



CIRCLE SCHOOL DISTRICT 375

CIRCLE MIDDLE SCHOOL  
STUDENT HANDBOOK  
2018-19

Circle Middle School  
14697 SW 20th  
Benton, KS 67017  
Phone: 316-778-1470

Brenda Young, Principal  
Nathan Sherwood, Asst. Principal/Athletic Director  
Laura Keen, Counselor

School Hours:  
8:15 am to 3:12 pm

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 \_\_\_\_\_

Seminar Teacher \_\_\_\_\_

The Vision and Purpose of Circle USD 375, in partnership with our communities, is to educate each student to be an engaged, knowledgeable citizen and responsible, productive worker in the 21st Century.

The information in this book was the best available at press time. Watch for additional information and changes.



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# T- BOLT P.R.I.D.E

P = PREPARED

R = RESPECT

I = INTEGRITY

D = DETERMINED

E = ENGAGED

# CIRCLE MIDDLE SCHOOL STUDENT HANDBOOK

## GENERAL INFORMATION

### 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. If agenda book is lost or stolen, there will be a replacement charge.

### ARRIVAL AND DEPARTURE

Circle Middle School office hours are 7:30 AM-4:00 PM Monday through Friday. 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 arriving after 8:15 AM must check in at the office and 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, extra-curricular 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. In keeping with good school spirit the following rules will be observed:

1. Students will show T-Bolt P.R.I.D.E. at all times.
2. Students will sit in groups as assigned by the teacher or principal.
3. All students will enter and leave the auditorium promptly, quietly be seated and refrain from unnecessary noise.
4. Hand clapping is the only acceptable kind of applause.

### BUS SCHEDULE/REGULATIONS

Buses are scheduled to arrive by 8:00 am and leave approximately five (5) 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 at 316-541-2631. If there is anything you do not understand or have questions about as you review these rules, please do not hesitate to call the Transportation Department office between 8:00 AM and 3:00 pm. Please remember that riding the school bus is a privilege that may be lost if a student endangers the safety of himself/herself or others by being unable to follow these rules and regulations.

#### If you are riding the bus from Circle Greenwich Elementary:

**Before school:** All CMS students should report to the CGE gym/lunchroom. Students are not to wait outside. CMS students should be seated in their assigned area. 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 CGE, students will remain in designated area awaiting parental transportation. 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 Circle Towanda Elementary:

**Before school:** All CMS students should report to the CTP gym/lunchroom. Students are not to wait outside. CMS students should be seated on the stage steps. 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 CTP, 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 Circle Benton Elementary:

**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 the bus to and from CBE. NO walking.

**After school:** When buses arrive at CBE, students are to immediately leave the school grounds if walking home, or remain in the front porch area 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 Circle Oil Hill Elementary:**

**Before school:** Students who arrive at COE 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 COE 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. The Circle USD 375 Transportation Department is dedicated to providing the safest student transportation service that is possible. To that end, the following regulations and rules governing student transportation have been developed.

**BUS ROUTES:** Bus routes are mapped out with primary regard to safety, efficiency and economy. Buses will be routed as close to home as possible, but other considerations may make it necessary to have children walk short distances. Buses will not pull into a driveway to pick up children unless it is deemed necessary to turn around.

The district is not required to transport pupils living less than 2.5 miles from a school. Students who live within 2.5 miles of their school may be transported on a space available basis or when traffic conditions warrant school bus transportation to ensure student safety. Unless required by federal or state regulations, bus service will not generally be provided within the city limits of any community in the district. Buses will not take children to babysitters unless the sitter is on the assigned route.

In closed-in areas, or developments, bus stops will be established and pupils will be expected to meet the bus at the stop. It is very important that students be at the bus stop when the bus arrives as the bus cannot wait for students who are late.

**OFF ROUTE REQUESTS:** Buses will not take children to destinations off the regular route. With written permission from the child's parent/guardian, the driver will let children off any regular stop long the designated route. Drivers are instructed not to let children off at any place except their own designated stop without written permission from the child's parent/guardian.

**BOARD OF EDUCATION POLICY:** Bus transportation will be provided to and from school for those students who qualify. Transportation will be provided by the district for all extra class activities. Students are prohibited from driving personal automobiles to district sponsored activities held during the school day.

Students must observe the rules and regulations adopted by the board governing student transportation. Students will also be subject to the schools behavior code while riding school buses. The transportation director and the building principals may suspend or revoke the transportation privilege or entitlement of any student who violates any rules or regulations adopted by the board. All such rules shall be published at least once each year or copies given to student and parents at the beginning of the school year.

Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused school bus transportation but required to attend school

**SCHOOL BUS CONDUCT RULES**

Remember to show T-Bolt P.R.I.D.E. while on the bus at all times.

1. The driver is in charge of all students while they are being transported and shall require them to be respectable and behave in an orderly fashion.
2. Students will help see that the inside of the vehicle is kept clean. In order to maintain cleanliness of the vehicle, food (including sunflower seeds) or beverages are discouraged.
3. If the driver assigns seats, the assigned seat must be occupied until permission is given to make changes.
4. Passengers are to remain seated and facing forward until the destination has been reached and the bus IS stopped.

<b>Bus</b>	
<b>C</b>	<ul style="list-style-type: none"> <li>• <i>At the bus drivers discretion</i></li> <li>• <b>Voice Level 2</b> on the Highway</li> <li>• <b>Voice level 0</b> in town</li> </ul>
<b>H</b>	<ul style="list-style-type: none"> <li>• Approach the driver for assistance while bus is stopped during boarding or exiting the bus</li> </ul>
<b>A</b>	<ul style="list-style-type: none"> <li>• Transporting students safely to and from school and events</li> </ul>
<b>M</b>	<ul style="list-style-type: none"> <li>• Move quickly to your seat and remain seated and facing forward until the bus reaches its destination</li> </ul>
<b>P</b>	<ul style="list-style-type: none"> <li>• Students seated facing forward</li> <li>• Students following the drivers instructions</li> <li>• Students quietly conversing when appropriate</li> </ul>
<b>S</b>	<ul style="list-style-type: none"> <li>• When all students reach their destinations in a safe and timely manner</li> </ul>

5. **BE ON TIME!** Be at the bus stop waiting for the bus unless moisture is falling. When inclement weather conditions exist, a pupil should be at the bus stop by the time the bus stops and is ready to load. All children boarding at one stop are expected to board the bus at the same time. The bus is not required to wait for students who are tardy.
6. No animals or live specimens shall be permitted on the school buses.
7. Students are prohibited from carrying weapons, explosives, matches, lighters or knives of any sort on the school bus.
8. Students shall not throw any objects on the bus or out of the windows.
9. Obscene or profane language is prohibited.
10. Written permission from the parent is required if a student wants to ride another bus or be let off at a stop other than his/her assigned stop.
11. Complete silence is required at a railroad crossing.
12. Students shall not be in possession of tobacco, intoxicating liquor or illegal substance on the bus.
13. Large or bulky items may not be placed in the aisles and glass containers are not allowed on the bus.
14. Students shall not extend hands, arms, head or any part of their body through the bus windows. Bus windows will remain closed unless permission is given by the driver.
15. Pupils shall stay out of the driver's seat and shall not tamper with any of the equipment or radio.
16. Students will converse in a normal tone of voice while riding the school bus. Except in city limits there will be **NO TALKING**.
17. The passenger or parent/guardian will pay for any damages done to a school vehicle by a passenger. Additionally students may be disciplined for such actions including suspension from bus riding privileges and/or suspension from school.
18. Students are not allowed to ride part of their destination by bus and then switch to riding in a car unless they have written permission turned into the bus driver by their parent/guardian.
19. A student who wants a visitor to ride the school bus or who wants to ride a different bus must request permission in sufficient time to allow the transportation department to determine if space will be available. A two day notice should be given.
20. Fighting, teasing, pushing or shoving will not be tolerated.
21. Students are not allowed to walk from their base school to their bus transfer school and then get on the bus that takes them to their final destination. Students **MUST** ride their transfer bus and then stay in assigned transfer school areas until they board their final destination route bus.

#### **DISCIPLINE FOR INFRACTION OF BUS RULES**

Failure to observe normal rules as prescribed by the Transportation Division of the Kansas State Department of Education and/or Circle USD 375 may result in the suspension of a student's bus riding privilege.

##### **First Offense:**

1. The driver will complete a Bus Discipline Form and confer with the student regarding the infraction.

##### **Second Offense:**

1. The driver will notify the parent of the incident by telephone.
2. The director, principal and student will confer about the disciplinary infractions and the student may be subject to suspension from bus riding privileges as determined by the building principal.
3. The parents will be notified of the infraction and resulting disciplinary action by the principal.

##### **Further Offenses:**

Multiple offenses or offenses which endanger the safety of students will be dealt with by the building principal and will result in suspension of bus riding privileges.

**These rules have been established for the safe transportation of students. Failure to follow them will subject the student to loss of bus riding privileges. REMEMBER while on the bus to show T-Bolt P.R.I.D.E.!!**

#### **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. Parents may use PowerSchool to update this information.

#### **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. When using school property T-Bolt P.R.I.D.E. is expected.

## COMPUTER/INTERNET USE

The purpose of the networking system is to enhance the educational opportunities of students through computer technology. T-Bolt P.R.I.D.E. is expected when computers and internet are in use. 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 POLICY

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 drives is allowed with Building Tech supervision. Violation of computer ethics is defined per Kansas State Statute 21-3755.
4. Each student will receive a dedicated Chromebook checked out to them each day. Students are responsible for the proper care of these devices. If there is intentional damage to or the device becomes broken. Students are held accountable for the repair or replacement costs. Accidental breakage will receive 1 free repair and then subsequent repairs will be added to student fees.

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 POLICY

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. This form is part of the Online Enrollment process. 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
- Social Media
- 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

Computer Use	
<b>C</b>	<ul style="list-style-type: none"> <li>• As directed by supervising adult</li> <li>• <b>Voice Level 1</b> when working with a partner</li> <li>• <b>Voice level 0</b> when testing is taking place</li> </ul>
<b>H</b>	<ul style="list-style-type: none"> <li>• Raise your hand to alert the adult in the room</li> </ul>
<b>A</b>	<ul style="list-style-type: none"> <li>• Students logged in with appropriate login in</li> <li>• Working only on assigned task</li> <li>• Using appropriate research practices</li> </ul>
<b>M</b>	<ul style="list-style-type: none"> <li>• Only as directed</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>• On school appropriate sites with no extra - curricular sites open</li> <li>• Attending to task at hand not changing or adding to desktops</li> </ul>
<b>S</b>	<ul style="list-style-type: none"> <li>• When students are able to complete all assigned work- respectfully using the facilities provided</li> </ul>

- 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**

Dances are sponsored by the CMS Student Council and are chaperoned by teachers, administrators and support staff. Dances usually last from 7:00-9:00 pm. Only CMS students may attend CMS dances. T-Bolt P.R.I.D.E. will be shown at all dances, which includes school rules and dress codes. Students are expected to remain at the dance until it ends unless they are picked up early by their parents. Students must meet the weekly eligibility requirements shown in the Activities and Athletics section of this handbook.

### **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 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**

The purpose of the CMS Dress Code policy is to show T-Bolt P.R.I.D.E. 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.

**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.

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

- Non-revealing.
- Sleeveless garments must be approximately 3 fingers wide.
- 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.
- Sleeveless shirts that have large arm hole must have a shirt worn under the garment.

**Jeans, pants, dresses, shorts, skirts and leggings**

- To be worn at the waist with no sagging.
- Skirts, dresses and shorts must be to mid-thigh or longer. Administrative discretion will be used when length of skirts, dresses and shorts is in question.
- No skin showing above the mid-thigh, this includes holes, tears or slits.
- No pajama pants.
- Leggings or biker shorts must be worn with clothing that meets the fingertip guidelines.

Dress Code	
<b>C</b>	<ul style="list-style-type: none"> <li>• Speak calmly and respectfully to adults when questioned about dress code</li> </ul>
<b>H</b>	<ul style="list-style-type: none"> <li>• When you have a concerned refer to the agenda</li> <li>• Ask a trusted staff member</li> <li>• Seek office approval</li> <li>• When in doubt- wear something else until your questions are answered by the appropriate staff member</li> </ul>
<b>A</b>	<ul style="list-style-type: none"> <li>• Dressing for success at school</li> </ul>
<b>M</b>	<ul style="list-style-type: none"> <li>• Should not be restricted or defined by what you are wearing</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>• Student following the dress code</li> <li>• Students inquiring about something before wearing it-if there is a question</li> </ul>
<b>S</b>	<ul style="list-style-type: none"> <li>• When students are engaged in learning in the classroom without distractions</li> </ul>

**Footwear**

- Footwear must be worn. House shoes are not footwear.

**Coats and Hats**

- No hats, caps or head covering may be worn in the school building.
- Lightweight jackets, sweaters or sweatshirts may be worn in the classroom.

**Logos**

- Logo 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 and neat.
- 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. (For example: drawing or writing on skin self, body piercing, visible tattoos, hairstyles, body jewelry, metal chains, metal spike apparel, hair headbands or excessive accessories).
- Hair curlers, picks or sunglasses may not be worn in school.

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 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 in the bike rack.

**ELECTRONIC DEVICES**

Electronic devices such as cell phones, IPODS, tablets, readers, mp3 players, etc. may be brought to school with the understanding the district is not responsible for loss or damage to any electronic device, even if these are lost, stolen or damaged on school grounds or school transportation. These items are brought at your own risk. Use of electronic devices including those with cameras, text messaging, etc. at school or school activities that violate privacy laws, result in any form of harassment, classroom cheating or any school disruption may result in suspension and/or expulsion from school. Students may use their electronic devices before or after school. With implementation of 1:1 School provided device, It is recommended cell phones be shut off and locked in the lockers at the beginning of the day. Should a teacher choose to allow cell phones in their class, it will be cleared through administration and communicated with students. Parent/guardians should not text their student during school hours. While convenient, texting students during school hours encourage them to violate school rules. All messages for students should be called into the school's main office. T-Bolt P.R.I.D.E. is expected when using electronic devices. Any electronic device that becomes distracting to the learning environment may be taken from the student and is subject to the following consequences: (per each 9 weeks)

- 1st offense - Electronic device will be taken and returned to student at the end of the school day.
- 2nd offense - Electronic device will be taken and kept in the office for the parent to pick up.
- 3rd offense - Student will check electronic device into the school office upon arrival at school and will pick it up at the end of the school day.

**EMERGENCY DRILLS**

Tornado, fire and building evacuation drills are held on a regular basis for students' safety. Students will show T-Bolt P.R.I.D.E. during all drills. 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/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 Crisis Plans/Class Rosters 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.

Hallway	
<b>C</b>	<ul style="list-style-type: none"> <li>• Voice Level: 2 during passing period.</li> <li>• Voice level 0 while class is in session.</li> </ul>
<b>H</b>	<ul style="list-style-type: none"> <li>• Report anything that needs attention to the nearest staff member.</li> <li>• Have agenda signed by staff member when in the hall while class is in session.</li> </ul>
<b>A</b>	<ul style="list-style-type: none"> <li>• Walk with a purpose.</li> <li>• Know where you are going.</li> <li>• Be aware of time limits.</li> </ul>
<b>M</b>	<ul style="list-style-type: none"> <li>• Walking in pairs is acceptable.</li> <li>• To visit with friends- pull over to the side of the hallway, out of the flow of traffic.</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>• Keep all hands, feet and objects to self.</li> <li>• Walk with a purpose to arrive on time.</li> <li>• Take care of needs- Rest room and drink.</li> </ul>
<b>S</b>	<ul style="list-style-type: none"> <li>• When all students arrive to class on time.</li> <li>• When students pass during class time without interruption to other classes.</li> </ul>

## HALLWAY TRAFFIC

T-Bolt P.R.I.D.E. will be exhibited in all aspects of hallway behavior. 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. Consumption of food in the hallways during any passing period is prohibited. This includes returning from lunch.

## 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 matters 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 a 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. Texting or calling a parent from a personal phone is prohibited as communication. Consequences will be administered for violation of electronic device. Students who are too ill to remain in the classroom shall go home.

Those students claiming religious or medical exemptions should have a letter on file with the school district. This letter should state the tenets of the church or the physical condition of the child that preclude immunization. It is not adequate to have the legal alternative section signed in the Kansas Certificate of Immunization.

For immunizations required refer to the State of Kansas website at [www.kdhe.gov/immunize](http://www.kdhe.gov/immunize) or the district website at [www.usd375.org](http://www.usd375.org) under Health Services.

## 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 building principal and district office. 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. Students may purchase United Healthcare Student Protection accident insurance. One plan covers accidents at school during the day and while attending a school-sponsored and supervised activity. A second plan will provide 24 hour accident insurance. This information is available online at [www.K23StudentInsurance.com](http://www.K23StudentInsurance.com).

## LOCKERS

The school lockers shall be under the supervision of the building administration and assigned to students to store necessary school materials and clothing. Students will show T-Bolt P.R.I.D.E. in using their locker. 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 CMS 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. Book bags/handbags/purses are to remain in their 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.

## LUNCHROOM GUIDELINES

Circle Middle School has a closed lunch period. Students are required at the beginning and end of their lunch period to move through the academic areas as quietly as possible. Once in the cafeteria, students may not leave until the end of the period unless they have permission from a staff member. Students are to use the restroom and drinking fountains adjacent to the commons area during lunch. While in the cafeteria, students are not to make excessive noise or infringe on the rights of others. Prior to dismissal all food or supplied beverages will be consumed. Consumption of food in the hallways during passing periods is prohibited. T-Bolt P.R.I.D.E. will be demonstrated at all times.

Students are asked to return their trays as soon as they finish so that tables can be cleaned and trays washed for the next lunch. Students are also responsible for throwing away all trash. Students will sit in assigned seats.

- Lunches may be purchased in the office before school or during lunch.
- Student identification cards are used as lunch cards. Lost or damaged student identification cards will be replaced for \$3.00.
- Students are only allowed to use their own lunch card to purchase one lunch per day.
- No sharing of lunch cards is allowed.

In order to comply with state and federal meal reimbursement guidelines, student meal accounts are not allowed to incur debt larger than five times the high school meal rate. If a student's account reaches a negative balance that exceeds the charge limit, the student is no longer allowed to charge meals and will be provided an alternative meal by the district for up to 5 days. The alternative meal consists of a carton of milk and a cheese sandwich. Since it is provided free to the student, it must be at a minimal cost to the district. After this period, parents/guardians must send money or make arrangements for student meals. When a student's meal account balance gets below \$10.00 an automated message alerts each parent/guardian of their student's meal balance. Parents/guardians may also log in to Powerschool at any time to check meal account balances. School personnel make every effort to collect unpaid meal charges by contacting the parent/guardian through phone calls, emails, and or letters in order to avoid students not receiving a hot meal. **All delinquent debt should be paid in full by the end of the school year. Any debts not collected by the end of the school year will be transferred from non-federal funds to food service.** Parents/guardians are encouraged to fill out an application for Free and Reduced Price School Meals at the beginning of the school year or any point thereafter. Families who do not qualify initially, but have a change in circumstances, should reapply. If a student's meal status changes to a free or reduced status, all outstanding balances must still be paid in full. No charges will be allowed the last (2) weeks of the current school year.

Lunchroom	
<b>C</b>	<ul style="list-style-type: none"> <li>• <i>As directed by lunchroom supervisor</i></li> <li>• <b>Voice level 2</b> when allowed</li> <li>• <b>Voice level 0</b> when being given instructions</li> </ul>
<b>H</b>	<ul style="list-style-type: none"> <li>• Alert a lunchroom supervisor</li> </ul>
<b>A</b>	<ul style="list-style-type: none"> <li>• Students eating lunch</li> </ul>
<b>M</b>	<ul style="list-style-type: none"> <li>• Students are to remain in the lunchroom unless granted permission from a supervisor to leave</li> <li>• Students will use the restrooms and water fountains adjacent to the commons during lunch</li> <li>• Students are asked to return their trays when finished eating to facilitate timely clean up</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>• Students eating and socializing</li> <li>• Students returning trays and taking trash to receptacles</li> <li>• Students completing clean up routines</li> </ul>
<b>S</b>	<ul style="list-style-type: none"> <li>• When all students have a timely and enjoyable lunch</li> </ul>

### FREE AND REDUCED LUNCHES

Families who wish to apply for free and reduced lunches can pick up applications in the middle school main office or on the district website. These meal are non-transferrable. Abuse may result in the loss of program participation.

### 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. 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 for all parents. Fall conferences will be held at the end of the first nine weeks. Spring conferences are held mid-way through the third nine weeks. Specific dates and times are posted in the district calendar.

### PARENTAL CONCERNS

If parents have a concern about their child, they will:

1. First contact the child's teacher.
2. If not satisfied, contact the child's counselor.

3. If not satisfied, contact the building principal.
4. If not satisfied, contact the district superintendent.
5. If not satisfied, place the concern in writing and request that the superintendent place them on the first available Board agenda.

### **PERSONAL PROPERTY**

Students are discouraged to bring personal property such as: skateboard, athletic equipment, etc. Many personal property items brought to school put the student at risk of receiving disciplinary action including suspension and/or expulsion. It is best to leave all personal property at home. 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.

### **SCHOOL RESOURCE OFFICER (SRO)**

The School Resource Officer (SRO) 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 SRO 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**

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. Students may take water to class.

### **STUDENT FEES**

All textbooks at Circle Middle School are available to students for a rental fee. Teachers will issue books, noting the book number and the condition of the book when issued and returned. Student will be assessed a charge for textbooks that are lost or turned in damaged. **Before participating in promotion ceremonies, all student fees must be paid in full.**

### **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. A fee will be charged for any additional cards. Students are not to deface their ID card. Students not in possession of their ID card will be dismissed last to eat lunch.

### **TELEPHONE USAGE/CELL PHONES**

Office Phone: In an emergency situation, the office phone may be used with permission from school personnel, this includes students not feeling well.

Cell Phone: Students will be allowed to have a cell phone at school. Cell phones are considered personal property, therefore, the district is not responsible for loss or damage to cell phones even if these are lost, stolen or damaged on school grounds. If used without permission, (this includes texting or calling when student does not feel well) 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.
- 3rd offense - Student will check their phone in to the school office upon arrival at school and will pick it up at the end of the day.

### **VOCAL MUSIC AND BAND SHIRTS**

Students enrolled in Vocal Music and/or Band at CMS will be expected to purchase a Music Department Shirt. Orders for these shirts will be done through the music and band instructors at the beginning of each year.

### **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.

## **DISCIPLINE GUIDELINES**

### **P.R.I.D.E. CODE OF CONDUCT**

In all aspects of student conduct T-Bolt P.R.I.D.E. will be shown.

*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.
- 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 assigned table and remain there until finished. No "table hopping".
- Students will sit in assigned seats.
- Students should only be talking to students at their table. Voice Level 1-2
- 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.

### **DISTRICT WIDE 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 insure 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. Discipline levels of intervention begin with the Teacher Level, then may progress to Team Level with the final steps being implemented at the Office Level. 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....) | 5. Out-of-school suspension       |
| 2. Detention   | 6. Expulsion                      |
| 3. Notification of parents                             | 7. Contact of proper authorities. |
| 4. In-school-suspension = Team & Office                | 8. Chill Out/Team Freeze          |

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

#### **MINOR**

- Unexcused absences
- Tardies
- Intentionally or accidentally destroying or damaging any school property
- Conduct which substantially disrupts, impedes or interferes with the operation of the school and/or individual classes
- Unauthorized note writing.
- Conduct which substantially invades the rights of others.
- Disobedience of an order made by an administrator, teacher or school personnel, which includes substitutes.
- Disturbing property of others
- Leaving school without permission
- Undesirable dress
- Misbehavior in cafeteria, hallways, bus, assemblies, library, field trips, social events and all extracurricular events
- Skipping Detention
- Inappropriate display of affection
- Inappropriate use of the Internet

#### **MAJOR**

- Possession or use of tobacco products, alcoholic beverages, toxic materials, drugs or facsimile on school property or while involved in school activities
- Use/misuse of over the counter drugs
- Fighting will not be tolerated. Fighting is an automatic three (3) days out of school suspension.
- Profanity
- Theft
- Possession of a weapon
- Terrorist threats
- Vandalism

- Computer violations
- Act of piercing the body (ears, nose, etc.) at school
- Dishonesty (lying)
- General Horseplay

Student Conflict	
<b>C</b>	<ul style="list-style-type: none"> <li>• Voice level of 2 must be maintained and a respectful tone used</li> </ul>
<b>H</b>	<ul style="list-style-type: none"> <li>• Look to a trusted adult for mediation</li> </ul>
<b>A</b>	<ul style="list-style-type: none"> <li>• Students working together to come to a resolution</li> </ul>
<b>M</b>	<ul style="list-style-type: none"> <li>• Try to remain calm and still</li> <li>• Use open body language</li> <li>• Use appropriate eye contact</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>• Students respectfully listening to each other's perspective</li> <li>• Students compromising on a solution that works for all parties</li> </ul>
<b>S</b>	<ul style="list-style-type: none"> <li>• When all parties involved feel heard and agree to proceed with the solution set forth</li> </ul>

## SEXUAL HARASSMENT

Sexual harassment will not be tolerated in our school. It is a violation of Board 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. To report harassment go to your teacher or office to complete a statement.

## BULLYING

The Board 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.

### *Bullying Program at Circle Middle School*

Bullying is defined as aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A person who is being bullied has a hard time defending him/herself. CMS students are taught to recognize four basic types of bullying.

- **Physical bullying** includes behaviors such as hitting, punching, kicking and pushing. It also includes damaging or destroying another's property. Touching another inappropriately could also be considered physical bullying.
- **Verbal bullying** consists of behaviors such as: name calling, mocking, using hurtful words or threatening another person.
- **Cyber bullying** includes using computer, email, texting, cell phone or social websites to threaten or hurt someone's feelings, single out and/or embarrass an individual, spread rumors or reveal secrets.
- **Emotional or social bullying** is when a bully excludes others from the group, spreads rumors and uses relationships to make others look foolish.

CMS students are taught to recognize bullying, refuse it and report it to the counselor, an administrator or other trusted adult. A bullying report form is available that students or parents may complete anonymously to make the school aware of possible bullying situations. A bullying form is available on the CMS website, [www.usd375.org/cms](http://www.usd375.org/cms). This form can be used by parents and students to report bullying incidents to the administration.

## DETENTIONS

**Detention: Teacher Assigned** - Mandatory before, after school or during lunch 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.

**Detentions: Office Assigned** - Mandatory before, after school or during lunch 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. Transportation for administrative or teacher assigned detention is the responsibility of the parent/guardian.

## 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 including practices, dances, games, concerts, plays, etc.

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 student is not allowed on any school property without administrative approval. The student may be permitted to make up work that is missed and receive credit as outlined in the attendance section of this handbook.

## **SUSPENSION AND EXPULSION**

Students may be suspended or expelled for violations 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
- 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 make up 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.

## **WEAPONS-FIREARMS**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. (JCDBB-see JCC, EBC and KGD) Possession of a firearm or other weapon shall result in expulsion from school for a period of one (1) calendar year. The Superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Expulsion hearings for possession of a weapon shall be conducted by the Superintendent or the superintendent's designee. Students violating this policy shall be referred to the appropriate law enforcement agency(ies).

## **DEFINITION OF WEAPONS AND DESTRUCTIVE DEVICES**

As used in this policy, the term "weapon" and/or destructive device means:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

## **OTHER TYPES OF WEAPONS**

Any other article that could be considered a weapon (e.g. small knife, etc.), which does not specifically meet the definition under state and federal statute, may also result in expulsion for up to one calendar year.

## **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

Students will show T-Bolt P.R.I.D.E. with their academics.

### POWERSCHOOL/STUDENT PROGRESS

PowerSchool is a free service that provides parents/guardians and student with detailed online information regarding grades, attendance, discipline and student information, emergency contacts and fees. Parents/guardians may obtain their password from the middle school office. Student receive passwords when they pick up their semester schedules. PowerSchool can be accessed by going to [www.usd375.org](http://www.usd375.org). For parents/guardians who do not have access to a computer/internet, a traditional paper copy of the progress report will be mailed home every 4 1/2 weeks upon request.

### HONOR ROLL

At the end of each semester, the Honor Roll list will be compiled. The list will contain the names of those students whose academic grade average was a 3.125 or better. To be eligible for the Honor Roll, students must meet KSHSAA guidelines for eligibility. Pass/Fail courses will not be considered in computing the Honor Roll. Circle Middle School has two honor rolls which have the following requirements:

Gold Honor Roll - Student must earn a 4.000 GPA Black Honor Roll - Student must earn a 3.125 GPA

### 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

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, plagiarism, or doing work for someone & sharing documents are not acceptable. Cheating includes but not limited to copying another student work, allowing someone else to do work for you, not doing your original work or allowing others to copy from you. This includes all handwritten and electronic assignments. 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.

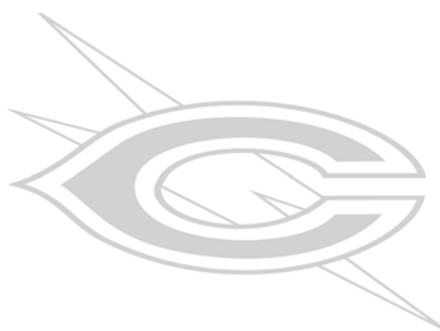
**First Violation** - A letter will be sent or a phone call will be made to the parent/guardian by the teacher. Zero (0) points will be earned on the assignment, with an opportunity to complete an alternative assignment for ½ credit of the points earned. The student will receive one (1) hour of detention 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. 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 a personal visit by 10:00 am on the day their child is absent.** An attempt will be made by PowerSchool to notify parents who have failed to call or contact the school on the day of the absence. **Absences not cleared by parent/guardian and the school administration, will be considered unexcused.** Excessive absences (3 days or more) will require written documentation from a physician.

## ANTICIPATED ABSENCE

Students/parents/guardians having prior knowledge of anticipated absences of three days or more are to notify the office. It is the student's responsibility to meet with teachers to discuss work that may be missed prior to leaving.

## 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 CMS 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

**Tardy to school:** 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. Each student is allowed three tardies to school, excused or unexcused. Upon further tardiness, students will be issued a 30 minute detention for each additional tardy. This will be per each 9 week period.

**Tardy to class:** Any student coming into class after the bell without a teacher/counselor/administrator excuse will be marked tardy.

Consequences: (per each 9 week period)

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 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.

Attendance	
<b>C</b>	<ul style="list-style-type: none"><li>• Please have parent contact the office by 10:00 a.m. the day of the absence</li><li>• If the absence is pre-planned speak with your teachers regarding work expectations</li></ul>
<b>H</b>	<ul style="list-style-type: none"><li>• Contact the teacher with whom you need help</li></ul>
<b>A</b>	<ul style="list-style-type: none"><li>• Student absence due to illness or prior approval</li></ul>
<b>M</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>
<b>D</b>	<ul style="list-style-type: none"><li>• Students promptly retrieving any missed assignments and returning within the allotted timeframe</li><li>• Students asking teachers for additional information needed if confused</li></ul>
<b>S</b>	<ul style="list-style-type: none"><li>• When all missed work is taken care of in a timely manner preventing further obstacle/delay/ domino effect</li></ul>

## 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 times, 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 CMS is a privilege and certain standards of conduct must be maintained. T-Bolt P.R.I.D.E. will be exhibited in all CMS Activities and Athletics.

### 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. At the discretion of the coaches and athletic director the number of athletes in these sports may be limited or reduced to:

<u>Sport</u>	<u>7th Grade</u>	<u>8th Grade</u>
Basketball	18	18
Cheerleading	18 (combined)	
Volleyball	18	18

When limiting the number of participants, the head coach will be directly involved in the selection process. When limiting the number of participants an objective measuring tool will be used. These objectives will be shared with the participants in advance of the selection process.

### WEEKLY ELIGIBILITY

Weekly eligibility will apply to all extracurricular and these co-curricular events not graded. Notification to student concerning his/her eligibility will be made on Fridays. To be ineligible a student must be failing in two (2) or more subject areas. If a student is ineligible he/she may not participate in any school sponsored event for one week. Students may practice during their week of ineligibility but cannot travel with or be among their team at games or contest. The week of ineligibility begins on Monday through Saturday.

### 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 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 or activity for the remainder of the school year.

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

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

Season 2: Boys'/Girls' Basketball, Wrestling, Scholars Bowl, 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 will be determined by coach and administration.

## **PARTICIPATION**

CMS 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 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) Scholars Bowl
  - c) Student Council (STUCO)
  - d) Honors Music Festivals
  - e) Any activity participated in, without credit being received, will be considered an extracurricular
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 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**

Activity busses are provided during sports season to transport students to Towanda Primary, Greenwich and Oil Hill. 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 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 definition of an unexcused absence from practice includes:

1. In School Suspension (ISS)
2. Out of School Suspension (OSS)
3. Unexcused absence from school
4. Skipping practice
  - The first unexcused absence from practice will result in the Head Coach or sponsor calling the student's parent or guardian.
  - The second unexcused absence from practice will result in a phone call and the student will miss the next game contest.
  - The third unexcused absence from practice will result in dismissal from the team and a phone call will be made to the parents.

### **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**

According to the KSHSAA Handbook, Rule 22, Article 1, a student who is a member of a school athletic, scholars' bowl or debate squad effective Tuesday following Labor Day through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport, scholars' bowl or debate activity. Rule 22, Article 3 state a student becomes a member of a school's athletic squad, scholars' bowl or debate team when he or she first participates in a practice session. A student ceases to be a squad member after his or her last contest for the school's athletic squad, scholars' bowl or debate team or when the membership on a squad is terminated.

### **GAME ATTENDANCE**

The following are guidelines for those students attending after school events:

- Students will not be allowed to remain on school grounds between the end of the school day and the start of the event.
- 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 during the event 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.
- All school rules/guidelines/dress code apply for any school event.

## EMERGENCY SAFETY INTERVENTIONS

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavior intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

### Definitions

*"Emergency Safety Intervention"* is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

*"Seclusion"* requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.

*"Chemical Restraint"* means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

*"Mechanical Restraint"* means any device or object used to limit a student's movement.

*"Physical Restraint"* means bodily force used to substantially limit a student's movement.

*"Physical Escort"* means the temporary touching or holding the hand, wrist, arm, shoulder or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

*"Time Out"* means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

### Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

1. Using face-down (prone) physical restraint;
2. Using face-up (supine) physical restraint;
3. Using physical restraint that impacts a student's primary mode of communication;
4. Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
5. Use of mechanical restraint, except:
  - a. Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - b. Any device used by law enforcement officers to carry out by law enforcement duties; or
  - c. Seatbelts and other safety equipment used to secure students during transportation.

Training: All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Documentation Each school building shall maintain documentation regarding the training that was provided and a list of participants. The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days. In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

1. Date and time of the intervention,
2. Type of intervention,
3. Length of time the intervention was used, and
4. School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in the instances.

### Reporting Data

District administration shall report ESI data to the state department of education as required.

### Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state board of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board of education and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school and the state board of education.

## NOTICE OF NON-DISCRIMINATION

Circle USD 375 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Don Potter, Superintendent, USD 375, 901 Main, P O Box 9, Towanda, KS 67144, 316-536-2577 or [dpotter@usd375.org](mailto:dpotter@usd375.org).

For further information on notice of non-discrimination visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/>

Contact us for the address and phone number of the office that serves your area or call 1-800-421-3481.