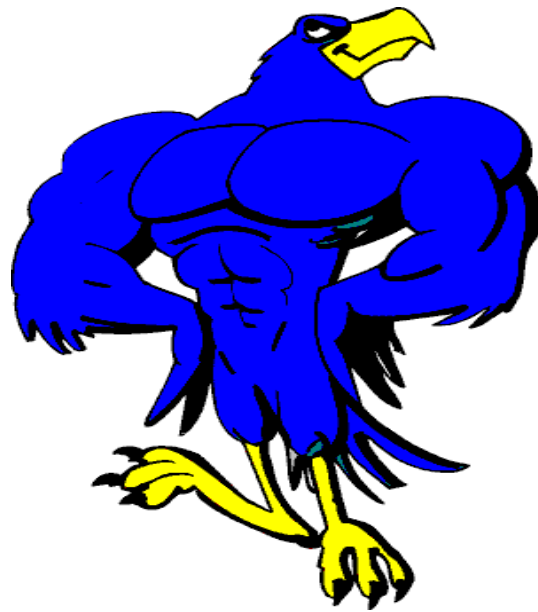


JOHN SAGER RAIDERS

1775 South College Avenue, College Place, WA 99324
(509) 525-5300

Student / Parent Handbook

2008– 2009



“Expect Much – Achieve For A Lifetime”

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A LITTLE BIT OF HISTORY

One of the first schools in old Oregon Territory was established at Whitman Mission, which is located within the boundaries of our district, by Presbyterian missionaries Marcus and Narcissa Whitman, in 1842.

John Sager Middle School's name was chosen as the result of a student contest that took place in 1965, shortly after the school was built. It was stated at the time that, "John Sager's courage, intelligence and character represented what all student body members can hope to achieve while enrolled in his namesake, John Sager Middle School."

John Sager and his five sisters and a brother were left orphans when their parents, Henry and Naomi Sager, died on the way to Oregon from Missouri while traveling by covered wagon on the Oregon Trail. On October 17, 1844, the Sager children arrived at the Whitman's Mission. John, the oldest, was 14. Eventually, Marcus and Narcissa Whitman adopted all seven children. The Cayuse Indians in the Whitman Massacre killed John, his brother Francis, and Dr. and Mrs. Whitman, along with nine others on November 29, 1847. News of the massacre caused the U.S. Congress to pass a bill in August 1848 that officially created the Territory of Oregon.

John Sager Middle School first opened in 1964. In 1969 the library building was added to provide us with our present structure. The land that surrounds Sager School, some thirteen acres, was purchased in the late 1950's, with the original concept of building a high school. Sager's staff and administrators strive to provide a complete education so that our student body will provide Sager School with his or her best efforts in making the school a comfortable and pleasant experience for our students.

The school colors are Royal Blue and Gold. Marsha Follett submitted the name of John Sager during the student contest and it proved to be a popular choice. The School Board officially adopted the name on April 15, 1965.



JOHN SAGER MIDDLE SCHOOL MISSION STATEMENT

We, the staff of John Sager Middle School, are committed to providing all students with a safe environment in which they can learn. Our work today builds our tomorrow!

Throughout the year, we will emphasize our motto, "Sager Raiders Soar to Excellence". All John Sager Middle School staff will work together with the students to help each other reach our fullest potential. Treating each other with respect and dignity will result in a safe environment for living and learning. Staff will keep students focused on our five school guidelines:

S- SUCCEED THROUGH COOPERATION

Cooperation includes being polite, treating people with respect, accepting differences among people, dealing with disagreements through communication, and encouraging others to do their best.

A- ALWAYS DO YOUR BEST

When you do a job or an assignment, do your very best. While you are working on something, ask yourself, "Is this the best I can do?" If you give a job your best effort, you will learn more and feel more responsible than if you just slide through the job. If you make mistakes, but did your best, your teachers can help you learn from your mistakes.

G- GAIN KNOWLEDGE

Knowledge = Power! Your #1 job at Sager is to learn. The knowledge you take with you will determine your success in life. Remember, "Our Work Today Builds Our Tomorrow."

E- EVERYONE IS RESPECTED

Everyone must know that Sager is a safe and supportive place to be. Any behavior that could hurt someone will not be allowed. Examples of respecting property include caring for school equipment and the personal property of classmates and staff. Examples of respecting people include using put-ups and taking care of your needs without stomping on the needs of others.

R- RESPONSIBILITY COMES FROM YOU

All through your life you must decide how you will act. Therefore, we expect you to do what is right and to be responsible. It isn't always easy to make responsible choices, especially if someone else is not being responsible. It is important for you to remember that you are in charge of yourself. You can do what is right!

The adults at Sager will help you achieve success at school. We will do this by helping you solve problems and by protecting your right to learn. We are looking forward to a good year and are happy to have an opportunity to work with you!

SAGER STAFF

1775 South College Avenue, College Place, WA 99324

(509) 525-5300 – Call for an extension

Using email, type the first letter of first name, then last name, then @cpps.org – for example
jsager@cpps.org

Atwod, Erika	Rm. 125 MB	Mehling, Cyndi	Rm 119
Byerley Linda	School Psychologist	Anderson, Michael	Rm 120
DeSomber, Angie	Rm. 123 MB	Neff, Marissa	Counselor
Detwiler, Jenny	Librarian	Patterson, Mike	Gym
Durand, Darren	Rm. 118	Ruiz, Mike	Maintenance
Fish, Cindy	Main Office Secretary	Rybarczyk, Penni	Library
Goin, Andrew	Rm. 121	See, Dan	Rm 205
Howerton, Kim	Kitchen	Smith, Lori	School Nurse
Ingersoll, David	Music Room	Sutherland, Lori	Dean of Students
Klundt, Terri	Rm. 119	VonBorstel, Debbie	Rm 110
Knauft, Ted	Rm. 123	Wegner, Kristen	Rm 112
Lackey, Erica	Rm. 122	Wilks, Maria	
Northrup, Emma	School Psychologist	Varady, Bill	Principal

Regular Bell Schedule 2008-2009

8:10	First Bell
8:15 9:10	1st Period
9:14 9:59	2nd Period
10:03 10:48	3 rd Period
10:52 11:37	4 th Period
11:37 12:00	Raider Reading
12:00 12:35	Lunch
12:39 1:27	5th Period
1:31 2:16	6th Period
2:20 3:05	7th Period
3:05	Dismissal

Delayed Start Bell Schedule 2008-2009

9:25	First Bell
9:30 10:13	1 st Period
10:17 10:52	2 nd Period
10:56 11:31	3 rd Period
11:35 12:10	4th Period
12:10 12:45	Lunch
12:49 1:31	5 th Period
1:35 2:18	6 th Period
2:22 3:05	7 th Period
3:05	Dismissal

John Sager Middle School Event Calendar 2008-2009

School Events

Aug 21	Back To School Night	Feb 16	No School – President’s Day
Aug 22	New Staff Orientation	Feb 17	Egg Drop Practice
Aug 25	District Day	Feb 20	Egg Drop Sager
Aug 26	Staff Orientation	Feb 26	WWC egg drop
Aug 27	½ Day LID	Feb 27	No School – LI/Records
Sept 2	School Starts	Mar 6	Midterms
Sept 2	Volleyball Practice start	Mar 5/6	Conferences
Sept	ASB fundraiser assembly	Mar 13	Olympics - Academics
Sept 9	Fire Drill-Evac Drill	Mar 16	Chess Tourney Begins
Sept 8-26	MAP’s	Mar 18	No Delayed Start - WASL
Sept 8-26	STAR Testing	Mar 30-April 3	Spring Break
Sept 16	Open House	April 6-10	Spirit Week
Sept 18	Sager Pictures	April 10	3 rd Quarter Ends
Sept/Oct	Hawk Point	April 14-16	WASL
Sept. 26	Bus Evacuation Drill	April 15	No Delayed Start - WASL
Sept 22-26	Spirit Week	April 17	Awards Assembly – WASL
Sept 26	5 th Period Olympics – Opening	April 17	4 th Activity Afternoon
Sept 26	1 st Activity Afternoon	April 17	WASL Skit
Oct 3	Midterms	April 21-23	WASL
Oct	Cookie Dough Assembly	April 22	No Delayed Start - WASL
Oct 6	Scrabble Tourney Begins	April 24	End of WASL Skit
Oct 10	4 th Quarter Honor Roll Skating	May 4	Ice Cream Social
Oct 27-31	Red Ribbon Week	May 4-8	3 on 3 Basketball Tourney
Oct 27-31	Spirit Week	May 8	Midterms
Nov 7	End of 1 st Quarter	May 11-29	MAP’s Testing
Nov 7	2 nd Activity Afternoon	May 11-29	STAR Testing
Nov 10	Veteran’s Day Assembly	May 18	Spring Showcase
Nov 11	No School – Vet’s Day	May 22	Olympics – End Ceremony
Nov 14	No School – LI/Records	May 22	5 th Activity Afternoon
Nov 21	1 st Quarter Honor Roll Bowl	May 25	No School – Memorial Day
Nov 21	Awards Assembly	May/June	8 th Grade Trip
Nov 24/25	Conferences	May./June	Detention Free Trip Pendleton
Nov 26-28	No School Thanksgiving	June 5	No School – LI/Records
Dec 5	Airplane Contest	June 8-12	Spirit Week
Dec 8	Spaghetti Feed	June 9-11	8 th Grade Practice Graduation
Dec 8	Winter Concert	June 11	Annuals Handed Out
Dec 15-19	Spirit Week	June 11	8 th Grade Graduation
Dec 19	Olympics	June 12	Awards Assembly
Dec 19	Half Day - Midterms	June 12	Half Day – Last day
Dec 22 – Jan 2	Holiday Break	June 12	4 th Quarter Ends
Jan 12-30	MAP’s Testing		
Jan 12-30	STAR testing		
Jan 25	End of 2 nd Quarter		
Jan 19	No School – MLK Day		
Jan 30	End of 2 nd Quarter		
Feb 6	Bus Evacuation Drill		
Feb 6	Awards Assembly		
Feb 6	3 rd Activity Afternoon		
Feb 9-13	Spirit Week		
Feb 13	2 nd Quarter Honor Roll Skiing		

Dates and activities subject to change

SAGER ROUTINES

VISITORS AT SCHOOL

Parents and other adults are always welcome to visit the school. **All visitors must report to the office upon arriving at the school grounds;** classroom visits need to be prearranged. Only Raider students are allowed on school grounds.

ELECTRONICS AT SCHOOL

Equipment, such as MP3 players, cameras, cell phones, laser pointers, music players and so forth, are considered a distraction to the learning environment. Additionally, such items are easily misplaced or stolen. As such, electronic devices **are not welcome on the Sager campus.** Sager Middle School will not accept responsibility for the disappearance of or damage to any such equipment. **We are not responsible for looking for these items.** If a student uses these items **during school hours,** they will be kept in the office and can only be released to the custody of parents or guardians.

MY STUFF

Students will leave valuables and money at home. In case of an emergency they can be left in the office for safekeeping. Students are also financially responsible for lost or damaged school property including library and textbooks. **Sager reserves the right to search backpacks or other personal property if there is reasonable belief that stolen property, weapons, or drugs/alcohol are concealed within that property.**

USE OF TELEPHONE

Students have access to the office telephone only. **The office telephone is available before and after school, and during school with teacher permission.** Parents or guardians will clear after-school activities before school. Telephones in classrooms are OFF LIMITS to students.

ILLNESS

Students who are really sick should stay home. **Parents must call the school to excuse absences.** If a student misses the entire school day, he/she will be unable to participate in **any** extra-curricular or after school activities. If a student is hurt while at school, he/she will immediately report the accident to an adult.

STUDENT MEDICATIONS

Students must **bring all medication to the secretary** with the proper medication form signed by the parent/guardian and physician. Any medication, prescription or over-the-counter, taken at school must be dispensed at the office. The prescribed or over the counter medication must be properly labeled and contained in the original container. No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent/guardian must meet with the nurse and make specific arrangements. Any questions regarding medications please contact the school nurse.

SCHOOL TRANSPORTATION

Students have the privilege of utilizing the transportation services of this school district. **Students, who do not follow the rules on the bus, may lose the privilege of riding.** Drivers are carefully trained and do not need advice from "backseat drivers". If a student is planning to "catch" a ride on a bus with a friend, he/she will ask the office to stamp a written parent permission slip, **before lunchtime.** This slip must be presented to the bus driver before getting on the bus. (more information in Parent section)

BICYCLES, ETC.

Sager recognizes that some students may rely on "wheeled transportation" as a means of getting to and from school. Students are not allowed to ride motorized bikes or scooters to school. Students may not use wheels (such as bicycles, skateboards, scooters, skates) on campus or in the school parking lots. Students must take full responsibility for securing their wheels in the storage lockers or bicycle rack.

The bicycle rack area is off-limits during the school day.

LOST AND FOUND

The lost and found is located in the gym. Students are responsible for checking there if they have misplaced their belongings. Any items not claimed will be donated to a worthy organization.

SCHOOL FINES

If all fines are not paid, special privileges (such as 8th grade trip and party, detention free activities, honor roll trips) will be lost. Students should check library, music, office, and lunchroom charges to make sure they owe no money.

SAGER BLUE SLIPS

Blue slips are given to individual students who exhibit unprompted exemplary behavior or actions. Students may redeem these at the office for a special reward.

YEARBOOK AND ASB FEES

Students may purchase a yearbook and pay ASB fees during the school year. These costs are generally fifteen to twenty dollars, and are discounted when purchased together.

SAGER PROGRAMS

COUNSELOR

Getting picked on? Grades down? Parents don't understand? The counselor will listen to concerns, explore solutions, and help get students back on their feet.

STUDENT OF THE MONTH

Each month students have the chance to be nominated as Student of the Month by teachers. If a student is selected, he/she earns an off campus lunch with the principal. Categories: Most Friendly, Most Cooperative, Most Punctual, Positive Attitude, Extra Effort, Most School Spirit, Good Citizen, 3 R's (Respectful, Responsible, Right Choices), Most Improved.

ASSOCIATED STUDENT BODY

Sager students are members of the Associated Student Body (ASB). Buy an ASB card to support our school and receive event discounts.

Students can put their leadership talents to work by becoming an ASB officer! ASB Officers are elected in the spring of each year. The following offices are available (current officers are in italics):

President – 8 th Grade	<i>J.J. Zamora</i>	Vice President – 7 th Grade	Arianna Parker
Secretary – 8 th Grade	Courtney Griggs	Treasurer – 7 th Grade	Cody Chapman

To run for office, and while in office, you must:

1. Be passing all classes and have a 2.0 gpa.
2. Complete a candidate form and return it to the office.
3. Interview with a staff member or advisory board to determine eligibility.
4. Present a speech to the student body.
5. **Remain standing as a good citizen: Any officer who receives more than once choice card per Quarter or more than one ISS during the school year will be removed from office.**

8TH GRADE TRIP

The 8th grade trip is a fun privilege! Three days with friends exploring Seattle is something one would hate to lose. To be eligible, students must be enrolled and attending Sager Middle School by March 1st of their 8th grade year. Behavior during the school year is evaluated; grades and attendance must meet graduation requirements by mid-term of the 4th quarter. May 1st is the deadline for all paperwork and other trip requirements to be completed. Participation in fund raising events, while not mandatory, keeps the cost of the trip more affordable!

EXTRA-CURRICULAR EVENTS

Social events offered during the school year include games, dances, Freebie Fridays. Other events include egg drop, paper airplane contest, chess tournament, Scrabble tournament, Gear Up field trips, etc.

EXTRA-CURRICULAR SPORTS

Students have the opportunity to participate in after school sports. A sports packet must be completed, and the following guidelines apply:

Academic: All students must maintain passing grades in all classes, or a 2.00 grade point average. Mid-season grade checks will be made. Student's grades are to be brought up to passing to play in the next game.

Citizenship: Sager athletes have the obligation to display good citizenship and proper behavior at all times. This applies in the athletic setting as well as during the school day, both in and out of the classroom. Student athletes are leaders and set an example for others. If a student is suspended or disciplined for any reason, that student may face further disciplinary action by the coach of the sport in which he/she is participating.

Any student who is disciplined for the possession or use of tobacco, drugs, or alcohol will be dropped from all extracurricular activities for the remainder of that [sports season](#).

General Rules:

1. If a student is absent for the entire day due to sickness, he/she cannot participate in a game or sports practice the same day.
2. A student must attend the last activity practice prior to a scheduled activity, event, game or match to be eligible to participate. The coach may make exceptions to this requirement.
3. A student must participate in regular P.E. in order to take part in any activities occurring on the same day.
4. A student must make their choice of spring sports by the first competition date.
5. [A student must have 10 practices before their first competition.](#)

SAGER POWER POINTS

Sager students earn power points for their participation in school activities. As points add up, students are awarded Bronze, Silver, or Gold Medallions.

ASB Officer/per year	100	Honor Roll/per qtr	50
No Detention/per year	50	Yearbook staff/per year	80
Volleyball/Football	50	Basketball	50
CAD	50	Drama	50
Softball/Baseball/Track	50	Managers/per sport	25
Student of the Month Nominee	10	Student of the Month	25
Elks Academics	25	High-Cap	20
Fair – Art /Home Ec	20	Egg Drop	20
Reflections/D.A.R.	20	Scrabble	20
Chess	20	Band/Choir Solos	10
Paper Airplane	20	Library Helper/per qtr	20
Perfect Attendance/per qtr	15	Robotics	50
Pass WASL per section	25	Blue Slip per instance	5
Pass all WASL sections	100	AR goal/per qtr	10

<u>Awards</u>	<u>Points</u>
Bronze Medallion	200
Silver Medallion	400
Gold Medallion	600

SAGER ACADEMICS

BE PREPARED AND ON TIME

Students must bring books, paper, writing tools, a 3-ring binder, completed homework, and any other materials required by teachers to every class. Students must be in class prior to the bell. **Failure to have classroom materials, or arriving after the bell, may result in a choice card.**

SAGER SPECIALTIES

Opportunities abound for extra enrichment to enhance education! Classes contributing to creativity include art, home economics, band, choir, **technology, and environmental science**. These courses provide students a chance to strut their stuff at competitions, performances, and public displays.

GRADE REPORTS

Mid-term progress reports will be given to students and parent/guardians half way through each grading period. In addition to these grade reports, students and parent/guardians will receive formal grade reports at the end of every grading period. It is important that parents/guardians contact teachers with any questions they might have about student classroom performance.

GRADING SCALE

A (4.0)	B+ (3.3)	C+ (2.3)	D+ (1.3)	F (0)
A- (3.7)	B (3.0)	C (2.0)	D (1.0)	
	B- (2.7)	C- (1.7)	D- (0.7)	

HONOR ROLL

Students who make the Honor Roll (3.5 gpa), whether a 7th or 8th grader, are invited to attend a special activity such as a ski trip, a bowling party, or ice skating.

PROMOTION/RETENTION

Students who attend John Sager Middle School shall pass 80% of their courses each quarter and be in attendance at least 85% of the time. If these conditions are not met, the student is then subject to repeat that grade level. Retention will be discussed between the parent/guardian and the school. (more in Parent section)

EIGHTH GRADE GRADUATION

As an 8th grader, to attend the graduation ceremony and the celebration party that follows, a student must maintain passing grades in 80% of his/her classes, and have an 85% attendance record for the school year. Student eligibility will be determined at mid-term of the 4th grading period. To be able to attend the celebration party, a student must also have all fines paid.

SAGER ATTENDANCE

ABSENCES FROM SCHOOL

At Sager Middle School, attendance affects learning in the classroom.

It is essential to attend school regularly and to be on time to every class. **The only time a student may be out of class is with teacher's permission.** When it is necessary for a student to miss school for a legitimate reason, he/she must be excused by a written note or phone call from a parent or guardian. Upon return to school, a student **must obtain an admit slip from the office prior to returning to class.** All absences will be considered unexcused until a note is received. If a student is too frequently absent from school, other steps will be set in motion.

SUCCESSFUL RAIDERS KNOW...

It is important for students to clearly understand the following procedures regarding attendance:

- ❖ If a student is late to school, report to the office for a tardy slip before going to class.
- ❖ If a student needs an early dismissal, take a note to the office before school on the day of dismissal. Students will only be allowed to leave when a parent/guardian signs the student out at the office.
- ❖ If a student has been absent, he/she will report to the office before the first class for an admit slip.
- ❖ If a student is absent from school for a legitimate reason, it is his/her responsibility to check with teachers at an appropriate time to arrange for make-up work.
- ❖ Students or parent/guardians will contact the office for homework if an absence will exceed three days.

The following absences (with a signed note of explanation) will be considered excused at College Place Public Schools:

Absences due to illness or a health condition
Absences due to school approved activity
Absences due to family emergencies
Absences due to discipline or suspension
Absences excused by the principal on prior approval

ASSIGNMENT MAKEUP

After an absence, students should contact their teachers for missed assignments. Teachers will establish reasonable conditions and time limits for makeup work. After three consecutive school days have been missed, the parent/guardian may request a student's assignments be collected and held at the office to be picked up.

CLASSROOM TARDINESS

Students are expected to be in class on time. If a student's tardiness becomes frequent or disruptive, he/she may be referred to the principal or counselor. Unexcused tardies are subject to noon detention.

The following tardies (with a signed note of explanation) will be considered excused at College Place Public Schools:

Tardy due to health condition

Tardy due to medical, vision, or dental appointment (must have Doctor note)

Tardy due to family emergency

Tardy with prior approval from principal

WITHDRAWALS

A parent or guardian wishing to withdraw a student should notify the school at the earliest convenience. A withdrawal form will be issued to the student. All books and school materials must be turned in, and fines or other obligations cleared up. Records, other than immunization records, will not be forwarded to the next school if fines are not paid. Records will be forwarded upon a formal request from the new school in which the student is enrolling.

SAGER BEHAVIOR

BEGINNING THE SCHOOL DAY

Students may arrive and be on school grounds no earlier than 7:45 a.m. The building will be open for students at 8:10 a.m. Prior to the building being open students can wait outside (the parking lot is off-limits). Sager is a closed campus, and students will remain on the school grounds during the school day.

On Delay Start days, students may arrive at 9:00 a.m., and the first bell will ring at 9:25 a.m. Students arriving before 9:00 a.m. will attend the study/reading session in the cafeteria.

PASSING TIME BEHAVIOR

Walking in the halls and passing on the right is the proper way to travel from class to class at Sager. Due to the small hallways, meeting in groups should take place outside.

WAITING YOUR TURN

Standing in lines at lunch, at the bus stop, or at other times is a part of the Sager scene. The rule is no cuts or saving places, and only your body saves your place. Proper behavior during these times is expected.

LUNCHROOM BEHAVIOR

Students will demonstrate good table manners at all times and will clean up after themselves. Students may eat or drink only in the cafeteria. No open containers are to leave the cafeteria. All students enjoy clean halls, classrooms, gymnasiums, and school grounds and should strive to keep them looking good.

ENTERING THE MAIN BUILDING DURING LUNCH

At lunch times students must be issued a pass signed by a staff member to be in the building. This pass will be shown to the office personnel when entering the building.

USE OF PLAY EQUIPMENT

A limited amount of balls and other sports equipment is available for students to check out prior to school and during lunch. If a student checks something out, he/she must return it.

GUM, CANDY, FOOD

Candy and food are unacceptable anywhere unless it is lunchtime. High energy caffeine drinks are not appropriate for school. No drinks over 12 ounces. Gum is never acceptable any time, anywhere on campus. Chewing gum will result in a choice card.

AFFECTIONATE BEHAVIOR

When on school grounds, students will avoid inappropriate displays of affection like holding hands, kissing, or hugging.

CLOTHING AT SCHOOL

Students should come to school well groomed and appropriately dressed. Student clothing must not advertise or relate to gangs (including Old English script and gang related clothing and jewelry), alcohol, tobacco, drugs, profanity, or sex. Sunglasses are for wearing outside. **Hats/hoods** are not to be worn on campus. Pants must stay up with out having to be held. **No excessive length**. Shirts must be tuckable length and reach the top of pants (no exposure of undergarments or midriffs). Belts should be in loops with no hanging straps. Chains are not allowed. Even when hot, no thin straps, **tank tops, halter tops** or crop tops will be in view. Mesh fabric will not be allowed. No shorts/skirts will be allowed that can't reach the fingertips when standing. No pajamas. Clothes can be neither too loose nor too tight. Students dressed inappropriately will be required to call home for proper dress. Body writing is unhealthy and considered a distraction. Offending students will be asked to wash up. **Repeated warnings for body writing will result in a choice card.**

SAFE SCHOOLS

It is important for school to be safe. It is not fair that any individual(s) be allowed to disrupt student learning. Student behavior, dress, no hand signs of any kind, artwork or symbolism representing gang affiliation will not be tolerated on school grounds, at school-sponsored activities, either on or off campus, or en route to and from school. Weapons are not allowed at school. Violations will be referred to law enforcement.

RESPECT OF OTHERS

Theft, harassment and fighting will not be tolerated. Name-calling and profanity are not acceptable. Disagreements among students will occur, and counselors and the adults at school are ready, willing, and able to help with problem solving. Students should involve them at the first sign of difficulty.

GRAFFITI

Graffiti is illegal and considered vandalism! Walls, bathroom stalls, desks, etc. are not places to practice writing. Vandalism is illegal and destructive; offenders may be subject to criminal prosecution.

ASSEMBLY BEHAVIOR

Throughout the course of the year, students will have the opportunity to participate in a wide variety of entertaining and informative assemblies. Students and staff are proud of the fine tradition of courteous and orderly conduct that we display at all school assemblies. During assemblies, students will sit in their assigned areas. **If a student is removed from an assembly, the student will not attend another assembly for remainder of the semester**

STUDENT BEHAVIOR

Sager students are expected to show courtesy, cooperation, friendliness, and an attitude of respect for people and property. In the event that students need help with self-discipline, appropriate consequences will be given for the behavior. Parents/guardians will be notified; other consequences might include forfeiting free time, after-school problem solving, parent conference, custodial duty, in-school suspension (ISS), out-of-school suspension (OSS), short or long term suspension, or expulsion. The consequences a student receives will depend upon the nature and seriousness of the inappropriate behavior and the number of previous misbehaviors. **ISS/OSS will cancel attendance and/or participation in any after school events on that day.**

NO BULLIES HERE!

NO

Bad Language

Unkindness in word and/or action

Leaving others out

Laughing at others

Inflicting harm verbally and/or physically

Excluding others

Singling others out

HERE!

See Bullying Chart for more information!

CHOICE CARDS AND YOU

A choice card may be given to a student on campus or in the classroom for violation of a classroom or school rule. In the event that you should receive a Choice Card ...

Learn and **Follow** these rules exactly:

1. Do not say anything to the Issuing Staff Member. Do not argue, explain, protest, or try to get the “last word.”
2. Leave the room or area immediately and quietly. Take your belongings with you along with the Choice Card. Talk to no one as you leave.
3. When you reach the hallway, go directly to the detention room. No other stops of any kind are allowed in the hall, and you should not talk to anyone.
4. Enter the detention room quietly, and go directly to the place where the Behavior Referral Forms are kept. Don’t seek or acknowledge the attention of anyone in the classroom, and do not talk. Carefully fill out the top half of the form and then wait.
5. When it is convenient, the Time Out teacher will come and talk to you and check the Behavior Referral Form. The Time Out teacher will give you further instructions that should be followed exactly. You will not return to the Issuing Teacher’s classroom today.
6. Many students will make a mistake big enough to get a Choice Card. The important thing now is that you make the necessary changes in your behavior, and avoid getting a second one.

CHOICE CARD CONSEQUENCES

A Choice Card will have the following consequences each quarter:

1 st Choice Card...	Warning, Requires parent notification.
2 nd Choice Card...	Requires parent notification; Loss of Freebie Friday
3 rd Choice Card...	Requires lunchtime detention. Parent notification. Parent Conference within 48 hours. Administrator involved . All Teachers conference with parents.
4 th Choice Card...	Requires 1 Full Day of ISS, Parent notification
5 th Choice Card...	Requires 2 Full Days of ISS, Parent notification and conference, Behavioral Plan
6 th Choice Card...	Requires 2 OSS and 2 ISS days, Parent notification
7 th Choice Card...	Requires 3 OSS and 3 ISS days, Parent notification, Parent conference

****Failure to follow Choice Card Rules 1-5 moves a student immediately to a 4th Card Consequence. Two Choice Cards in one day moves a student to a 4th Card Consequence.**

- Receipt of 2nd Choice Card = loss of Freebie Friday *
- Receiving 2 or more Choice Cards per year = loss of Detention Free Trip
- Anyone who earns 4 or more Choice Cards in any quarter starts at level 4 the next quarter (A Choice Card would earn them 2 days of ISS). If a student does not earn a Choice Card before Midterm of the next quarter, the Choice Cards reset to level zero.
- A student who accumulates 5 Choice Cards in a quarter or 10 Choice Cards throughout the year will be placed on a behavioral plan.

Please note that certain offenses, such as drugs, fighting, weapons, refusing to comply with teacher requests, etc., may result in consequences beyond those indicated in the choice card section. For example, a first offense for fighting may result in ISS or OSS, even if the student has no prior choice cards.

ISS GUIDELINES

c

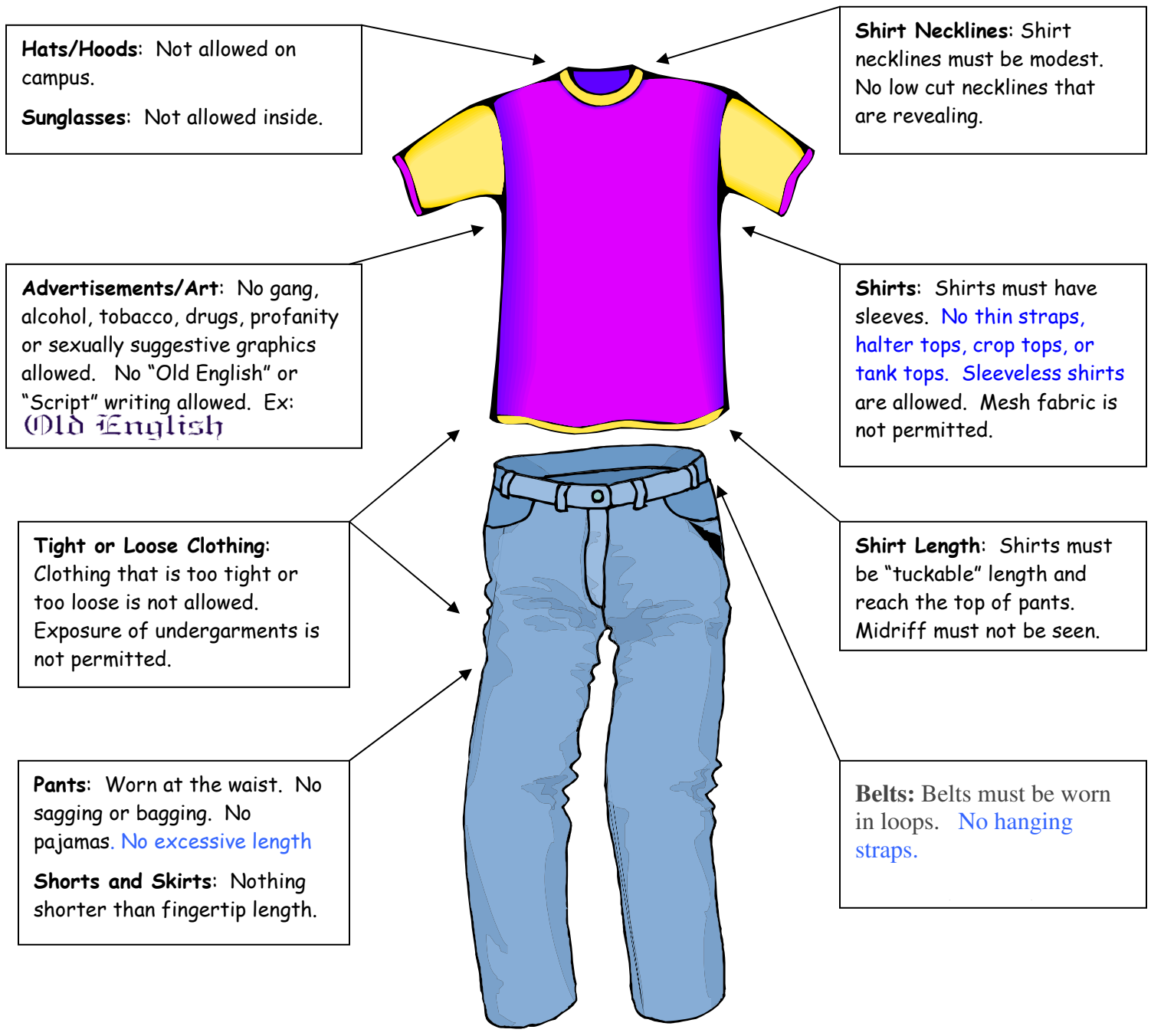
- ❖ Absolutely No Talking. (Students will be referred to the office and sent home if they continually disrupt ISS)
- ❖ No writing notes or drawing.
- ❖ No sleeping.
- ❖ Feet and chair must be under the desk.
- ❖ School work and appropriate reading material are allowed.

TOBACCO, ALCOHOL, DRUGS

Students may not use, possess, or sell tobacco, alcohol, or drugs of any kind on or near the school grounds. This includes coming to or going home from school, as well as while participating in any school activity. In addition, these products may not be found in a student's possession. For substance abuse violations, law enforcement will be notified. Use of a police dog may be an occasional part of enforcing these guidelines.

AFTER SCHOOL

Students involved in after-school activities must be in an area with a supervisor. Any time students are on the school grounds they must follow school rules.



Hats/Hoods: Not allowed on campus.
Sunglasses: Not allowed inside.

Shirt Necklines: Shirt necklines must be modest. No low cut necklines that are revealing.

Advertisements/Art: No gang, alcohol, tobacco, drugs, profanity or sexually suggestive graphics allowed. No "Old English" or "Script" writing allowed. Ex: *Old English*

Shirts: Shirts must have sleeves. No thin straps, halter tops, crop tops, or tank tops. Sleeveless shirts are allowed. Mesh fabric is not permitted.

Tight or Loose Clothing: Clothing that is too tight or too loose is not allowed. Exposure of undergarments is not permitted.

Shirt Length: Shirts must be "tuckable" length and reach the top of pants. Midriff must not be seen.

Pants: Worn at the waist. No sagging or bagging. No pajamas. No excessive length
Shorts and Skirts: Nothing shorter than fingertip length.

Belts: Belts must be worn in loops. No hanging straps.

CLOTHING AT SCHOOL

Students should come to school well groomed and appropriately dressed. Student clothing must not advertise or relate to gangs, alcohol, tobacco, drugs, profanity, or sex. Sunglasses are for wearing outside. Hats/hoods are not to be worn on campus. Pants must stay up with out having to be held. No excessive length. Shirts must be tuckable length and reach the top of pants (no exposure of undergarments or midriffs). Belts should be in loops with no hanging straps. Chains are not allowed. Even when hot, no thin straps, tank tops, halter tops, or crop tops will be in view. Mesh fabric will not be allowed. No shorts/skirts will be allowed that can't reach the fingertips when standing. No pajamas. Clothes can be neither too loose nor too tight. Students dressed inappropriately will be required to call home for proper dress.

Body writing is unhealthy and considered a distraction. Offending students will be asked to wash up.

Bullying Behaviors Chart					
Mild	Moderate				Severe
Physical Aggression					
Pushing Shoving Spitting		Defacing property Stealing	Physical acts that are Demeaning and Humiliating, but not bodily harmful (e.g., de-panting) Locking in a closed or confined space	Physical violence Against family or friends Kicking Hitting	Threatening with a weapon Inflicting bodily harm
Social Alienation					
Gossiping Embarrassing	Setting up to look foolish Spreading rumors about	Ethnic Slurs Setting up to take the blame	Physical humiliating (e.g., revealing personal information) Excluding from group Social rejection	Maliciously excluding Manipulating social order to achieve rejection malicious rumor mongering	Threatening with total isolation by peer group
Verbal Aggression					
Mocking Name Calling	Teasing about clothing or possessions	Teasing about appearance	Intimidating telephone calls	Verbal threats of aggression against property or possessions	Verbal threats of violence or of inflicting bodily harm
Intimidation					
Threatening to reveal personal information Graffiti Publicly challenging to do something	Defacing property or clothing Playing a dirty trick	Taking possessions (e.g., lunch, clothing, toys)	Extortion	Threats of using coercion against family or friends	Coercion threatening with a weapon

PARENT SECTION

2008– 2009

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For further clarification concerning school policies pertaining to students/parents, please refer to the districts school board policies which can be found online at the College Place Public Schools website (www.cpps.org).

ATTENDANCE

The school district shall not deny any pupil equal opportunity or discriminate against any pupil because of national origin, race, religion, economic status or sex.

Truancy Law

All public school districts are required to record and report all unexcused absences and take appropriate action when they become excessive.

Students are allowed to make up work or tests that take place during an excused absence. Students are not allowed to make up work or tests that take place during an unexcused absence. The following absences will be considered excused at College Place School District:

Absences due to illness or a health condition
Absences due to school approved activity
Absences due to family emergencies
Absences due to discipline or suspension
Absences excused by the principal on prior approval

Absences that do not meet these requirements are considered unexcused. Unexcused absences can translate into poor grades and lost credit. Even a large number of excused absences can seriously affect student's educational progress and cause a school's administration to take corrective action with the student.

The state truancy law requires school districts to take specific corrective action no later than after a student's fifth unexcused absence in a month. It also clearly states that the school district shall file petition with juvenile court naming the student and/or the parent not later than after the seventh unexcused absence in a month or the tenth unexcused absence in a year, alleging a violation of 28A.225.010 RCW.

The education and the safety of your child are our top priorities. Parents must call or contact the school promptly when it has been determined that the child will not be attending all or part of a regular day of school. Each school has a handbook clearly outlining the school's attendance policy and procedures. You are encouraged to review this section with your child.

If you have concerns about your child's attendance, please contact your child's teacher or the school principal. When a student is having difficulty with regular attendance, very often the school and parents working together can correct the problem.

Compulsory School Attendance **Policy No. 3121** Adoption Date: December 16, 2002

All parents, guardians or persons residing in this school district, having custody of any child eight years of age and under 18 years of age shall cause such child to attend the schools of this district, if the child resides in College Place, the full time district schools are in session. The following situations are exceptions.

The child attends an approved private school for the same time;
An educational center as provided in Chapter 28A.205RCW;
The child is receiving approved home-based instruction;
The superintendent has excused such child from attendance because the child is physically or mentally unable to attend school;
The child is attending a residential school operated by the Division of Institutions, Department of Social and Health Services;

The student's parents have requested a temporary absence for purposes agreed to by the district and which will not cause a serious adverse effect on the student's educational process;
The student is sixteen years of age, regularly and lawfully employed and either has parent permission or is emancipated pursuant to chapter 13.64 RCW;
The student has met graduation requirements in accordance with the State Board of Education rules and regulations;
The student has received a certificate of educational competence (GED).

Any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent or to the school.

The district shall not require enrollment for either (a) a minimum number of semesters or trimesters or (b) a minimum number of courses in a semester or trimester which exceeds the enrollment time or courses necessary for a student to meet established course, credit, and test requirements for high school graduation.

Excused and Unexcused Absences and Tardiness Policy No. 3122

Absences

The best school achievement is accomplished with good attendance, which is less than 5% absence. Anything more frequent is disruptive to the child's educational progress. Nonetheless, it is recognized that at times students may appropriately be absent from class. The parent **must** notify the school office on the morning of the absence **and/or** send a signed note of explanation with the student upon his/her return to school. If a student's absence was caused by illness, a health condition, or an emergency, the parent/guardian is to notify the school office (525-5300). The notes must be received within 24 hours of the students' return to school. For students who are gone for **three (3)** days, who have habitual illness, or a doctor-diagnosed illness, we must have a note from the doctor stating the diagnosis. A student will be unexcused until one of these conditions is met. **Five (5) days are allowed for notes to excuse an unexcused absence.**

Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused * absence or tardy may be made up in the manner provided by the teacher. To be excused this absence must be authorized. The affected teacher **and /or Principal** must be notified prior to the absence unless it is clearly impossible to do so.

Absence due to chronic health condition. Students with a chronic health condition, which interrupts regular attendance may qualify for placement in limited attendance **program** and may be written following the advice and recommendations of the student's medical advisor. The principal shall approve the recommended limited program **upon a medical advisor's recommendation.** Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent's request.

Medical and Dental Appointments: It is recognized that a student can best perform only if he/she is as healthy physically (vision, hearing, teeth, other physical problems) as he/she can be. When it is impossible for a parent/guardian to arrange an appointment at the end of the school day or on Saturday, the parent/guardian is asked to write a note to the school, requesting a Temporary Dismissal for the time the student will be absent from school **and a doctor's note upon return to school.**

Absences due to a disciplinary action: Absences resulting from disciplinary actions or short-term suspensions will be handled in the following manner. As required by law, students who are removed from a class or classes as a result of a disciplinary measure, or students who have been placed on short-term suspensions shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade. Obtaining make-up work is a student's responsibility and must be completed within a reasonable length of time, as set by the teacher.

Prearranged Absence: Permission for a student to be released from school for prearranged activity will be granted if permission is requested in advance from the principal by the student's parent/guardian. This category of absence shall be counted as excused for purposes agreed to by the principal and the parent. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent-approved absence would have an adverse effect on the student's educational progress, which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

Habitual Absences and Truancies

The student who is habitually absent may be required to stay after school to make up the time and the work missed, or he/she may be given in-school suspension. When a student has exceeded 5% of the total attendance days in a trimester (3 times in 60 days) written notification will be mailed home from the Sager office. Parents/Guardians will meet with the counselor to devise a contract defining a program to keep absences to a minimum. After twelve (12) excused absences are accumulated in one year, all subsequent absences are considered unexcused unless one of the following two conditions are met:

A doctor's note verifies the child's illness on that day.

The parent has prearranged a trip with the principal.

Students who are habitually absent from school, whether excused or unexcused, **will be referred to the Home Visitor, Counselor and School District Attendance Officer in accordance with state law.**

Unexcused Absences

An unexcused absence is any absence that is not due to illness or a health condition, a prearranged parental-approved activity, a school-approved activity, an emergency, or, as required by law, a disciplinary action, or a short-term suspension. Unexcused absences fall into two categories.

1. **False Evidence:** Any student who presents false evidence, with or without the consent of his/her parent/guardian, in order to obtain an excused absence, shall be subject to the same disciplinary action as an unexcused absence.
2. Failing to submit any type of excuse statement signed by the parent, guardian or adult student. This type of absence is also defined as truancy. The student who is habitually absent may also be required to stay after school to make up the time and the work missed, or he/she may be given in-school suspension. All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment. (See policy 3241.)

Procedures followed when a student has unexcused absences:

A. One absence (unexcused during one month).

The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences.

B. Two absences (unexcused during one month).

A letter is sent home to inform the parent/guardian as to the number of absences and also to offer the parent/guardian/child the help of support services at school. Schedule a parent/guardian conference with school personnel. At such a conference the principal, student and parent shall consider: adjusting the student's program; providing more individualized instruction; preparing the student for employment with specific vocational experience or both; transferring the student to another school; assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence or, imposing other corrective actions that are deemed

to be appropriate.

C. Five absences (unexcused during one month).

A letter is sent home to inform the parent/guardian as to the number of absences and a parent/guardian conference is scheduled with school personnel. The district shall enter into an agreement with the student and parent(s) that establishes school attendance requirements refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

D. Seven absences (unexcused during one month).

If the above action fails to correct the attendance problem, the student shall be declared a habitual absentee. The principal shall interview the student and his/her family and prescribe corrective action, which may include suspension for the current semester and expulsion. No later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The petition consists of written notification to the court alleging that:

1. The student has unexcused absences in the current school year (petitions must be filed if the student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, but a petition may be filed earlier);
2. Actions taken by the school district have not been successful in substantially reducing the student's absences from school; and
3. Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school.

E. Ten absences (unexcused during the school year). School district shall file a petition and supporting affidavit for civil action with the juvenile court alleging a violation of RCW 28A.225.010

As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment.

Assignment Makeup

If an absence is excused, the student shall be permitted to make up all missed assignments. Assignments will be made up outside of class and under reasonable conditions and time limits established by the appropriate teacher(s).

Tardiness

Students are expected to be in class on time. * The student who is habitually tardy over 5% in a trimester (3 times in 60 days) may be required to stay after school or stay in for recess to make up the time and/or the work missed, or he/she may be given in-school suspension.

Parents/Guardians of students who are habitually tardy from school, whether excused or unexcused shall be referred to the principal or counselor. Parents /Guardians will meet with the counselor to devise a contract that defines a program to keep tardiness to a minimum.

5 unexcused tardies will be equal to ½ day unexcused absence. Each additional 5 unexcused tardies will equal ½ day unexcused absence. A doctor's note will be required for early morning appointments in order for the tardiness to be excused.

The following tardies will be considered excused at College Place Public Schools:

- Tardy due to health condition
- Tardy due to medical, vision or dental appointment (must have Dr. note)
- Tardy due to family emergency
- Tardy with prior approval from principal

A tardy that does not meet these requirements is considered unexcused. Each building will determine what consequences are appropriate for individual unexcused tardiness.

Leaving school early is a type of reverse tardiness and is discouraged. A no tolerance policy is maintained for leaving school early due to disruption of the learning environment. An afternoon appointment will require a doctor's note upon return to school.

DISCIPLINE

It is the goal of the teacher and the school to take a positive approach to discipline with the development of self-discipline and self-direction. Each student in the process must assume the responsibility for his/her own actions.

Guidelines:

1. Each classroom teacher shall post and discuss his/her list of classroom rules.
2. It shall be the responsibility of each classroom teacher and student to see that all classroom and school rules are followed.
3. If a student's conduct is disruptive to the educational setting, the teacher will put the Choice Card system in motion. Choice Cards are explained in the student section of the Student Handbook.

Sequential Steps to Discipline:

In order to insure each student the proper school learning climate, the following discipline plan will be utilized:

- Step 1: The teacher will follow stated classroom rules for behavior classroom rule outlined in his/her classroom.
- Step 2: The teacher informs the student that the behavior is against a classroom rule and requests that the student follow classroom rules.
- Step 3: The teacher initiates the Choice Card system as explained in the student section of the Student Handbook
- Step 4: The student will not return to that particular class or activity on that day, but must arrange a conference with the issuing staff member before returning to the class or activity.
- Step 5: If the behavior is dangerous or out of control, the student may be referred to an administrator.

In-School Suspension (ISS)

Any student whose conduct is such that he/she must be removed from the regular classroom may be placed in the In-School Suspension Room. The student's entire day will be spent in this room, with classroom teachers providing the necessary schoolwork. A student who has ISS may not attend any school functions on that day.

Out-of-School Suspension (OSS)

Any student whose conduct is such that he/she must be removed from the regular classroom may also be placed in out-of-school suspension. A student who has OSS may not attend any school functions on that day.

FERPA

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

COLLEGE PLACE PUBLIC SCHOOLS

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents should submit to the school principal or appropriate school official, written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent believes is inaccurate.

Parents may ask the school to amend a record that they believe is inaccurate. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent, the school will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable

attempt to notify the parent of the records request unless the institution states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by College Place Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is

GRADUATION

As an 8th grader, to attend the graduation ceremony and the celebration party that follows, a student must maintain passing grades in 80% of his/her classes, and have an 85% attendance record for the school year. Student eligibility will be determined at mid-term of the 4th grading period. To be able to attend the celebration party, a student must also have all fines paid.

EIGHTH GRADE TRIP

Eligibility to participate in the eighth grade trip is dependent upon the following:
Behavior during the school year; grades and attendance must meet graduation requirements by mid-term of the 4th quarter grading period. Students must be enrolled and attending Sager Middle School by March 1st of their 8th grade year. May 1st is the deadline for all paperwork and other trip requirements to be completed. Participation in fund raising events, while not mandatory, keeps the cost of the trip more affordable!

PROMOTION/RETENTION

Each student who attends Sager School shall pass 80% of his/her courses each quarter and be in attendance at least 85% of the time. If these conditions are not met, the student may be referred for retention. The goal of Sager School is for each student to have a strong background in each subject area.

College Place School District established a Student Retention Policy #2421 and Acceleration Policy #2421 P in the 1999/2000 school year. The policy infuses more parent participation and responsibility with school staff in the process to determine student eligibility for retention or acceleration. A child study team (CST) composed of all teachers involved academically with the student, the counselor, and the parents will design a written plan to help the student. This team will meet periodically to review student progress.

Parents will retain the final approval authority the "first year" retention is recommended by the principal. However, the school will have the final approval authority on a "second-year-in-a-row" retention recommendation by the principal. In a second consecutive year, final recommendation to retain a student will "require" retention. Retention students leaving the district and returning, during retention year, will be grade placed according to the previous year's retention decision. There will be a follow up team meeting to examine student progress in the fall of the retention year --no later than October 1st, with periodic meetings held thereafter to review student's progress.

Please refer to our district's policies online at www.cpps.org or stop by the school.

TRANSPORTATION

TRANSPORTATION RULES FOR STUDENTS RIDING SCHOOL BUSES

1. The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly and willingly for the safety of all.
2. Pupils shall ride their regularly assigned bus at all times, unless written permission has been granted by the school authorities. School authorities should verify with the drivers the availability of extra seating space and will not issue bus passes for non-regular riders if there is no room.
3. Unless written permission from parent has been approved by school authorities, no student shall be permitted to leave the bus other than his or her regular stop.
4. Each pupil may be assigned a seat in which he will be seated at all times, unless permission to change is given by the school principal and/or driver.
5. Outside of ordinary conversation, classroom conduct must be observed.
6. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing refuse out of the windows. Eating and/or drinking are not allowed.
7. No pupil will smoke or light matches on a school bus.
8. No pupil shall open a window on the school bus without first getting permission from the school bus driver.
9. No pupil shall at any time extend his/her head, feet, hands, or arms out of the windows whether school bus is in motion or standing still.
10. Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, and any type of firearms, straps or pins extending from their clothing. Also, any type of animal is not permitted on the bus, except for "seeing eye" dogs.
11. Each pupil must see that his books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
12. No pupil shall sit in the driver's seat nor shall any pupil be to the immediate left or right of the driver.
13. No pupil will be allowed to talk to the driver more than is necessary.
14. Pupils are to remain seated while bus is in motion and are not to get off or on until the bus has come to a full stop.

Pupils must leave the bus in an orderly manner and must obey the directions of the school staff on bus duty. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, pupils should be in view of the driver at all times.

16. Pupils must cross the highway 10 feet in front of the school bus and never behind it.
17. Pupils must not stand or play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop before the bus is due.
18. Self-discipline should be exercised by pupils at the bus loading area. Students should refrain from pushing and shoving other students.
19. Pupils who have to walk some distance along the highway to the bus-loading zone, where practical, must walk on the left-hand side facing the oncoming traffic. This will also apply to pupils leaving the bus-loading zone in the evening.
20. Students' misconduct on bus will be sufficient reason to discontinue providing bus transportation to those students involved.
21. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
22. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.
23. Pupils are not to run errands between the bus stop and their home.
24. Parents will be notified in writing of student bus misconduct. They must sign the notice and return it to school before the student is eligible to ride the bus again.