

Concordia Middle School

5th – 6th Grade Student Handbook

Mr. Larry Myers, Principal

Address: 436 West 10th Concordia, KS 66901

Phone: 785-243-2114 Fax: 785-243-8844



**2018 -
2019**

CONTENTS

<u>Section</u>	<u>Page</u>
Middle School Staff	3
Definition of Discipline	4
Belief Statements	4
Life Skills	5
Behavior Expectations at Concordia Middle	6-7
A. <u>General School Procedures</u>	
Arrival/Dismissals	7-8
Bus Riders	8
Drop Off & Pick-Up/School Traffic	8
Breakfast/Lunch	8-9
Checking In & Out at the Office	9
Emergency Closings	10
Emergency Numbers/Phone Calls/Use of Telephones	10
Personal Belongings	10
Cell Phones	10
Lockers	11
School News	11
Reporting Students Progress	11
Textbooks	12
Visiting School	12
Student Withdrawal	12
B. <u>Student Expectations</u>	
Student Grievance/Procedure	13-14
Attendance	14
Conduct and Discipline	15
Academic Honesty	15
Hazing/Harassment/Intimidation/Bullying/Menacing	15-16
Weapons	16
Dress Code	16-17
Guidelines for Homework	17-18
Internet/Computer Use	18
Library Policy	18
C. <u>Student Programs & Events</u>	
Field Trips	19
D.A.R.E.	19
Home & School Organization	19
Parties	19-20
Party Invitations	20
D. <u>Student Safety & Health</u>	
Bicycles - Skateboards - Rollerblades - Scooters	20
Fire and Tornado Drills	20
Medication Policy	21
School Nurse Services	21
Physical Education Participation	22
Recess	22
Transportation Handbook	22-25
E. <u>Appendices</u>	
Cell Phone Uses Permission Slip	26

Middle School Staff

Principal – Larry Myers
Counselor – Brandt Hutchinson

Secretary - Colleen Eichelberger
School Nurse - Jayme Peterson

5th Grade

Tricia Koester; Math/Science
Lisa McFadden; Social Studies/Language Arts
Kaylee Mosher; Science/Social Studies
Alison Widen; Language Arts/Math

6th Grade

Shannon Abrams; Social Studies
Katie Jackson; Language Arts
Jacqueline Nutsch; Math
Melissae Stiles; Science

Staff

Alisha Blackwood - PE/Health
Landon Slipkey - 6th Vocal/Singing Panthers
Tawni Retter - Library Para
Tami Peltier – 5th Art
Gina Kearn – 6th Art
Stuart Roegge – 5th & 6th Band/5th Vocal
Charis Rice – Librarian
Trish McDaniel – Website/Technology
JoDee Rothfuss – Technology
Doug Thoman – SRO

Special Education

Steven Bauer - Interrelated
Sharon Krueger – Interrelated
Jodi McManus – Interrelated
Sara Niehues – Psychologist
Brenda Spangler – Gifted
Rachel Kueker – OT
Lori Stahlman – Speech
Sheryle Preston – Para
Tori Jessup – Para
Jennifer Rupert – Para
Tanya Mossburgh

Custodians

John Turner
Bruce Clark

Kitchen Director

Rhonda Hanson

DEFINITION OF DISCIPLINE

A process designed to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior.

BELIEF STATEMENTS

Teaching and learning of the intended curriculum for all students is our highest priority.

- **Therefore, the misbehavior of one student...**
 - **Will not be allowed to interfere with the learning opportunities of another student.**
 - **Will not be allowed to interfere with the teacher's responsibility to teach all students.**
 - **Will not excuse the misbehaving student from successfully completing the learning objectives.**

- **Discipline is part of the daily routine. Every discipline situation is an opportunity to teach expected behavior.**
- **Changing behavior takes time - Self-Discipline is the expected outcome.**
- **Punishment by itself cannot change behaviors.**
- **Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to change unacceptable behaviors.**
- **Expected behaviors must be communicated, taught, and modeled on a daily basis.**
- **A safe and productive learning environment is maintained for all individuals at school and at school-related activities.**
- **Parents have a responsibility to ensure their children's behaviors do not take away from a safe and productive learning environment for others.**
- **Students and staff demonstrate respect for self, others, and their environment.**
- **Student's conflicts are handled with respect for all individuals without the use of violence or threats.**

Life Skills

RESPECT - To treat others the way you want to be treated

RESPONSIBILITY - To be accountable for your actions

HONESTY - To tell the truth at all times

INTEGRITY - To do what's right, even when no one is watching

INITIATIVE - To do something of one's free will, because it needs to be done

FLEXIBILITY - To be willing to change plans when necessary

PERSEVERANCE - To keep at it

ORGANIZATION - To keep things orderly and ready to use

SENSE OF HUMOR - To laugh and be playful without harming others

EFFORT - To do your personal best

COMMON SENSE - To use good judgment

PROBLEM SOLVING - To create solutions and find answers

PATIENCE - To wait calmly for someone or something

FRIENDSHIP - To make and keep a friend through mutual trust and caring

CURIOSITY - A desire to investigate and seek understanding of one's world

COOPERATION - To work together toward a common goal

CARING - To feel and show concern for others

COURAGE - To stand up for what you believe

ACTIVE LISTENING - To pay attention, listen to others, and follow directions

Behavior Expectations at Concordia Middle School

All students and staff will follow and understand the lifelong guidelines and life skills. All students will show respect for themselves and others. All staff will reinforce positive behaviors on a daily basis and will serve as role models for our students.

We have high expectations for all students - behaviorally and academically. CMS students shall not interact with any student in grades 7 – 12 in an inappropriate manner. Inappropriate will be determined by staff and appropriate consequences will be given.

Students are awarded behavior points each nine weeks. Students who obtain 80% or more of their behavior points each nine weeks will earn a positive reward.

Before School Expectations

- 1. Students should not arrive before 7:25 a.m. when the doors unlock.**
- 2. Breakfast is served from 7:30 a.m. – 7:55 a.m.**
- 2. When arriving, all students should first leave bookbag in locker and check in phone.**
- 3. Students eating breakfast should go directly to the cafeteria.**
- 4. After eating breakfast, students should report to the gym**
- 5. Students who do not eat breakfast should report to the gym.**
- 6. Bus students are to use the 5th/6th entrance by the office on 11th street.**
- 7. Students being dropped off should enter through the door by the CMS office on 11th street.**
- 8. Students should remain in the gym until the bell rings.**

Lunch and Breakfast Expectations

- 1. Students will follow hallway behavior expectations as they move to and from the breakfast/lunch room.**
- 2. Students will use good manners (chew with mouth closed, don't talk while eating, use utensils, and clean up their space before leaving).**
- 3. Students will be dismissed by lunchroom personal.**

Hallway Expectations

- 1. Students will move between classes and from one activity to another in an orderly manner.**
- 2. Students will move on the right side of the hallway.**
- 3. Students will respect themselves and others by keeping hands, feet, and objects to themselves.**

Playground Expectations

- 1. Students will keep hands, arms, and feet to themselves.**
- 2. Students will not push, fight, wrestle, tackle, or engage in threatening play.**
- 3. Students will line up quickly and quietly when entering the building.**
- 4. Students will follow the directions of the adults and respect all adults.**
- 5. Students will demonstrate safe behaviors when playing on the playground equipment. Teachers will inform students of these behaviors.**

Life Skills for the Playground

- *Problem Solving - To create solutions and find answers.**
- *Caring - To show and feel concern for others.**
- *Common Sense - To think it through.**
- *Integrity - To act by what's right and wrong.**
- *Flexibility - To be willing to change plans.**
- *Sense of Humor - To be playful without harming/hurting others.**
- *Effort - To do your best.**

After School Expectations

- 1. All students will be dismissed at 3:22 p.m. when the bell rings.**
- 2. Bus students will go to the west side on 11th street to wait for their bus.**
- 3. Students being picked up will be picked up on 11th street behind the busses or on 11th street by the pool.**
- 4. To maintain student safety, crosswalks will be used at all times.**

A. General School Procedures

Arrival/Dismissal

School supervision starts at 7:40 a.m. Breakfast begins at 7:30 a.m. Upon arrival students are to sit in the gym unless they are at breakfast.

Students will be dismissed at 3:22 p.m. Make sure your child knows who will be picking him/her up or where he/she is to go after school. Please pick your child up behind the busses on 11th street or by the pool by 3:35 pm unless specific arrangements have been made with school personnel. If your child's regular after school plans change please notify the school with a note or phone call by 3:00pm.

If the regular beginning or dismissal time is to be changed parents will be notified by school messenger, the webpage or radio. Parents should consult the district webpage or the school calendar for holidays, teacher workdays, and teacher in-service days.

Bus Riders

Bus students will load on the west side of 11th street. If there is a change in your child's schedule, or the child will not be riding the bus, please be sure to send a note for the bus driver and for the office. Changes can be called into the office before 3:00 p.m. Those students riding buses will be placed on the bus unless the parent has sent a note to the office and bus driver or telephoned in advance.

Notes for the office and the bus driver are also necessary when a bus student is to ride a different bus or when a non-bus student is to ride home with a bus student.

Please read the Student Transportation Handbook. Located on pages 23-26.

Drop Off & Pick-Up/School Traffic

Morning Drop Off

As you bring your students to school in the morning, please use 11th street behind the busses.

Breakfast and Lunch

Breakfast will be served from 7:30 to 7:55 a.m. Meal costs for students and adults will be posted on the district website and updated annually in July. All Concordia Middle School students have an opportunity to eat a hot lunch at school or bring a sack lunch. *Students are not to bring soda to have with their meals.* Students who bring a sack lunch may purchase milk for 35¢. This is collected in the lunchroom each time the student eats. We welcome parents to eat a hot meal at school with their children. Due to our wellness policy we request that fast foods and sodas not be brought into the school cafeteria during the lunch and breakfast hours.

The school operates a hot lunch program with a main line and hamburger line. A deli sandwich line and chef salad lines are also available and meet National School Lunch guidelines. A garden bar providing fresh fruits and vegetables is available to all lines. Ala carte items are also available. Prices of meal tickets are established by the Board of Education and updated each July on the district website.

The forms that need to be completed in order to qualify for the Child Nutrition Program Benefits and the reduced textbook fees will be provided to all USD 333 families in July. Completed forms must be returned to the Board of Education Office on or before the requested date. Forms will also be available in the office during the school year. Any amount of money can be deposited to your family food service account (i.e. \$25.00, \$50.00, \$100.00 etc.) Breakfast and lunch meals will be deducted from your family account much the same as a checking account at a bank. Please send food service payments in an envelope marked with the child's name, teacher's name, and amount sent. A receipt will be sent home with your student.

According to KSDE and USDA all school meal sponsors must have a policy in place by July 1, 2017 for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. The policy must be communicated in writing to all households at the start of the school year and to families that transfer into the district/school during the school year. Sponsors needs to ensure that all district and school staff responsible for any aspect of policy enforcement are also provided the policy. (SP 46-2016)

USD 333 has had a policy/procedure that was part of all student handbooks. According to KSDE that is the appropriate way to be sure families are notified in writing as per the federal govt request. However, the policy should probably become part of our policy document and then be posted on our district web site as well.

Below is the existing policy/procedures from current USD 333 student handbooks with additions and changes for official adoption by July 1, 2017.

USD 333 UNPAID MEAL POLICY

The following UNPAID MEAL POLICY has been adopted by the USD 333 Board of Education.

- Food service director will send email notices on a daily basis starting when the family balance reaches \$10.
- **NEGATIVE** Balance of \$90-\$100: Inform families that no further charges to the account will be allowed after **NEGATIVE \$100**.
- **NEGATIVE \$100 and over:** Discontinue charging lunches. Students must bring lunch/or pay cash for individual lunches.
- If the family does not provide a lunch or cash for the student, the classroom teacher and building principal will work with lunchroom staff to have student brought to the principal's office during meal time and offered pretzels and fruit provided by the food service department.
- If a family turns in an application for free and reduced meals and qualifies for **FREE** meals, students will be allowed to return to eating in the cafeteria. However, outstanding balances will still be required to be paid in full or Kansas Set-Off claims will move forward.
- If the outstanding meal bill has not been paid by enrollment the next fall, district staff will file Kansas Set-Off for the outstanding amount.
- **On-Line payment option:** An on-line payment option is available to families for ease of paying outstanding debt.

- **Families with graduating seniors who have completed all graduation requirements and have no other students enrolled in the district, or outstanding bills with the district, if they have a positive lunch balance will have their positive balance refunded by USD333 through the board approval process by district staff upon receipt of a W-9. Any positive balances less than \$5 will not be refunded due to staff time and cost of mailing to do so.**
- **Any family withdrawing students from the district that has a positive lunch balance at the time of withdrawal, has until June 1st of the school year from which they withdraw, to request their lunch balance in writing from the School Nutrition Director, with provision of an address for sending the monies to and completion of a W-9. If no written request is received for monies of families with withdrawing students that have a positive lunch balance, all funds become a permanent part of the School Nutrition Department budget.**

Menus will be published monthly on the district website and on channel 12.

In order to receive special dietary considerations, allergy sheets must be signed by your physician each year and given to the school nurse.

Checking In And Out at the Office

All visitors must report to the school office before visiting a classroom or picking up a student from school. If you are visiting a classroom or coming to lunch with your child, please come to the school office, sign in, and pick up a visitor badge. Before leaving the building you must sign out and return the badge.

Parents needing to take a child out of school during regular school hours must check the child out at the office. Teachers are not to dismiss any child from school at an early time without communication from the office. No student will be released from school, except to a parent, legal guardian, or designee. This procedure helps to insure that students are accounted for at all times.

All students coming after the start of the school day must check in at the office before going to class. Please escort your child inside the building and sign them in at the office to prevent them being counted unexcused tardy or absent.

Parents and other visitors should enter the building at the front door (11th street & Cedar) and check in at the office.

Parents are urged to leave their children in school all day. To allow for smooth dismissals, we appreciate your support in not picking up your child a few minutes before dismissal except in emergency situations. Doctor or other appointments should be scheduled outside of school hours whenever possible.

Emergency Closings

If there is an emergency closing of Concordia Middle School, an announcement will be made as soon as possible on KNCK-1390AM and KNCK 98.3FM, **the school website, and social media.** School Messenger will also call your home phone. If it becomes necessary to dismiss school after the school sessions have already begun, an announcement of this dismissal will be made over the above stations and repeated at intervals as long as is necessary.

In case of such dismissal, the children will be held at their respective schools until a parent or a person who has been given permission to pick up the child calls for them. No person is to be allowed to pick up a child unless authorized to do so by the parents.

The above regulations are intended only in cases of extreme weather emergencies.

Emergency Numbers & Phone Calls

Please notify the school office when you have changed your address, phone number, babysitter, or other information you feel will help us to better care for your child in an emergency. We need to have at least two phone numbers on file.

If your child's after-school schedule will be changed, send a note to your child's teacher that morning. Last-minute calls make it difficult to communicate messages to all that need to be informed.

Use of School Telephone

The school telephone is a business phone. Students may use the telephone either before or after school, when necessary with a staff member's permission. Students will not be allowed to receive telephone calls except for emergencies only; however, messages may be delivered to students. **Please call in messages by 3pm.**

Personal Belongings

Students are responsible for personal belongings. Please label all wearing apparel, lunch boxes, book bags and school supplies with your child's name. Many items go unclaimed in the - Lost & Found - each year. A child's personal toys and other objects should not be brought to school unless used for educational purposes. The school is not responsible for costs of personal belongings; teachers and administration must approve any use of technology brought from home.

Cell Phones

Students may only bring cell phones if they have permission from his/her parent(s). If a student gets permission to bring a cell phone, they are to turn the cell phone off and leave it locked in his/her locker during the day. Any student who fails to follow this rule will be subject to school discipline. Parents and students must complete the Cell Phone Use form (see Appendix) and be approved by the Principal in order to bring their phone to school. USD 333 is not responsible for the loss of the cell phone or any damage that may occur.

Lockers

A locker is assigned to each student and remains school property jointly held by the student and the principal. Students are cautioned not to leave money or other valuable objects in unprotected areas such as student lockers. Each student is responsible for keeping his/her assigned locker area neat and clean. Students are not to paint, write, or place stickers on the inside or outside of lockers.

Students are only allowed to occupy the locker to which they are assigned. Lockers may be inspected at any time if needed. Any locker difficulty should be reported to the office.

School News

The district webpage contains a calendar of events, the school lunch menu, and other topics of interest. Concordia Middle School News and District News can also be found on Social Media Sites of Facebook and Twitter.

A radio show featuring happenings of Middle School students, teachers, and news from Concordia Elementary School or Concordia Middle School will be aired at 7:35 a.m. on 1390 AM-KNCK each Friday Tuesday. In addition, the Concordia Blade-Empire carries many of our school's activities during the school year.

Note:

Please refer to the district webpage for any changes from the regular schedule (in-service days, holidays, and early dismissals).

Reporting Students Progress to Parents

Teachers will use a variety of methods to report student progress to parents. Both parents and teachers have joint responsibility for student learning. Communication between home and school is strongly encouraged and helps to maximize the child's growth and development.

A variety of reporting methods are utilized including: online student information, student planners, parent-teacher conferences at the conclusion of the first and third nine weeks, other conferences between parents and our professional staff, report cards issued at the end of each nine weeks period and results of student NWEA achievement on the tests and Kansas State Assessments. ~~Tests.~~ Parents and students are encouraged to monitor student progress through our on-line gradebook system. Information on how to access this is available by contacting the office.

Parents are expected to attend conferences when scheduled by their child's teacher. Additional conferences may be required as deemed necessary. Parents are encouraged to schedule appointments in advance so as to insure the teacher's availability.

Middle School students will be assigned the following marks/grades as an indication of the student's progress and accomplishments.

Grading Scale for grade 5 - 6 achievements:

A = Excellent or 90 - 100%

B = Above average or 80% - 89%

C = Average or 70 - 79%

D = Below average or 60% - 69%

F = Immediate attention and improvement needed (59% or below)

Textbooks

All textbooks are furnished by the district and will be issued to the students at the beginning of the school year. These books must be checked in at the end of the school year. Textbooks are to be kept clean and handled carefully. A replacement fee will be charged for abuse, misuse, or lost books. End of the year report cards will not be issued until all books are returned and fines are paid.

Visiting School

Parents are always welcome to visit. Visiting children not accompanied by an adult should get permission from the classroom teacher and consent of the principal. In cases where children do visit, they will be allowed at school ½ day, which will include lunch. When visiting, please remember to check in at the office and pick up a visitor badge. If you would like to eat lunch with your child, a call to the office before 9:00 would be appreciated.

Student Withdrawal

When a student withdraws from Concordia Middle School their parent/guardian must sign off on a completed withdrawal form. This form is in the Concordia Middle School office and includes lunch fees and library/classroom materials.

B. Student Expectations

Student Grievance/Procedure

Section I

If any person believes that the school district or any of the district's staff has inadequately applied the regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, or Americans with Disabilities Act, he/she may bring forward a complaint, which shall be referred to as a grievance, to the School District's Section 504 Coordinator, Elementary, Derek Holmes, Derek Holmes, 785-243-8853; Middle, **Larry Myers, 785-243-2114, and Jr./Sr. High, **Troy Keiswetter** 785-243-2452. It should be understood by the individual(s) involved, that a complaint can be made to the Office for Civil Rights without going through the school district's grievance procedures. The grievance procedures are to provide for a prompt and equitable resolution of a complaint.**

Section II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the school Section 504 Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by complainant shall be submitted to the school Section 504 Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the school Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Coordinator and Superintendent cannot be the same individual. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the School District Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty

(40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

The person can file a complaint with the Office of Civil Rights at any time before or during the grievance procedures.-US Dept. of Education office for civil rights, One Petticoat Lane 1010 Walnut St, Suite 320 Kansas City, Missouri 64106. The school Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Coordinator's office.

Attendance

Since regular attendance is important to a student's success in school, students need to attend school daily and be on time. Students are considered absent when they are not at school for any reason. Students are considered tardy when they are not present in their classroom on time. An absence of 2 or more hours in any school day shall be considered an absence for a significant part of the school day. Students are recorded absent for ½ day when they are gone from the building for more than two hour but attend school that day. Students are responsible for making up all schoolwork missed during their absence.

It is the responsibility of the parent to inform the school of the student's absence within the first thirty minutes of each school day. Any parent who does not contact the school by 11am the day of the absence will be marked unexcused. School Messenger will call the parent by 9:30am as a reminder to call the school.

School Messenger will contact the parents of unexcused students. Absences will be excused for several reasons including: personal illness, serious illness, or death in the student's family, necessary medical or dental appointments, personal or family reasons. Other excused absences include obligatory religious observances, school sponsored activities, prearranged absence approved by the principal and active duty military personnel regarding family. Students without either a parental note or telephone call or those with reasons which are unacceptable, as determined by the principal, will receive an unexcused absence. Students with excessive tardiness and/or absence may be required to make up missed time before or after school. This may include a summer school session or retention.

The building principal will be the reporting officer for all truancy cases in USD 333. To be truant, a child must have 3 consecutive unexcused absences, 5 unexcused absences in a semester or 7 total throughout the year. If this occurs, the principal will notify the parents that an action is being taken regarding the truancy

Conduct and Discipline

Good conduct is expected of all students at all times. Courtesy, respect, and cooperation shown to students, staff, parent, and community members are the foundations of a good school.

Academic Honesty

Academic dishonesty is not acceptable. Cheating is defined as copying another student's work and claiming it as your own, and plagiarism is defined as the use of another person's original ideas or writing without giving credit to the true author; both are prohibited. 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.

Hazing/Harassment/Intimidation/Bullying/Menacing

USD 333 is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying (includes cyber bullying) by students, staff or third parties is strictly prohibited and shall not be tolerated on school property, in school vehicles, or at school sponsored activities.

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.

Bullying by Definition

The term "bullying" is many times misinterpreted within the setting of our schools. All conflict between students must not be interpreted as bullying. However, in the case that bullying is taking place, it will be handled strictly, thoroughly and quickly by administration in accordance with USD 333 policy. Students will be presented a form to fill out to provide information to determine bullying.

CMS and USD 333 policy define "bullying" as the activity of repeated aggressive behavior intended to hurt another person or person, physically, mentally, or verbally. Conflict engagement between students must meet all the following 4 criteria to be considered bullying.

***Intentional Unwanted Aggressive Behavior**

***Repeated Behavior**

***Must involve a Perceived or Real Power Imbalance**

***Cause Harm or Serious Lasting Problems**

In the instance that bullying is found to be taking place, it will be handled strictly, thoroughly and quickly by administration in accordance with USD 333 policy.

***The “Bully” is referred to administration for consequences deemed necessary by the Student Handbook and all situations will be documented.**

***Parents of the Bully and the victim are notified.**

***The “Bully” is referred to Counselors for monitoring of progress of this problem.**

***The victim is monitored closely by counselors.**

In accordance with implementing & emphasizing the above bullying policy, Concordia Middle School utilizes counseling classes and Friends of Rachel to reinforce character education and character development to support appropriate behavior toward others. At the beginning of each school year, students and staff will be education in recognizing and reporting bullying to administration, counselors, and additional trusted adults.

Weapons

Students shall not bring any type of weapons to school. Students shall be subject to discipline according to USD #333 policy and State Law if this occurs.

Dress Code

The Board of Education has approved the following guidelines for student dress, with emphasis on neatness, cleanliness, and appropriateness.

Administrators have the authority to determine the suitability of the student's clothing, including that which violated the intent of the dress code policy but which may not be specifically addressed below. All guidelines apply to school grounds and field trips. If necessary, parents will be notified if a student's clothing is inappropriate so that a change is needed.

Appropriateness

- 1. Skirts and shorts much be mid-thigh length.**
- 2. All tops must have 2" straps including those layered underneath sheer clothing. At no time should undergarment straps be visible.**

- 3. No skin should be visible between waistbands and the bottom of tops including when the student is seated or when arms are raised. Any cleavage showing is not appropriate.**
- 4. Hats, caps and hoods are not to be worn inside the building except during school sponsored spirit days.**
- 5. Shoes must be worn by all students. All footwear should be appropriate for recess. PE shoes must be worn in the gyms.**
- 6. Any article of clothing which could effectively be used as a weapon will not be permitted (ex. wallet chains).**
- 7. Clothing which has pictures or advertising which is inappropriate, obscene or offensive, or which disrupts the environment is not allowed, this specifically includes any clothing advertising alcohol and/or drugs. Clothing that is sexually suggestive, promotes violence, illegal activities or is gang related is prohibited.**

Middle School students are growing and changing. Personal hygiene is extremely important.

- 1. Hair must be clean at all times.**
- 2. Students should bathe or shower often.**
- 3. Deodorant should be worn and kept at school for use after PE classes when needed.**
- 4. Clean clothing should be worn.**

The Board of Education and the administration respectfully solicit the cooperation of students and parents in complying with the dress guidelines. Students who are not in compliance with the dress guidelines will be sent to the office, and at this time the parent/guardian will/may be called to bring a change of clothing.

Guidelines for Homework at Concordia Middle School

Homework serves a threefold purpose in USD 333 schools. Homework is to practice and reinforce skills that are being learned, build skills for future responsibilities, and is an extension of skills already learned. Research shows that appropriate homework is a key component to be a successful student. It takes a team of students, parents, and teachers to guarantee homework is effective.

Responsibilities of student:

- Understand the importance of homework assignments***
- Know policies for incomplete or late homework**
- Write down and understand assignments**
- Ask questions; make sure you understand the assignment**
- Keep track and organize homework**
- Set a place and time to study**
- Return completed work on time**
- Don't expect to always enjoy homework**

Responsibilities of Parents:

- **Know the homework policies**
- **Help students find the answer don't DO the work, serve as a consultant**
- **Contact teacher if student doesn't understand**
- **Be positive, encourage, and motivate your child**

- **Set a time and place to study with supplies available, make it part of the routine schedule**
- **Guide students in keeping organized with homework**
- **Be realistic about how many activities should compete with homework**

Responsibilities of Teacher:

- **Establish and articulate clear homework expectations and policies**
- **Assign meaningful homework**
- **Know that student has skills necessary to do the assignment**
- **Differentiate assignments based on student need and ability**
- **Write down and articulate assignments and due dates**
- **Be prompt with grading and feedback**

Internet/Computer Use

Students shall have no expectations of 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.

Library Policy

All library books are borrowed from the school and are the property of USD 333. A student may check out two books at a time for a two week period. The student may recheck a book for one more week. Students are responsible for returning books in the same condition they received them minus reasonable wear. Overdue notices are given to faculty every week. Parents will receive a first and second notice through e-mail, if available, or regular mail.

If the book is not returned after the second notice, the book is placed on "lost" status and a bill is sent to the parent to compensate for a lost or damaged book.

~~In order for a student to participate in the end-of-the-year activity, all outstanding bills must be cleared. Fines may be worked off by the parent if they volunteer to work book fairs. Unpaid fines will carry over to the next school year.~~

C. School Programs & Events

Field Trips

Field trips can be an important part of the school program. A well-planned trip can be educational and enjoyable. Communication will be sent to the parents informing them of field trips and asking permission for their child to participate. Parental permission will be obtained for each field trip.

D.A.R.E. (Drug Abuse Resistance Education)

Sixth grade students will participate in the D.A.R.E. program sponsored by local law enforcement officials. The officers will deliver a 12 part curriculum to provide drug prevention information, enhance self-esteem, and improve decision - making skills. The officers not only visit the classrooms, but interact with the students during lunch and recess time.

Home & School Organization

The parent organization for Concordia Middle School is Home & School. All parents are encouraged to attend Home & School Meetings and become involved in this worthwhile group. This group does several fundraisers throughout the school year. They also provide volunteer help for various special events.

Parties

Quarterly reward parties will be held at the end of each nine weeks for both academic success and responsible behaviors. In order to attend these parties, students will have to achieve their academic goals and make a percentage of their behavior points. Students are awarded behavior points each nine weeks. Students who obtain 80% or more of their behavior points each nine weeks will earn a positive reward.

There are no individual classroom birthday parties.

If the pupils desire to honor their teacher with a party, the building principal should approve the party in advance.

Note: The privilege to attend any or all parties, may be lost if the student's behavior warrants.

***A la carte items comply with USDA regulations prohibiting the sale of - foods of minimal nutritional value - (see definition) where school meals are served or eaten during the meal period.**

***Foods of Minimal Nutritional Value are those foods as defined in federal regulations for the National School Lunch Program and the School Breakfast Program. FMNV includes all soda, water ices, chewing gum, certain candies, hard candy, jellies and gums, marshmallow candies,**

fondant, licorice, spun candy and candy coated popcorn; except for individual items in these categories that have been specifically exempted by the U.S. Department of Agriculture.

Items recommended by the Wellness Committee include:

100 Cal snack packs, all fresh fruits, all fresh vegetables, fruit snacks or fruit roll-ups, milk or flavored milk, all juices, sport drinks, water/water bottles, granola or fruit bars, cereal bars, cracker packets, soft serve or frozen yogurt, cheese snacks.

Favors or treat bags and soda pop are not allowed.

Please remember to consider possible food allergies of students in your child's classroom. Peanuts, including peanut butter, and milk are both common food allergies.

Party Invitations

Party invitations can be passed out at school only if ALL students in a classroom are included, or all students of a given gender are included. If parents want only certain students of a class to be invited to a party, the invitations need to be mailed.

D. Student Safety & Health

Bicycles - Skateboards - Rollerblades - Scooters

Students who ride their bikes or scooters to school are expected to park their bicycles in the racks provided. If there is no room in the rack, they should park them close to the racks. For safety reasons, students are to walk bicycles on/off school property. Bicycle riders who do not obey all safety regulations will lose the privilege to ride a bicycle to school.

Rollerblades, skates, skateboards, and scooters are not to be ridden until off the school property because of cars coming and going. Skateboards are to be left against the wall outside the doors of the school. Rollerblades, skates, and scooters are to be kept in the student's locker. Remember that each student must keep track of his/her possessions. It is not the responsibility of the teacher.

Fire/Tornado/Emergency Drills

Fire drills will be conducted at least once a month and tornado drills intermittent as required by state law, other crisis drills will be run periodically. Students will receive instructions from classroom teachers and when the alarm sounds, are to proceed to the designated area(s). Students must remain quiet so that any emergency instruction given by the teacher can be heard by all students. Their classroom teacher and/or Para-educator will assist students with disabilities to the designated area(s).

Medication Policy

Present board policy states that if students require medication during the school day, school personnel may administer the medication only if you meet all the following criteria.

- 1. The medication is prescribed by a licensed physician or dentist.**
- 2. The prescribing medical person sends written authorization that it may be given at school.**
- 3. The medication comes in the original container with the appropriate prescription label.**
- 4. The medication is accompanied by a note from the parent designating school personnel to administer the drug. (The nurse has a form available – ask in the office).**

NO over the counter drugs, including ASPIRING, even if accompanied by a note from the parent, shall be given by school personnel, unless there is also a note from a licensed physician or dentist.

Written authorization must be renewed each year. Medication cannot be given using the authorization from the year before.

In order to receive special dietary considerations, allergy sheets must be given by your physician each year and given to the school nurse.

School Nurse Services

Through its health services, the school attempts to assess the health status of students and staff, to counsel students, parents, and staff to help prevent and control disease. The nurse will provide basic first aid care for injuries or sudden illness.

Vision and hearing screenings are administered annually for certain grades and for any student regardless of grade level upon teacher or parental request.

Student health records are maintained separately from academic records. All staff abides by the HIPPA requirements and maintains confidentially of protected health information.

Headlice

In the event that a student is excluded from school do to headlice the district procedure is as follows. Students are required to remain home for 24 hours. Students will only be readmitted to school through the office, when treatment is completed, after being checked by the School Nurse and treatment is found to be satisfactory may they then return to the classroom. For the best interest of the student and their learning, after a third occurrence Department of Children and Families will be notified.

Physical Education Participation

Since gym shoes need to be worn for physical education classes, students must keep a pair at school for this purpose. If a student is not to participate in P.E. a parental or doctor's excuse is needed. A doctor's excused **note** may be required if a student is to be excused from participation for over five (5) days.

Recess

Children enjoy recess time during the day. All students are expected to go outside during recess. If it is unusually wet or cold, recess will be shortened or held inside. If it is necessary for your child to stay inside because of health reasons a parental note or note from your doctor is required.

Transportation Handbook

This handbook sets forth the policies and regulations for school bus riders in Unified School District No. 333, Concordia, Kansas. Please read carefully and discuss these regulations with your children.

District buses run various types of routes, including high school, middle school, elementary school, kindergarten, special education, preschool and various combinations of other activities. Buses are on routes of some kind at almost any hour of the day.

Bus driver training is a continuous program in Unified School District No. 333. At meetings held regularly each month, drivers study Safe and Defensive Driving, First Aid, CPR, Student Behavior Management and other subjects related to bus operations. At the beginning of each year, bus drivers take an eight hour defensive driving class to insure that all drivers have an opportunity to stay abreast of their requirements.

The Transportation Director maintains all vehicles within the school district. The buses are inspected daily for servicing, washing, and repairs.

Every bus is equipped with a two-way FM-VHF radio. While within the district, all busses are in communication range. When breakdowns occur, a spare bus can usually be on the scene within minutes.

It is the intention of the Board of Education and the Transportation Department to provide the safest possible pupil transportation service. You, the parent, and the student can help by putting emphasis on keeping noise and movement at a minimum. Remember, every time drivers check on a disturbance, their eyes are taken off the road and chances for an accident are increased.

If there are any questions, please call the transportation office at 243-6033 or the Board Office at 243-3515.

**Transportation Coordinator Office --- 243-6033
BOE Office (Transportation Director) --- 243-3518
Concordia Jr/Sr High School (Grades 7-12) --- 243-2452
Concordia Middle School (Grades 5-6) --- 243-2114
Concordia Elementary School (Grades Pre-K-4) --- 243-8853
LCNCK --- 243-3294
CAP ---275-3636 or 275-3593
CCDC --- 275-1111**

KNOW YOUR DRIVER

Be sure you know the number assigned to your child's bus and then be sure to become acquainted with the driver. Problems are handled best when both parties feel free to call each other.

THE SCHOOL BUS STOP LAW

Most people know that they are supposed to stop when a school bus is loading or unloading passengers. In most cases, routes are arranged so that children are not required to cross major highways, but they may need to do so, on certain county roads. Always be especially cautious when near a stopped school bus.

ROUTING

Bus routes are laid out with primary regard for safety, efficiency, and economy. Buses will be routed as close to homes as possible, but other considerations may make it necessary to have children walk a short distance. This distance is never over one-eighth of a mile. If a private drive is over one-eighth of a mile in length, the bus will pull in provided there is an all-weather road surface, adequate room to turn the bus around, and no overhanging tree branches.

When conditions warrant, mud routes will be in use. When mud routes are required, the bus will remain on black top or graveled roads.

OFF ROUTE REQUESTS

Buses will not take children to destinations off the regular route. Upon a formal written request, the driver may be able to accommodate a drop off at another approved stop with Transportation Department approval.

Drivers are instructed not to leave a child at home if there appears to be no one there. Children will be returned to the school when there is no one at home. Parents who are delayed in returning home should phone the school that their child attends. This will allow the driver to be notified of this fact.

VISITORS

Children are allowed to have visitors ride with them provided there is room on the bus. A written request must be presented to the bus driver in advance and email is more efficient and preferred. If this is not possible, call the transportation office (243-6033) so that the bus driver may be informed.

SCHEDULE CHANGES

If there is a change in your child's schedule, or the child will not be riding the bus, please be sure to send a note for the bus driver and for the teacher. Changes can be called into the appropriate school office before 3:00 P.M. Those students riding buses will be placed on the bus unless the parent has sent a note to the teacher and the bus driver or telephoned in advance.

Notes for the teacher and the bus driver are also necessary when a bus student is to ride a different bus or when a non-bus student is to ride home with a bus student.

BUS EXPECTATIONS

Be Safe and Respectful by:

- **Staying in Seats at all times**
- **Listen to Driver Instructions**
- **Use Inside Voices**

Respect the Bus by:

- **Picking up your trash**
- **Avoiding food and drink on bus**
- **Not damaging the bus**

Respect each other by:

- **Not Yelling**

- **Not Fighting**
- **Not Pushing**

WHEN EXPECTATIONS ARE FOLLOWED

- **Students will be greeted by a Driver with a polite familiar face daily whose focus is always on the road ahead.**
- **Students will enter each bus safely and comfortably.**
- **Students will arrive to school or home safely, having enjoyed a safe, positive experience on a USD 333 Bus.**

WHEN EXPECTATIONS ARE NOT FOLLOWED

The USD 333 Transportation Department makes safety our primary focus whether making decisions regarding inclement weather, emergency evacuation drills or student discipline. All discipline referrals for poor bus behavior will be first handled by each respective building principal with consequences as outlined in each buildings respective student handbook. In the instance the behavior is not corrected or extremely severe, the Transportation Director will become involved with a face to face parent meeting. Transportation privileges may be suspended for a specific number of days or for the remainder of the school year, depending on the severity of the misbehavior.

INCLEMENT WEATHER PROCEDURES

The USD 333 Transportation Department makes safety our primary focus whether making decisions regarding inclement weather, or emergency evacuation drills. When decisions are made to run buses late, or not to run at all, an announcement will be made as soon as possible through our School Messenger system, www.usd333.com, Facebook, Twitter, as well as KNCK Radio (1390 AM) (94.9 FM) on your radio dial for such an announcement.

The Board of Education has indicated when there is any doubt about a situation; the decision will be in favor of not running the buses which might endanger the safety of children.

State law requires that twice a year school buses must conduct an emergency evacuation. Your child may bring home a note asking for your permission to help with the evacuation.

Concordia Middle School



Home of the Panthers

436 West 10th

Concordia, Kansas 66901

Phone: (785) 243-2114

Mr. Larry Myers, Principal

In order for you son/daughter to bring their cell phone to and from CMS, the following permission slip must be signed and returned to the school office. Please review the following information with your student and then sign and return the form to the office. If you have any questions, please contact us. Thank you for your support.

Cell-Phone Daily Procedures:

- 1. When arriving to CMS for the day, please make sure it is **silenced** or **turned off**.
- 2. Cell phone then needs to stay in your book bag, locked in your locker until the end of the day.
- 3. If cell phones are out during the day or are “ringing” in lockers, they will be turned into the office. Appropriate consequences will be given, including parent phone call and having to check the phone in and out of the office.
- 4. Cell phones will stay at school, locked in the child’s locker, on any field trips.

Cell-Phone Permission Slip

I, _____ give permission for my son/daughter _____
(parent name) (student name)

to bring his/her cell phone to and from CMS. We have read and reviewed the above procedures. We understand that USD 333 is not responsible for loss of the phone or any damage that may occur.

Signed: _____
(parent signature)

Today’s Date: _____

(student signature)

Our mission is to create and
to maintain an environment
that ensures:

ENGAGED LEARNING

EFFECTIVE TEACHING

TRUSTING RELATIONSHIPS

So that all members of the
school community reach their
highest level of academic
achievement.

The USD 333 board of Education Policy Handbook and Negotiated Agreement take precedence over this Handbook. All procedures and guidelines have been approved by the USD 333 Board of Education.