

Council Grove Middle School Student/Parent Handbook

2006-2007

CGMS MISSION STATEMENT:

CGMS will provide a positive environment for all students to acquire the knowledge and skills necessary to be productive, responsible citizens with respect for self and others.

Parents are welcome to contact the school and are encouraged to be involved in their child's education.

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Absence Policy

It is the responsibility of the parent/guardian to inform the school of the reason for any absence for your child's safety. If the parent has not notified the school by 9:00 a.m., law enforcement officials may be contacted to assure the safety of your child. Each day your child does not attend school, please notify the office.

It is the responsibility of the student to obtain the necessary information regarding make-up work during an absence. Students are granted one day for each day they have an excused absence to make-up their missed schoolwork. If you would like homework, please request it during the call to the office and make arrangements for pickup between 3:00 p.m. and 4:00 p.m. If the parent/guardian needs to get into their student's locker, the secretary will provide the locker number and combination. Haircuts, hair appointments, hunting trips, shopping trips, and other unnecessary absences are not considered as "Excused" and should be avoided. Teachers or principal may require students to make up time for such absences.

Academic Responsibility

Students are obligated to complete all schoolwork assigned to them by their teachers. Students are also responsible for bringing materials, such as pencils, paper, and textbooks to class each day. Any student who fails to show a sincere and regular effort to complete assigned schoolwork may be subject to consequences.

Activity & Extracurricular/Athletic Participation

Activity Participation:

For students to be eligible for participation in special CGMS activities, (i.e.: dances and special events), they must be in good standing. This means they must not have:

1. Any detention time
2. Any past due work or incomplete work that is past due
3. Any school suspensions to serve
4. Any penalties for school property that is lost or destroyed
5. Any failing grade (F) as reported on the Tuesday ineligibility list (*See Weekly Grade Eligibility below*)
6. Any money owed or library books overdue

Extracurricular/Athletic Participation:

All scholastically eligible students are encouraged to participate in extracurricular activities and athletics.

Extra curricular activities:

Quiz Bowl, Student Council (includes 6th grade), Peer Helpers / Mediators, etc.

Athletic Activities:

7th and 8th grade athletics: volleyball, football, wrestling, basketball, track, and cheerleading

6th grade athletics: 6th grade track meet

Illness Policy:

Please be aware of the following policy concerning illness and participation in after school activities:

1. If you are absent from school because of illness, you will not be allowed to participate in after school activities that day.

2. If you checkout during the school day because of illness, you will not be allowed to participate in after school activities that day.

3. If you are ill, but return to school by 11:00 a.m. and remain in school for the rest of the day, you will be allowed to participate that day.

•This policy deals with absence from classes due to illness on the day of an activity, and/or day before an all day activity. Doctor or dental appointments, funerals, etc. are not a part of this policy.

•This policy covers participation in all after school activities (i.e. athletics, band trips, vocal music festivals, field trips, band/vocal concerts, Quiz Bowl, special activities, etc.).

•This policy is not intended to penalize any individual or any program, but is based on the general assumption that if you are too ill to be in the classroom, you are too ill to safely participate in practice sessions or activities.

Scholastic Eligibility:

Each student/athlete must maintain an acceptable level of academic progress.

To be eligible to participate in any extracurricular and/or athletic activity at CGMS, each student/athlete shall be enrolled in a minimum of five (5) subjects during the quarter of participation, have passed (60% or above) at least five (5) subjects the last quarter of attendance at an accredited school, and meet weekly academic standards at CGMS.

To be eligible weekly for extracurricular and/or athletic participation during the school year, each student/athlete must:

*Be earning a passing grade (60% or above) in every subject he/she is enrolled

*Be present at school in accordance with the previously mentioned Illness Policy

Weekly grade eligibility:

The Eligibility Report is published each Tuesday and lists students with less than satisfactory grades of D's and F's.

Students with an F in one or more subjects are considered "ineligible" (not allowed) to participate in extracurricular activities from Tuesday - Monday

- Extracurricular/athletic activities include any school sponsored activity (i.e. school dances, student organization activities, school sponsored competitive teams, athletics, etc.)

- Ineligible non-athlete students with an F in one or more subjects must report to the teacher in the related subject area(s) immediately after school on Tuesday (Wednesday if transportation needs to be arranged) then daily until a passing grade is achieved.

- Ineligible student athletes with an F in one or more subjects must report to the teacher in the related subject area(s) immediately after school on Tuesday then daily until a passing grade is achieved.

°Following each work session, the teacher will issue an admit slip for the student athlete to participate in the rest of athletic practice for the day.

- Ineligible students are required to stay after school each afternoon until the teacher issues a clear slip to the student.

- If the student has an F in more than one subject, work after school is required until all instructors have issued a clear slip for each F.

- Ineligible students shall attend but will not compete in extracurricular/athletic activities.

A physical examination signed by the doctor, parent, and student must be on file before a student may participate in athletic practices and events.

The USD 417 Board of Education has adopted a drug, alcohol, tobacco policy that will be enforced. This policy requires signatures of both student/athlete and parent. (*See also Drug Free Schools*).

The above-mentioned requirements are minimum; coaches, sponsors, or administration may set tougher academic and behavior standards as necessary.

Admission to School

All students entering USD 417 for the first time will begin no sooner than the school day following enrollment. According to Kansas Law, we must have the following from students enrolling in a Kansas school for the first time: they are required to have a physical, certified copy of the birth certificate (not a hospital record), and immunization up to date. The physical assessment may be done 12 months prior to school entry. Required forms must be submitted within 90 days after enrollment.

Agendas

Each student is given an agenda at USD 417 cost. The purpose of this agenda is to assist each student in being better organized for his/her classes. The agendas are also

used as hall passes, telephone passes, etc. If students lose or misplace the agendas, they will be asked to replace them at their cost.

Aids & Sexuality Curriculum Inspection

The human sexuality and AIDS curriculum is available for inspection. A parent or guardian may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum. To receive information on the opt-out provision, contact the principal's office.

Asbestos Hazard Emergency Response Act

We are required by Federal Law to yearly notify patrons and students about the presence of asbestos material in our school buildings. There is some asbestos material in our buildings. This asbestos is checked on a regular basis and was found to be in good condition. EPA inspection in 2000 found USD 417 to be in compliance. All buildings are reinspected every three years. USD 417 Asbestos Management Plans are located at each attendance center and also at the Central Office.

Attendance

Kansas Law requires students to attend school until the age of 18. It is not only the parents' responsibility to require regular school attendance, it is the law. If parents communicate the importance of regular attendance while the children are in middle school, the habit should carry over to high school and work situations.

Automobiles

Students are prohibited from driving a vehicle to school. Limited parking space and a large number of vehicles already using the CGMS area prohibits use of automobiles by students for school transportation.

Before and After School and at School Sponsored Events

- We discourage students from arriving at school early. If it is necessary for a student to arrive early, please make prior arrangements with the teacher or office. Students will be allowed in the building at 7:50 a.m.

By the second bell, students should be in their 1st hour classroom and will be supervised by the classroom teacher. By the third bell, students should be in their seats ready to begin academics. 8:10 a.m. is the official tardy time.

- Once a student arrives at school, he/she is required to remain on school grounds until school is dismissed or unless properly excused.

- After school, all students should go directly home either by bus or by the most convenient way possible. Students may not remain in school buildings, on school grounds, or

in faculty parking lots without the permission of school personnel after 3:30 p.m. or after an activity is completed. Only students who have been assigned detention time by one of their teachers, or are completing school work, or are involved in an organization activity with adult supervision may remain on school grounds after 3:30 pm. Students in the school building for no apparent reason after 3:30 p.m. will be asked to leave.

- Students may not assemble in unauthorized areas or hallways during the school day when classes are in session. Students who do this may be disciplined.
- There will be no playground supervision either before or after school.

Behavior (See *Personal Respect and/or School Conduct*)

Bus Policies/Rules

Bus routes are assigned by the District Transportation Director. If students need to ride a different bus home, they will need a note from home signed by a parent or guardian regarding why they need to ride a different bus. If no room is available on that particular bus, the student will be asked to board their regular route bus.

Student misbehavior on the bus will be appropriately disciplined. The principal or transportation director may suspend or revoke the transportation privilege or entitlement of any student who misbehaves.

All routes and schedules are tentative and subject to change as conditions exist. Parents should communicate with the route driver if the student is not riding.

Bus Rules

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and respectfully.
2. The driver may assign a seat to each student; each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion.
3. Pupils must be on time; the bus cannot wait for those who are tardy.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember your safety is in his/her hands.
6. Pupils must not throw waste paper or trash on the floor of the bus. Help keep your bus clean and sanitary at all times.
7. Pupils must keep all objects inside the bus at all times.

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

9. When leaving the bus, pupils must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.

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

11. Students riding a bus during a stormy season are advised to listen to their home radio or TV for storm warnings and not attempt to reach school when so forewarned.

12. Food and drink are prohibited on regular route busses.

13. Vandalism of busses will not be tolerated.

14. Certain types of children's clothing can create a hazard as children get on and off busses by being caught in the bus handrail, door, or other equipment. Especially dangerous are long, dangling jackets or sweatshirt drawstrings, long backpack straps, long scarves or other loose clothing. In addition to checking on safe clothing, parents should encourage students to stay away from danger zones around the bus. For example, if children drop something near the bus, encourage them not to pick it up because the driver may not see them.

Children also need to be warned that other motorists do not always stop for a stopped school bus, so students need to be very careful getting on and off the bus.

Candy & Beverages

Candy and chewing gum at school are prohibited unless allowed by school personnel. Vending machine items may be purchased only after regular route busses have departed after school unless under special circumstances determined by teachers or administrators. Violation of this rule may result in consequences.

Computer/Internet

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall be used only on computers owned by the district. District software shall not be copied for personal use.

Students shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals. The USD 417 policy will be distributed for parents to read and to give approval for student use.

Students shall have no expectation to privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes.

Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

Confidentiality

Parents are welcome to contact the school and encouraged to be involved in their child's education. There are times when information is conveyed to the principal that is in confidence. The principal will keep that confidence, including the names of persons sharing. The principal cannot guarantee complete privacy due to having an office in a non-private area of the school. As a parent, be encouraged about sharing information, knowing that you are doing so for the good of the school and the students.

Copyright / Plagiarizing/ Cheating

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures up to and including suspension and expulsion.

Crisis Management Plan

The CGMS Crisis Management Plan, located in each room of the building, outlines procedures for emergency situations.

In the event that an emergency arises, please contact the school at 767-6852 or Central Office at 767-5192.

Alternate Site Locations: Armory (767-6118), Christian Church (767-5416), Methodist Church (767-5019).

Damage or Theft of School or Private Property

Students are not to participate in any activity not properly supervised by school personnel that could possibly damage school or private property. If school or private property is damaged by a student, he/she is financially responsible for all damages and may be disciplined. Students are prohibited from borrowing without permission or stealing private or school property.

Students who do either of these things may be disciplined. Law enforcement officials may be contacted as necessary.

Detention

The USD 417 Board of Education has authorized the keeping of students after regular school hours for disciplinary purposes. Detention takes precedence over all other activities.

Detention time must be completed within two days or as agreed upon with the teacher. Additional detention time may be assigned if the student makes no effort to serve the detention.

Failure to attend assigned detention may result in the assignment of additional detention time, Saturday school, or may result in suspension from school. Students are required to bring study materials and to work quietly during the entire detention time. Students may be offered the option of school service rather than detention. Multiple detentions over a short period of time may result in ISS (In School Suspension).

Detention may be assigned for the following reasons. (These are only examples and are not intended to be all-inclusive).

1. Tardiness to school or classes
2. Disrespectfulness to adults
3. Chewing gum in the building
4. Incomplete or unsatisfactory work
5. Other inappropriate behavior

Arrangement of transportation is the responsibility of the student who is serving the detention. If a student cannot arrange transportation to his/her home, arrangements should be made with the teacher assigning the detention to work out a possible alternative.

Directory Information

For purposes of FERPA, USD #417 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities, and sports weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study, and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with the USD #417 at 17 South Wood Street, Council Grove, Kansas, within 10 days of enrollment. If a refusal is not filed, USD #417 assumes that there is no objection to the release of the directory information designated.

Discipline Plan

Definition of Discipline

A process that brings about responsible behaviors to have a safe, orderly, and productive learning environment by helping to change unacceptable behavior to acceptable behavior.

Step 1: Classroom discipline plan consequences will be used.

Step 2: The student, teacher, and principal will conference to determine the type of unacceptable behavior. They will determine the consequence that would best help the student change the unacceptable to acceptable behavior.

Unacceptable Behaviors:

Minimum/Maximum

****PRODUCTIVE PERSONAL ENVIRONMENT:** Behavior that occurs in the classroom and affects only the disruptive student

Minimum Consequence: Time Out in the Quiet Room

Maximum Consequence: In School Suspension

****PRODUCTIVE CLASSROOM ENVIRONMENT:** Behavior that occurs in the classroom and interferes with the learning of others

Minimum Consequence: Time Out in the Quiet Room

Maximum Consequence: In School Suspension

****ORDERLY ENVIRONMENT:** Behavior outside the classroom that is not physically threatening, is not illegal, and does not interfere with teaching and learning, but does negatively affect an orderly environment

Minimum Consequence: Detention after school

Maximum Consequence: Out of School Suspension

****SAFE ENVIRONMENT:** Behavior that is physically threatening to others and/or is illegal

Minimum Consequence: In School Suspension

Maximum Consequence: Out of School Suspension

(See also Personal Respect Policy)

Disobedience

Students are to comply with reasonable directions or requests of teachers, student teachers, substitute teachers, teacher aides, secretaries, principals and other school personnel during any period of time the student is properly under the authority of school personnel. Any student who fails to comply with directions or requests of school personnel will be considered disobedient.

See Discipline Plan for consequences.

Dress Code

The purpose of a dress code is not to inhibit any student's taste in attire, but rather to create a less distracting learning environment. Modest and non-disruptive apparel is required. Sexually suggestive clothing is not permitted. Any profanity, tobacco, alcohol, or drug related

logo/words on clothing is prohibited. Inappropriateness of clothing will be determined by the school administrator.

Students may not wear hats, caps, or other head coverings inside the school building. Book bags and bulky coats need to be stored in the area provided. All students are to wear shoes at all times for health and safety reasons.

Drills (Fire and Tornado)

Fire and Tornado drills will be conducted periodically throughout the school term. Tornado and fire drill routes will be posted in a conspicuous place and procedures will be gone over with all students by their respective teachers.

Drug Free Schools & Communities Policy

Students are not to promote, consume, possess, sell or distribute any drug, narcotic, alcohol, tobacco, or substance purported to be a drug, narcotic or alcohol, at school, on school grounds, or at school-sponsored events. Strict action will be taken against students who do any of the aforementioned or come to school after consumption of alcoholic beverages or after using illegal drugs. Any student violating the terms of this policy will be reported to parents and may be reported to appropriate law enforcement officials. This rule does not prohibit possession or consumption by a student of a substance that has been prescribed to him/her by a person licensed to prescribe.

Extra Curricular Participation

(See Activity & Extracurricular/Athletic Participation)

Family Educational Rights and Privacy Act

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by USD #417. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. We have your prior written consent for disclosure
 - b. The information is considered "directory information" and you have not objected to the release of such information; or
 - c. Disclosure without consent is permitted by law
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This

right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD #417 has failed to comply with FERPA's requirements.

5. The right to obtain a copy of USD #417 policies for complying with FERPA. A copy may be obtained from USD #417 Central Office, 17 South Wood, Council Grove, Kansas 66846.

For purposes of FERPA, USD #417 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. This information is listed under Directory Information in this handbook.

Fees

Each 6-8th grade student (including a child in foster care) is required to pay a textbook and consumable materials fee, as established by the Board of Education, at the time of enrollment.

Fighting

See Personal Respect Policy

First Aid

Every effort is made at school to avoid accidents. If however, a child is injured, we will administer first aid. If the injury is serious, we will attempt to notify the parents and ask for instructions. If the parent cannot be reached, the school will follow the procedure outlined by the parent on the enrollment form.

Flower Delivery at School

Sending flowers/balloons is discouraged. Students who receive deliveries will be notified at the end of the day. It is the student's responsibility to pick up deliveries after school from the office.

Freedom of Assembly

CGMS recognizes that Freedom of Assembly is a right protected by the First Amendment of the Constitution of the United States. The exercise of this right must be conducted in a responsible manner so as not to interfere with the educational activities of the school district.

Gangs

Gang activities which threaten the safety or well being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

Grade Cards

Grade cards are distributed following the completion of each nine-week term. If parents have any questions regarding grade report cards, they should contact Council Grove Middle School.

Grading Scale

The CGMS grading scale is:

A+100%	C+77-79%
A 95-99%	C 74-76%
A- 90-94%	C- 70-73%
B+87-89%	D+67-69%
B 84-86%	D 64-66%
B- 80-83%	D- 60-63%
	F 59% & below

Grades are not meant to promote competition between students, but rather to serve as motivation for students to excel.

Student grades can be viewed at <http://www.k12planet.com> with internet access and a password.

Guidance Counselor

Individual, group, and classroom guidance are available to students at Council Grove Middle School.

The purpose of guidance services is to help students understand themselves and their environment as they adjust to various situations. Classes on parenting, divorce, and stepfamilies are also available to parents/students through the guidance program.

Hall Behavior

When students pass in the hallway, they should do so in an orderly manner as not to disturb other students in the hall and/or students who are in class. Detention may be assigned as a consequence for inappropriate behavior.

Hazing/Harassment/Intimidation/Bullying/Menacing

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Harassment is defined as inappropriate or unwelcome language or behavior which has the purpose or effect of:

1. Demeaning an individual
2. Unreasonable interfering with an individual's school performance
3. Creating an intimidating, hostile or offensive school environment

•Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion.

- Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal.
- Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.
- Individuals may also be referred to law enforcement officials.

(See Also Sexual Harassment)

Homeless Students

USD #417 actively seeks enrollment of students who are experiencing difficult times and are considered homeless. If not identified by USD #417, these families/students are encouraged to contact the Superintendent or Principal for assistance. Copies of the Homeless Student Regulations are available for inspection in each school office.

Honors--Academic / Citizenship

In an effort to encourage and reward academic excellence, CGMS has three (3) honor rolls to recognize students for their scholastic achievement. The average is derived from all classes in which they are enrolled. The honor rolls are as follows:

Principal's - All A's

Gold Honor Roll - Any combination of A's and B's

Silver Honor Roll – All B's

The BUG (Bringing Up Grades) Award is for students who have raised their average 1.0 point or more from the previous nine weeks.

Staff will select Braves to Brag About each quarter. These students show exemplary citizenship and/or hard work for the staff member nominating them.

Identify Self

Students will identify themselves when asked to do so by school personnel. Any student who fails to identify himself/herself upon request may be disciplined.

Illness at School

If students become ill at school, they should request that their teacher/supervisor sign their agenda, and then report to the school nurse. The school nurse will examine the child and possibly contact the parent or guardian. Under no circumstances is a student or teacher allowed to decide on his/her own that a student should go home because of illness.

Inoculations

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of

the Department of Health and Environment are also required.

Students who fail to provide the documentation required by law may be excluded from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease may be excluded from school during any outbreak.

Interrogations and Investigations

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or a representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or a representative shall be observed. The administrator shall document notification or attempted notification of parents, guardian or representative involved. If a student's parents, guardian, or a representative is not present during questioning of a student, the principal or a certified school staff member shall be present. *(See Also Personal Respect Policy)*.

Invitations

Students will not be allowed to hand out party invitations at school. Possible exceptions to this rule must be arranged through the principal.

Late Work

Students will be responsible for turning academic work in on time. It will be each individual teacher's discretion as to what the consequences will be for failing to turn work in on time.

Library Policy

Library hours are from 8:00 a.m. to 4:00 p.m.

Book loan periods are one week. Library privileges may be temporarily suspended for failure to return overdue books. Reference materials may be checked out overnight.

Students are expected to reimburse the library for any books or materials they have damaged or lost.

Loitering

(See Before and After School)

Lockers

Students are assigned lockers with combinations. Lockers are for textbooks and personal items. They should be locked. Students are encouraged to do so. Rigging lockers and sharing combinations are discouraged.

Lost and Found

A place for lost and found articles is located in the science room. Any student who finds an article should take it to the science room or the office immediately. Lost articles are subject to a school "fine" when claimed. Unclaimed items will be taken to the Thrift Store.

Lunch

All students must go to the cafeteria or possess a note allowing them to go home during their assigned lunch period. Students have the option of bringing a sack lunch or purchasing a meal. Parents may also pick up their child to take them to lunch. The parent must sign the student out at the school office before the student may leave the building.

Meals must be purchased in advance. CGMS will send notices home with students when account balances are low. It is the student's responsibility to deliver the payment reminders home. Students are responsible for turning meal money to the office.

If money is not sent to school and a negative balance of \$2.50/single or \$5.00/family is accumulated, students will be required to bring a sack lunch or will be asked to pay for the day's meal before being served. If neither of those alternatives is met, the student will be served a peanut butter sandwich and water.

All students have the opportunity to purchase additional servings of menu items. Prices on these items vary from 20 cents to \$1.25.

Lunchroom Rules

1. No pop, candy, or gum is allowed during lunch period.
2. All students should remain seated unless they are dumping their trays.
3. Students will not be dismissed from lunchroom by supervisor unless they possess a note from their teacher.
4. Students shall spend a minimum of 15 minutes in the lunchroom daily.
5. Students are not allowed in the classrooms or halls during this time.
6. All lunches including sack lunches are to be consumed in the cafeteria. No food will be taken from the cafeteria unless permission is granted.
7. No trading of food is permitted.
8. Students are to talk in a normal voice and keep hands and feet to themselves.

9. Every student is expected to have a sack lunch or take a food tray if he/she does not go home for lunch.

Make-up Work

(See Absence Policy)

Medication

The following policy is practiced by USD #417 for the administration of medication to students, as recommended by the State Department of Health and Environment.

If a student must receive a prescribed medication during school hours, the following steps have to be completed before the student may receive medication at school:

1. Inform the school nurse.
 2. A written medication order from the doctor and student health record must be on file with the nurse.
 3. A signed parent consent form must be on file.
 4. The medication is to be brought to school in the original container stating the name of medication, child's name, dosage and when to be given at school.
 5. School personnel may not administer the initial dose of medication or alter the prescribed dosage.
 6. Medications are kept in a safe place and individual records are charted.
- Over-the-counter medications are not to be maintained or dispensed at school.

Mid-term Reports

Mid-term reports are mailed to parents of every middle school student at the midpoint of each nine-week grading period.

Nondiscrimination

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. CGMS will comply with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal.

Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

Personal Property

Students should keep radios, CD players, tape-recorders, electronic games, cell phones, beepers, and other electronics in their lockers or book bags.

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is

broken, damaged or stolen, repair or replacement is the student's responsibility.

Personal Respect Policy

•All students are expected to be responsible and maintain an atmosphere conducive to effective teaching-learning situations. This policy is written in accordance with the Council Grove Middle School mission statement which states in part "Students shall be responsible citizens with respect for others." If a student is determined to have violated this policy, the student's parents or guardians will be notified by calling the phone numbers supplied to the school by such parents or guardians for notification purposes. If school personnel are unable to contact the parents or guardians, a volunteer attendant care facility worker or a Court Appointed Special Advocate (CASA) will be contacted and requested to be present during any interview or discussion with the student by law enforcement personnel. Written documentation will be made of attempts to notify the parents or guardians.

•No student shall at any time intentionally verbally threaten, angrily touch, rudely apply force, or do bodily harm to any other person, student, or employee in a school building, on school grounds, or at school sponsored activities

•Neither the use of a weapon nor physical contact is required for this policy to be invoked.

•Law enforcement will be notified and requested to take appropriate action, taking into consideration the severity of the student's actions and the frequency of violation of this policy by such student. If it is believed that the student's actions pose a significant danger to the student population and/or school employees, law enforcement will be asked to remove the student from the school.

•It will be the school administrator's judgment whether or not the act was self-defense or action taken to protect another person from a threatening act. Incidents will first be reviewed by the teacher and administrator. A decision will be made by them regarding either the involvement or non-involvement of law enforcement personnel. Parents will be contacted by the school. Consequences will be determined.

1st Offense: In addition to the course of action taken by law enforcement, the student will be subject to in-school suspension for a time to be determined by the building principal, but not to exceed five (5) days.

2nd Offense: In addition to the course of action taken by law enforcement, the student will be subjected to an out of school suspension of not to exceed five (5) days.

3rd Offense: Law enforcement will be requested to take the student into custody. In addition to the course of

action taken by law enforcement, the student will be subjected to possible long-term suspension or expulsion.

**A situation may occur where the principal at his/her discretion may move immediately to the 2nd or 3rd offense of this policy.

(See Also Interrogations and Investigations).

Pets

USD 417 will follow Kansas State guidelines regarding animals at school. Please contact the building principal prior to bringing any pet or animal to school.

Physical Education

Physical Education is offered to all students. If a student cannot physically participate in Physical Education, he/she must bring a note from his/her physician excusing him/her from PE. Middle school students are expected to have appropriate PE clothing to wear each day and will be assigned a PE locker in which to store them.

Public Display of Affection

Public displays of affection are not appropriate at CGMS and will not be tolerated at school or school sponsored events/activities.

Right to an Education

A student's right to an education in Kansas is granted because of provisions in the state's constitution. There are two very important things a student must do faithfully to protect this constitutional right. Those two things are: attend school and participate in the learning activities.

There are many other things responsible students do while they are students, but nothing is more important than doing the schoolwork assigned by their teachers and being in school regularly.

Along with one's right to equality of educational opportunity, each student has a commensurate responsibility to act in such a way as not to interfere with the rights of others to the same opportunity.

Essential to the fostering and maintaining of educational opportunity is reasonable and necessary order in the schools. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it substantially disrupts the educational process and deprives others of their rights.

Roller Skates/ Roller Blades/ Skateboards/ Scooters

In order to provide a safe environment for all students in and around the school, the above-mentioned items should not be on school property.

School Closings/ Hot Line

USD #417 has installed a "Hot Line" which is available 24 hours a day. The hot line has a recorded message regarding such things as school closings in the event of bad weather, early school dismissal, etc. The number is 767-6985. Please use this number to allow the school lines to remain open for normal school business.

Internet users may electronically access school closing information at www.cancellations.com.

Students will be provided time to use the phone to make arrangements in case of early dismissal due to severe weather. The school will utilize emergency contact names and phone numbers as necessary.

Announcements regarding school closings or changes in bus schedules will be broadcast frequently on WIBW-AM and FM and WIBW-TV.

Announcements concerning changes in school or bus schedules due to bad weather will be broadcast at the following times:

WIBW-AM (580)

PRECEDING EVENING: 10:00 p.m. News; 10:25 p.m.; 11:30 p.m.; 12:05 midnight.

MORNING: Broadcast approximately every 15 minutes between 6:00 and 8:00 a.m.

WIBW-TV (13)

PRECEDING EVENING: 10:00 p.m. News; 10:30 - 12:00 p.m. (Electronic Crawl superimposed over normal programs)

MORNING: 6:55 a.m.; 7:25 a.m., and 8:25 a.m. Special Reports;

(Electronic Crawl superimposed over normal programs from 7:00 a.m. to 9:00 a.m.)

School Conduct

CGMS students should be respectful toward fellow students, teachers and other staff. Proper language, courtesy, and good manners are a part of showing respect toward others. Conduct which disrupts or interferes with normal procedures has no place in school.

Rules have been established and approved by the Board of Education of the USD 417 Schools for use at CGMS sponsored events. Students who do not comply with these rules or responsibilities mentioned in other sections of this handbook may be disciplined. These rules may be changed during the school year by the Board of Education and students and parents/guardians will be informed if and when there are any changes.

Teachers may establish reasonable rules in their classrooms to assist them in providing a good environment for learning. Students are to follow these rules and may be disciplined for not following them.

We believe all our students can behave appropriately in the classroom. We believe that if a student is not

behaving appropriately, that prevents other students from learning and causes unnecessary losses in teaching time. Therefore, parents will be contacted and expected to support efforts in solving behavioral problems brought to their attention. (*See also Personal Respect Policy; see also Discipline Plan*)

School Safety Hotline

The 1999 Kansas Legislature has appropriated funds to assist the State Department of Education, in cooperation with the Kansas Highway Patrol, in establishing a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. **This hotline would give students the opportunity to anonymously report any potential violence.**

The Kansas School Safety Hotline Number is 1-877-626-8203.

Search and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students.

School employees may be asked to help conduct searches when there is reason to suspect that the health, safety, or welfare of students may be in danger. Guidelines for making a search and seizure are as follows:

1. General searches of school property (including lockers or personal items found on school property) may be conducted at any time when there is reasonable cause for school employees to believe that something that violates a law or school rule is on school property. This search of school property, including lockers, may be made by the principal without the student being present.

2. Illegal items (firearms, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes may be seized by school employees.

3. Items which are used to disrupt or interfere with the education process may be temporarily removed from a student's person.

4. A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.

Sexual Harassment

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.

The complete district policy on sexual harassment can be viewed in the school or district office.

(See also Hazing/ Harassment/ Bullying)

Student Accident Insurance

The opportunity to become insured under a Student Accident Plan will be given to each student at the time of enrollment.

Student Expression

The right to freely express oneself is justifiably tempered with responsibility to insure that the expression made does not interfere with the rights of others. The official school policy and the responsibilities students have when expressing themselves are contained in this handbook to promote reasonable communication to reflect one of the purposes of CGMS. That purpose is to encourage the use of good language skills while providing educational experiences for students.

1. The expression shall not contain words that are considered indecent, obscene, profane, vulgar, or off color. Phrases which contain threats or physical gestures which are offensive or threatening to anyone seeing or hearing the expression/and expressions which undermine or are disrespectful to school personnel will not be tolerated.

2. The expression of the student shall not contain words, phrases, or gestures that ridicule or belittle others.

3. The expression of the student shall not encourage other persons to violate school rules.

4. The expression of the student shall not be unusually loud, or interfere with, or obstruct any lawful mission process, function, or purpose of the school.

5. The expression of the student shall not be slanderous or libelous.

6. The expression of the student about, or directed to, any teacher, administrator, or other employee at any time in a public place shall comply with the five previously stated rules governing student expression. (Example: Any student, who shall refer to a teacher in a public place at

any time by a lewd or obscene name in such a loud voice that the teacher or others hear the insult, may be disciplined by school authorities).

7. The expression of the student by his/her dress shall comply with the six previously stated rules governing student expression. (Example: Any student wearing clothing that displays words, phrases, or gestures that are considered indecent, lewd, obscene, profane, vulgar, off-color, or promoting the use of alcohol or drugs, may be disciplined by school authorities).

Student Sign-In/Out

When it is necessary for a student to leave the school grounds during school time or arrive late to school, the parent/guardian must "sign in/out" on a sheet designated for that purpose in the office. It requires the student's name, date, time, reason for leaving/arriving school, and parent signature.

Suspension/Expulsion

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent and/or principal.

A suspension may be for a short term not exceeding five school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and the USD 417 policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certified employee or committee of certified employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

Tardies

It is the responsibility of all CGMS students to be at all assigned classes on time. CGMS students will be allowed three (3) tardies to class without consequence each nine weeks. On the 4th tardy and every tardy up to six (6) occurrences, the student will be assigned 30 minutes detention time after school. On the 7th tardy, the student will serve 1 hour of detention time. Additional tardies within that 9 weeks may result in a request for a parent conference, additional detention, and/or Saturday school, and/or In School Suspension.

Telephone Usage

Local calls may be made by students from their classrooms with teacher permission. Long distance calls by students should be made from the middle school office only.

Students will not be called from classes to accept telephone calls except in emergencies.

Telephone numbers or messages will be taken and delivered to students in a timely manner.

Textbook Care

Normal wear of books during the school year will be taken into consideration; however, each student is responsible for the textbooks that are rented to him/her. Loss or mutilation will cause the student to be financially responsible for those textbooks.

Truancy

Students are considered truant after unexcused absences totaling 3 consecutive days or 5 days in a semester. After initial contact with the parent from the school, SRS personnel will be notified to offer assistance.

Visitors at School

All visitors to USD #417 schools must first report to the office for permission to visit or conduct business. Students are requested not to bring student visitors to school. Parents are encouraged to visit school anytime.

Weapons

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (not to exceed 186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

As used in this policy the term “firearm” means any weapon (including a starter gun) 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 such weapon, or any firearm muffler or silencer, or any destructive device.

As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, or rocket that has a propellant charge of more than four ounces, missile that has an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

Website Information

The Council Grove Middle School website can be accessed by clicking on the CGMS link on the USD 417 website at: <http://www.cgrove417.org>.

THESE RULES HAVE BEEN ESTABLISHED AND APPROVED BY THE BOARD OF EDUCATION OF THE USD #417 SCHOOLS FOR USE IN THIS SCHOOL AND AT ALL SCHOOL SPONSORED EVENTS. STUDENTS/PARENTS ARE EXPECTED TO COMPLY WITH THESE RULES AND/OR RESPONSIBILITIES. THE BOARD OF EDUCATION RESERVES THE RIGHT TO AMEND RULES DURING THE SCHOOL YEAR AS NECESSARY. PARENTS AND STUDENTS WILL BE NOTIFIED IF CHANGES ARE MADE.

Parents may be contacted by the principal or school staff member when students are involved in an infraction of handbook expectations.