



**Circle School District 375**  
**Circle Middle School**  
**Student Handbook**  
**2009-10**

**Circle Middle School**

14697 SW 20th  
Benton, KS 67017  
Phone-316-778-1470; 316-321-1269

**Doug Bacon, Principal**  
**Misty Gawith, Asst. Principal**  
**Cindy Schaker, Counselor**

**School Hours:**

8:25 a.m. to 3:11 p.m.

The mission of  
**Circle Middle School**  
is to challenge all students to excel in  
their academic and personal development.

**Beliefs:**

- Middle level education must be student-centered and developmentally appropriate.
- A safe, supportive environment is necessary.
- Individual strengths and talents must be developed and enhanced.
- Active participation is essential for learning.
- Parent and community involvement is vital to learning.
- Hard work is essential to achieve goals.
- Curriculum, instruction, and assessments must be aligned to meet high standards.
- Character development is part of a quality education.
- A trained and dedicated staff meets the unique needs of middle level students.

**This agenda belongs to:**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom teacher \_\_\_\_\_

# GENERAL INFORMATION

## **ACTIVITY BUS**

There is an activity bus available at 5:00 pm Monday through Friday. It will deliver students to Towanda Primary and Oil Hill School. During track season, students will be dismissed from Circle High School, not Towanda Primary on normal practice dates.

## **ANNOUNCEMENTS**

Announcements will be made at the beginning and before the end of the school day. As necessary, other announcements will be made using the intercom system.

## **AGENDA BOOKS**

All teachers require students to have their CMS agenda book with them and use it daily. The agenda book is part of the textbook requirements. The agenda book is a learning and organizing tool intended to enhance academic performance. The agenda book also contains the Student Handbook. Each additional agenda book costs \$5.00.

## **ARRIVAL AND DEPARTURE**

Students are to arrive at school no earlier than 7:50 am. However if, arriving before 7:50 am, students are to report to the cafeteria. Students are not to be in the building before 7:50 am, unless arrangements have been made through the building administration. Students arriving after 8:30 am must check in at the office. Students arriving late must have a note or a phone call from their parents explaining why they are late. Students are to be out of the building by 3:30 pm each day. Exceptions to these times are sports practices, other extracurricular activity practices, detentions or tutoring.

## **ASSEMBLY CONDUCT**

Assemblies are presented during the year at times advantageous to the student body. They provide opportunities in school to learn formal audience behavior. Courtesy demands that the student body be respectful and appreciative. In keeping with good school spirit the following rules will be observed:

1. Students will sit in groups as assigned by the teacher or principal.
2. All students will enter and leave the auditorium promptly, quietly be seated and refrain from unnecessary noise.
3. Hand clapping is the only acceptable kind of applause.
4. Courtesy and proper conduct must be maintained at all times.

## **BUS SCHEDULE/REGULATIONS**

Buses are scheduled to arrive by 8:00 am and leave approximately 10 minutes after school is dismissed. If students or parents have any questions regarding specific pickup times and places, they should contact the transportation division of Circle USD 375, 541-2631. Students will be assigned bus routes at the beginning of the school year. A copy of bus regulations is distributed at that time. Students are expected to conduct themselves in a manner that permits and promotes safe transportation. Regulations must be obeyed while riding the school bus. Reports of unacceptable behavior may result in parental contact and/or parent/school district conference, as willful disobedience and a student's transportation privileges may be withdrawn at the discretion of the transportation department and/or the school administration.

If you are riding the bus from Towanda:

**Before school:** All CMS students should report to the Towanda Primary gym/lunchroom. Students are not to wait outside. CMS students should be seated at the first three lunchroom tables on the northeast end of the lunchroom. An adult will dismiss students to board the buses when they arrive. Students are not to leave the lunchroom without permission.

**After school:** When buses arrive at Towanda Primary, students are to immediately leave the school

grounds if walking home or sit on the benches by the building and wait for their ride. Students are not to enter the building unless there is a need to use the school phone or in case of inclement weather.

If you are riding the bus from Benton:

**Before school:** All students waiting to ride the bus shall wait along the cement wall in front of the school entrance. On days with inclement weather, students will be allowed to wait inside the front porch area until the buses arrive. Students are required to ride bus to and from BGS. **NO** walking.

If you are riding the bus from Oil Hill:

**Before school:** Students who arrive at OHS to ride the bus are to wait outside the building in the area by the northwest entry doors. During inclement weather, students may choose to wait inside the building by entering through the northwest entry doors. While waiting inside the building, CMS students are to be located just inside the doors and should remain in this general area until the buses arrive.

**After school:** CMS students who arrive at OHS after school and catch a different bus should remain on the north side of the building until the bus arrives. During inclement weather, students will remain on the bus until their transfer bus arrives.

CMS students needing any kind of assistance should enter the building through the front doors and report to the office.

### ***CHANGE OF ADDRESS OR PHONE NUMBER***

Inform the main office of address or telephone number changes. The office must maintain current information in the event of an emergency.

### ***CARE OF PROPERTY***

Students should refrain from destructive acts such as: marring desks, tables, hall lockers, rest rooms, walls or floors. Students are responsible for all books and materials checked out to them. The office keeps records of the textbook costs. Any acts of vandalism or destruction of school property may result in suspension from school and/or payment for damaged property.

### ***COMPUTER/INTERNET USE***

The purpose of the networking system is to enhance the educational opportunities of students through computer technology. Students are authorized the following access through the use of their user ID and/or password.

1. Personal student menu established by a teacher.
2. Other teacher assigned stand-alone software.

### ***COMPUTER USE***

Violation of computer ethics is defined per Kansas State Statute 21-3755:

1. Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property. Examples: Changing backgrounds, screen savers, stacking icons etc.
2. Using a computer, computer system, computer network or any other property for the purpose of obtaining, property, services or any other thing of value by means of false or fraudulent pretense or representation.
3. Willfully exceeding the limits of authorization and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer system, computer network or any other property. Students will be responsible for actions resulting from the use of their ID and/or password. Student use of flash drive is only allowed with Building Tech supervision.

**Violations of this policy may result in the following consequences:**

1. Payment for any damage and/or costs of replacement.
2. Loss of computer privileges.
3. Conference with administration and/or out-of-school suspension with possibility of a due process hearing.

***INTERNET USE***

Access to the Internet enhances the educational opportunities of students. When used responsibly, the Internet provides students access to educational resources that may not otherwise be available; however, some parts of the internet may contain material that is not appropriate for student or school use. The purpose of this policy is to provide guidance for proper use of the Internet and to explain consequences of inappropriate use. An Internet form must be signed by both student and parent and turned into the office before a student will be allowed Internet use. Use of the Internet and USD 375 computer information networks for any illegal activity is strictly forbidden. Illegal activity and improper network uses include but are not limited to:

- Chat rooms,
- Intentional disruption of network traffic,
- Degrading or disruption of equipment of system performance,
- Use of USD 375 computer information network for commercial or financial gain or fraud,
- Theft of data, equipment or intellectual property,
- Sharing their password, or allowing anyone to use their account,
- Gaining unauthorized access to data files of others, or vandalizing data files of another use,
- Gaining or seeking unauthorized access to resources or entities,
- Forging electronic mail messages, or use of an account owned by another user,
- Invading the privacy of individuals,
- Posting anonymous messages or material,
- Possessing any data that might be considered a violation of these rules in paper, magnetic, or any other form,
- E-mailing,
- Downloading or installing from Internet without permission.

Further, transmission of any material over the Internet that is in violation of any State or Federal law is prohibited. This includes, but is not limited to:

- Copyrighted material,
- Threatening material,
- Obscene material,
- Inflammatory material,

Use of the Internet is a privilege. Internet use is prohibited unless a signed consent form is on file at the school. Unauthorized use or use not in compliance with these guidelines will result in one or more of the following actions:

- Suspension of Internet access,
- Revocation of Internet access,
- Suspension of network privileges,
- Revocation of network privileges,
- Suspension of computer access,
- Revocation of computer access,
- School suspension,
- School expulsion, and/or legal action and prosecution.

The district has the right to restrict or terminate computer information network access at any time for any reason. USD 375 further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the computer information network.

### ***COUNSELOR***

The middle school counselor assists students through individual, small group and classroom guidance. The counseling program focuses on personal, social, educational and career development at various times throughout a student's middle school years. Students, as well as parents, are urged to visit with the counselor about questions or concerns. Students may sign up to visit with the counselor using the mailbox located outside the counseling office door. Parents may call the school to set up an appointment.

### ***CRISIS PLAN***

The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crises from emergency response for dangerous weather and natural disaster to bomb threats and intruders in the building. From time to time, your child might report to you drills that may occur to better prepare students and staff members in the event of a crisis. Persons wishing to know more about the crisis plan should contact their building administrator.

### ***DANCES***

Only CMS students will be allowed to attend CMS dances.

### ***DELIVERIES TO SCHOOL***

In order to limit the distraction and additional difficulties created by the delivery or bringing of certain items to its schools, CMS places the following restrictions on such items:

1. The delivery of flowers, balloons or other gifts will be distributed after school. Balloons cannot be taken on the school bus.
2. The internal distribution of items by students or faculty groups must be approved in advance by the building principal.
3. Students will not be allowed to bring flowers, balloons and other distracting items to school.
4. The commercial delivery of food to school will not be allowed.

### ***DRESS CODE-"Dress for Success"***

The purpose of the CMS Dress Code policy is to Dress for Success. The dress code encourages an orderly environment where learning opportunities are maximized through well defined policies and procedures. The CMS Dress Code will be enforced, therefore, parents and students are encouraged to become familiar with the following guidelines.

#### **Shirts, blouses, dresses and jerseys:**

- Non-revealing.
- Sleeveless garments must fully cover the shoulder, from the base of the neck to the top of the shoulder.
- Spaghetti strapped, low cut, open backed, or short garments must be worn with a T-shirt underneath or covered by another shirt.
- Shirts and blouses must be long enough to be tucked in.
- Basketball jerseys must have a shirt with sleeves worn under the garment.
- Sleeveless shirts that have large arm hole must have a shirt with sleeves worn under the garment.

**General Rule of Thumb:** A general rule that may help parents in the selection of clothing would be the 4 B's: No showing of the Back, Bottom, Belly or Breasts (including cleavage). Skin may not show when the student is sitting, standing, raising their hands, leaning over a desk, etc.

#### **Slacks, dresses, shorts, and skirts**

- Shorts/flip flops may be worn during August, September, October and after Spring Break.
- To be worn at the waist with no sagging. The waist is immediately below the ribs and above the hips.
- Skirts, dresses and shorts must be to mid-thigh or longer. Mid-thigh would be two inches below the finger tips when arms are by your side.

- Slits may not be above the mid-thigh area.
- No pajama pants or slippers.

#### **Footwear**

- Footwear must be worn.

#### **Coats and Hats**

- No hats, caps, or head covering may be worn in the school building.
- Heavy jackets and coats are not to be worn in the classrooms unless special permission has been given to the student.

#### **Logos**

- Logos with inappropriate language or pictures are not permitted on clothing or accessories. Examples include obscene, innuendoes and illegal substance advertisements, including alcohol and tobacco products. Any sign, symbol, logo or garment that is lewd, suggestive or has become synonymous with any gang is prohibited. Logos across the buttocks (back of pants, shorts, and other attire) will not be permitted.

#### **Other requirements**

- Garments must be clean, neat, and not in noticeable disrepair. (no large holes or tears)
- Undergarments must be worn and not visible.
- Adornment that draws attention to oneself in a manner that may be disruptive to the educational process will not be permitted. (i.e. body piercing, visible tattoos, hairstyles, body jewelry, metal chains, metal spike apparel or excessive accessories).
- Hair curlers, picks, or sunglasses may not be worn in school.
- Leggings or biker shorts must be covered.

**Please Note:** CMS continues to strive to provide an environment that enhances learning. It is impossible to address every clothing situation. Therefore, the administration reserves the right to determine if the garment is provocative and/or distracting to the learning environment.

#### **Consequences for violation of the dress code:**

Student will automatically be issued a CMS Dress for Success shirt or sweats when sent to the office. After one (1) office referral per nine weeks for dress code violation, the following consequences will occur:

Step 1: 30 minute detention

Step 2: 1 hour detention

Step 3: Parent phone call and one hour detention

Step 4: Severe dress code violations will be dealt with on an individual basis.

#### ***DRIVING STUDENTS***

Any student who drives a motorized vehicle to school must register it in the office and be assigned a place to park. Bicycles are to be parked and locked to the bike racks.

#### ***EMERGENCY DRILLS***

Tornado, fire and building evacuation drills are held on a regular basis for students' safety. The school follows established procedures from the state fire marshal's office and the district crisis plan for these drills. In the event of an actual emergency, parents may pick up their child at the school or the designated evacuation site. The students will not be released to other adults or by phone calls from parents. Students will only be released to those identified as emergency contacts.

#### **Fire:**

1. All personnel and students will participate in all fire drills.
2. Drills will be held at regular intervals during the school year.
3. Fire drills will not be announced in advance after the first drill.
4. If a stairway or door is blocked, use the next nearest one.
5. At the sound of the fire bell, students will leave all work immediately. All books and notebooks will be left on desks.

6. When fire drills occur, the safety of the occupants of the building should be considered above all else. Everyone should move at least fifty (50) feet away from the building.
7. The teacher will be responsible for closing the classroom door and windows in addition to turning out all lights when the last student has made his or her exit. All teachers should take their grade books and follow their groups in the fire drill.
8. Do not enter the building until the "all clear" is sounded.

***Tornado:***

All students shall move with their classes, following the designated procedure as outlined for the specific class they are in at the time of the alert. Students not in class (such as in the hallway or going to the media center) shall proceed to any designated assigned area. Under no conditions shall students run, but shall walk rapidly, remain calm, alert, and quiet so announcements can be heard. When the tornado alert is lifted, an announcement will be made. Remain in designated areas until the all clear is given.

***EVENT SHIRTS***

CMS event shirts are required for all student. Students will be required to wear the event shirt as follows: Vocal Music and Band Concerts, Field Trips, Athletic and Activity events or as required by the CMS staff and/ or administration. Order forms are in the front office.

***HALLWAY TRAFFIC***

Always walk to the right side of the halls. Running, pushing, shoving, and yelling are unacceptable behaviors. Students are cautioned against this type of activity as it may endanger their own safety as well as the safety of others. Students are to remain in halls where they have classrooms or halls that are the most direct route to their next class.

***HEALTH SERVICES***

The school nurse advises and assists the principal and teachers in planning and carrying on a school health program. The school nurse DOES NOT diagnose any condition. The nurse administers over the counter or prescribed medication in the original container, ONLY with specific physicians order and parents written consent. Medication forms are available in the office or the order may be faxed from the physician to the school. The nurse plans, schedules and assists with all school screening examinations. She interprets and follows up all matter pertaining to the health of the pupil. In order to protect students from possible exposure to diseases, students who are ill should not come to school. It is the duty of the school to exclude any child who appears to be ill or suspected of having an infectious or contagious disease. It is the responsibility of the parent to make such arrangements that the ill or injured student will be picked up by a parent or by the person assigned to do so. Students are not allowed to walk home, ride bike or drive a vehicle home. School health rooms are to care for those pupils who become ill or injured at school and the school can only offer TEMPORARY care and first aid. Except in emergencies, students should always report to class first, obtain a pass and then go directly to the health room when ill. Students are not to stop between classes unless given permission by the nurse. Students who are too ill to remain in the classroom shall go home.

***HOMEBOUND***

"Homebound" is a program offered to students who has specific long-term health or personal problems that are better dealt with outside the regular school environment. The homebound program is coordinated through the Director of Special Education. Acceptance into the program must be at the request of a physician. Parents or school personnel may initiate the action leading to acceptance into the program on behalf of students, if there is a need and a physician supports that need.

***INSURANCE***

The Circle School District carries no accident insurance policy on its students. Therefore, parents are encouraged to review the student accident package available through the school district and to enroll their stu-

dents. Low-cost plans are available for the school day alone or 24-hour coverage. Information is available in the office of the school.

### **LOCKERS**

The school lockers shall be under the supervision of the building principal or designated representative and assigned to students to store necessary school materials and clothing. (Whenever the principal is mentioned in this rule, it shall be construed so as to include “designated representative”). The building administration may search any locker at any time. Use of law enforcement officials and drug-sniffing dogs may be utilized in performing locker searches. The student will be held responsible for their assigned locker and its contents and will be assessed a fee for damages, painting and/or cleanup according to the district’s vandalism policy.

Each student at Circle Middle School will have an individual locker with a built in combination lock. This locker is to be kept locked at all times. The office will make all locker assignments. Students must keep the locker assigned to them. No sharing of lockers with other students, Do not tell other students your combination. Bookbags/handbags/purses are to remain in the locker.

### **LOST, STOLEN, OR FOUND ITEMS**

Any articles found should be turned into the office. Lost or stolen articles should be reported to a teacher or the office immediately. Items that are not claimed and remain in the office for more than 30 days may be disposed of in a manner approved by the administration.

### **LUNCH TICKETS**

- Lunches may be purchased in the cafeteria before school. Lost or damaged student identification cards will be replaced for five dollars. Students may also turn their payment into the office. They may also purchase lunches in the cafeteria at lunch time. By federal regulations, free and reduced lunch tickets may only be used by the person owning the ticket and only once each day.
- Students are only allowed to use their lunch card to purchase one lunch per day.
- Any additional lunches will be sold with written approval from the student’s parents and must be purchased with cash.
- No sharing of lunch cards is allowed. If a student does not have his or her lunch card over a period of time, a detention may be issued for that student to “work off” the cost of a new card.
- Each student will be allowed to charge five (5) lunches. After your child has charged five lunches, you will be notified by food service personnel. No charges will be allowed the last two weeks of the current school year.
- Free and reduced lunch/breakfast applications are available at enrollment or in the office.

### **MEDIA CENTER**

Students may check out three (3) items at one time for a period of two (2) weeks. Student ID cards are required for materials check out. ID cards are not to be shared. Students are encouraged to return books on time. Overdue notices are sent out through team teachers. Grade cards will be held for overdue books. Students with overdue books and materials may be denied the privilege of checking out any other materials from the Media Center. Students are responsible for replacement cost of any materials that are lost or damaged.

### **MOVING**

Students moving from CMS must have their parents contact the office by phone or in person and inform the school when the student’s last day will be. All books must be returned and any fees paid before records will be sent to the new school.

### **PARENT/TEACHER CONFERENCES**

Fall and Spring Parent Teacher conferences will be offered. Fall conferences will be scheduled at the end of the first nine weeks for all parents. Spring conferences are only scheduled as requested by the teacher or parent. Specific dates and times are posted in the district calendar.

### **PERSONAL PROPERTY**

Students should not bring personal property, such as: *laser pointers, wallet chains, radios, tape players, cassette recorder, pagers, cellular phones, skateboards, rollerblades, drink containers, MP3 players, electronic games, lighters, pocket knives, etc.* Electronic devices, such as CD players, iPods, cassette recorders, may only be used before or after school, unless approved by their teacher. If used without permission such items may be taken from students and kept in the office until parents pick them up. The district is not responsible for loss or damage to any personal property, even if personal property is lost, stolen or damaged on school grounds.

### **CAMPUS POLICE OFFICER (CPO)**

The CPO is a full time law enforcement officer who is in the school district to help create and maintain a safe educational environment for students, teachers and staff. The CPO fulfills the following roles:

- Positive role model for children
- A resource acting as a link to support services in and out of the school setting
- An advisor providing guidance regarding law enforcement questions
- A law enforcement officer whose primary purpose is to “keep the peace”

### **SCHOOL VIOLENCE HOTLINE**

Students may report potential violence on the violence hotline below. Stay Safe, Speak Up, Stop School Violence. Call 1-877-626-8203.

### **SNACK POLICY**

Items purchased from the vending machines may be consumed or purchased before school or after school. The nurse or office will issue snacks for those students with a medical reason. Gum chewing and candy consumption will be determined by the CMS staff. No sunflower seeds will be allowed.

Energy drinks or drinks containing high amounts of sugar or caffeine are not allowed at school. School administration will make the determination on banned drinks.

### **STUDENT ID CARD**

Each CMS student will be required to have a student ID card. The ID card is used as his/her lunch ticket and library card. A free ID card will be given to each student at the beginning of the year. During the first week of second semester, students will be given the opportunity to receive another free ID card. A fee of \$5.00 will be charged for any additional cards.

### **TELEPHONE USAGE**

Office Phone: Telephones are not available for student use. Calls will only be made on an emergency basis during the school day. A pay phone is available for student use before school, after school, and during lunch. Cell Phone: Students will be allowed to have a cell phone at school. However, the phone is to be turned off and stored in the hallway locker during school hours. Cell phones are not to be used on school buses. If used without permission, the following consequences will occur:

- 1st offense - Phone will be taken and returned to student at the end of the school day.
- 2nd offense - Phone will be taken and kept in the office for the parent to pick up.

### **TUTORING AFTER SCHOOL ( E.xtra T.ime)**

CMS has a tutoring program, called E.T. (Extra Time) available for students. If a student is referred, their parent will be called by office staff. Sessions are held from 3:15 pm to 5:30 pm. Parents are to pickup stu-

dents in the front of the building. There will also be an activity bus leaving at 5:30 pm; destinations to Towanda and then Oil Hill. Students must either be out for an after school activity or tutoring to be eligible to ride this bus. Those serving detentions are not eligible to ride. Notification will be given to each student.

### ***VISITORS***

All visitors must check in at the office and register for a pass. Student visitors will not be allowed unless there is a special school activity requiring their attendance. Approval of visitor passes will be at the discretion of the administration. Small children are not to be brought to school with students.

## **BEHAVIOR**

### ***CODE OF CONDUCT***

#### **CMS Students ...**

- Show courtesy and respect for self, other students and all adults at all times.
- Attend all classes, arriving on time.
- Are prepared for class.
- Take pride in their school.
- Dress appropriately for school.
- Exhibit quiet and appropriate hall behavior.
- Demonstrate good sportsmanship and manners at all school-sponsored events.
- Demonstrate academic honesty by completing their own work to their best abilities and not relying on others for answers when doing independent work or taking tests. A student's own work would include giving proper credit to published authors. Plagiarism is a violation of school policy.

#### ***LUNCHROOM BEHAVIOR***

- Students are to take their lunch to a table and remain there until finished. No "table hopping".
- Students are not to save seats for other students.
- Students should only be talking to students at their table. Use quiet voices.
- Students must have permission to use the restroom or leave the lunchroom.
- Students are to pick up all trash around their table.
- When finished eating students shall take their tray to the wash window and stack their trays.
- Students should return to their table and wait to be dismissed. The principal or lunchroom aide will dismiss students.

#### ***SCHOOLWIDE DISCIPLINE PLAN***

All student conduct expectations noted in this section apply to students while they are on school district property, at all bus stops and at all school sponsored activities. The USD 375 district-wide discipline policy is based on mutual respect among administrators, staff, teachers, students and parents. The purpose of this discipline policy is to ensure a safe and orderly environment so that learning and teaching opportunities are maximized through well-defined policies and procedures that support a positive atmosphere. Students have the responsibility to respect other students and the adults on the school staff, to comply with school and classroom rules and policies, and be ready to accept the negative consequences of their actions if they violate these rules or policies. Any student who does not follow the rules and policies is subject to disciplinary action. Any of the following may be taken:

1. Loss of privileges (sports, trips, dances, etc....)
2. Work detail
3. Detention after school
4. Written assignments
5. Notification of parents
6. In-school-suspension
7. Out-of-school suspension

8. Expulsion
9. Contact of proper authorities

Students may be subject to any of the disciplinary actions for violating any of the following:

1. Unexcused absences
2. Tardies
3. Intentionally or accidentally destroying or damaging any school property
4. Possession or use of tobacco products, alcoholic beverages, toxic materials, or drugs on school property or while involved in school activities
5. Use/misuse of over the counter drugs
6. Conduct which substantially disrupts, impedes, or interferes with the operation of the school and/or individual classes
7. Unauthorized note writing.
8. Conduct which substantially invades the rights of others (as per BOE policy and Kansas laws).
9. Disobedience of an order made by an administrator, teacher, or school personnel.
10. Fighting will not be tolerated. Fighting is an automatic three (3) day out of school suspension.
11. Profanity.
12. Theft.
13. Disturbing property of others.
14. Possession of a weapon (as per BOE policy JCDBB)
15. Leaving school without permission.
16. Undesirable dress.
17. Misbehavior in cafeteria, hallways, bus, assemblies, library, field trips, social events, and all extracurricular events.
18. Skipping detention.
19. Inappropriate display of affection.
20. Inappropriate use of the Internet.
21. Computer violations.
22. Terrorist threats.
23. Act of piercing the body ( ears, nose, etc..) at school.
24. Dishonesty (lying)
25. Vandalism

### **SEXUAL HARASSMENT**

Sexual harassment will not be tolerated in our school. It is a violation of BOE policy for a student to sexually harass another student or staff member. Sexual harassment is defined as any unwelcome sexual advance, inappropriate verbal or written conduct of a sexual nature that is made by one student to another. Sexual harassment may include, but is not limited to: verbal harassment or abuse, repeated remarks to a person, with sexual or demeaning implication or unwelcome touching. (as per BOE policy JGEC) To report harassment go to your teacher or office to complete a statement.

### **BULLYING**

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement. (*BOE policy JDDC Bullying*)

### **POSSIBLE CONSEQUENCES FOR MISBEHAVIOR**

#### ***Detention: Teacher Assigned***

(Mandatory before or after school sessions lasting no longer than one hour). Detention assigned to students by the teacher will be served under their supervision. In a location designated by the teacher. A 24 hour period will be given to make transportation or work out arrangements. Students serving after school deten-

tions may not ride the activity shuttle bus. Students may not participate in athletics or other school activities on the day the detention is served.

***Detentions: Office Assigned***

(Mandatory before or after school sessions lasting no longer than one hour). Students who are assigned after school detention should serve it the day assigned by the administration. A 24 hour period will be given to make transportation or work out arrangements. Any exceptions must be made through the administration. Detentions that have not been served on the correct date may be doubled, or the student may be assigned an in-school suspension. Unacceptable conduct in the detention room will result in additional detention or in-school suspension being assigned. Students serving after school detentions may not ride the activity shuttle bus. Students may not participate in athletics or other school activities on the day the detention is served. Transportation for administrative or teacher assigned detention is the responsibility of the parent/guardians.

***IN-SCHOOL-SUSPENSION (ISS)***

Students placed on In-School Suspension will be isolated from the other students. The student may be permitted to makeup work that is missed and receive credit as outlined in the attendance section of this handbook. He/she may not participate in extracurricular activities that day. In-School-Suspensions will be assigned by the building administrator.

***OUT-OF-SCHOOL SUSPENSIONS (OSS)***

In the event that a student is suspended out-of-school, the student will not be allowed to attend any school activities, including both home and away events, during the suspension time. The students is not allowed on any school property without administrative approval. The student may be permitted to makeup work that is missed and receive credit as outlined in the attendance section of this handbook.

***SUSPENSION and EXPULSION***

Kansas Law 71-8901 states: The Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel any pupil or student guilty of any of the following:

- A. Willful violation of any published regulation for student conduct regulation;
- B. Conduct which substantially disrupts, impedes, or interferes with school operation;
- C. Conduct which endangers the safety or substantially impinges upon or invades the rights of others;
- D. Conduct which constitutes the commission of a felony;
- E. Conduct which constitutes the commission of a misdemeanor;
- F. Disobedience of an order of a school authority if the disobedience results in disorder, disruption, or interference with school operations; and
- G. Possession of a weapon at school, on school property or at a school sponsored event.

When a student is suspended from school, he/she is not to return to school or attend school activities of any nature until the suspension period is over. He/she may not be present on any USD 375 property during the time of the suspension. Violation of this policy will be considered criminal trespassing and will be handled by the police department. Any student who is suspended out of school for a short term (one to five days) is expected to makeup all work missed during his/her suspension. As with absences for other reasons, the student is responsible on the day he/she returns to class, to make arrangements with the teacher regarding the completion of the work missed.

***VANDALISM POLICY***

The board will seek restitution according to law for loss and damage sustained by the district because of malicious mischief, vandalism, burglary and other wrongful acts by adults or juveniles. Parents or guardians

of juveniles under the age of 18 who are living with said parents/guardians are responsible for vandalism loss and damage caused by their children. Legal procedures may be instituted at the recommendation of the principal and/or superintendent.

## ACADEMICS

### **PROGRESS REPORTS**

With the implementation of the new Power School parent program, parents are able to receive immediate information on their child's academic status. This program updates as soon as a teacher enters a new grade. A traditional paper copy of the progress report will be mailed upon parent request.

### **HONOR ROLL**

The Honor Rolls are figured on all grades given each quarter (9 weeks) but not on semester grades: Gold Honor Roll, all A's; Black Honor Roll, all A's and/or B's. Students may earn an academic letter at the end of each semester if they have met the requirements for each nine week semester. Requirements for the academic letter are:

- Have been on the honor roll each nine weeks of a semester
- Daily attendance is at 85 % or above

Note: If a student already has an academic pin for their letter a bar will be issued for each semester that a student meets these requirements.

### **GRADE MEANINGS AND RANGES**

The following is the standard grading scale:

- A= Excellent, Outstanding (100-90%)
- B = Good, Above Average (89-80%)
- C = Average (79-70%)
- D = Below Average, Inferior (69-60%)
- F = Failure, Unacceptable (59% & lower)
- P = Passing

No incomplete grades will be given. Any work that is not completed at the end of a grading period will be given a zero (0) and averaged in with all other grades received. If a student has extenuating circumstances or severe health problems, exceptions may be made. It is the student's responsibility to complete the work so the grade can be changed.

### **ACADEMIC DISHONESTY**

Academic dishonesty, as in cheating or plagiarism, is not acceptable. Cheating includes copying another student's work, such as homework, class work or test answers, as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author.

A student who engages in any form of academic dishonesty will receive no credit for the work in question and will be reported to the office.

**First Violation** - A letter will be sent or a phone call will be made to the parent/guardian by the teacher. Zero (0) points will be earned on the assignment. The student will receive one (1) hour of detention and a letter will be placed in the student's discipline file.

**Second Violation** - A letter will be sent or a phone call will be made to the parent/guardian by the teacher and a meeting will be held with the teacher(s), administration and parent/guardians. Zero (0) points will be earned on the assignment. The student will receive two (2) hours of detention and a letter will be placed in the student's discipline file.

## **ATTENDANCE**

### ***ATTENDANCE/TRUANCY LAW***

Any student under 18 years of age “is required by law to attend school, and if such child is inexcusably absent either three (3) consecutive days or five (5) or more days in any semester, or seven (7) days in one school year, such child is truant” as specified in Kansas School Compulsory Attendance Law KSA 72-1113. Students who are under the compulsory school attendance law can expect legal truancy notices to be delivered to their parents/guardians by the County Attorney’s office and subsequent court action if the truancy problem is not resolved.

### ***ATTENDANCE PROCEDURE***

The middle school principal or his/her designee will determine whether a student’s absence is excused or unexcused. The school’s daily attendance report will indicate those absences that are unexcused. Student absences will be excused for the following reasons:

1. Personal illness or injury
2. Personal and family matters

Parents will be held responsible for contacting the school by phone or personal visit by 10:00 a.m. on the day their child is absent. An attempt will be made by SchoolMessenger to notify parents who have failed to call or contact the school on the day of the absence. If the absence has not been excused within one school day, the student will be called to the office to make a parent contact regarding the absence. Absences not cleared by the parent/guardian and the school administration, will be considered unexcused. Excessive absences (3 days or more) will required written documentation from a physician.

### ***UNEXCUSED ABSENCE***

An unexcused absence is defined as “a student being absent any ten consecutive minutes or more of the school day without permission from parent/guardian or school.” Excused absences must fall within the guidelines of the Circle Middle School attendance policy. If an absence is determined to be unexcused, the classroom teacher(s) will be notified. An administrator will notify the student’s parents of any unexcused absence requiring an in-school or after school detention. Class work that is missed while unexcused may be given a zero grade.

### ***TARDINESS***

- If a student arrives late to school, he/she must check in at the main office and receive an admit slip before going to class.
- If a student is late to class during the rest of the day, the student should go to his/her next class, not the office.
- If a student is detained in class, the holding teacher is obligated to give each student held a written pass for tardiness to the next class.

Consequences:

After 3 tardies: Warning

After 4 tardies: 30 minute detention

After 5 tardies: 1 hour detention

After 6 tardies: Parent call and/or Parent meeting

If a student receives more than six (6) tardies it is considered severe and will be dealt with on an individual basis by the administration.

### ***SCHOOL-RELATED ACTIVITIES***

Student absences due to school-related (instructional/athletic) activities will not count against the students attendance. Students are required to complete all class assignments within a reasonable amount of time as directed by the classroom teacher. However, failure to complete the required assignments will result in lowering of course grade.

### ***MAKING UP MISSED WORK***

The student is responsible for getting all missed assignments from their teachers. If a student has an excused absence on the due date of an assignment, the student must turn in the assignment on the day she/he returns to class, provided that the assignment was made prior to the absence. A student who misses class because of a school-sponsored activity may be required by the instructor to complete assignments in advance of the activity. Students should understand that it might be impossible to earn a daily participation grade if not present in a class.

Two class periods are given to complete daily work missed due to each day of excused absence. For example, you are absent on Monday, you meet in class on Wednesday, and the missed assignment is due on Friday. If you are absent on Tuesday, you meet in class on Thursday; the missed assignment is due on Monday. For extended illness, the student will be limited to five (5) school days following their return to makeup work with the teacher or administration.

Students suspended for one day will be given one day to complete missed assignments. Students who are suspended from school for more than one day will have assignments made available to them on the second day of the suspension. To receive credit for these assignments, they must be completed upon returning to class.

### ***EXCESSIVE ACCUMULATED ABSENCES***

Occasionally a student's absences become excessive to the detriment of the student's success and the proper operation of the classroom. At these time, the school must impose additional consequences other than those for individual absences. Students, who have excessive absences, six (6) or more in an individual block or ten (10) days total, not including school business, will be required to bring a "professional" note for each day missed thereafter. **If a doctor's note is not presented to the office after seven (7) days, those absences will be considered unexcused.**

## **ACTIVITIES and ATHLETICS**

**Colors: Black and Gold**

**Mascot: Thunderbolts**

### ***STATEMENT OF PURPOSE***

Membership and participation in extracurricular and co-curricular activities should have a very positive effect in the development of constructive attitudes for future citizenship. Participants, before starting in the program, should be made clearly aware of its purpose and the procedures for activities in which they are participating. Participation in any extracurricular and co-curricular activity at Circle Middle School is a privilege and certain standards of conduct must be maintained.

### ***LIMITED PARTICIPATION***

We believe that extracurricular activities are a beneficial extension of the student's academic experience. In order to provide a safe and orderly experience, the limiting of participants may be necessary. These guidelines will be followed in the process regarding the number of participating members:

### ***ADMISSION CHARGE***

There will be an admission charge for each event. Individual student and family passes will be available for purchase through the school office. No one will be admitted to an event without paying or presenting a school issued pass.

### ***ATHLETIC/ACTIVITIES SUBSTANCE ABUSE POLICY***

The CMS substance abuse policy is designed to create a positive, healthy, drug-free atmosphere for athletics and activities. CMS recognizes that the use of alcohol, tobacco, and drugs, all of which shall be referred to as "substances", increase long term injury and physical damage, and lessen the chance for a student to reach his or her full measure of excellence. The primary goal of this plan is to prevent the use, possession,

purchase, sale and transfer of these substances. CMS encourages students to participate in a variety of academic, social and athletic activities while maintaining healthy, drug-free lives.

### **POLICY**

During the school year\* **(including out of season)** a student shall not:

- use, possess, sell or distribute a beverage containing alcohol
- use, possess, sell or distribute tobacco products
- use, possess, sell or distribute or abuse illegal drugs
- use, possess, sell or distribute drug simulations

\* School year is considered: first day of fall practice and/or first day of school to the last day of spring sports and/or last day of school.

#### **Confirmation of Violation:**

1. A violation is confirmed by admission of the student or by a signed written statement by an observer.
2. The reliability and validity of an observer shall be determined by a majority vote of a panel consisting of the CMS Principal, CMS Assistant Principal/Activities Director, Circle District Campus Police, one faculty member, the coach/sponsor of the student in question and one impartial coach/sponsor.
3. The CMS Principal and Assistant Principal/Activities Director will be responsible for documentation and implementation of this program.

#### **Violations and Penalties: (for alcohol and tobacco)**

**First Violation** - After confirmation of the first violation, the student will be ineligible to participate for the next competition date. The student will be required to continue practice and prepare for their sport or activity.

**Second Violation** - The student will be ineligible to participate in competition for 30 calendar days from the administrative recognition of their second violation.

**Third Violation** - The student will be ineligible to participate in any sport/activity for the remainder of the school year.

#### **Violations and Penalties: (for illegal drugs and drug simulations)**

**First Violation** - After confirmation of the first violation, the student will be ineligible to participate in any sport/activity for the remainder of the school year. Eligibility can be regained by the student if they and their parents agree to a contract for the remainder of the current school year. The contract will have the following stipulations:

1. The student will be ineligible for the next 30 calendar days of competition that they are eligible for. The student will be required to continue practice and prepare for their sport/activity.
2. The student will agree to a UA at least once every 30 days for the rest of the school year. If the student fails the test or refuses to take a UA, the student will be ineligible the rest of the school year.
3. The student and the parents will agree to seek counseling at the expense of the student/parents and provide the administration with the results.
4. The student will not have any alcohol or tobacco violations for the remainder of the school year. If the violation happens, the student will be ineligible for the rest of the school year.

**Second Violation** - After confirmation of the second violation, the student will be ineligible to participate in any sport/activity for the remainder of the school year.

#### **ATHLETIC SPORTS OFFERED/DEADLINE FOR PARTICIPATION**

Season 1: Football, Cross-Country, Volleyball, Girls Cheerleading

Season 2: Boys'/Girls' Basketball, Wrestling, Scholars Bowl, Girls Cheerleading

Season 3: Track

The deadline for participation in volleyball, basketball and cheerleading is the first day of practice. The

deadline for participation in all other sports listed is three (3) days from the first day of practice.

### ***PARTICIPATION***

Circle Middle School will enforce the following policies and procedures relative to standards for participation in school sponsored extracurricular and co-curricular activities. Students are responsible to replace any damaged equipment/uniform checked out to them. In order for student to participate in after school activities (athletics, music, scholars bowl, school dances, etc.) students must in attendance for one-half (11:30 am) of the school day unless approved by school administration. Students serving in-school suspension or out-of-school suspension may not participate in extracurricular activities that day. Enforcement of these policies will apply to the entire school year. These activities include but are not limited to the following:

1. Extracurricular (activities not related to a class and with no credit given).
  - a) Athletics
  - b) Scholar Bowl
  - c) Science Olympiad
  - d) After-School Art and Book Club
  - e) Student Council (STUCO)
  - f) Band and Music Festivals
  - g) Any activity participated in, without credit being received, will be considered an extracurricular activity.
2. Co-curricular (activities related to and an integral part of class work with credit given). All co-curricular activities fall under the CMS School-Wide Discipline Plan guidelines.
  - a) Music
  - b) Band
  - c) Class-related field trips

### ***ATHLETIC/ACTIVITIES MANAGERS***

Students who are assigned as managers are to assist coaches/sponsors in daily routine of activity. Coach/sponsor will assign duties, tasks, and responsibilities to a manager at beginning of activity. Failure of a manager to carry out responsibility may result in dismissal from assigned activity. Managers must follow "Code of Conduct" Policy outlined in student handbook. Failure may result in dismissal from activity. Managers must attend all meetings, practices, games and activities as directed by their sponsor. Coach/sponsor will provide a schedule of activity. Managers are to be in specified areas as designated by their sponsor during practice/game.

### ***STUDENT ACTIVITIES TRANSPORTATION***

Students are to go and return from school activities in school vehicles unless an administrator prior to the trip has approved other transportation arrangements. Students are never allowed to drive to or from school activities by themselves, with another student or without their parent in the vehicle. The following are the only exceptions to this rule:

1. Administrative approval is always required if a parent is taking his/her son or daughter to a school sponsored activity. The administrator must receive a written request from the parent at least one full day prior to the trip.
2. Parents may pick their son/daughter up after an event with administrative approval of the coach/sponsor. The parent must contact the administrators or coach/sponsor of the activity for such approval. (See: sign-out sheet)

### ***UNEXCUSED PRACTICES***

A student is allowed three (3) unexcused practices.

- The first unexcused absence will result in the Head Coach or sponsor calling the student's parent or guardian.

- The second unexcused absence will result in a phone call and the student will miss the next game contest.
- The third unexcused absence will result in dismissal from the team and a phone call will be made to the parents.
- Any school suspension is counted as an unexcused absence, which may result in the athlete being removed from the team.

### ***GAME SUSPENSION***

Any student serving a one game suspension or more is expected not to attend the game(s) with either the team or with their parents.

### ***SIGN-OUT SHEET***

At the end of each game there will be a sign-out sheet available for those parents who want to take their child home after the game. This is so coaches will know who is supposed to be riding the bus. If parents want their child to ride home with another parent, the child's parent will need to send either a note or call stating this request. If the school does not have prior knowledge or is not presented with a note at the game, the student will not be allowed to ride with another party.

### ***OUTSIDE TEAM PARTICIPATION***

If a student is involved with an outside team that is playing the same sport that is offered at CMS, he/she must discontinue playing with the outside team until the CMS season is completed. This rule is in effect the first day practice begins until the final game is played.

### ***GAME ATTENDANCE***

The following are guidelines for those students wanting to stay after school for ballgames:

- Students are to sit in the designated "Student Section" of the bleachers, unless you are sitting with your parents.
- Students are to use the rest room and/or concession stand between games or at halftimes. Permission from the supervisor is needed at any other time.
- Members of the team sit in the designated "Team Area" until you leave the game or if you sit with your parents, after being signed-out.
- The school phone will be provided for those students that need to call for rides following the game.
- Once you leave the building you cannot return unless with your parent.
- Good Sportsmanship is strongly enforced and is expected from all students. Those choosing to act inappropriately will be asked to leave and a phone call will be made to parents.
- Students will be allowed to ride the activity bus to their home school following games, **if provided.**