students are encouraged to pay weekly or monthly for their charges. Extra lunches will be paid on a "cash only" basis. Any extra milk is 30 cents. All students will go to the cafeteria, eating or not, with their class just before lunch. Students will remain in the cafeteria until excused by their instructor. No visitors will be permitted to bring food to the students during the noon hour. Lunch time will be closed. No one will be allowed to go off school grounds for lunch.

STUDENT'S CALLS

Telephone calls to students during the day will be accepted only in emergencies and only then will the student be called out of class. Messages will be taken and will be given to students at the earliest possible convenience in all other instances.

VISITORS

Due to crowded conditions, it is necessary to prohibit classroom visitors by out-of-school people. Students are not permitted to have visitors accompany them during the school day.

SCHOOL CLOSING

In case of inclement weather, school closings will be announced via phone call over our SchoolReach system and over the radio stations: K SIS, KDRO, KSDL 92.1, POWER 97.7, and The Lake 97.1 as well as the following TV stations; Springfield KYTV 3, and KOLR 10, Columbia KOMU 8 and ABC-17, and Jefferson City KRCG 13.

HEALTH POLICY

No Nit Policy - if live head lice are detected OR nits are found, parents will be notified and expected to pick up their child from school. If, after three rechecks, lice or nits are still found, the health department or division of family services will be notified to come and help you treat the problem. This policy is being instituted in order to decrease absentees and help decrease the chance of spreading lice.

LIBRARY MEDIA CENTER

The library media center is available for faculty and student use. Research and leisure-time reading materials are available. Computers with CD-ROM, periodical indexing, and Internet capabilities may be accessed.

The library is open each morning at 7:50. Students are encouraged to use the library resources for free-reading, research, or last minute homework. The computers are also available at this time. The library is open and staffed during lunch time and after school until 3:30. Evening hours are sometimes offered. Students may use the library either as a class when their teacher has reserved time, or individually. If a student comes to the library during class time, he/she is to have either a hall pass or library pass from their classroom teacher. Students without a pass will be asked to return to their teacher to get one.

CIRCULATION PROCEDURES

Library books and magazines are checked out for two weeks with one renewal. Students are limited to three books and two magazines unless special permission is granted by the librarian to check out more. Library materials are checked out on computer. Each student has been assigned a permanent library number.

Materials are to be returned on or before the date due. Students who do not return items in a timely manner will be assessed overdue fines. Fines must be paid before cards are issued. Items which are lost or damaged will be replaced at cost of the borrower.

ACCEPTABLE USE POLICY COMPUTER USE AGREEMENT

As a computer user, I agree to follow the rules and code of ethics in all my work with computers at the Cole Camp R-1 School.

1. I recognize that all computer users have the same right to use the equipment; therefore I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper or diskettes or damage the equipment provided by the school, nor will I abuse the use of printers. When I am using a computer, I will talk softly and work in ways that will not disturb other users. I will keep the computer work area clean and will not eat or drink while using a computer.
2. I recognize that copyright laws protect software; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without prior permission of the Network Manager.
3. I recognize that the network has been configured to provide the greatest service to all users. I will not gain or try to gain unauthorized access to system programs. I will not copy, change, or delete any files from a computer workstation without prior and written permission from the Network Manager.
4. I will honor the school's procedures for the storage of information. I understand that I am expected to

save files that I want to keep on my own diskettes. I realize that, after prior notice has been given, files may be deleted from the system to protect the integrity of the network or because of space limitations on the server's hard drive. I will also undertake the appropriate procedures to stop the spread of computer viruses.

5. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using the network or computer resources must comply with the appropriate rules for the network or classroom.
6. As a user of the network, I will not use bulletin boards, e-mail, or chat lines for personal use. In addition, I will not reveal my personal use. In addition, I will not reveal my personal information, home address, or personal phone numbers or those of others.
7. Transmission of any material in violation of US regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material. The use of school computers and network resources for commercial activities is not permitted.
8. Parents must realize that despite the fact that computer use is monitored by school personnel, their child may encounter material on the Internet that they do not consider appropriate. The student is responsible for not pursuing material that could be considered offensive.
9. The use of the computer is a PRIVILEGE, NOT A RIGHT, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damages caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final.

As a student you need to read and understand the Computer Use Agreement. You need to abide by all the rules and understand the breaking any of these is unethical and may constitute a criminal offense. Should you commit any violation, access privileges may be revoked, school disciplinary action may be taken, and in extreme cases legal action may be taken.

NOTICE OF NONDISCRIMINATION

The Benton County R-1 School District's educational and vocational programs and activities are made available to all elementary and secondary students. The Benton County R-1 School is also an equal opportunity employer. The Benton County R-1 School does not discriminate on the basis of race, color, national origin, sex, age, or handicap condition. The Board of Education has implemented a procedure for persons claiming discrimination on the basis of race, color, national origin, sex, age, or handicap condition and this procedure is a part of the Board policies and may be found in the office of the Superintendent.

DIRECTORY INFORMATION NOTICE

Regarding student records, federal law requires the “directory information” on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the following:

- *Student’s name
- *Address and telephone number
- *Date and place of birth
- *Participation in officially recognized activities and sports
- *Weight and height of members in athletic teams
- *Photographs
- *Dates of attendance
- *Awards received in school
- *Most recent previous school attended

In exercising my right to limit release of this information, I have marked through the items of directory information listed above that I wish the District to withhold about my child.

Name of the Student: _____

Date: _____

Signature of Parent/Guardian: _____

CORPORAL PUNISHMENT CONSENT NOTICE

In the event my son/daughter chooses corporal punishment as a consequence, **I DO** consent for the Principal or Assistant Principal to administer this consequence.

Sign **ONLY** if permission is given. **NOTE:** The Principal or Assistant Principal may elect not to administer corporal punishment even if parental permission is on file.

Name of the Student: _____

Date: _____

Signature of Parent/Guardian: _____

Complete and return to school office within ten (10) days.

DISCIPLINE CODE AND ACCEPTABLE COMPUTER USE POLICY AGREEMENT

As a student I have read and understand the Cole Camp R-I Discipline Code and Acceptable Computer Use Policy Agreement contained within this Student Handbook. By signing below, I agree to abide by all the rules and understand the consequences if I commit any violations.

Student Name

Date

