



CLEARWATER INTERMEDIATE MIDDLE SCHOOL

PO Box 248

Clearwater, KS 67026

620-584-2036

Clearwater Intermediate-Middle School

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Phone: (620)-584-2036 Fax: MS (620) 584-2199

Eric Shipman, Principal

Tracy Schenk-Lara, Counselor

Jason Crist, Athletic and Activities Director

Paul Becker, Superintendent of Schools

Office Staff

Leigh Sizemore

Charlene Gerlach

Tammy Clevenger

Lisa Riggins

School Hours

7:15 AM

Building Opens

7:55 AM

Classes begin

3:05 PM

Classes end

4:00 PM

Office Closes

All policies contained in this handbook are subject to board of education modifications at any time during the present school term.

NONDISCRIMINATION POLICY

In compliance with the Executive Order 1126: Title II of the Education amendments of 1976; Title VI of the Civil Rights Act of 1964; as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Educational Amendments of 1972; Section 504 of Rehabilitation Act of 1973; and all other federal, state school rules, laws, regulations; and policies of the Clearwater Unified school District #264, Clearwater, Kansas, shall not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boys Scouts and other designated youth groups in the educational programs or activities which it operates.

It is the intent of Clearwater Unified School District 264, Clearwater, Kansas, to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

Office Hours

The school office is open Monday through Friday, from 7:30 a.m. to 4:00 p.m. If you need to call in an absence or leave a message for a teacher during non-business hours, you may do so by calling 584-2036.

School Cancellations for Emergency or Inclement Weather

Inclement weather or other emergencies such as loss of heat or power may make it necessary to close school. Any decision to close school will be sent immediately by the school messenger system to the student's phone number on file in the office. The message will also be sent to **KFDI Radio, 1070 AM or 101.3 FM**. Other radio and television stations will also be contacted if possible. Should weather or other emergencies create a need to close schools after the school day has begun, buses will run if possible. In this event, children in the third grade or under will not be left at home unless parents or older children of at least 14 years of age are there. Drivers will return any young children, who cannot be left at their home, to the school. School officials shall be responsible for them until the parents pick them up. If buses are unable to service 90% of the rural children, schools shall be closed. Children will be released to parents at any time parents feel the roads to their homes may be closed.

Counseling Services

The counselor provides many helpful services for the students. From scheduling and academic problems to interrelationship and personal problems, the counselor's door is open to each student. Other services provided will include career information, test interpretation, and group and individual counseling.

School Nurse

The middle school and the high school will share a nurse. The intermediate center and elementary also share a nurse. The nurse's room is located in the main office in both buildings. Besides aiding students who become ill, the nurse will also perform vision and hearing screenings and organizes the yearly dental checks.

If a student needs medication while at school, he/she must have a written "Permission for Medication" form signed by their doctor and parent/guardian on file with the school nurse. This will then allow the nurse to assist the student with the proper dosage. Any medication to be administered during school hours must come in its original container. Medication must be kept in the office at all times.

Powerschool

Student information, attendance, emergency contacts, discipline, health, course history, immunizations, grades, classes, gradebook, parent information, and homework are available on the district's website. Parents must sign up to receive their password to access the website.

TO THE STUDENTS AT CLEARWATER INTERMEDIATE- MIDDLE SCHOOL

Welcome to Clearwater Intermediate and Middle School. The "PRIDE" which you have for your school is important! Take time to consider the great possibilities you have as a student at CIMS and then make the most of each opportunity. Each student has the ability to make the school year a success by working hard and developing an inquisitive mind and self-discipline. We encourage you to grow in your pursuit of educational excellence. The teachers and staff will help you in this pursuit, but you must make the effort to receive their help. Ask and you will receive. Best wishes for a great year!

ATTENDANCE

Regular and punctual attendance is expected and required of all students at our school. In-class instruction is very difficult, if not impossible, to make up. Students need to be in class every day. Students who are absent three or more consecutive days, or more than ten days for the year for illness may need a doctor's note in order to have the absences excused. At this point, attendance letters will be sent warning of excessive absences. Communication is the key to success in meeting the needs of the student, so please keep the teacher and office informed of all absences that may occur. Students with poor attendance may have to attend summer school in order to fulfill attendance requirements.



Excused Absences: The only excused absences are: (a) the student's own illness, including appointments for professional health services (a note from the Dr.'s office may be required); (b) serious illness of a member of the student's immediate family; (c) the death or funeral of a close relative; (d) impassable roads; and (e) parental concern that requires the student's absence over which the student has no control. Students arriving after 7:55 a.m. but before 8:20 a.m. will be considered tardy. Arriving after 8:20 will count as a Late Arrival to school with a parent's excuse. Students arriving after 10:00 a.m. will be considered absent a half-day.

Reporting Student Absences to the School: If for any reason you are unable to come to school, please have a parent call the school office, before 9:00 a.m. If the secretary does not answer, please leave a message on the voice mail. Parents should give the student's name and the reason for the absence. Absences will be excused if they meet school policy. If a student must leave during the school day, a parent may call the school and advise the office of the time they will be picking up a student. Parents/guardians are required to sign out students who leave during the school day.

Reporting Student Absences to Parents: The school will attempt to contact parents if a student is absent. Parents of unverified students will automatically get a phone call through our School Messenger System to the number on file to report the absence. Please make every attempt to keep contact numbers up to date.

Truancy: Children who have reached seven (7) years of age and who are under eighteen (18) years of age are required to attend school under Kansas Law. Whenever a child is inexcusably absent from school for three (3) consecutive days, a total of five (5) days in any semester or seven (7) days in a school year, such a child is truant and will be reported to the district court by an administrator. We will make every effort to keep the student and parents aware of the number of days which are missed during each nine-weeks grading period.

PHILOSOPHY ON STUDENT CONDUCT

Clearwater Intermediate and Middle School students are expected to act with high moral conduct. We expect our students to be respectful toward their fellow students, the staff, teachers, visitors, and administration. Proper language, courtesy, good manners, and proper care are ways of showing respect. Fighting, profanity, lewd and obscene terms, defacing property, and abuse or misuse of privileges are all a part of disrespect and are not permitted. We encourage students to use the following three principles.

- 1) Do the Right Thing
- 2) Give Your Best Effort
- 3) Show Your People You Care

EXPECTATIONS

Backpacks and Duffle Bags: Backpacks and duffle bags are to be kept in student's lockers during the school day. Students are allowed to carry their school issued chromebook bag or another small string bag with approval from the principal.

Bicycles, Scooters and Skateboards: Bicycles, scooters, skateboards and other similar methods of transportation are not to be ridden on school property during the school day or when an activity is occurring on the school grounds. Students are to walk or carry those items once they reach the school property boundary and place them in their proper designated areas. At no time are the above items to be used on sidewalks, steps, handrails or ramps.

Counseling Services: The counselor provides many helpful services for the students. From scheduling and academic problems to interrelationship and personal problems, the counselor's door is open to each student. Other services provided will include career information, test interpretation, and group and individual counseling.

Food in the Classroom: Teachers may allow students to have healthy snacks in the classroom as long as they meet the allergy requirements in the district allergy policy. Students are only allowed to drink water during the school day, and if drinking out of a water bottle, it must be transparent.



Gum: Permission may be given for chewing gum. This is an individual decision by teachers and administrators; however, when the student leaves a classroom, the gum must be thrown in the trash can.

Party Invitations: Students/adults will not pass out invitations for birthday parties or other parties that are not sponsored by the school. An exception can be made if there is an invitation for every child in the class **and** the teacher gives her/his consent for the student to pass out the invitations

Pets at school: Students are not allowed to bring their pet or any other animals to school.

RESPONSIBILITY

Homework: Teachers often feel that homework is a way to reinforce instruction and teach responsibility and study skills. Assignments that are not completed in class will be considered homework. Teachers may also, from time to time, assign a long-term project that will require work outside of the regular class.

Late Work Policy: Students are responsible for turning their work in on time. On time means that the work is to be turned in on the date and during the class time that the teacher designates. Late work may receive a lower grade if it is turned in late. Each teacher has the authority to establish rules regarding late work credit.

Make-up Work: Students who have had an absence will have the number of days absent, plus one day, to make up missed work. With some exceptions, students that use their time well in class will not be assigned more homework than can be completed in approximately one hour. Parents should contact the child's teacher(s) if there is consistently more than an hour of homework to determine if the student is having academic difficulty.

Library Materials: Students are responsible for school library materials. If an item is lost, overdue or damaged, a fee will be charged. The library media specialist will be in charge of assigning these fees. Typical charges are the actual cost of replacement for a lost item. CMS students will be charged a fine of \$.05 a day for overdue books.

Loan Agreement: Books loaned to students may be used by the student and shall be returned in good condition. It is the student's responsibility to return books on time and in good condition. Students will be expected to pay for lost or damaged books.

Locks: Students will be issued a lock at the beginning of the school year. The lock will be returned to the office at the end of the school year. If a lock is not returned, students will be charged a replacement fee.

Personal Property: Students are asked to keep their personal property at home. They are encouraged to bring to school only the notebooks, pencils, pens and other school articles that are necessary for class. It is strongly recommended that students leave money, radios, other electronic devices (games), athletic card collections and other personal items at home. School personnel cannot be/are not responsible for the loss, theft or trading of such items. All personal items, such as coats, hats, gloves, lunchboxes and other possessions should be marked with the student's first and last name. This will allow school personnel to return lost articles to students.

Powerschool: Our online grade book is a great way for students to keep track of their assignments, progress, and grades. Every student, starting in 4th grade, will be given their Powerschool login information to aid in their independence and responsibility. Parents can also access this information by contacting the school office.

CURRICULUM

Course book and Electives: Students will be allowed more choice of classes as they get older. During the spring of the year, the school counselor will meet with students to share the course book and any elective options they may have. We ask that parents discuss these options with the student and sign approving the selections.



Failing Courses: Students may be required to attend summer school if they fail a core subject area through the course of the year.

Human Development and Sexual Education: Students in 5th and 8th grades will receive district approved curriculum in the areas of human growth and development (puberty) in 5th grade and sexual education and reproduction in 8th grade. Both of these programs are optional and parents may opt their student out if they decide that is the best course of action.

Honor Roll: We recognize two honor rolls:

Superintendent's Honor roll: All As for a quarter/4.0 GPA (Grades 4th-8th)

Principal's Honor Roll: All As and Bs for a quarter/3.0 GPA or higher (Grades 4th-6th)

Scholar's Honor Roll: 3.5 GPA or higher (Grades 7th-8th)

Honorable Mention: 3.2 GPA or higher (Grades 7th-8th)

Advanced Math Courses: During a student's 6th grade year, if AimsWeb tests scores indicate a need, the math teacher recommends the student, and the student's grade above a 90%, then 6th graders will be referred to the Advanced 7th grade math class. The 7th Grade Advanced Math curriculum will cover all 7th grade math standards and half of the 8th grade standards during the school year. If students remain in good standing then with the teacher's recommendation students will be referred to Advanced 8th Grade Math. Advanced 8th Grade Math will cover the second half of the 8th grade math standards along with the Algebra 1 standards. This pathway allows for students to enroll in Geometry during their freshman year if they remain in good standing.

TECHNOLOGY

Acceptable Use Policy-Electronic Information System - Guidelines for Network System Use: No student, staff member or patron shall have access to the system or use of the system without having a signed individual user release form on file with the district. Students under age 19 must have the approval of a parent/guardian. The acceptable use policy will be distributed upon registration. This form must be signed and returned in agreement to the policy in order for students to be allowed access to the USD 264 computer network.

Sanctions for Violations: Disciplinary action, if any, for the students, staff and other users shall be consistent with the district's standard policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to electronic equipment, other employee or school disciplinary action and/or other appropriate legal or criminal action, including restitution, if appropriate.

School Issued Electronic Devices: Students will be issued an electronic device to use during the school day. 4th and 5th grade students are not allowed to take these devices outside the building. 6th grade students, with parental permission, are allowed to take their devices home on Wednesday. 7th and 8th grade students are allowed with parental permission to take their devices home daily.

Inappropriate Usage-- The firewall used by the USD 264 technology department monitors students chromebooks both at school and away from the property. Any violation at school or away from the property of the acceptable use policy will result in at least one mark on the student's behavior card. More serious violations may have more invasive consequences. Students may also lose the privilege of taking the device from the building if repeated violations occur. Students will continue to have access to their device throughout the school day unless repeated violations have occurred at school.

Non-School Issued Electronic Devices: Cell phones, handheld electronic games, and CD/MP3 players should be turned off and remain in the students' lockers from 7:55 a.m. – 3:05 p.m. Students are encouraged not to bring these items to school. The school is not responsible if such items are lost or stolen at school. Student may be allowed to use devices before school, but only educational and appropriate games and materials will be allowed. Social media should not be accessed at school without a teacher's permission.

Non-school issued electronic devices should never be used in a manner that (a) disrupts the educational process, (b) undermines academic integrity, (c) violates confidentiality or privacy rights of another individual, or (d) threatens any individual.



Non-school issued electronic devices in the possession of students which are discovered during the school day shall be taken to the office.

First Offense: The student will have their card marked.

Second Offense: The student will have their card marked. The phone will be confiscated and the student will have to contact a parent. The student's parent will have to come to the office to pick up the phone.

Third and Additional Offenses: The student will have their card marked and will receive an hour detention and possible Saturday school will be issued. The phone will be confiscated and the student will have to contact a parent. The student's parent will have to come to the office to pick up the phone.

ILLEGAL ACTIVITY

Notification of Law Enforcement: Kansas State Statute requires school authorities to notify local law enforcement agencies of any misdemeanors or felonies that occur at school. (BOE Policy JDDDB, Approved 6/01)

Searches: The board reserves the right to search any school locker or desk at any time if the administrator of the building deems it necessary to recover school property or other items which the student may illegally have in his/her possession or which the student may have in the building in violation of school board policy or building regulations. Locks placed on student lockers must be school owned. Serial numbers and combinations of locks must be recorded in the office and must be keyed so they can be opened with a master key which will be retained in the office. Should the administrator deem it necessary to search a locker, (s)he shall have an adult witness present. Students shall not be subjected to strip searches, but may be required to empty pockets, purses, binders or book bags, etc., and remove shoes and socks if there is reason to believe that items of contraband may be in the student's personal possession. (BOE Policy JCAAB, Approved 8/98)

JGGA Use of Video Cameras: (See JR and JRB) JGGA The district may use video cameras to monitor student activity. Video cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility. Video tapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The videotape shall be considered a student record and shall be subject to current law for the release of student record information. Approved: KASB Recommendation-7/96

DRESS CODE

Appearance and Dress Code: It is the responsibility of the school staff to provide the best learning environment possible. Although clothing styles and grooming habits are constantly changing, certain standards are necessary to maintain an atmosphere conducive to a positive learning environment. Students should remember that simplicity, neatness, cleanliness and good taste are the earmarks of proper student appearance. Casual, relaxed and sports attire have a place outside of school. Students wearing such items will be asked by the teachers or administrators to turn the shirt inside out, will be sent to the office where they will be given replacement wear, or will contact parents to have appropriate clothes brought to them.

The following are not allowed:

- Accessories: hats, bandanas, sunglasses during school hours, chains or safety pins, visible body piercing jewelry other than earrings
- Pants: pajama pants, sagging or oversized pants, or leggings worn as pants (if you wearing leggings, they should be covered by shorts or skirts that meet the length requirements).
- Shirts: tank tops with straps narrower than one-inch width, bare midriffs/low necklines, mesh shirts or open-sided shirts without sleeves
- Underwear worn as an outer garment, or undergarments being uncovered (including bra straps).
- Clothing with excessive rips, tears, or holes.
- Shorts or skirts shorter than mid- thigh length or that are too tight, Bicycle shorts (A good rule of measurement is to have your shorts longer than your fingertips when the shoulders are in a relaxed, resting position.)
- Shoes must be worn at all times.



- Hair dyes or highlights that are not natural hair color, hairstyles that are distracting to the learning environment.
- Any clothes that promote or advertise tobacco, alcohol, or imply inappropriate messages.
- The administrator shall have the final say in what apparel is appropriate for school.

RIDING THE BUS

Riding a school bus is a privilege, not a right. Students and parents should note that the school district may deny riding privileges to any student who violates state regulations or school district rules relating to bus conduct. Discipline problems arising on a bus that cannot be handled by the driver will be referred to an administrator of the building where the student is enrolled.

Bus Discipline Policy: When a student receives his/her written record of a bus violation,

- The administration may issue a warning to the student.
- A second written referral will result in a detention for the student and parent contact (CIC and Elementary West Students).
- A third written referral will result in a two-day suspension from the bus.
- A fourth written referral will carry a five-day suspension from the bus.
- A fifth written referral will result in a student losing his/her bus privilege for the remainder of the semester.

*A serious infraction may result in an immediate suspension. The administration may modify the guidelines depending on circumstances.

POSITIVE BEHAVIOR EXPECTATIONS

Student Behavior: All students are encouraged to have positive behavior and make healthy choices. To help support students with this at the CIC, we mark students' PRIDE cards when we see desirable behavior or a student going above and beyond in a given situation. We have random incentives linked to these card. We also recognize students monthly as part of our Character Counts character education program. We also tie incentives to keeping the first, blue conduct card through the year.

Conduct Cards: If students demonstrate undesirable behavior, we have conduct cards that track and monitor their behavior. Teachers can staff can mark students' conduct cards for a number of reasons, but each card has multiple opportunities for students to learn from their actions (five marks for 4th and 5th grade, 4 marks for 6th grade, 3 marks for 7th and 8th grade). Students who receive enough marks to fill up their conduct card will receive a detention, and then progressive consequences if behavior continues.

1. All students are required to carry a Conduct Card and present it to the faculty/staff member upon request. Failure to present the Conduct Card will result in the student being assessed a conduct point on the card
2. A lost Conduct Card will result in the following:
 - a. One Conduct Card Lost = Replacement Card with one mark for losing it.
 - b. Two or More Conduct Cards Lost = Automatic movement to the next color Conduct Card.
 - c. If a Conduct Card should be damaged or washed, pieces of the Conduct Card must be produced to the administration for the penalty to be waived.
3. Accumulation of Conduct Points will result in the following:
 - (Blue Card) = 1-hour detention
 - (Green Card) = 1-hour detention
 - (Yellow Card) = 3 hours of Saturday School, Parent Contact/Conference, Counselor Referral
 - (Purple Card) = 3 hours of Saturday School, Parent Contact/Conference, Counselor Referral
 - (Orange Card) = 1 day OSS, Parent Contact/Conference, Counselor Referral



(Red A Card) = 2 days OSS, Parent Contact/Conference, Counselor Referral
(Red B Conduct Card) = 3-5 days OSS, Parent Contact/Conference, Counselor Referral
22 or more points = Suspension to Expulsion

4. All cards will be collected at the end of each semester. New Conduct Cards will be issued the following semester students move back three levels from the 1st semester and restart on blue each school year.

Minor Violations

Minor conduct violations will be addressed by school officials. The student can receive from one (1) to three (3) marks on their card for violations to school rules. The number of marks will be determined by the severity of the violation. Minor violations may include but are not limited to the following:

- Tardy to class
- Physical or Verbal Aggression
- Inappropriate/Disruptive Behavior
- Disrespect to Student/Adult/Property
- Inappropriate Items/Language
- Disrupting Class/Incessant Talking
- Defiance/Lack of Cooperation
- Defacing Discipline/ID Card
- Out of Bounds
- No Conduct Card
- Removed from class
- Lying
- Excessive Late Work/Missing Assignments
- Other behaviors

Major Violations: Major violations will be taken care of by the administration.

STUDENT CONSEQUENCES

Detentions: When students are assigned a detention, they are expected to report to the designated area on time. Students will not be permitted to talk, sleep, eat or drink while serving a detention. Students will be asked to bring work to complete, a book to read, or with reflect on behavior and work on an apology. The following could be incidents that lead to a detention

- Dress Code Violations (repeated)
- Minor behavior infractions - Conduct Card change
- Inappropriate Items
- Inappropriate Language
- Refusal to obey (defiance)
- Lying/Cheating
- Disrespect of a person or property

In School Suspension: When students are assigned an in-school suspension, they will stay in the office for a designated period of time, typically either half a day of school or a full day of school. The following could be incidents that lead to an in-school suspension:

- Insubordination
- Cheating
- Disrespect of a person or property
- Verbal or Physical Aggression
- Threats by word or deed (intimidation)
- Stealing
- Failure to serve detention
- Behavior that would be a misdemeanor
- Willful vandalism – Plus repair or repayment



Saturday School Rules: When students reach a certain point (red card) on the conduct card system, they may be required to serve a Saturday School. They may also be required to do this if tardiness or absences are excessive. Here are the expectation for Saturday School:

- Be in the assigned room by 9:00 a.m. The doors close at 9:00 a.m.
- Students will do homework or read a book.
- No talking, sleeping, food, or drink.
- If available, parents will be given a choice of two Saturdays for their student to serve.
- Failure to follow the rules can result in an out-of-school suspension.

Out of School Suspension: When students are assigned an out of school suspension, they will stay in the office until their parent or guardian can pick them up. Suspensions can range from one to ten days depending on the severity of the actions (and could result in expulsion in accordance with KSA 72-8902). While students are suspended, they cannot be on any USD 264 property. Upon re-entering the school following the suspension, a meeting will be scheduled with the student, parents, and administration. Some behaviors are so severe a student would receive an out of school suspension immediately. The following are examples of this:

- Possession of a weapon or dangerous object
- Physical or verbal abuse towards instructor, administrator, or other staff member
- Willful physical or sexual harassment of a student or staff member
- False Fire Alarm
- Major Disruption
- Use or possession of alcohol or cereal malt beverages at school or while under school supervision
- Use or possession of illegal drug and or drug paraphernalia, including tobacco and electronic cigarettes
- Felony committed at school
- Bomb threat – (An expulsion hearing will be proposed)
- Possessing, handling or transmitting a firearm or any object that can reasonably be considered a weapon on school grounds, a school bus/vehicle, or off of school grounds at a school activity, function – (An expulsion hearing will be proposed) In accordance with Kansas Statutes, any student determined to be in possession of a weapon at school, on school property, or at a school supervised activity, may be expelled from school for a period of not less than one year.

For any suspension, parents will be notified and students will be required to make the situation right. The administration may modify the following guidelines depending on circumstances. Law enforcement agencies may be contacted in any of these incidents.

Athletics and Student Activities: Clearwater Middle School is a member of the Patriot League and the Kansas State High School Activities Association (KSHSAA). Students must fulfill all the association requirements to participate. CMS may also have additional requirements above and beyond those of the KSHSAA, which must be met in order for the students to participate in school activities.

- Each CMS student will be required to have a signed physical and concussion form and a signed activity policy form on file before practicing or participating in an activity.
- Students should not come to school while sick in order to participate in an activity. Students who are absent more than half a day, on the day of a sports event or activity, must communicate with both the coach and the athletic director about the reason for the absence. This policy only applies to athletics and not to other after school activities such as school dances or band and choir concerts.
- In order for students to participate in extracurricular activities, they must be passing all of their classes. Eligibility will be checked every week on Friday. Any student who has a D or an F will be given a progress report the last day of each week. If a student is failing, he/she will become ineligible the following Monday and remain ineligible until he/she is passing all of his/her classes. The student will not be allowed to participate in the first activity of the week that he/she is ineligible. With the approval of his/her coach and principal, an ineligible student may be allowed to practice and/or to travel with the team



to activities. If a student is ineligible for three consecutive weeks, a meeting involving the student, parent(s), coach, and principal will be held to determine if the student will be allowed to remain on the team. For CIC Students, Archery and Battle of the Books are considered Student Activities.

- Students who are absent from school for a school activity are required to get homework from teachers prior to leaving for the event. Extensions on homework and tests will not be granted for absences incurred because of school sponsored activities.

CMS Medal of Excellence: Each CMS student is eligible to earn points during their Clearwater Middle School career towards the presentation of the prestigious "Medal of Excellence" at their eighth-grade promotion. High student academic performance, athletic participation, and involvement in activities will be used to accumulate points for this honor. Students will lose points for inappropriate behavior. To qualify for the medal of excellence, a student must accumulate 32 points during their years in the middle school.

The following activities will allow the students to earn points toward this honor:

Superintendent's Honor Roll (4.0 GPA)	5.0 points/semester
Honor Roll (3.5GPA)	4.5points/semester
Honorable Mention(3.2 GPA)	4 points/semester
Perfect Attendance	2 points
No Detentions	2 points/semester
Musical/Lip Sync	1 point
Athletic Participation	1 point/sport
Cheerleading	1 point/sport
Team Manager	1 point/sport
Scholars Bowl	1 point
Music (honor band)	.5 points
Music (solo/ensemble at festival)	.5 points
Archery (tournament)	1 point
Drum Line	1 point
Jazz Band	1 point
CAYs (officer or Gold member)	1 point
Site Council	1 point
Tribal Council	1 point
Publications	.5 points/year
Detention	(-1) point
Saturday School	(-2) points
Suspension (OSS)	(-4) points

Parent Section

Parents should read through the Student Section with their student to ensure he/she has a full understanding of the rules and expectations at the CIC and CMS.

MTSS – My Time Showing Success

The CIC uses a structure for student intervention called MTSS. This time allows for all the students in the school to receive the level of instruction he or she is ready for. We do this in reading, math, and behavior.

Communication with Parents: The administrators and teachers of the Clearwater Intermediate Center will keep in close contact with parents and see that parents are informed of moments of success and areas for growth that develop with their respective students.

Enrollment: Students can drop off enrollment forms at any district school or at the district pre-enrollment. Returning students can obtain enrollment forms on-line on the district website. New students must attend the



district enrollment sessions in August. Students who attended **an out-of-state school** prior to enrolling in Clearwater will be required to present **a birth certificate and a current immunization record within thirty (30) days of enrollment.**

Enrollment Fees: Enrollment fees should be paid at the time of enrollment. If enrolling by mail, fees should be paid when enrollment forms are returned to the district. Enrollment fees are set by the Board of Education. Payment of fees is expected at the time of enrollment, unless other arrangements are made with the building administrator. Students may not be able to participate in certain school-sponsored activities if fees remain unpaid.

ESL: Clearwater Intermediate Center has a program to serve English as a second language students. If you have questions regarding this program, please contact the CIC office.

Lunch Balances: Students will not be allowed to charge their lunch account beyond a -\$8.00 balance. After this point, students will be required to bring a sack lunch and will not be served a school lunch.

Messages to students: We ask that parents contact the office to send messages to their students and not try to contact them during the school day through text message or through social media. This practice only encourages students to violate the school expectations about cell phone use and about social media use.

Participation in PE Classes: Students who are injured to restricted from participating in PE classes are required to provide a doctor's note with clear directions about participation. When in doubt, students will not be allowed to participate.

PowerSchool Parent Portal: Student information, attendance, emergency contacts, discipline, health, grades, course history, immunizations, classes, grade book, parent information and homework are available on the district's website, through PowerSchool. Parents must sign up with the office to receive their password to access the website.

Release of Student: A student will only be released during school hours to the legal parent. To release a student to any other adult requires written permission.

Room Assignments: Pupils will be assigned to rooms by building administration and certified staff in order to best serve the needs of the individual student and class of students. The building administration will have the final decision on assigning students to rooms or classes.

Special Education Cooperative: Clearwater USD 264 is a participating member of the Sedgwick County Area Educational Cooperative, whose primary function is to provide special education instruction to exceptional school-age children who are residents of the member districts. Clearwater USD 264 subscribes to the rules set forth by the Cooperative.

The schools of Clearwater USD 264 will follow regulations adopted by the cooperative for student placement, due process in student placement, and other regulations to keep practices in Clearwater consistent with those of the other schools in the Special Education Cooperative.

Student Health and Wellness

Immunizations – Up to date immunizations are required to attend school at the CIC. The office will contact parents who are out of compliance. If immunization deadlines are not met, students may be excluded from school, unexcused, until the shot regiment is completed. Students who are exempt from immunizations, may be excluded from school if there is an outbreak of a contagious disease.

Medications – Communication with the school nurses must take place for students to take prescription medications at school. Appropriate forms can be obtained from the office.

Reporting Illnesses – Parents are asked to notify the school nurse if the event a student develops a contagious disease.



Returning to School After Illness – A student who has been excluded from school due to a communicable illness should remain home until the student has been fever free for 24 hours without the aid of fever reducing medications and symptom free for 24 hours as related to diarrhea and/or vomiting.

Please review the district’s allergy guidelines – any food sent from home to school for students to eat must have a nutrition label.

Student Records: A cumulative record shall be established for each child upon his/her entrance into the local school and maintained through the twelfth grade. Provision shall be made for including at least the following information: grades, attendance, extra-curricular activities, health, test scores (achievement, intelligence quotient, class), birthdate, family information (name, address, phone, occupation of parents, siblings).

Testing Program: Each teacher is expected to develop and use an effective system of student assessment for his/her classes. Standardized tests will be administered in all schools according to a program developed by the administration and guidance counselors. Results of these tests will not have any bearing on students’ grades. Kansas State Assessments will be given in accordance with the state’s requirements.

Tutoring for Pay: Tutoring for pay by an outside agency in school facilities will normally only be allowed before or after the normal instructional time of the school day. Requests for tutoring for pay during normal instructional time must be deemed a benefit to the pupil's educational development and approved by the superintendent or designee. The space and time schedule shall be agreed upon by the teacher, lawful custodian(s), and the building principal. The lawful custodian is responsible to contract with the outside tutor for payment of all fees.

Visiting Relatives and Friends: Parents and guardians of students are encouraged to visit their child’s classroom. The two weeks after school starts and two weeks before the end of the school year are usually **not** the best times to visit. Individuals who are not parents or guardians of students enrolled at the CIC are not able to visit the classroom.

Other Policies

Section 504 Accommodations for Students: In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

Allergy Guidelines: Clearwater Public Schools is committed to providing a safe and nurturing environment for students. The Clearwater Board of Education understands the increasing prevalence of life-threatening allergies among school populations. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, Clearwater Public Schools is committed to working in cooperation with parents, students, and physicians to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

Parents are responsible for providing written documentation of allergies and a plan of action from a physician to the school principal or school nurse. The school principal, in consultation with the school nurse, will be responsible for notifying classroom teachers, classroom associates, and parents of students in the classrooms where one or more students have a life-threatening allergy (pending parent permission to give such notification to the before-mentioned individuals). Notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of and a concise list of foods and materials to avoid.



Parents, in consultation with their primary care provider/allergist, will provide the list of allergens to be avoided along with any prescription medication ordered to mitigate the effects of allergens.

The goals for allergy management include:

1. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening allergies across all transitions (PreK-12).
2. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
3. To ensure that interventions and individual health care plans for students with life-threatening allergies are based on medically accurate information and evidence-based practices. In accordance with applicable law, it is the policy of the district to provide all students, through necessary accommodations where required, the opportunity to participate in all school programs and activities. Accordingly, the superintendent shall direct district building administrators and staff to act affirmatively and work closely with parents to assure that the needs of children with documented allergies are taken into consideration in planning for district programs.
4. The building administrator will work with the parents regarding the cafeteria safeguards.
5. An epinephrine autoinjector (EpiPen) is a medical device used to deliver a measured dose of epinephrine using autoinjector technology, most frequently for the treatment of acute allergic reactions to avoid or treat the onset of anaphylactic shock. Each building will receive training on the use of this device and its importance to the safety of the child.
6. All treats must be commercially prepared and packaged for distribution with intact ingredient labels. Said commercially prepared and packaged treats may be distributed by the classroom teacher for special occasions, such as birthdays or holiday parties. Classrooms with students who have life-threatening allergies may have more specific guidelines depending on the types of allergy. This is for school hours only and does not pertain to extra-curricular activities outside of the normal school day (example: concession stands).
7. Only non-food manipulatives should be used in classrooms. Containers of known allergens shall not be used to store classroom materials. For example: peanut butter jars should not be used for storage of manipulatives, even if the jars have been thoroughly washed.
8. When students travel on field trips a clear plan to activate Emergency Medical Services should be reviewed by all teachers and chaperones. Field trips need to be chosen carefully; no child should be excluded from a field trip due to unavoidable allergen exposure.
9. The district transportation supervisor will be notified of the students who have life-threatening allergies. It will be the transportation supervisor's responsibility to communicate this information to all regular drivers and substitute drivers, and those students need to be in an approved area on the bus.
10. Clearwater School District will also be cognizant of other allergies within the district (example: Latex).

In accordance with applicable law, it is the policy of the district to provide all students, through necessary accommodations where required, the opportunity to participate in all school programs and activities. It is the responsibility of the selected administrator to work closely with parents to assure that we are taking into consideration the needs of our students with severe allergies.

Promotion/Retention: When a child successfully completes the majority of the goals or outcomes of a given grade level or class, (s)he will be promoted. No child shall be promoted without receiving a passing grade in



the basic courses of English (reading and writing) and math. A student who fails English or math or both will be required to attend summer school in the academic areas failed or (s)he will be retained. Summer school is available at the expense of the student. As allowed by policy, students may still be placed into the next class or grade level if it is determined that such placement is in the best interest of the student.

Placed: In some cases a child does not successfully complete the scholastic requirements of a grade, but there is a question as to the advantage of his/her retention in the same grade for another year. If a decision in such cases is based upon the school's appraisal and it indicates that the child will not profit from retention, (s)he may be placed in the next grade.

Retention in Grades 4 - 6: If a child has not received passing grades in the majority of his/her subjects, and a careful evaluation by his/her teacher(s) of his/her work habits, ability and achievement indicates that the child is not ready to be promoted to the next grade but would profit more by repeating the same grade, then the child may be retained, provided the following conditions are met:

- (a) The child's teacher(s) will state in writing to the principal that (s)he has thoroughly reviewed all factors heretofore mentioned in this section and has concluded that retention would have a positive, beneficial effect on the child's education. (If the child has more than one teacher, each teacher will submit a recommendation.)
- (b) The parents, principal and teacher(s) shall meet in conference and review all factors considered by the teacher and the principal. If the parents concur that retention is desirable, the child shall not be promoted, or placed.
- (c) If the evidence is very strong that the child should be retained, yet the parents do not concur, the principal may retain the child. A written report will be sent to the parents and filed with the superintendent within three (3) days of the principal's decision to retain. This report will include a notice to the parents of their right to appeal.
- (d) Parents shall have the right of appeal to the superintendent of schools if a child is retained without their concurrence. A request for an appeal of the principal's decision must be made within fifteen (15) calendar days by either calling or writing the superintendent of schools. The superintendent shall then set an appeal hearing within ten (10) calendar days. The parents shall be given an opportunity to state their reasons for not supporting the retention. The principal and teacher(s) shall state why they believe the child should be retained. The superintendent will then make a decision, based on all information presented at the hearing, to either retain the child or place the child in the next higher grade. The superintendent's decision shall be final.
- (e) If the child is retained, the parents may request that the child not be assigned to a particular teacher, provided there is a choice. In the event that teachers have "teamed" to teach different subjects, the student will be assigned to a team and shall not be assigned to teachers who are not teaming.

Bullying Policy

The board of education prohibits bullying. For the purposes of this policy, the term "bullying" shall have the following meaning: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear or harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.



Bullying also includes cyberbullying. “Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites. Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205 and amendments thereto. USD 264 will not tolerate these actions by students, staff, or parents.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, or events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student’s act of bullying, and to all staff members and parents who engage in similar behaviors. No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental maturity levels, special education needs of the parties involved, and the severity of the behavior.

Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

