

**Springer
Elementary
School**

Grades K-6

Student Handbook

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2018-2019

PO Box 308
Springer, NM 87747

Springer Municipal Schools is a Drug-Free School!

A drug-free school is one that has set, implemented, and enforced a strong school policy against substance abuse. This policy is clearly articulated, consistently enforced, and broadly communicated. It is a strong and serious statement spelling out the school's opposition to drug use and the consequences that will result from it.

PHILOSOPHY

It is the philosophy of the Springer Municipal Schools to provide an atmosphere conducive to learning where students can participate in activities that will prepare them effectively and efficiently to be successful. We value the worth of each individual and we are committed to providing a supportive, stimulating, and creative environment. We desire to make education a cooperative venture by encouraging positive experiences in academics, activities, and behavior.

ACCREDITATION

Springer Municipal Schools is accredited by the New Mexico Public Education Department. This certification means that the Springer Municipal School District has met and must maintain strict standards pertaining to curriculum, teacher preparation, physical facilities, and equipment.

MISSION

Our mission at Springer Elementary School is to teach, encourage, establish expectations and hold a high standard for student learning and behavior. We will instruct with enthusiasm, discipline, as well as model respect for children and community members. We believe our students can achieve their dreams by working with parents and community.

GOALS

To promote active community participation.

To address students' needs through effective strategies that emphasizes intellectual growth, self-esteem, and personal development.

To use open, positive communication between parents, faculty, administration, and the Board of Education to assist in the growth of the individual student.

EXPECTATIONS

Expectations for School Performance

Students, teachers, and parents share responsibility in the learning process. Each entity is valued and respected, and each works for the benefit of all in our community of learners. The Springer Municipal Schools offers students and the school community opportunities to exercise responsibility, decision-making and leadership, as well as opportunities to participate in school and extra-curricular activities. Our mission will be realized when our students can begin to demonstrate awareness of the relationship between rights and responsibilities; acceptance of responsibility for their own actions; and begin to achieve the ultimate goal of becoming self-directed learners, who take responsibility, set high goals, and develop intellectual curiosity.

Academic Expectations

Springer Municipal Schools provides academic offerings necessary to meet the school's academic and social expectations and that meet the needs of students of different abilities, interests, motivations and educational goals. Students will meet appropriate levels of academic skills necessary to prepare for state assessment tests; demonstrate an ability to use all resources and tools available for learning and research, including information systems and computer technology; develop personal study skills to a level sufficient to discover, organize, interpret and evaluate information in order to make decisions and implement new ideas and solutions; demonstrate and effectively employ receptive and expressive communication skills including listening, reading, writing and speaking, allowing students to become literate individuals; and demonstrate the ability to become life-long learners through the use of critical thinking skills, problem solving skills, physical development skills and an understanding of the importance of personal wellness. Our mission will be realized when our students can begin to demonstrate inquisitiveness and productivity, as well as view the

acquisition of knowledge as a lifelong pursuit. A primary goal is to instill in students a life-long habit of inquiry and the confidence and skills to approach any learning situation with success.

Social and Personal Expectations

The Springer Municipal Schools encourages in students a respect for themselves and others, a sense of dignity and worth, and a willingness to live and to work with others in a spirit of productive cooperation. In our life together we demand honesty, reward responsibility, and cultivate an atmosphere of mutual caring. Our mission will be realized when all of our students demonstrate respect for peers, teachers and staff; respect for individual differences, including but not limited to: gender, ability, ethnicity, religion, cultures, and language; respect for property, including the school building, contents and grounds, as well as personal property of all school and community members.

Students Rights & Responsibilities

In accordance with the state and federal laws, the educational system is required to provide each student the opportunity to obtain an education, and provide for the student's safety at school. At the same time the New Mexico Compulsory School Attendance Law amended with HB 106, has placed the responsibility of attending school on the students and their parents or guardians. With those two ideas in mind, the school has established guidelines for conduct required of the students and staff members.

Students have the right to citizenship as delineated in the constitution and its amendments. These rights may not be abridged, obstructed, or in any other way altered except in accordance with due process of law. Students have the right to receive a public education. The deprivation of that right may only occur with just cause in accordance with due process of the law. The school is a community and the rules and regulations of a school become the laws of that community.

Students who commit infractions of school policy will be subject to disciplinary action, and parents are encouraged to assist the school with their child's inappropriate behavior. The most important endeavor is to create a violence-free and safe environment. While discipline does not appear as a subject, it underlines the whole educational structure, and it is the discipline that helps to develop self-control, character, orderliness, and efficiency.

When is the policy in force?

The provisions of the District Discipline Policy are in force during:

- Transportation of students
- Regular school hours
- Extra-curricular activities and school sponsored events

At times and places where authorized, school administrators and staff have jurisdiction during, but not necessarily limited to: School sponsored events, field trips, athletic functions, and other school related functions and activities. Additionally, the principal and all public school officials, or designated chaperones are authorized to take administrative action when a student's misconduct, away from school, during school, or during a school activity, has a detrimental effect on the other students, staff, or on the orderly educational process.

Statement of Policy

A primary responsibility of Springer Municipal Schools and their professional staff shall be to instill in students an appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about.

The school community and the rules and regulations of a school are the laws of that community. All persons enjoying the rights of citizenship are subject to the laws of their community; each right carries with it a corresponding obligation.

The right to attend public school is not absolute. This right is conditioned on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed

through lawful process. Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public school. In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed by students.

The schools have both the authority and responsibility to ensure that suitable rules of student conduct and appropriate disciplinary processes are established.

ARRIVAL AND DISMISSAL OF STUDENTS

Springer Elementary School

Please see that your child/children arrive at school by 7:50 AM, but **NOT** before 7:45 AM, and report to the cafeteria. Classes begin at 7:55 AM. School dismisses for Elementary School students (K-6) at 3:50 PM.

Cancellation and School Delays

School may be cancelled or delayed due to inclement weather or when deemed necessary by administration. When the decision to close or delay school is made, announcements will be made on the local radio stations (93.9 FM KRTN,) local television stations (KOAT, KRQE & KKOB) and through School Reach phone calls. It is imperative to have current contact numbers in the office. These announcements will be made prior to 7:00 AM.

Student Pick-up / Drop-off

Student safety is our school's number one consideration. Proper accountability of all students at all times is imperative to ensuring the safety of our students. When parents plan for their child to leave school other than by the usual means, a note must be submitted to the classroom teacher or to the office by the parents stating what date and time the student will leave and who will pick up the student.

Change to a child's bus schedule is strongly discouraged.

In order to ensure your child's safety, it is strongly recommended that your child is dropped off at the same location he or she is picked up. The school must be informed in writing if a student is riding a different bus. Bus changes for the day must be approved by the office prior to a student boarding a bus that he/she does not normally ride. Otherwise students are to ride their regular bus and depart the bus at their assigned stop. In case of emergency, parents may call the office for bus changes before 2:00pm.

Student Release Requirements

Any student of Springer Municipal Schools will be released to their lawful custodial parent/guardian as indicated by a notarized court document and signed by a district court judge. The staff and administration will not accept hand written or personally typed notes as a substitution for such documentation. In addition, listing an estranged parent on the "do not pick up" list does not qualify as required legal documentation. See section J-6511 of Springer Municipal Schools Board Policy for further inquiries.

GRADING

Report Cards

Report cards are sent home at the end of each nine weeks. Progress reports are sent home around the middle of every grading period. Grades will reflect the level of student mastery and ability. Keep in mind that due to the Common Core based curricula, report cards may or may not look different in grades K-2, as the Springer Municipal Schools may pilot a Standards Based report card. In such an instance, we will provide you with an amended handbook/ grading policy for elementary.

Kindergarten through Second Grade

Students in grades K-2 will receive grades according to the following symbols:

- E – Excels in this area
- S – Satisfactory

- N – Needs Improvement
- — Area has not been introduced at this time

Plus or minus notations may be affixed at teacher discretion to indicate directional progress for the grade of “S”.

Second grade will also follow the Third through Fifth Grade system for certain content areas.

Third through Sixth Grade

Students in grades three through eight will earn letter grades based upon the numerical categories outlined below:

A 90-100 B 80-89 C 70-79 D 60-69 F 0-59

Student grade point averages are based on the numerical value of grades as follows:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

Rolls of Merit

Springer Municipal Schools recognizes students who have attained academic excellence. There are three rolls of distinction:

- Highest Honor's: Grade point average of 4.0
- B Honor Roll: Grade point average of 3.5 – 3.9
- Honor Roll: Grade point average of 3.0 to 3.4

Each year an Academic Banquet is held to honor students who have been *on the Honor Rolls of Merit through the first three grading periods of the school year.*

Parent/Teacher Communication: Teachers are required to contact parents with any concerns they have about their student's academic progress and the student's behavior. Teachers are required to contact parents if a student's grade falls below a 70% in any subject. This contact may be made through a phone call or mail.

PARTIES FOR GRADES K-6

There are four times throughout the school year that a party may be held. They are Halloween, winter, Valentine's Day, and spring. It is the sole discretion of the teacher to determine if valuable class time may be interrupted. Because of the hourly academic schedule, parties in the Jr. High are not allowed.

ATTENDANCE POLICY AND PROCEDURES

Students cannot learn the presented curriculum if they are absent, and make-up work is a poor substitute for the verbal information and explanations missed when students miss school. There is a direct relationship between regular attendance and good grades, so students should attend school regularly each day unless prevented from doing so by illness or other emergencies.

Personal business and medical/dental appointments should be scheduled on Fridays when there is no school. It is important to schedule all other activities on non-school days. The Board of Education believes that regular attendance is necessary for optimal learning. In accordance with that philosophy, the following attendance guidelines are established:

Excused/Unexcused Absences

Students will be allowed to accumulate four (4) excused/unexcused absences per semester. Any student, who has more than four (4) absences **per class**, **MAY** lose credit for that class.

Parents and legal guardians will be notified by the office after the **3rd excused/unexcused absence** per semester to remind parent or legal guardian for the student to be ineligible for extra-curricular activities and field trips. Excused absences are still absences.

Tardies

A student is considered tardy if they have arrived at school after 7:55am. The student is required to check in with the front office to receive a tardy slip. Three (3) tardies will be counted as one (1) absence. A student will be counted tardy in the morning until 10:29AM. At 10:30 or after this will count as a morning absence. Any student that is checked out before 2:00PM will be counted absent for the afternoon.

Unexcused Absences

Three Unexcused Absences- When a child has accumulated three unexcused absences, the teacher will contact family to address concern. In addition, a Three Day Parent Absentee Form will be sent from the office to the parents of legal guardians of the child.

Seven Unexcused Absences- When a child has accumulated seven unexcused absences, the principal will arrange a meeting at the school with the parent or legal guardian to develop a contract to avoid the child entering truant status.

Ten Unexcused Absences- If a student has accumulated an equivalent of ten or more unexcused absences within a school year, the parent or legal guardian will be given written notice by certified mail that the student is a habitual truant and is not in compliance with the Compulsory Attendance School Laws. At that time, the student will be reported to probation services of the judicial district where the student resides. After which time, a determination will be made to proceed with an investigation as to whether the student is considered to be educationally neglected by the parents or guardians.

8note: Ten (10) consecutive days absent will constitute and automatic withdraw from school.

STUDENTS ABSENT FROM SCHOOL DUE TO SUSPENSION ARE NOT ALLOWED TO RECEIVE CREDIT FOR MAKE-UP WORK.

Daily school attendance is mandatory per state law. For students to benefit most fully from the instructional program, please have your child(ren) at school for the 7:55 am start times - and refrain from planning vacations during school calendar days. Students and their families must assume responsibility for the student's absences and recognize that being tardy or absent, regardless of the reason, will negatively impact the student's achievement in class.

The first and last few minutes in the classroom are as important as the rest of the school day. Arriving late means directions for the day and introduction of some concepts are missed. Leaving early means missing reminders and clarification regarding homework and upcoming events. Children who arrive late or leave early often feel they are not a part of the total classroom environment.

Springer Municipal Schools recognizes that there may be situations that dictate a student's absence. In that case, students will be given makeup work **after** they return. Classroom activities cannot be made up. Therefore, in accordance with district guidelines, absences may be excused for the following reasons only:

1. Doctor's appointment
2. Death in the family
3. Diagnostic testing
4. Extenuating circumstances as agreed to by the administration prior to the absence
5. Illness
6. Religious commitment
7. Family emergency

Should your child become ill at school and it appears advisable to send them home, you will be contacted. Be sure that we have all your current telephone numbers. It is also necessary for you to leave the telephone number of a relative, neighbor or friend that can be called in case of an emergency and the school is unable to reach you. This information should be on your child's enrollment form.

If a student must be removed from school early please come to the office and sign the child out. Teachers will not be allowed to release children directly from their classes. We ask this in order to be able to identify those persons picking up children and to insure the safety of your children. Your cooperation and understanding is appreciated.

Procedures for Withdrawing From School During the Year

Students cannot officially withdraw from school without a statement from parent/guardians. Contact the school secretary in the office for information on procedures for withdrawing from school. Records of transferring students are released to receiving schools upon written request from the parent or student of legal age, or from appropriate authorities at the receiving school. Students must also be accompanied by a parent/guardian to enroll in school.

STUDENT ASSISTANCE TEAM (S.A.T.)

The Student Assistance Team is comprised of a group of staff members to assist students who are experiencing difficulty in school. S.A.T. meetings are usually scheduled during the week and/or on an as needed basis. During the meetings, specific problems are identified and the team adopts an appropriate plan of action. Students who continue to experience lack of academic success may be referred for special education screening.

HOMEWORK POLICY

The Springer Municipal Schools staff believes that the purpose of homework is to provide students with opportunities to extend classroom lessons and to transfer specific skills and concepts to new situations. In addition, homework is designed to develop personal responsibility, self-discipline and effective study skills. As with all instructional activities, homework assignments should be meaningful, relevant, and grade appropriate. Homework assignments will increase in both length and scope as students' progress from grade to grade.

Daily Reading

A student's ability to read is strengthened by reading each day at home. The Springer Elementary School strongly urges each student to spend time reading for pleasure, interest or for Accelerated Reading each day, in addition to homework time. In addition to books of interest, newspapers, magazines and journals can be included. A minimum of 15 minutes of daily reading will significantly enhance students' reading skills. Depending on your child's teacher, daily reading assignments may differ and/or be mandatory. K through 6th grades supplement their reading with the Accelerated Reader (AR) program and students are required to use the library and other resources for this program, as designated by their teacher(s).

Expectations of the Amount of Time Spent on Homework

The specific amount of homework assigned varies according to subject and grade level. The amount of time individual students spend on homework studies will also vary according to the individual student's study skills and personal work habits. These variables are important considerations when teachers, parents and students work to identify the appropriate amount of time a student should spend in homework study. Students and parents should note that there is a gradual increase in homework time expected during the students' school years. Please remember that your child's study time varies from grade to grade.

Homework During Holidays and Vacations

Parents and teachers concur in minimizing the amount of homework given during these times. While there may be occasions when assignments are given during these periods, no homework will be routinely assigned. However, long-range assignments may necessarily need to be included over these time periods.

Homework During Weekends

Teachers will routinely assign homework over weekends. The amount of time expected of students in homework study is approximately the same amount expected for one weekday school night. The purpose of weekend assignments is to maintain student focus on class work or in preparation for Monday's classes.

Homework for Absentees

In the event a student is absent for more than a few days for reasons of illness or family emergency and is able to do homework, parents are urged to call School **before 10:00AM** to request homework assignments. Make-up work may be picked up at the end of the school day. Students are responsible for making up any missed work upon their return to school. Teachers, parents and students are encouraged to work together to set a reasonable time frame in order to turn in any missed work.

School Absences Because of Family Vacations

There are times when families plan vacations when school is in session. Students who are absent from school because of vacations cannot be excused from their scholastic obligations. Classroom time is uniquely beneficial to students to the degree that it cannot be replicated at an earlier or later time. The School recognizes the importance of quality family time for its students.

The school also understands the difficulty and complexity of scheduling important family events. The guidelines presented below address the problem in a manner that best supports the purposes and goals of the school and the needs of the student.

- Teachers **are not** obligated to provide advance assignments for students.
- Students and parents are encouraged to initiate making up the specific assignments, etc. missed because of vacation during regularly scheduled school sessions.
- Teachers are expected to provide the same, reasonable make-up opportunities extended to students who experience an excused absence.
- Teachers are not expected to provide more time for students who missed school because of family vacations.

Homework Assignment Emergencies

"The dog ate my homework!" Occasionally, a student experiences genuine difficulties in completing and turning in homework assignments. Springer Elementary School believes it is vitally important that the school and home positively support students in cases of unusual circumstances. The faculty recognizes that unexpected circumstances can arise in students' lives that can prevent the successful completion of homework. If this happens to your child, we ask that you consider the options listed below to assist your child in his/her dilemma, recognizing the school's obligation to maintain consistent performance standards.

- Contact the school (teacher or principal) by phone, note or e-mail explaining the circumstances and requesting an exemption or extension of the assignment. If appropriate.
- Encourage your child to directly request the needed exemption and/or extension from the teacher.

Chronic Homework Difficulties

At times, students may struggle in meeting their homework obligations. When students routinely experience difficulties in completing homework assignments, teachers and parents need to confer about the nature of the student's difficulties. The school faculty has had success in assisting students to work through study skill problems. The successful development of students' study habits is an important goal for the school. We know that collaborative school-home efforts can be effective in helping students improve their study skills. Please contact the school with your questions/concerns when you believe your child is experiencing chronic homework problems.

DISCIPLINE POLICY

Rules, Regulations and Expectations

The rights and responsibilities for all students and staff members must be respected at all times. In an effort to strive for excellence, it is important for students and staff to be aware of the rules, regulations, and expectations that govern these rights and responsibilities. The following rules and regulations are consistent with the Goals for all Springer Municipal Schools students set forth in the Student Handbook. It is also expected that students will follow the standards and code of conduct, which have been established.

Positive Behavior Support

Positive Behavior Support is a systems approach to establishing the social culture and behavioral supports needed for all children in a school to achieve both social and academic success.

Self-discipline is the ultimate goal for each student. Discipline within Positive Behavior Support (PBS) is the emphasis on school-wide systems that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. In order to support a climate that is positive for individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including all classroom and non-classroom settings.

In most settings, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBS is to establish a climate in which appropriate behavior is the norm.

Student behavior will be determined by a point system. The following guidelines will be used for the 2017-2018 school year:

- Each student will begin the year with ten (25) points.
- Students will relinquish points as follows:
 - Miscellaneous violations of school rules – 2 points
 - Disciplinary referrals – 5 points each
 - Suspensions from school – 10 points each incident
- The staff reserves the right to review individual cases.

Students will earn points as a reward at any time throughout the school year by upholding the school rules and standards of conduct. Any staff member may award a student a "*Springer Municipal Schools: Recognition Notice*" when students are "caught" following and/or modeling a positive behavior. Each recognition notice will earn one (1) point.

Springer Elementary will continue to utilize the use of the Discipline Matrix that is scaffolded based on infractions.

Standards of Conduct

Discipline is meant to be educational and positive, rather than merely punitive and negative. This aspect of student life stems from a professional and genuine concern for the welfare of both the individual and the community. As such, the school views discipline as a learning experience designed to enhance the development of an individual's growth toward maturing, self-discipline, and the fostering of an internal set of controls, which allows one to efficiently function as a contributing member of society. Thus, the individual's own good, as well as the common good is promoted through Positive Behavior Support. There is a clearly defined standard of behavior within the Springer Municipal Schools community that promotes a safe and productive learning and teaching environment.

Again, self-discipline is the ultimate goal for each student. Students who interfere with their own and other students learning and teaching rights must be prepared for consequences. The disciplinary consequences for misbehavior will range from least severe to most severe. The use of disciplinary actions will increase district-wide consistency in addressing misbehavior. District disciplinary rules and regulations shall be adhered to and enforced in the same spirit and manner throughout the school system.

In order to promote an atmosphere of cooperative community learning, a safe and secure environment, and respect for the inherent rights of others, students are expected to refrain from the following:

- Disturbing classes.
- Disrespect toward administration, faculty, staff, and other students.
- Being in unauthorized areas.
- Lack of responsibility.
- Misbehavior.
- Non-compliance with dress code.
- Violating any other established school policies and procedures.

Some examples include, but are not limited to the following:

- OVERT DEFIANCE-Persistent defiance of school rules/authorities, or hostile and belligerent attitude towards school personnel.
- VERBAL ABUSE-Verbal abuse, use of profane gestures or threats to Staff/students, directly or by implying threat of damage to personal School property.
- INTERFERENCE/OBSTRUCTION-Any action taken to prevent staff from exercising lawfully assigned duties.
- HAZING/BULLYING-Participating in or conspiring for others to engage in harassing/bullying acts that injure, degrade, or disgrace other individuals.
- ACADEMIC CHEATING/PLAGIARISM-Students commit plagiarism when they use someone else's words, ideas, or creative productions as if they were their own. In publications, plagiarism is illegal, and in scholarly work it is unethical.
- SEXUAL HARRASSMENT-Verbal or physical conduct of a sexual nature by one student to another may constitute sexual harassment when the allegedly harassed student has indicated by his or her conduct that the conduct, by nature, is clearly unwelcome or inappropriate.
- INAPPROPRIATE PHYSICAL CONTACT this includes unacceptable physical contact and/or public displays of affection among students, whether welcome or unwelcome by any other student
- WEAPON POSSESSION-Possession of any instrument designed for or capable of producing bodily harm or death.
- ASSAULT WITH A DEADLY WEAPON-Unlawful aggression committed upon the person by another with any instrument or by any means of force likely to produce bodily injury.
- ASSAULT-Any student or group of students, hitting, pushing, attacking or participating in any type of physical abuse on any school personnel/student.
- WILLFUL DAMAGE-SCHOOL PROPERTY AND THAT OF OTHERS-Any willful cutting, damaging or other injuries of any manner to any property, real or personal, belonging to the School District and others. The parent/guardian shall be liable for all damage caused by the student.
- UNAUTHORIZED USE OF SCHOOL PROPERTY-Unauthorized/illegal use of school property for non-school sponsored activities.
- THEFT-Any unlawful taking of property.
- EXTORTION-The obtaining of property from another, with his/her consent, induced by wrongful use of force or fear.
- VULGARTY/PROFANITY-Language or gestures that may be interpreted as offensive and/or repulsive to the senses.
- GAMBLING-The playing of a game of chance for stakes.
- TRUANCY-skipping school or missing class without an excuse.
- TARDIES-Students arriving late to class.
- STUDENT ATTIRE-Students shall be clean and neatly dressed in such a manner that will be decent and not hazardous to the health and safety of the students or others, and not disruptive to the educational program of the school.
- MISBEHAVIOR ON SCHOOL BUSES OR DURING SCHOOL ACTIVITIES-Students shall abide by the Code of Conduct at all times.
- BEVERAGES/FOOD/GUM- No food, beverages or gum are allowed in the classroom or cafeteria with the exception of clear water bottles. The only other exception is when prior approval from the

principal or his/her designee's office is given. This excludes regular classroom snack time for the lower grades and holiday parties.

All members of this school community have the responsibility to conduct themselves in a way that demonstrates a mutual respect for ALL individuals, their rights and their property.

Dress Policy

All students are expected to use good judgment in selecting clothing worn in school. A student's appearance will be governed by standards that are comparable with decency, cleanliness, safety, and an atmosphere of learning. The selection of clothing must be appropriate so that there will be no interference with the educational process or undue distractions or disturbances.

Clothing and items which are unacceptable include:

- Clothing displaying offensive, obscene or profane language or symbols, pictures referring to drugs, alcohol, satanic tops, obscenities, anything of a sexual nature and any symbols that can be gang related such as funeral shirts.
- Clothing of a revealing nature or appearance which includes, but is not limited to "spaghetti straps," halter tops, very short shorts, half shirts, muscle shirts, tank tops, mesh or see-through, and shirts or tops with partial, or no sides. Undergarments must not show.
- Skirts, shorts, and dresses should not be shorter than a student's hand width above the knee. Spandex, cut-offs, and other shorts without hems are not allowed.
- Clothing must be free of tears and rips.
- Shirts cannot hang more than 12" below the waist
- Hats, sweatshirt hoods on students heads or other headgear such as bandannas and sunglasses.
- Head bands, armbands, wristbands, bandannas, regardless of color or design and hair nets are not to be worn or displayed.
- Chains (including wallet chains) are not permitted.
- Both sides of suspender straps must be fastened over the shoulder.
- Pants must be worn around the waist in an appropriate manner (no sagging or bagging). Undergarments must not show.
- Shoes, sneakers or appropriate footwear must be worn at all times.
- Belts, if worn, must be worn through all belt loops.
- Any type of gang attire is strictly prohibited.
- Shirts must be buttoned.
- Electronic devices, such as, but not limited to, cell phones, MP3 players, hand held video games, iPods, etc. are not allowed by students during the course of the academic day.
- Trading Cards or other items that are disrupting to the educational process are not allowed.

School personnel may determine other attire and items inappropriate as they see fit. Parents are responsible for assuring that their student attends school in attire that does not violate this dress policy and will be contacted if it does. Students will have a choice of contacting parent to bring more appropriate clothing items for the student to change into, or wearing items kept here at school when parents are unable to bring different clothing.

Disciplinary Procedures and Consequences

Communication among all members of the Springer Municipal Schools community is essential in implementing the handbook and helping students to assume their responsibilities as citizens of this school.

All students and parents are encouraged to bring any violations of rules and regulations to the attention of an administrator. In addition, all school staff has an obligation to report violations of rules and regulations to the school administration. Both teachers and administrators will inform specific students and parents when school expectations and standards of conduct are not being maintained, as per the discipline matrix.

Students should have a full understanding of the consequences of their behavior should they fail to meet school expectations. The consequences of breaking school rules depend on the seriousness of the behavior

and the overall disciplinary record of the individual student. Every effort will be made to balance fairness with consistency in the application of this code.

The Springer Municipal Schools disciplinary guidelines and policies include procedures, which ensure that the Principal will inform students and parents of their due process rights. Any student involved in a disciplinary action, as per the discipline matrix, is entitled to an opportunity to express his/her position on the incident leading to disciplinary action and an explanation of the reasons for any actions taken. Parents have the right to request and be present at such a meeting. Appeals of decisions made by the school administration in accordance with this Code of Conduct can be made to the Superintendent and/or School Committee.

CONSEQUENCES

Consequences range from a written warning, parent conference, discipline report, detention, in school suspension, out of school suspension, expulsion, Friday detention or other consequences as deemed appropriated at the discretion of the administrator.

Anti-Bullying Pledge

1. Value student differences and treat others with respect in all aspects.
2. Will not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.

STUDENT EXTRACURRICULAR ACTIVITIES

Participating in extracurricular activities is an important aspect of school life. Upon availability, students are encouraged to become involved in school activities in which they may have a special interest. Eligibility requirements apply toward all extracurricular activities and are defined as those related to clubs/organizations, student council officers, class representatives, and athletic competitions/practices. Academic and code of conduct requirements must be met in order to participate in extracurricular activities.

ELIGIBILITY

In order for students to participate in any extracurricular activities, students must meet standards established by the State Board of Education and the New Mexico Activities Association.

In addition to the New Mexico Activities Association eligibility policy, local policy will also ensure eligibility to participate based on student attendance, where a participant must be in attendance full time the day of or the last day prior to a non-school scheduled event, unless an excused absence has been approved through an administrator. In order to participate at practice, students must be in attendance full time that day, unless an excused absence has been approved through an administrator.

CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES

In order to participate in extracurricular activities at Springer Municipal Schools, students are expected to abide by the rules set herein. Consequences will be determined by the administrator/sponsor/coach.

1. **STUDENTS WILL CONDUCT THEMSELVES WITH CLASS AND SPORTSMANSHIP.** Misbehavior will not be tolerated at any time or place during school hours or extracurricular activities. The first offense may result in your temporary suspension from the team/extracurricular activity.
2. **STUDENTS WILL STRIVE FOR ACADEMIC EXCELLENCE.**

Involvement in extracurricular activities requires a devotion to academics. The eligibility standard of the NMAA and the Springer Municipal Schools is as follows: Students must maintain a 2.0 GPA and may have no more than one (F) in all of their classes to participate in any extracurricular activity. Eligibility is determined at the end of each grading period. In addition, Springer Municipal Schools eligibility requirements are as follows: If a student's GPA falls below 2.0 or if he/she has more than one (1) failing grade at the midway point of a nine week grading period, the student will be ineligible for a minimum of one (1) week.

3. STUDENTS THAT QUIT THE TEAM OR EXTRACURRICULAR ACTIVITY DURING THE COURSE OF YEAR WILL NOT BE REINSTATED THAT SAME SEASON.

4. STUDENTS WILL NOT POSSESS OR USE ALCOHOL, TOBACCO, OR DRUGS AT ANY TIME.

Students will be dropped from the team and suspended from other extracurricular activities for 36 school days on the **FIRST** offense and for 365 days on the **SECOND** offense. Students will be suspended from all extracurricular activities for the remainder of their junior/senior high school career on the **THIRD** offense.

5. STUDENTS ARE EXPECTED TO BE LAW ABIDING CITIZENS. Students committing a delinquent act may be dropped from the team/extracurricular activity and consequences will be determined by the administration.

6. FIGHTING AND TRUANCY WILL NOT BE TOLERATED. Students who are guilty of provoking/engaging in a fight and/or truancy will be suspended and/or terminated from team/extracurricular activity.

7. STUDENTS WILL NOT RECEIVE A LETTER OR AWARDS UNTIL ALL EQUIPMENT HAS BEEN RETURNED OR PAID FOR.

SUSPENSION OF EXTRACURRICULAR ACTIVITIES

Removal from any part or all of extracurricular privileges for time periods of up to one calendar year is at the discretion of the administration or his/her designee. Participation in extracurricular activities is a privilege, offered to, and earned, by students. Because participants are serving as representatives of their school and community, their conduct is expected to exemplify high standards at all times.

Participating in extracurricular activities is not a student right.

FIELD TRIP POLICY

Field trips provide valuable experiences and are an integral part of educational activities. The Springer Municipal Schools encourages such experiences when appropriate. On all field trips, the safety and well-being of participants must be a primary concern. Students are responsible for following the handbook policies and protocols during any trip.

A number of educational trips are planned during the course of the year. These trips enrich the curriculum taught and are a privilege initially offered to all students. The school assumes a significant responsibility in taking these trips. A student's school behavior prior to the trip must be cooperative and positive in order to be eligible for the field trip. Students not attending field trips are expected to be at school unless otherwise noted by the teachers and/or administration.

All trips are planned to ensure student safety in addition to increasing student understanding. Ideally, all students will be able to participate in field trips. In order to reinforce our expectations of students and promote a positive experience for all, the trips will be made available to those students who have demonstrated good citizenship and responsibility. Students must be in good standing prior to the field trip, (i.e. not disciplinary referrals) to participate in Field Trips. Parents/Guardians will be informed in the event that their son/daughter is in danger of losing the opportunity to participate in a school trip.

Expectations of Parents on Field Trips

Please be aware that, during a school function, the teacher in charge has complete authority over all students in route to, during, and returning from a field trip. When parents attend a field trip, they are adult representatives of the Springer Municipal Schools. Accordingly, we expect our parents to dress appropriately and to use only actions and language that reflect positive behavior and character.

Should you wish to pick up your child from the field trip prior to the return to campus, you must inform the office **twenty-four hours** in advance, where you will be provided with a checkout form. Staff members in charge of the field trip will not be permitted to dismiss students without the proper verification in hand prior to the field trip. Likewise, once the proper verification has been signed twenty-four hours in advance, no person other than the parent or custodial guardian shall be permitted to pick up a student.

Parental Supervision of Students

Active Supervision - If you have volunteered to supervise a group of students, it must be clearly understood that you will not leave your group unsupervised at any time. Every child in your group must be within your immediate supervision and accounted for at all times. Do not volunteer to supervise a group if you are unable to meet this requirement.

Souvenirs - Field trips are primarily educational, so children may not always be afforded time or permission to purchase souvenirs. Do not allow students in your group to purchase souvenirs unless the teacher in charge has granted permission to the entire class, and please do not purchase souvenirs for children if they ask you to.

Lunch and food - If field trip lunch or snack is to be taken, it is usually prepared by the school. Parents may not modify this at any time.

By signing the handbook you provide permission for the trips to be taken during the course of the academic year. You also acknowledge the field trip policy and as well as the Parent Expectations should you attend or participate in any school sponsored trip.

You will be notified of any trips in advance. Additional consent may be needed during the year. It is imperative to keep the office up to date with emergency notifications. Unless otherwise notified, you maintain that your child is in good physical condition and has not had any serious illness or operation since his/her last examination. Being parent/guardian of this child, you hereby agree to release Springer Municipal Schools, its representatives, agents, servants, and employees from liability for any injury to said minor, resulting from any cause whatsoever occurring to said minor at any time while participating in, or traveling to and from, a school sponsored activity.

TRANSPORTATION GUIDELINES

To the Parents/Guardians of children using school transportation:

The rules and regulations listed below are the result of careful study based upon the experience we have had in the operation of a school bus system. Cooperation and courtesy in following these suggestions will permit us to better serve your child. Please go over the rules with your children so they will know what is expected of them when they ride the bus.

The uniform code of discipline for the school will be utilized in all discipline reports.

Office of the Director of Transportation: Student transportation is a privilege, not a right, extended to qualified students. Students who do not obey regulations **as set forth in the Department of Education, Transportation Division, School Bus Driver Manual 1977 Revised,** may have their transportation privileges revoked by school officials.

BUS RULES

- The bus driver may assign seats.
- Be courteous.
- No profanity.
- No eating or beverages of any kind, no gum-chewing on the bus; keep the bus clean.
- Violence is prohibited. No fighting, pushing or shoving allowed.
- No smoking.
- Keep your arms, hands and head inside the bus.
- For your own safety, do not distract the driver through misbehavior.
- Be on time at designated bus stops. **Buses cannot wait for tardy pupils.**
- Cross in front of bus when crossing road or highway, not in back of bus.
- Wait until bus has come to a complete stop before attempting to enter or leave the bus.
- Remain seated while bus is in motion.
- Do not leave the bus without the driver's consent, except at home or school. No unauthorized stops will be made.
- Be considerate of small children.
- Do not open windows without permission from the bus driver.
- Do not sit on bus driver's seat.
- Do not destroy property. Report any damage you observe to the driver. Damage to the interior or exterior of the bus will result in the responsible party paying for damages and suspended bus privileges.

Misbehavior on Bus: Penalty at discretion of principal or his/her designee depending on circumstances (May include removal from bus for 1 to 10 days or permanent removal from bus by a formal meeting). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

The school must be informed in writing if a student is riding a different bus. Bus changes for the day must be approved by the office prior to a student boarding a bus that he/she does not normally ride. Otherwise students are to ride their regular bus and depart the bus at their assigned stop. In case of emergency, parents may call the office for bus changes before 2:00.

Please make sure the office and teacher are aware of any persons who are not allowed to pick up your child. Pertinent custody documents must be kept on file in the child's school record.

Please also refer to the Student Pick-up / Drop-off policy if there are any changes in transportation for your child.

TECHNOLOGY USE POLICY

Overview

While Springer Municipal Schools will always seek to use Internet resources appropriately, parents and faculty must be aware that it is possible for students and others to use these resources inappropriately. This policy attempts to define appropriate use and penalties for violation. The school will monitor network access and use. Despite the best efforts of the school, kids will be kids, and students could gain access to, or be sent inappropriate materials. Parents must be aware of this possibility. All students, their parent(s), faculty and staff are required to read this handout and sign where applicable in order to use Internet resources available at the school.

Purpose of Technology Use

Springer Schools are pleased to offer students and staff (users) access to our local computer network(s), as well as the Internet. We believe this service offers vast, diverse, and unique resources. Our goal in providing this service is to continue to promote educational excellence by facilitating resource sharing, engaged learning, and communication.

Opportunities and Risks of Technology

Internet access will enable the exploration of thousands of libraries, museums, and other sources of information around the world. Families should be aware that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the intention of our school is to use Internet resources for constructive educational goals, users may find ways to access other materials. We believe that the benefits to users from access to the Internet in the form of informational resources and opportunities for collaboration far exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and informational sources. Therefore, we respect each family's right to decide whether or not to allow their children access to the Internet. Whatever the decision of the parent/guardian, please sign the attached form on the appropriate line and return it to your child's school.

Disclaimer

No technology is guaranteed to be error free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the school is not liable or responsible for:

- Plagiarism
- Any information that may be lost, damaged, or unavailable due to technical or other difficulties;
- Password protection or lack thereof;
- The accuracy or suitability of any information that is retrieved through technology;
- Breaches of confidentiality;
- Defamatory material;
- The consequences that may come from failure to follow school and/or parental policy and procedures governing the use of technology.

Privileges and Responsibilities of Technology

It is a general policy of the Springer Municipal Schools to promote the use of computers in a manner, which is responsible, legal, and appropriate. Use of the school's network is a privilege. Failure to adhere to this Acceptable Use Policy may result in the revocation of access privileges. **Should a user's privileges be revoked, there shall be no obligation to provide a subsequent opportunity for access to the school's network, or to the Internet.**

Students are responsible for appropriate behavior on the school's network just as they are in a classroom. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Users are advised never to access, save, print, or send anything that they would not want their parents and teachers to see and read. Network storage areas may be treated like school lockers. Network administrators/teachers may review communications and files to maintain system integrity and to ensure that the network is being used responsibly. (Parents and appropriate legal authorities may be notified of misuse.)

Network Etiquette

Network users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Be polite and non-abusive in your messages to others;
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language;
- Do not use the network in any way that would disrupt its use by other Users;
- Adhere to the rules of copyright law and assume that all software is copyrighted (unless it is labeled "freeware" or "public domain");
- Adhere to the licensing agreements governing the use of shareware;
- Recognize that electronic mail (e-mail) is not guaranteed to be private. Network administrators and teachers have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and parents will be notified of inappropriate use;
- Assume responsibility for technology which was borrowed or under the user's account or password;
- Be responsible at all times for the proper use of access privileges and for complying with all required system security identification codes including not sharing such codes;

- Close any site (URL) that has inappropriate material. Report the site immediately to a faculty member. Do not share such sites with other users.
- Respect the right of others to use equipment and therefore not use it for non-school activities;
- Protect the privacy of other users and the integrity of the network by avoiding misuse of passwords and others' files, equipment and programs.

Unacceptable Use

Users are responsible for their actions and activities involving the network.

Network users will not:

- Use offensive, obscene, inflammatory or defamatory speech;
- Harass other users;
- Use the account or password of another user;
- Allow their password to be used by others;
- Misrepresent themselves or others;
- Violate the rights of others, including their privacy;
- Access, submit, post, publish, download or display any defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material;
- Post materials authored or created by another without his/her consent;
- Post anonymous messages;
- Use the network for commercial or private advertising or for the sale or purchase of materials for personal use;
- Download unauthorized software, regardless of whether it is copyrighted or de-virused;
- Wastefully use network resources;
- Use unauthorized access to resources or entities;
- Use the network for private financial or commercial gain;
- Vandalize data, programs, and/or networks;
- Damage technology hardware and/or software;
- Spread computer viruses;
- Use the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation;
- Reveal their personal address or telephone number or those of others;
- Use the network while access privileges are suspended or revoked.

Disciplinary Actions

Willful failure to comply with this policy and any administrative regulations and guidelines governing the use of technology may result in disciplinary action as well as notification of parents and appropriate legal authorities.

Penalties for Misuse

- Misuse may result in loss of access;
- Additional disciplinary action may be determined regarding inappropriate language or behavior;
- Misuse or abuse may result in suspension and/or expulsion from school;
- When applicable, law enforcement agencies may be involved.

Confidentiality

Network users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside or from persons inside the school. Also, the school reserves the right to log technology use, to monitor file server space utilization by users, and to examine users' files and materials as needed. Therefore, users cannot and should not expect privacy from school personnel as to their use of technology.

Use of Cell Phones/personally owned iPads, iPods, or tablets

In many of the schools, cellular phones are considered contraband and students are not allowed to have them in their possession. Conversely, we recognize that cell phones, iPads, iPods, or tablets have become

a common tool for communication and we understand that there may be a time in which you need to contact your child **after** school. Equally, they have also become a major distraction to the learning environment and are vulnerable to theft. With this in mind, students will be allowed to have a cellular phone in their possession under the following stipulations:

- While on campus, the cellular phone must be kept OFF.
- While on campus, the cellular phone must be kept in the student's bag/backpack at all times, not in their pocket or in visible sight.
- While on campus, students are not allowed to use their cellular phone.
- Students should not allow any of their peers to hold on to their cellular phone.
- We ask that you allow your child to carry a cell phone only if absolutely necessary.
- Parent permission to carry a phone must be on file in the school office.

Any iPads, iPods, or tablets will be provided through school use only. Infractions to this policy will be laid out in the discipline matrix and will be as follows:

- 1st infraction - students will have their cell phone taken away and returned at the end of the day.
- 2nd infraction - students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
- 3rd infraction - students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held or the cell phone may be confiscated until the end of the year.

***IT IS TO BE NOTED THAT THIS HANDBOOK
IS INTENDED AS A GUIDELINE AND IS NOT ALL INCLUSIVE.**

STUDENT HANDBOOK ACKNOWLEDGMENT

PLEASE SIGN AND RETURN THIS PAGE TO YOUR SCHOOL AFTER READING THE *STUDENT HANDBOOK*, *TRANSPORTATION GUIDELINES* AND *TECHNOLOGY USE POLICY* WITH A PARENT OR GUARDIAN.

Each student enrolled at Springer Municipal Schools must have this form signed and returned to school ***within one week*** of your receipt of the handbook.

STUDENT

- I agree to obey/follow the policies described in the *STUDENT HANDBOOK*.
- I will abide by the *ANTI-BULLYING PLEDGE*.
- I will abide by the *TRANSPORTATION GUIDELINES* set forth by the State of NM and Springer Municipal Schools.
- I have read and understand Springer Municipal Schools Board Policy regarding the *TECHNOLOGY USE POLICY* and will abide and be responsible for my use of the Internet.
- I have read and understand *FIELD TRIP POLICY*
- I agree to obey/follow Springer Municipal Schools Board policy regarding *CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES*

Student Signature

Date

PARENT/GUARDIAN

The State Department of Education requires our school district to keep on file a home language assessment.

What is your primary language spoken at home? ___ English
 ___ Spanish
 ___ Other

!Cual es el primer idioma que se habla en su casa? ___ Ingles
 ___ Espanol
 ___ Otro

- I have read and helped my child understand his/her expectations outlined in the *STUDENT HANDBOOK*.
- I will support the *ANTI-BULLYING PLEDGE*.
- I will support the *TRANSPORTATION GUIDELINES* set forth by the State of NM and Springer Municipal Schools.
- I have read and understand Springer Municipal Schools Board Policy regarding the *TECHNOLOGY USE POLICY* and I permit/authorize my son/daughter to use the Internet.
- I have read, understand and herby acknowledge the *FIELD TRIP POLICY* and give permission for my child to participate in any scheduled field trips during the course of the academic year.
- I have read and helped my child understand his/her expectations outlined in the *CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES*.

Parent Signature

Date

Cell Phone Use Policy

I, _____ allow my student, _____ to carry a cellphone on his/her person during the school day. I have read and understand the stipulations list above.

Parent Signature

Date

Student Signature

Date

Internet/Phot/Video Release Form
(Photography and Student Names Internet Release Form)

www.springerschools.org

The Springer Website is primarily used to publish school relate information for students, parents and the general public. As such, student photographs and work may be included to highlight school and class projects, activities and accomplishments. Students pictured will not have any personal information associated with the highlight, along with identification used will be by first names only.

Springer Municipal schools would like to ensure that certain publishing guidelines are being followed in the development of the school web site. For this reason, we will require parental or guardian consent for the release of student photographs to be published.

_____ YES, my child(ren)'s photographs may be posted.

_____ NO, any photograph depicting my child(ren) may not be posted.

Name of Student (please print) _____

Signature of Parent/Guardian

Date

Springer Elementary School

2018-2019 Elementary Discipline- Matrix

Progressive Discipline (P.D.)

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The following elementary school code of conduct has been adopted to protect and foster respect for the rights of Springer Elementary students and staff. Infractions of this Code of Conduct are grouped into three levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences. Additional violations of 4 or more will be addressed according to the guidelines set below in the Additional Consequences after Level I and Level II matrix area.

These represent the recommended guidelines in the disposition of discipline situations for the elementary school. Therefore, depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation.

In all cases administrative discretion will be exercised.

| Level I | | | |
|---|--|---|--|
| Behavior | 1 st Offense Name /Date | 2 nd Offense Name /Date | 3 rd Offense Name /Date |
| Behavioral disruption (Profanity, rudeness, acting disrespectfully, false accusations, dishonesty, name calling, etc.) | 1 Recess Detention or Responsibility Room | 2 Recess Detentions Parent Notification | Parent Notification Behavior Contract or ½ Day ISS |
| Bus Disruptions: Rude/discourteous/annoying, unacceptable language, excessive mischief | Written warning Parents Notified | 1-2 days suspension Parents notified Transportation Contract recommended | Expulsion from the bus |
| Bus Disruptions: Fighting/pushing/tripping, destruction of property, violation of safety procedures | 1-3 days suspension from the bus/school Parents notified Transportation contract recommended | Expulsion from the bus | |
| Recess disruption: spitting, rock throwing, rough housing, not following general playground rules, misuse of equipment | 1 Recess Detention or Responsibility Room | 2 Recess Detentions Parent Notification | Loss of recess for a week Parent Notification |
| Cafeteria Infractions | 1 Recess Detention or Responsibility Room Cleaning of cafeteria | 2 Recess Detentions Parent Notification Cleaning of cafeteria for two days at breakfast and or lunch | Loss of cafeteria/social interactions for a week. Parent Notification Cleaning of cafeteria for a week. |
| Bathroom infractions | 1 Recess Detention or Responsibility Room Cleaning of the bathroom | 2 Recess Detentions Parent Notification Cleaning of the bathroom | Parent Notification ½ Day ISS Cleaning of the bathroom |
| Dress Code Violation | Parent Contact and Warning Options: ·Change into other clothing may have ·Clothing provided by school ·Be sent home | Parent Contact and Warning Change to acceptable clothing, same as 1 st offense | Parent Notification ½ Day ISS Change to acceptable clothing ,same as 1 st offense |
| Public Display of Affection (PDA) | 1 Recess Detention | 2 Recess Detentions Parent Notification | ½ Day ISS Parent Notification |
| Unexcused Tardy | Written Warning | Parent Notification | 1 Recess Detention Per Unexcused Tardy |

Letters sent home via certified mail
(any subsequent tardiness will result in
corrective action)

Level II

| Behavior | 1st Offense | 2nd Offense | 3rd Offense |
|---|---|--|--|
| Electronic Devices (Cell Phones, iPads, iPads, other tablets) | Confiscate and student may pick-up at the end of the day | Parent Notification Confiscate and parent must pick-up in the office Behavior Contract | Parent Notification Confiscate and hold until end of the school year |
| Failure to Report | 1 Day Recess Detention Parent Notification | 2 Days Recess Detention Parent Notification | 1 Day ISS Parent Notification /JPO. |
| Cheating or plagiarism | Redo Assignment Parent Notification | Loss of Assignment Credit 1 Recess Detention Parent Notification Behavior Contract | Loss of Assignment Credit ½ Day ISS Parent Notification |
| Ditching | Behavior Contract 1-5 Days Recess Detention Parent Notification | ½ Day ISS Parent Notification Springer PD may be contacted | 1 Day ISS Parent Notification Springer PD may be contacted |
| Leaving campus without permission | Behavior Contract 1-5 Days Recess Detention Parent Notification Springer PD may be contacted | ½ Day ISS Parent Notification Springer PD will be contacted | 1 Day ISS Parent Notification Springer PD will be contacted |
| Inappropriate Touch | 1 Day Recess Detention Parent Notification, counseling Springer PD may be contacted | 2 days recess detention, counseling Parent Notification Behavior Contract Springer PD may be contacted | 1 Day OSS Parent Notification Review Behavior Contract Springer PD may be contacted |
| Verbal Aggression/Provoking | 1 Day Recess Detention Parent Notification | 2 Days Recess Detention Parent Notification | 1 Day ISS Parent Notification |
| Inappropriate possession or use of technology (unauthorized access to software, telephones, accounts or files) | Loss of computer privileges for nine weeks Parent Notification | Loss of computer privileges for 1 semester Parent Notification | Loss of computer privileges for entire school year Parent Notification |
| Insubordination, defiance of authority or showing disrespect | 2-4 Days Recess Detention Parent Notification Behavior Contract | ½ Day ISS, counseling, Parent Notification | 1 Day ISS Parent Notification |
| Physical or Aggressive contact towards student | 1 Day ISS or 1 Day OSS Parent Notification, counseling, Behavior Contract | 1-3 Day(s) OSS Parent Notification | 3-5 Days OSS Parent Notification |

| | | | |
|---|--|---|---|
| Physical or Aggressive contact towards staff member | 1 Day ISS or 1 Day OSS Parent Notification, counseling, Behavior Contract | 1-3 Day(s) OSS Parent Notification | 3-5 Days OSS Parent Notification |
| Minor Theft | 1 Day Recess Detention Restitution of Stolen Item Parent Notification Behavior Contract | 1 Day ISS Restitution of Stolen Item Parent Notification | 1-3 Days OSS Restitution of Stolen Item Parent Notification |
| Misuse of or falsifying any official document or communication (including but not limited to: pass, ID, progress report, call to excuse absence, parent signature, etc.) | 1 -2 Days Recess Detention, possible loss of grade or credit, Parent Notification | 2 -4 Days Recess Detention, possible loss of grade or credit, Parent Notification Behavior contract | 1 Day ISS Parent Notification Springer PD may be contacted |
| Possession of inappropriate materials (toys, electronics, explicit materials) | Confiscate and student may pick-up at the end of the day | Parent Notification Confiscate and parent must pick up in the office Behavior Contract | Parent Notification Confiscate and hold until end of the school year |
| Possession/use of tobacco, rolling papers or incendiary paraphernalia at school or school sponsored event. | ½ Day ISS Parent Notification, counseling, Behavior Contract | 1 Day ISS Parent Notification, counseling, SPD may be contacted | 1 Day OSS Parent Notification SPD will be contacted |
| Biohazard/ *spitting on another student/staff member/ voluntarily urinating or defecating in inappropriate places. | ½ Day OSS Parent contract | 1 Day OSS Parent Contract Review | 2-3 days OSS Parent Contract review, counseling |

Additional Consequences after Level I and Level II

| Behavior | 4th Offense | 5th Offense | 6th Offense |
|---|--|---|---|
| Failure to comply with disciplinary action | Twice the previous consequences Parent Notification Behavior Contact or Review | 1-3 days ISS or OSS Parent Notification Behavior Contract or Review | 3-5 Days ISS or OSS Parent Notification Behavior Contract or Review |

Level III

| Behavior | 1st Offense | 2nd Offense | 3rd Offense |
|---|--|--|--|
| Arson | 10 days OSS pending hearing Parent Notification | | |
| Assault/Battery of a staff member/adult | 6-8 days OSS Parent Notification Behavior contract | 10 Days OSS pending hearing Parent Notification | |
| Communicating intent to harm a staff or student | 1-3 days ISS Parent Notification Behavior Contract | 5 days OSS Parent Notification Behavior contract | 10 days OSS pending hearing Parent Notification |
| Bomb Threats/False Alarms/Explosives | 10 Days OSS Pending hearing Parent Notification | | |
| Disrupting a school activity (field trip, event, game, etc.) | Loss of next school activity Parent Notification | Loss of next two school activities 1 Day ISS Parent Notification | Loss of school activities for the remainder of the school year 1 Day OSS Parent Notification |
| Gang Related Activity | 1 Day ISS Parent Notification | 3 Days OSS Parent Notification Behavior Contract | 10 Days OSS pending hearing Parent Notification |

| | | | |
|--|--|---|--|
| | | | |
| Habitually Disruptive | 6-9 Days OSS Parent Notification | 10 Days OSS Pending hearing Parent Notification | |
| Harassment/Bullying (Physical, racial, verbal, electronic, intimidation toward another student, bullying, etc.) | 1/2-2 Days ISS Parent Notification, counseling | 1-3 Days OSS Parent Notification | 3-5 Days OSS Parent Notification |
| Making a false 911 call | 1-3 Days ISS Parent Notification | 4-10 Days OSS Possible Hearing Parent Notification | |
| Personal substance abuse (solicitation, possession, consumption, or being under the influence of alcohol, drugs, look-a-likes, e-cigarettes or other controlled substances including OTC drugs and prescription drugs and/or possession of paraphernalia) | 5 Days OSS Parent Notification, counseling, Behavior Contract | 10 Days OSS pending hearing Parent Notification | |
| Selling or distributing alcohol, drugs, look-alikes, or other controlled substances including OTC drugs and prescription drugs | 4-10 Days OSS pending hearing Parent Notification | | |
| Sexual Harassment (toward the opposite or same sex) | ½ - 2 Days ISS, counseling Parent Notification | 3-5 Days OSS Parent Notification | 5-10 Days OSS pending hearing Parent Notification |
| Sexual Misconduct (including, but not limited to, verbal, written communication with intent) | 5-10 Days OSS pending hearing Parent Notification | | |
| Theft/Extortion | 3 Days ISS JPO Contact Parent Notification Restitution Behavior Contract | 2-5 Days OSS Parent Notification Restitution | 10 Days OSS pending hearing Parent Notification Restitution |
| Vandalism (involved in altering, defacing or destroying school or private property, including technology) | 1-5 Days OSS Loss of privileges and restitution Parent Notification | 6-9 Days OSS Parent Notification Loss of privileges and restitution | 10 Days OSS pending hearing Parent Notification Restitution and loss of privileges |
| Possession of Weapons or Look A likes | 1-10 Days OSS pending hearing Parent Notification Springer PD may be contacted | | |

2018-2019 Matrix

Revised April 24, 2018

- Spitting infractions constitute the forceful expulsion of an exorbitant amount of saliva.