

LAMAR R-I SCHOOL DISTRICT

BELIEFS: We believe that learning is a continuous life long process that starts in the home and is nurtured in the public school system, with this district providing a positive, safe learning environment.

MISSION: The mission of the Lamar R-I School District is to provide quality education for all students that will impact their lives with meaningful purpose and successful direction.

This handbook was compiled with the assistance of teachers, students and the administration. It has been adopted by the Lamar R-I Board of Education.

WELCOME

Dear Students and Families,

Welcome to Lamar Middle School. What you achieve during your three years at LMS will impact the rest of your life. Learning to problem-solve, to find and access information, and to successfully work in cooperative groups with teachers is just as important as it is to memorize facts and formulas. You will have plenty of opportunities to be successful at LMS.

Every student at LMS can expect to be treated with dignity and respect by the administration, teachers, staff, and other students. We value every student and want each of you to have a positive educational experience.

Sincerely,
Alan Ray
Lamar Middle School Principal

VISITORS

Parents or legal guardians are welcome to visit the school at any time. They are requested to come to the principal's office upon entering the building. Prior arrangements should be made for conferencing with teachers, etc.

Students from other schools are not permitted to visit classes on regular school days. Social visits from out-of-school personnel are not permitted

DISTRICT POLICIES

A detailed listing and description of all district policies can be found on the district webpage, www.lamar.k12.mo.us.

ADMINISTRATION

SuperintendentDr. Zachary Harris
Middle School PrincipalMr. Alan Ray

FACULTY

6th Grade - Math.....Kevin Stewart
6th Grade - Science.....Tamara Cole
6th Grade - Social Studies.....Richard Grishow
6th Grade - Communication ArtsBecky Cleland
7th Grade - Science.....Amanda Walters
7th Grade - Math.....Jennifer Robertson
7th Grade - Communication Arts.....David Ferlo
7th Grade - Geography.....Susan Ray
7th Grade – ReadingTerry Tuck
8th Grade - Communication Arts.....Lauren Lant
8th Grade - Science.....Scott Milsop
8th Grade - Math.....Ron Ray
8th Grade - HistoryIver Johnson
8th Grade – Computer/Applied Technology.....Joe Moore
Art.....Devin Berryhill
BandBecky Payne
Music/Band.....Kevin Smith
Music.....Anna Strong
Drama.....Pam Evitts
Spanish.....Virtual Instruction
Girls HPERD.Amie Cook
Boys HPERD.Rustan Crockett
Learning Disabilities.....Heath Heckadon
Learning Disabilities.....Nancy Torbeck
Learning Disabilities.....Ricky Fast
Librarian.....Darcy Reed
CounselorJulie Bennett
Nurse.....Kim Howarth
Secretary.....Bette Smith

TABLE OF CONTENTS

Welcome and Mission Statement.....	Page 1
Faculty and Administration.....	Page 2
Table of Contents, School Calendar	Page 3
Weather Dismissal, Time Schedule, Grade Scale.....	Page 4
Conferences, Attendance, Make-Up Work Following Absence.....	Page 4
Promotion Policy, Health Standards	Page 5
Illness/Accident at School, Head Lice Policy	Page 5 - 6
Telephone use, Lunch, Withdrawing From School, Custody, Insurance.....	Page 6
Parent Volunteer, Soliciting, Student Appearance.....	Page 6
Drugs, Tobacco, Valuables at School, Lockers, Field Trips.....	Page 7
Transportation For School Activities.....	Page 7
Students At Risk	Page 7
Special Education, Student Behavior Expectations	Page 7 - 10
Bus Rules	Page 10
Discrimination, Student and Family Rights, No Child Left Behind.....	Page 10 - 13
Public Notice.....	Page 12 - 13
LMS Expectations Matrix.....	Page 14

SCHOOL CALENDAR

The following school calendar was adopted as the official calendar for the 2019 - 2020 school term.

August 6 - 13	All Staff Professional Development
August 7	New Teacher Orientation
August 12	Snoop Night
August 14	First Day of School
August 22 & 23	No School - Fair
September 2.....	Labor Day (No School)
October 7	No School – Professional Development
October 16.....	End Of First Quarter
October 22.....	Parent Conferences 3:00-6:30 P.M.
October 24.....	Parent Conferences 1:30-6:30 P.M. (Dismiss at 1:00)
October 25.....	No School
November 25-29.....	Thanksgiving Vacation
December 20.....	End of 2nd Quarter
December 20 - January 6.....	Christmas Vacation (Dismiss at 1:00 on the 20th)
January 7	Classes Resume
January 20	MLK Day - No School - Professional Development
February 17.....	President's Day (No School)
March 6	End of 3rd Quarter
March 9 - 13	Spring Break (No School)
April 10-13	Good Friday and Easter Monday (No School)
May 15.....	Last Day of School – dismiss at 1:00

January 20, April 13, and May 15-22 will be used for makeup days.

DISMISSAL OF SCHOOL BECAUSE OF SEVERE WEATHER

Dismissal of school because of severe weather conditions will be made by announcement over the following:

Radio Stations:

96.9
102.5
92.5
93.9
97.9

Television Stations:

KOAM TV
KODE TV
KSNF TV

In case of dismissal during the school day, an announcement will be made over the radio and television at least 45 minutes before the actual dismissal.

You should also receive a call from the SchoolReach calling system provided the school has an updated phone number.

DAILY TIME SCHEDULE

School will begin at 7:57 a.m. and dismiss at 3:03 p.m.

GRADE SCALE

100 -96	A	76-73	C
95-90	A-	72-70	C-
89-87	B+	69-67	D+
86-83	B	66-63	D
82-80	B-	62-60	D-
79-77	C+	59-0	F

Free textbooks will be provided to all students. The student must pay for textbooks that are lost or damaged. Cost will be determined by the original price of the book and the age of the book.

PARENT CONFERENCES

Communication with parents is most important to Lamar Middle School. If for any reason, parents want to confer with faculty, counselors, or administrators, they may call for an appointment.

SCHOOL ATTENDANCE

Every parent, guardian, or other person in the State having charge, control or custody of a child between the ages of seven and seventeen years shall cause the child to attend regularly some day school, public, private, parochial or parish, not less than the entire school term which the child attends. (Missouri School Law 176.031)

The Lamar R-1 Board of Education established the following attendance policy for the Lamar Middle School students.

Parents or guardians are responsible to notify the school office when a pupil is absent, giving reason for absence. Upon return to school the student must check in at the Principal's

office to clarify absence records and obtain admittance. An office visit note should be brought if a medical professional saw the student. Any student arriving at school after classes have started must obtain an admit slip from the office before reporting to class.

Acceptable reasons for absence from school include illness, doctor, or dental appointments, and death of relatives or close associates. Hair appointments, shopping, etc., are not considered acceptable.

Students are not allowed to participate in school activities without special approval from the principal if they are absent any part of the day of the activity. This policy is also in effect if a student is absent the day before a daytime activity. Parents or student must make an effort to receive the necessary approval from the principal as soon as the absence is known.

The student who is suspended from school for a disciplinary reason will have the number of days charged against the total of ten (10) days provided in this policy. However, if the student is suspended for a time exceeding the ten (10) days, he will receive an extension and be permitted to attend classes on a day-to-day basis.

In a situation of chronic attendance problems a copy of all correspondence will be forwarded to juvenile authorities.

ABSENCE FROM SCHOOL

Students will be counted absent from the class period if they are gone more than 20 minutes into the hour. In a situation of chronic attendance problems a copy of all correspondence will be forwarded to juvenile authorities.

Teachers who find students developing a pattern of tardiness to class will initiate a conference with parents to correct being late to school. A plan of action will be developed in that conference to correct the situation. If the problem continues, a juvenile report will be filed

MAKE-UP WORK FOLLOWING ABSENCE

When it appears the student is going to be absent from school, the parents should contact the school office at 682-3548.

A. Students will be allowed to make up work. Request for make-up must be made prior to or on the day of the students return to class, not days or weeks later. It is the student's responsibility to request this work.

B. Maximum time allowed for completion of assignments will be two days for each day absent.

C. Students who are absent on a test day will take the test on the day they return to class only if the test has been announced prior to student's absence. Otherwise, it may be delayed one class day.

D. Students absent from school on school sponsored trips should contact teachers to make arrangements for make-up work **before** they leave on the trip.

E. Students suspended from school are allowed to make up the homework they missed for the number of days suspended.

PROMOTION POLICY

Students that fulfilled the requirements of the grade level completed will be promoted to the next grade level. If these requirements are not met, the student may be a candidate for retention. The retention of a student will be based on ability, attendance, maturity level, and reading ability. The decision will be made after a conference with teachers, administrators, student and parents. An option for promotion may be summer school attendance. Lamar Middle School staff and administration will seek the alternative, which is in the best interest of the students involved and will deal with each situation on an individual basis.

PHYSICAL EXAMINATIONS AND HEALTH STANDARDS

IMMUNIZATIONS MUST BE COMPLETED AND ON FILE WITH THE SCHOOL NURSE BEFORE STUDENT CAN ATTEND SCHOOL

The Missouri School Immunizations Law states that students cannot enroll in or attend school unless they are properly immunized or are exempted and provide satisfactory evidence of such immunization or exemption. If your child has received additional immunizations during the summer, please send the date - day, month, and year - to the school nurse. State law requires that if a child's immunizations are NOT up-to-date, he/she will be sent home.

HEALTH SERVICES

The Lamar Middle School Health Services Program promotes the health of its students and staff by providing a safe and healthy environment through the delivery of health services. Parents have the basic responsibility for the health of their children; however, since the parents cannot protect their student while in the school environment, they must delegate some of this responsibility to the school. Therefore, it is very important that parents fill out the Health Information Form every year and keep the school nurse informed of any changes in the student's health status.

ILLNESS AND ACCIDENTS

If a student becomes ill or is injured at school, every attempt will be made to notify the parent/guardian. If the parent/guardian cannot be reached, the student's emergency contact will be notified. It is very important that two emergency phone numbers be provided for your student and that these numbers are kept up-to-date. In the event of an emergent illness or injury, first aid will be given and emergency medical personnel (911) will be called. The parent/guardian will also be notified. A student should not be calling home to leave school. The Lamar R-1 district will not be financially responsible for subsequent treatment or costs incurred as a result of transporting the student to a medical facility. A student who has a fever of 100 degrees (F) or higher will be sent home and may not return to school, or participate in before/after school activities, until FEVER-FREE for 24 hours, without the use of Tylenol, Ibuprofen, or other such product. In addition, students must be free of vomiting and diarrhea, if illness-related for 24 hours before returning to school or activities. Students should remain home for 24 hours after taking the first dose of an antibiotic for treatment of an infection. In the event of MRSA (Methicillin-

Resistant Staphylococcus Aureus) infection, the student will be excluded from school if a draining sore(s) is present and the sore cannot be completely covered and the bandage kept dry while at school. Any student with a draining sore who participates in a contact sport will be asked to refrain from that sport until the drainage has stopped. A student with suspicion of a MRSA infection will be referred to his/her licensed health care provider for evaluation.

MEDICATION

- Parents will authorize school personnel to give medication by completing the "Medication Authorization Form" available from the health office or main office. No medication (prescription or over-the-counter) will be given at school without this form completed by the parent. Tylenol, and ibuprofen are kept in stock as medication in the health office and can be given with a parent/guardian signature on the student's Health Information Form (form completed at the beginning of each school year).
- Prescription medication shall be in the original pharmacy-labeled container (pharmacies will issue a "school bottle" for this purpose). Over-the-counter medications must be in the original labeled box, bottle, etc. NO medication will be accepted in baggies, envelopes, or punch cards.
- No more than a 4-week supply of medication is to be brought to school at any given time.
- For the safety of students, ALL medication is to be brought to the health office. Students are NOT to carry or keep medication with them, in a bag/purse, or in their locker, unless prior arrangements have been made with the school nurse (ie: life-saving emergency medication such as asthma rescue inhalers or Epi-pens). In the event a student has permission (from school nurse, parent, and licensed health care provider) to carry medication, under no circumstance is the medication to be shared with another student. In this instance, the student will be reported to the building administrator and proper action will be taken.
- The first dose of a new medication will not be administered at school by school personnel.
- The parent/guardian must assume responsibility for informing health office personnel of any change in the student's health or medication dosage.

The state publication of Prevention and Control of Communicable Diseases lists the following school attendance exclusions. This list includes, but is not limited to:

1. **CHICKEN POX:** exclusion of sick child for 4-7 days after appearance of rash: rash should be scabbed over and no fever present.
2. **CONJUNCTIVITIS** (pink eye): child should be excluded from school for 24 hours after diagnosis and treatment of antibiotic eye drops or ointment or until drainage or secretions have ceased.
3. **DIPHTHERIA:** exclusion until two consecutive negative cultures from nose and throat taken not less than 24 hours apart. are secured.
4. **FIFTH DISEASE** (ERYTHEMA INFECTIOSUM): no exclusion, unless student has a fever.
5. **HEPATITIS:** exclusion recommended for first week of illness.
6. **HIV** (AIDS): refer to communicable disease policy and procedures manual.

7. **IMPETIGO:** exclude infected child until skin lesions are healed or until child is under adequate and continuous medical treatment.
8. **MEASLES:** exclusion during "cold" symptoms and until 5 days after appearance of rash.
9. **MENINGITIS, HOMOPHILES INFLUENZA b (Hib):** exclusion until 24-48 hours after start of antibiotic therapy.
10. **MENINGITIS, MENINGOCOCCAL:** exclusion until 24 hours after start of antibiotic therapy.
11. **MONONUCLEOSIS, INFECTIOUS:** infected child may attend school after acute stage.
12. **PEDICULOSIS (Head Lice)** Refer to District policy JHC and JHC-AP(2) which may be found on the Lamar R-1 Schools website. To find these policies go to www.lamar.k12.mo.us and choose schools, district office, board policy, then select J which is students, and refer to the policies.
13. **PERTUSSIS (whooping cough):** exclusion of sick children for three weeks after onset of typical paroxysms (whoop) if no antibiotic treatment. If treated with erythromycin, exclude seven days after onset of therapy.
14. **RINGWORM:** exclusion from school until under adequate and continuous supervision.
15. **RUBELLA:** exclusion for 5 days after appearance of rash.
16. **SCABIES:** exclusion from school until treated by a physician
17. **STREPTOCOCCAL SORE THROAT AND SCARLET FEVER:** exclusion for seven days or until clinical recovery, whichever is longer; however, that children may return to school 24-48 hours after antibiotic treatment is begun if treatment is continued for 10 days.

The health staff will refer to the Missouri state publication of Prevention and Control of Communicable Diseases handbook & school policy for attendance exclusions.

TELEPHONE CALLS

Students will be removed from class to take emergency phone calls ONLY. Other calls or messages will be taken by the school secretary and forwarded to the student. STUDENTS ARE NOT ALLOWED TO USE ANY PHONE IN THE SCHOOL UNLESS IT IS AN EMERGENCY.

LUNCH

Lamar R-1 Schools require closed campus during lunch periods. Students are not allowed to leave campus during lunch periods. Students will be issued bar codes to be scanned in the cafeteria and are required in order to eat lunch. Lunch accounts need to be kept with a positive balance. If a student has more than 10 unpaid lunches he/she will be offered an alternative meal that will still be charged to their account. Please refer to Policy EF-AP(1).

PROCEDURE FOR WITHDRAWING FROM LAMAR MIDDLE SCHOOL

Parents should notify the school prior to withdrawal of their child from school either for transfer or other reasons. All books should be returned and any fees paid.

CUSTODY OF STUDENTS

Students shall not be released to the custody of anyone

except their parent or legal guardian, or person(s) designated in writing by the parent or legal guardian.

INSURANCE PROGRAM

Insurance is available to all members of the student body. All students participating in athletics must be covered by insurance. This may be his or her own insurance policy or the insurance available to the student body.

PARENT VOLUNTEERS

Parents are encouraged to facilitate the educational achievement of our students by becoming parent volunteers at Lamar Middle School. Those parents who are interested should contact the principal's office for a copy of the position description.

SOLICITING

Soliciting is not allowed within the school building or on school grounds.

STUDENT APPEARANCE

All students are to dress properly for attendance at school and at school functions. Students are representatives of their school and their dress and manner should be above reproach. Hair should be clean and well groomed, preferably of natural color, not of nuisance to the educational process. Body piercing will not be allowed at LMS due to the health risk that can occur. Only earrings and nose studs will be allowed. Coats, jackets, book bags, and hats are to be left in student's lockers. Students must wear shoes at all times. Special costume type dress is not permitted unless there is a special day designated. Students who are not properly dressed will be requested to correct their dress. These things are not considered proper school clothing;

- obscene or suggestive phrases or pictures on clothing;
- bare midriff; halter tops; short shorts;
- phrases or pictures on clothing which refer to alcohol; smoking, or drugs;
- hats; bandannas; sunglasses;
- anything representing gang "colors" or gang affiliation;
- chains, studded bands;
- clothing that is written on, ripped, torn, or has holes;
- clothing deemed inappropriate by school district staff, or clothing which is a threat to the order or safety of the school or students

At LMS, the dress code is intended to insure that students dress respectfully and appropriately for the school setting. We ask students to remember that clothing for school and clothing for recreational activities might NOT be the same. School clothes need to reflect that your child is here to attend to the business of learning.

Specific guidelines that often arise are:

- Shirts must fit properly with no undergarments or inappropriate body parts showing.
- Pants, shorts, or skirts should fit properly with no undergarments or body parts showing (no more than 6" above knee cap).

Students who participate in athletics or other school activities

are subject to their coach or sponsor's desire for grooming.

Final decision as to what is acceptable lies with the administration. Students, grades 6-8 will be expected to follow the above guidelines, which were designed for the direct benefit of the student's health, safety, and learning environment.

STUDENT VALUABLES - USE OF LOCKERS

Each student shall be assigned a locker for his/her use during the school year. Students are not to use any other locker. The student or students occupying a locker are responsible for the contents. **LOCKERS ARE NOT SAFE DEPOSIT BOXES. Do not leave money, cameras, radios, or other valuables in lockers.** Gym bags and book bags must be kept in the student's locker.

Students are cautioned NOT to bring; large amounts of money, cameras, etc. to school. Coats, gym clothes, shoes, etc., should be marked with pupil's name for identification. Students, not the school, are responsible for their personal property. If it is necessary to bring large amounts of money to school, it may be left in the principal's office for safekeeping. If a pupil desires to use a lock, one key (or combination) must remain at the principal's office. The school reserves the right to inspect lockers at any time and may remove any illicit items that the administration feels would obstruct the educational process or create discipline problems. Obscene pictures, etc., are not to be anywhere on lockers.

NUISANCE ITEMS AND OTHER ELECTRONIC DEVICES

Show respect to the classroom teacher and other students by not bringing radios, musical devices, headsets, electronic games, pagers, cell phones, or other toys to school. Items inappropriately handled will be collected by the teachers or principal and placed in the office until the principal releases them to the parents or students to be taken home. The principal shall decide to whom the property is to be released. Responsible students who need any of these items for an after school activity, need to make sure all devices are turned off and put away in a safe place from the time you enter the building until you leave the building. Electronic devices may be used only for reading or research purposes at discretion of the teacher.

TOBACCO-ALCOHOLIC BEVERAGES -DRUGS

Students on school premises or at school activities may not use tobacco products, in any form.

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

1. On school district grounds
2. At any school activity, function, or event, regardless of the time of day or location of such activity, function or event.

There is a City ordinance prohibiting the sale of any tobacco product to any minor. Any person violating this law may be subject to a fine.

FIELD TRIP PROCEDURE

Field trips offered during the semester are part of the

educational function of the school. While on a field trip, students represent our school and must exhibit good citizenship at all times. Therefore, students may be denied the privilege of going on a field trip if:

1. A student has been involved two or more times with fighting, drugs, tobacco, profanity, disrespect, vandalism, stealing, and/or threat of or personal injury (or threat thereof) to another person.
2. After parental contact, a student continues to disrupt and/or exhibit poor citizenship at school.
3. The student's grade-level team (and the principal concurs) recommends that a student be ineligible.

Those students not allowed to attend field trips will remain at school under the supervision of a teacher; work will be provided.

TRANSPORTATION FOR SCHOOL SPONSORED ACTIVITY

Students will be required to use transportation provided by the school district to and from the designated activity. Students may be released to the parent (only) following the activity if prior authorization through the sponsor or principal was made, accompanied by a written, signed request from the parent or guardian. This regulation is a safety precaution and should be considered a benefit to our students. An adult will sponsor all activity buses and district bus rules will be followed.

LAMAR MIDDLE SCHOOL AT RISK POLICY

Students Considered At Risk: Any student who is "At Risk" of failing in school and/or of not graduating.

SAT - Student Assistance Team. The team will consist of a grade level teacher, the counselor, the nurse, the school psychologist, and the principal. **SAT** is responsible for determining policies and procedures for the "At Risk" program.

SPECIAL EDUCATION

The Lamar R-I School District has the primary responsibility for identifying and providing a free appropriate educational program for every handicapped student of school age residing within this district. The term handicapped means these children who are mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impaired, deaf-blind, multi-handicapped, or learning disabled, who, due to those conditions, need special education and related services.

Screening and referral procedures have been established as part of this district's effort to identify all students who may need special services. This district also conducts an annual Census of the Handicapped in an effort to identify all handicapped children and youth from birth to age 21. The public can contribute to the identification of all handicapped children by reporting their names to the local school superintendent. Pertinent medical, psychological, educational, and other such records must be obtained for each student prior to special program placement and shall reflect the handicapped student's level of performance and growth. Each student so placed will have his Individual Education Plan (I.E.P.) reviewed at least annually. An educational re-evaluation shall be provided as often as necessary to assure that the student's file is current and reliably reflects his development and placement. All students in special education

programs shall be re-evaluated at least every three (3) years.

If appropriate diagnostic, instructional or support services are not available within the school district, it is the responsibility of this district and the Special Education Cooperative, of which they are a member, to provide the necessary services through a contractual arrangement with a neighboring district or agency.

Assignments of students to special education programs shall be based on confidential evaluation results and educational recommendations. The student's parents or guardians shall have access to the results of the evaluation and participate in the determination of the educational plan. The educational plan and placement must be implemented in the least restrictive setting appropriate to each handicapped student's diagnosed need(s). All data gathered will be confidential as required by section 613 (b) (1) (A) of the Education of the Handicapped Act.

The Lamar R-I School District has on file in the superintendent's office a current copy of this district's compliance plan reflecting policies, assurances, and administrative procedures as required by Public Law 94-142. The plan is available for public review.

DISCIPLINE POLICY STUDENT BEHAVIOR EXPECTATIONS

The LMS Expectations Matrix* is designed to foster student responsibility, respect for the rights of others and readiness to learn. If these expectations are followed it will insure the best possible learning environment.

Unusual situations will be handled as deemed appropriate by the building principal or referred to the Superintendent of Schools as the circumstance may warrant. The building principal is responsible for assuring that parental or legal guardian contact has been made by either telephone, mail, certified mail or verbally.

SUSPENSION AND EXPULSION

The school board in any district, by general rule and for the causes provided in Section 167.161, may authorize the suspension of pupils by principals of schools for not to exceed ten days and by the superintendent not to exceed 180 days. Due process as stated in Federal Law will be followed.

Students under suspension are not to be on campus or surrounding area during out-of-school suspension. All class work must be made up during any suspension to receive full credit. Suspension may constitute in-school, out of school, or Saturday school. Students are not to attend extra-curricular activities until suspensions are completed.

DUE PROCESS

Section 167.171, RSMo. Provides for the following rights:

1. The right to written notice of charges.
2. If the charges are denied, the right to written explanation of the facts supporting the charges.
3. The right to present the student's own version of the incident.
4. The right to a hearing before the Board if the suspension imposed is to last more than 10 days.
5. The right to reinstatement pending a Board hearing unless

in the judgment of the Superintendent, the student's presence poses a "continuing danger to persons or property or an ongoing threat of disrupting the academic process".

STUDENT BEHAVIOR EXPECTATIONS AND CONSEQUENCES

These guidelines make no attempt to list all possible problem areas or to mention every possible disciplinary action. It is an attempt to address the majority of circumstances that might occur. Complete Board Policy is available for review in the office of each district administrator.

Students are subject to disciplinary action up to and including expulsion for serious acts of misconduct away from school and school activities and outside of normal school times, which may impact the school environment. Such misconduct will generally be disciplined pursuant to the district's discipline policy as if the misconduct had occurred at school.

The building principal, at his discretion, may use any steps in the sequence of handling disciplinary problems; or chose other consequences, as he may deem necessary. In all cases, parents or legal guardians will be communicated with in regard to infraction as stated above.

Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 118 U.S.C. 930 (g) (2) may result in one calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials, and documentation in student discipline record. *

* Any offense, which constitutes a "serious violation of the district's discipline policy" as, defined in Board policy JGF will be documented in the student's discipline record.

*LMS Expectations Matrix is on page 14

CLASS I OFFENSES

1. Threatening or doing bodily harm to school personnel.
2. Possession of or use of alcoholic beverages or under the influence of alcohol in school or at school-sponsored events.
3. Possession of or use of paraphernalia and/or narcotics and/or controlled substances or under the influence of any of these without proper authorization while at school or at school-sponsored events.
4. Possession of or use of substances representing drugs or mind-altering chemicals.
5. Possession of explosives or fireworks on school property or at school-sponsored events. (Fireworks, explosives, bullets, look-alike guns, etc.)
6. Possession of or use of weapons (other than firearms) in a threatening manner.
7. Behavior which results in an emergency alert (ie: 911 calls, bomb threats, etc.)
8. Starting or attempting to start a fire or causing or attempting an explosion.

CLASS I CONSEQUENCES

- 1st Offense: Suspension from school a minimum of five (5) days.
- 2nd Offense: Suspension from school a minimum of ten (10) days.
- 3rd Offense and Subsequent Offenses: Recommendation for expulsion from school.

CLASS II OFFENSES

1. Attempting bodily harm to other students (i.e. fighting or assault).*
2. Verbal, written or symbolic language or gesture directed at a staff member that is rude, vulgar, defiant, or considered inappropriate to public settings.

CLASS II CONSEQUENCES

- 1st Offense: Out of school suspension a minimum of three (3) school days. Police report may be filed
- 2nd Offense: Suspension from school a minimum of five (5) school days. Police report may be filed.
- 3rd Offense: Suspension from school a minimum of ten (10) school days and referral to superintendent.

*(Removal or intervention by police may be requested.)

CLASS III OFFENSES

1. Possession of or use of tobacco in any form in the school building, on school grounds, or during school-sponsored events.
2. Possession of or use of flammable ignition devices (including lighters or example lighters).
3. Possession of or use of weapons other than firearms.
4. Actions of affection that are unwanted or unsolicited; inappropriate sexual behavior.
5. Any verbal or written threats or physical intimidation that puts someone in fear of physical harm.

CLASS III CONSEQUENCES

- 1st Offense: Suspension from school: Minimum of one (1) school day except for Class III items #1 & 2. Possession equals minimum of 2 days in school suspension.
- 2nd Offense: Suspension from school: Minimum of three (3) school days.
- 3rd Offense: Suspension from school for five (5) school days.
- 4th Offense: Suspension from school; Minimum of ten (10) school days.
- 5th and Subsequent Offenses: Referral to Superintendent.

CLASS IV OFFENSES

1. Being absent from school without permission of parent or school personnel.
2. Leaving school grounds without permission of school personnel.

3. Leaving assigned classroom without permission of teacher in charge.
4. Intentional disturbance of class, cafeteria, or school function.
5. Defiance of school personnel.
6. Damage to and/or misuse of school or personal property.**
7. Theft of school or personal property.**
8. Sent out of class for not being prepared to take part in assigned lesson.
9. Plagiarism, cheating
10. Failure to report to the principal's office as directed.
11. Profane and/or threatening remarks directed toward fellow students; harassment.
12. Petting, kissing, or inappropriate touching.
13. Violation of dress code.
14. Physical and/or verbal confrontation not resulting in physical injury.
15. Inappropriate language (verbal, nonverbal, written, or graphic).
16. Misuse of nuisance items.

CLASS IV CONSEQUENCES

1st and Subsequent Offenses: The principal or his/her designee will assign consequences as deemed appropriate. Consequences may include detention, in-school suspension, out-of-school suspension, or corporal punishment.

The principal or his/her designee may use consequences other than those listed as may be deemed appropriate. These consequences may include, but not limited to, restricted activity, additional academic work, and as approved in the student handbook, student activity handbook, and in Board Policy.

* REF: Board Policy JFCF

** Students may be required to pay or make restitution for damaged or stolen property.

SPECIAL EDUCATION STUDENTS

Special education students who are a threat to themselves or other students and employees may be suspended above the ten day requirement and an IEP conference scheduled.

TARDIES

Any student arriving tardy to school must report to the office for admission to class. Excessive tardiness to any class will not be tolerated. On the fourth tardy in a quarter, students will be assigned a detention to be served in the detention hall. Detention will be assigned for any additional tardiness throughout the quarter. This slate will be wiped clean as the new quarter starts. If tardiness persists students may be assigned in school suspension to rectify the problem.

RESPONSIBLE BEHAVIOR ALTERNATIVE

Purpose: To give students the opportunity to take responsibility for their own actions. This, in turn, will allow regular classroom teachers the opportunity to teach and give students the chance to learn.

Goals: 1. To create an alternative to the regular classroom, the alternative provides for a positive and non-coercive atmosphere.

2. To allow the students, with parental support, to develop specific plans for behavior improvement.

Teacher Responsibilities:

1. The teacher handles students' behavioral problems on a one to one basis,

2. The teacher: a) isolates the offending student, b) moves the student in the classroom, c) provides the time and opportunity for the student to calm down and reflect on the offending behavior,

3. The teacher may refer the student to the time-out room when the other steps have been exhausted.

Principal Responsibilities:

1. After referral to building principal discipline procedures will be left to discretion of principal.

BUS RULES

1. The school furnishes transportation for those pupils who live one mile or more from the school building. (Except areas specifically approved by the Board of Education, or the DESE).

2. The driver is in charge of all pupils and the bus. Pupils will obey the driver promptly and cheerfully or forfeit the privilege of riding the bus.

3. Drivers will check attendance once a month and report passenger changes as they occur.

4. Pupils must be on time: the bus cannot wait beyond its regular schedule for those who are tardy.

5. Pupils are not permitted to leave the bus until they arrive at their destination, except upon written instructions from the principal or parents. If written instructions are received, they are to be initialed by the student's principal.

6. All bus routes are carefully laid out and approximate time schedules established. They are approved by the Board of Education and the State Department of Education. No deviations are to be made from these routes and schedules.

*** Request for additional passengers on bus routes will be held to emergency situations only.

*** A video camera will be in use on the buses.

SAFETY REGULATIONS

1. Pupils should never stand in the roadway while waiting for the bus.

2. Unnecessary conversation on the bus and with the driver is prohibited.

3. Classroom conduct is to be observed by pupils while riding in the bus. Except for ordinary conversation, unnecessary noise and loud talking are prohibited.

4. All pupils must remain seated at all times. Drivers may assign specific seats.

5. The use of tobacco is not permitted in the bus. Use of tobacco on school property by a school-age student is prohibited by board policy.

6. Pupils must not throw waste paper or other rubbish out of bus windows.

7. Pupils must not at any time extend arms or head out of bus windows.

8. Pupils must not try to get on or off the bus, or move about within the bus, while it is in motion.

9. Pupils must observe directions of the driver when leaving bus.

10. Any damage to bus should be reported at once to the driver.

11. No one is to touch the emergency door except in case of emergency!

12. Pupils who refuse to cooperate and to observe these regulations will be denied the privilege of riding the bus.

**RULES AND REGULATIONS GOVERNING
TRANSPORTATION OF STUDENTS**

In order to maintain good behavior and safety for our students, the Lamar Board of Education has adopted the following rules and regulations.

Bus Conduct Report:

1. Bus drivers will issue a conduct report when behavior on the bus warrants such a report. We urge your cooperation with the corrective action taken by this report.

2. In each of the steps listed below, the principal must sign the student's conduct report before the student will be considered eligible to ride the bus. (Kindergarten students will receive additional consideration and further parent contact.)

The following disciplines will be enforced for misconduct on school buses:

1. When a student is issued the first conduct report, it will be mailed to the parent. The principal and student will attempt to resolve the situation.

2. If a second conduct report is issued the student will be allowed to ride home but not allowed to ride the bus for three (3) consecutive days. Notification will be mailed to the parent.

3. If a third conduct report is issued the student will be allowed to ride home but not allowed to ride the bus for ten (10) consecutive days. Notification will be mailed to parent.

4. If a fourth conduct report is issued the student and his/her parents will meet with the superintendent and principal. They will reach a decision as to if and when bus privileges may be resumed. The bus driver will meet with the student, parents, principal and superintendent when deemed necessary.

5. The student and parents ALWAYS will receive a transportation notice of disruption, and have every opportunity to be heard.

Gross misconduct will be handled immediately. In most discipline matters the stipulated steps will be utilized. The administrator may progress to any step as the situation warrants.

**PROCEDURE FOR STUDENTS CLAIMING
DISCRIMINATION ON THE
BASIS OF RACE, SEX, CREED, COLOR OR NATIONAL
ANCESTRY**

The Lamar School District R-I, in compliance with Title IX of the Education Amendments of 1972, has implemented the following procedure for students claiming discrimination on the basis of Race, Sex, Creed, Color and National Ancestry.

Informal Procedures:

1. Verbal communications of alleged discrimination shall be made directly to the teacher, or other school employee directly involved.

2. Unresolved complaints may be taken directly to the appropriate building administrator after a reasonable time.

3. Complaints not resolved in the informal stages may be presented as formal charges.

Formal Procedures:

1. Students, accompanied by parents, may present

discrimination complaints in writing to the school principal. Students and parents or legal guardians must sign written complaints. Written complaints must include the following information: date of filing, description of alleged grievances, and the name of the school staff involved.

2. Upon receipt of the formal complaint the Principal will:

- a. Forward copies of the complaint to the Superintendent of Schools.
- b. Make a decision and notify the student, parents, and Superintendent of Schools of that decision no later than ten (10) school days following the filing of the formal complaint.

3. Students and parents or legal guardian may appeal the decision of the building principal to the Superintendent of Schools. The parents and students may arrange a conference with the Superintendent of School at their earliest convenience. Parents and students must appear together and present their written report of the decision of the building principal. Notification of the action taken by the Superintendent will be given in writing to the students, parents, and principal within five(5) school days of the conference.

4. Students and parents may appeal the decision of the Superintendent of Schools to the Board of Education by notifying the Superintendent of Schools of their intent and by appearing before the Board of Education at the next regularly scheduled or special called meeting. The hearing before the Board of Education may be conducted in Executive Session upon the request of either the Board of Education or the complaining parents and students.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with in certain responsibilities. Among these student rights and responsibilities are the following:

- The right to attend free public schools; the responsibility to attend school regularly and to observe school policies, rules and regulations deemed essential for permitting others to learn at school.
- The right to a quality education; the responsibility to put forth the best efforts during the educational process.
- Civil rights -- including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights.
- The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes, injure his rights.
- The right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that, as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and relations regarding the orderly operation of the district schools. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey and such interpretation subject to an appeal.

School is a place where students are encouraged to learn.

Standards of conduct are established by the Board of Education to create an environment in which each student's rights to learn is protected. Students and their parent/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks, distributed annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Review of Student Records

1. An eligible student (18 years of age or older) or the parents/guardians will have access to the student's records under administrative supervision during those times the school is normally in session unless arrangement for another time has been made in writing. The eligible student of parents/guardian has the unique right to inspect the academic record and is entitled to any information recorded on the record. School officials are obliged to define or interpret, but not necessarily justify or defend material contained in student records. Examination of the record will be permitted under conditions, which will prevent its alteration or mutilation.

2. If the eligible student or parents/guardians are in disagreement with the data on the student's record they may challenge the information by the appeals procedures.

3. Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. The principal will insure that such use will be limited to specific needs for providing the student with educational services.

MANDATED CHILD ABUSE - NEGLECT REPORT

The staff of Lamar Middle School is required by state statutes to report child abuse, and child neglect.

FEDERAL PROGRAMS COMPLAINT PROCEDURE

The Department of Elementary and Secondary Education has developed a standard complaint resolution procedure for all programs under the Goals 2000: Educate America Act and the Improving America's School Act. The copy of the entire complaint procedure is located at each principal's office or director of Special Services and Federal Programs in the Middle School.

SCHOOL RESOURCE OFFICER

Lamar R-1 School District and the Lamar Police Department set forth an agreement for an SRO to provide services for this school year.

SCHOOL SAFETY

For the safety of your child, please have them leave at home any item which could pose as a threat to other students or create a disruption in the school.

TECHNOLOGY MISCONDUCT (See Board policy EHB and regulation EHB-R)

Attempting, regardless of success, to gain unauthorized access to a technology system or information, to use district technology to

connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization, to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense – 1-180 days suspension, suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record. *

Subsequent Offense - 1-180 days suspension, expulsion, suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record. * Violation other than those listed in "a" of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

First Offense – 1-180 days suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record. *

Subsequent Offense – 1-180 days suspension, expulsion, suspension or loss of user privileges, possible notification of law enforcement and documentation in student's discipline record. *

* Any offense that constitutes a "serious violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record.

NOTICE OF RIGHTS FOR DISABLED STUDENTS AND THEIR PARENTS UNDER 504 OF THE REHABILITATION ACT OF 1973

The Rehabilitation Act of 1973, commonly known in the schools as "Section 504," is a federal law passed by the United States Congress with the purpose of prohibiting discrimination against disabled persons who may participate in, or receive benefits from, programs receiving federal financial assistance. In the public schools specifically, 504 applies to ensure that eligible disabled students are provided with educational benefits and opportunities equal to those provided to non-disabled. Under 504, a student is considered "disabled" if he or she suffers from a physical or mental impairment that substantially limits one or more of their major life activities, such as learning, walking, seeing, hearing, breathing, working, and performing manual tasks. Section 504 also applies to students with a record of having a substantially limiting impairment, or who are regarded as being disabled even if they are truly not disabled. Students can be considered disabled, and can receive services under 504, even if they do not qualify for, or receive, special education services.

The purpose of this Notice is to inform parents and students of the rights granted them under 504. The federal regulations that implement 504 are found at Title 34, Part 104 of the Codes of Federal Regulations (CFR) and entitles parents of eligible students, and the students themselves, to the following rights:

1. You have a right to be informed about your rights under 504. (34 CFR 104.32) The School District must provide you with written notice of your rights under 504 (this document represents written notice of rights as requires under 504). If you need further explanation or clarification of any of the rights described in this Notice, contact appropriate staff persons at the District's 504 Office and they will assist you in understanding your rights.

2. Under 504, your child has the right to an appropriate education designed to meet his or her educational needs as adequately as the needs of non-disabled students are met. (34

CFR 104.33).

3. Your child has the right to free educational services, with the exception of certain costs normally also paid by the parents of non-disabled students. Insurance companies and other similar third parties are not relieved of any existing obligations to provide or pay for services to a student that become eligible for services under 504 (34 CFR 104.33).

4. To the maximum extent appropriate, your child has the right to be educated with children who are not disabled. Your child will be placed and educated in regular classes, unless the District demonstrates that his or her educational needs cannot be adequately met in the regular classroom, even with the use of supplementary aids and services (34 CFR 104.34).

5. Your child has the right to services, facilities, and activities comparable to those provided to non-disabled students (34 CFR 104.34).

6. The School District must undertake an evaluation of your child prior to determining his or her appropriate educational placement or program of services under 504, and also before every subsequent significant change in placement (34 CFR 104.25).

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by the school district personnel or by the Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with the local district policy. Refer to Board of Education Policy KL.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any person directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulation have been violated, misapplies, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to

grade. The Lamar R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

The Lamar R-1 School District assures that it will provide informational and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The Lamar R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Lamar R-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and

destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Special Education Director's office. Office hours are from 8:00 am to 4:00 pm, during any day that school is in session.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Director of Special Education. This notice will be provided in native languages as appropriate.

Directory Information: Board Policy JO

The Lamar R-1 School District designates the following items as directory information in grades K-8: Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

LMS EXPECTATIONS MATRIX

	ALL LOCATIONS	CLASSROOM	CAFETERIA	OUTSIDE
RESPECTFUL	<ul style="list-style-type: none"> *Ask permission before touching another's belongings. *Follow directions from staff. *Use appropriate tone, volume, & words when speaking. *Honor the personal space of others. 	<ul style="list-style-type: none"> * Participate positively. *Raise hand to be recognized. *Listen carefully to instructions. *Acknowledge ideas of others. *Leave room clean with materials put away. 	<ul style="list-style-type: none"> *Use controlled volume for speaking. *Use good manners. *Eat only your food. *Respect personal space & keep hands to self. *Listen to announcements quietly. 	<ul style="list-style-type: none"> *Keep area clean. *Keep hands and feet to self. *Stay on sidewalks, patio, & walkways.
RESPONSIBLE	<ul style="list-style-type: none"> *Take care of yourself. *Report problems or dangerous situations to adults. *Follow dress code *Have good attendance. *Be on time. 	<ul style="list-style-type: none"> *Write down lessons in agenda. *Know when assignments are due. *Hand in assignments on time. *Use class time for learning. *Accept consequences w/o arguing or complaining. 	<ul style="list-style-type: none"> *Keep cafeteria clean. *Clean tables when finished. *Remain seated until excused. 	<ul style="list-style-type: none"> *Keep track of materials before school. *Ask permission to leave area. *Stay in approved areas before & after school.
READY	<ul style="list-style-type: none"> *Bring appropriate materials to school. * Know what is expected in your classes for the day. *Return forms and papers as needed. 	<ul style="list-style-type: none"> *Have materials out and ready. *Bring your agenda *Have assignments done. *Prepared for tests & quizzes. *Arrive with a positive attitude. 	<ul style="list-style-type: none"> *Stay in single file line until purchase is complete. *Bring lunch or funds for food. *Have your agenda with lunch code. 	<ul style="list-style-type: none"> *Have agenda signed for pass. *Know what you are supposed to do after school.

	HALLWAYS	BATHROOM	BUS	EVENT/ASSEMBLY
RESPECTFUL	<ul style="list-style-type: none"> *Walk & stay to right side while traveling from place to place. *Hold doors for people. *Keep hands & feet to self. *Keep hall clear of trash & materials. *Be polite & let others pass. 	<ul style="list-style-type: none"> *Respect privacy of others. *Remember to use appropriate language, tone, and volume when speaking. *Throw paper towels into trash. *Respect personal space. 	<ul style="list-style-type: none"> *Keep hands & feet to self. *Use appropriate language. *Let others sit with you. *Greet & thank bus driver. *Keep bus clean. 	<ul style="list-style-type: none"> *Respect the efforts of individuals performing. *Pay attention. *Applaud when appropriate. *Respect personal space. *No talking during performances.
RESPONSIBLE	<ul style="list-style-type: none"> *Keep your locker clean. *Get to class on time. *Have agenda signed if between classes. *Report problems to adults. 	<ul style="list-style-type: none"> *Flush! *Wash hands. *Report problems to staff. 	<ul style="list-style-type: none"> *Keep belongings in appropriate place. *Follow driver's instructions. *Stay seated. *Take care of self. *Report problems to adults. 	<ul style="list-style-type: none"> *Follow instructions. *Sit in designated area. *Stay with class or group.
READY	<ul style="list-style-type: none"> * Gather appropriate materials for class. * Have agenda. 	<ul style="list-style-type: none"> *Have agenda signed for hall pass. * Be quick. 	<ul style="list-style-type: none"> *Arrive on time. *Line up single file to enter & leave bus. *Be ready to exit with materials. *Know which bus you are riding. 	<ul style="list-style-type: none"> *Stay seated. *Line up quickly in single file.

