

# COMANCHE MIDDLE SCHOOL

## ADDENDUM



### Table of Contents

<b>CONTENT</b>	<b>PAGE</b>
Discipline Procedures (Behavior Policy) .....	1
Detention.....	8
In School Suspension.....	9
Disruptive Acts at the end of the School Year .....	10
Educational Nuisance .....	10
Grades	
Homework Policy.....	12
Make-up Work .....	12
Academic Achievement .....	13
Attendance	
Tardy Policy .....	15

### Comanche Middle School

**Office Hours**     7:30 – 4:00  
**Phone**            620-371-1100  
**Fax**                620-339-4802  
**Address**          1601 First Ave.,  
                          Dodge City, KS 67801

Dear Parents,

Welcome to a new and exciting year at Comanche Middle School. Here at CMS, we believe when parents, teachers, and students work together toward a common goal, students have a positive and successful year. A priority goal at CMS is to provide a safe and orderly environment. We believe we must clearly convey our goals and expectations in order to achieve an optimum learning environment for all students. Our School Wide Discipline Plan is outlined on the following pages. Please carefully review the plan with your child so he/she is familiar with our expectations.

The staff at CMS is committed to providing a wonderful educational experience for our students. We ask that parents support our efforts as we implement this new plan that provides consistency for all children. After reviewing the plan, sign and return the form below to your child's teacher. If you have any questions please do not hesitate to contact the school for clarification. Thank you for all you do to support your children's education. Have a great school year!

---

### **~Beliefs Related to Discipline~**

**Teaching and learning of the intended curriculum for all students is the 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 teachers' responsibility to teach all students.**
  - **Will not excuse the misbehaving student from successfully completing the learning objectives.**
- 

#### **CMS Belief Statements:**

**We believe student learning is our highest priority.**

**We believe all students are able to learn and will learn.**

**We believe in challenging all students to reach their full academic potential.**

**We believe that student responsibility for learning and behavior is fundamental to success.**

**We believe that responsible leadership, creativity, innovation and risk taking lead to the existence of a stronger organization.**

**We believe continuous learning is essential.**

**We believe everyone has worth and is to be shown respect.**

**We believe diversity gives us strength.**

**We believe education requires partnerships.**

**We believe family involvement is vital to student learning and behavior.**

**We believe a safe, healthy learning and working environment is essential.**

**We believe equitable learning opportunities need to be accessible to all students.**

**We believe in encouraging the celebration of achievements and accomplishments**

## ~Behavior Expectations~

The following tables highlight positive behavior attitudes and behaviors in various common areas throughout the school. While every example is not listed, **good judgment is a guiding principle.**

### School-Wide

**RESPECT:**

Being kind  
Listening to others  
Using kind words and manners  
Gum Chewing not allowed on school property

**EMPATHY:**

Caring  
Standing up for others  
Helping others  
Be supportive of others

**INTEGRITY:**

Apologizing for mistakes  
Being responsible self

**Confidence:**

Being a good role model

**TOLERANCE:**

Accepting people and their differences

**COMMITMENT:**

Modeling the character traits

### Cafeteria

**COOPERATION:**

Standing in line quietly  
Patiently waiting your turn  
Staying in your seat once you are seated  
Talking quietly  
Using good table manners  
Following directions  
Leaving your table space clean  
Entering and exiting in an orderly manner

**RESPECT:**

Keeping the cafeteria clean  
Allow others to enjoy their meal

### Restroom

**COMMITMENT:**

Getting permission to use the restroom

**RESPECT:**

Checking the stalls before entering  
Report if it is not acceptable  
Flushing the toilet  
Washing hands  
Throwing trash away  
Turning the water off when done

**COOPERATION:**

Returning directly to class

## Hallway

### **COOPERATION:**

#### **Walking**

Keeping hands to your sides (no pushing)  
Staying on the right side of the hall  
Following teacher directions

### **RESPECT:**

No interrupting of other classrooms  
**Quiet voice in the building**

## Outside / Activities / Athletics

### **COOPERATION:**

Following teacher /adult directions  
Good Sportsmanship  
Good Citizenship

### **RESPECT:**

Taking care of the equipment

### **INTEGRITY:**

Playing fairly  
Working out problems  
Making sure everyone is having a good time.

## Assemblies

### **COOPERATION:**

Following teacher / adult directions  
Enter assembly area quietly  
Sitting with bottoms down and feet still  
Remain seated

### **INTEGRITY:**

Waiting patiently for the programs to begin  
Facing forward with eyes on the presenter

# Comanche Middle School

## Discipline System

The purpose of the discipline system is to:

1. Improve the educational environment for students, teachers, parents and staff.
2. Inform students and parents of rules and policies.
3. Record discipline violations in a systematic way.

Parents and students must be aware of policy and procedures concerning acceptable and unacceptable behavior in our school. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event.

The policy applies to the entire academic year, grades 6-8, and is to be the behavior code for our students at school and at all school sponsored events. All students are expected to exhibit proper conduct in school and at school events (home and away), Students are also expected to obey district/school/classroom rules. Parents are encouraged to review appropriate conduct with their children.

### Point Roll Backs:

1. Students will begin each new school year with zero (0) points.
2. Points can be rolled back if a student voluntarily engages in community service.
3. Community service can be defined by principal and parent agreement.
  - Students may agree to assist in the school office before and after school.
  - Students may agree to assist the custodians before and after school.
4. Prior administrative approval must be granted before points are rolled back.
5. **Saturday School:** Saturday School may be issued to students receiving a 5-point infraction and or a repetitive level violation. (Max 2 hrs.)

LEVEL 1 REFERRAL	LEVEL 2 REFERRAL	LEVEL 3 REFERRAL	LEVEL 4 REFERRAL	LEVEL 5 REFERRAL
1 Point	2 Points	3 Points	7 Points	15 Points
<i>Notify Parent</i>	<i>Notify Parent</i>	<i>Notify Parent</i>	<i>Notify Parent</i>	<i>Notify Parent</i>
<i>Detention</i>	<i>Detention</i>	<i>Detention / ISS</i>	<i>ISS / Saturday School /OSS</i>	<i>Long Term Suspension/Expulsion *Hearing Required</i>
Dress Code Violation	Disrespectful behavior	Intimidation/Harassment/Bullying	Fire Alarm Pull	
Food/Drink Violation	Conflict with Student-Verbal	Threats/Verbal Abuse	Theft Greater Than \$20	Drugs/Alcohol-Possession/Use
Failure to Cooperate with Directive		Skip Saturday School	Gang Behavior/Dress	Explosives-Possession/Use
Electronic Device Violation	Inappropriate Display of Affection	Misuse of School Facilities	Fighting	Weapons-/Intent to Use
Class/Hallway/Building Disturbance	Leaving Class without Permission	Academic Dishonesty	Sexual Conduct	Vandalism-Severe greater than \$500
	Profanity/Vulgarity	Inappropriate Technology Use	Indecent Exposure	Aggressive physical injury involving Staff
	Inappropriate Drawings/ Words/and or Gestures	Theft Less Than \$20	Dangerous materials possession	Violent Threats
	Invasion of Personal Space		Vandalism –Less than \$100	Setting a Fire/Arson
				Acts of a Particularly Heinous Nature
	Repetitive Level 1 Referrals	Repetitive Level 1,2 Referrals	Repetitive Level 1,2,3, and 4 Referrals	Repetitive Level 1,2,3,4 and Referrals

- This system is cumulative. All points are cumulative to 15 points. Once a student gets to 15 points, a hearing will be held for a long-term suspension or expulsion.
- All students will begin the year with zero points. The system is a year-long system. Assuming the student is in good standing at the end of the year, he or she will begin the following year with zero points.
- Any student that accumulates 5 points will have a conference with administration and his or her parents.
- At the discretion of administration, students may be given the opportunity to “work off” points after the 5 point conference is held. The student must make a specific request to do so in order for action to be considered.
- Administration will determine whether any violation is considered “repetitive” and warrant a higher level classification.
- Any illegal activities may also warrant police involvement.
- All Level Referrals will require the refocus process (student ownership of violations) as a consequence.
- Effective use of the refocus process (cooperation, honesty, immediate ownership) may be considered as a mitigating factor for most violations.
- This system is meant to serve as a guide for administration. **Administration reserves the right to classify the level and set the consequence for any specific violation as they deem appropriate.** The Dodge City USD 443 Expulsion Handbook describes behaviors that warrant immediate expulsion.

### **DISCIPLINE PHILOSOPHY**

It is the intent of this discipline policy to create an environment that best protects the safety of all students/personnel and supports student learning/achievement. It allows for a culture of accountability and redemption to be created for all students. It has the goal of creating a consistent, known discipline structure (with limits) that also accommodates administrator discretion based on mitigating or aggravating factors. It rests on a foundation of respect and responsibility. It seeks to protect the educational interests of all students.



**COMANCHE MIDDLE SCHOOL  
DISCIPLINE SYSTEM  
PARENT/STUDENT ACKNOWLEDGMENT FORM  
2017-2018 SCHOOL YEAR**

I have read and understand the Comanche Middle School Discipline System and agree to adhere to this policy.

*Print* Student Name: \_\_\_\_\_

Student Signature: Date: \_\_\_\_\_

*Print* Parent Name: \_\_\_\_\_

Parent Signature: Date: \_\_\_\_\_

**This form must be signed and returned to the school office upon enrollment or by the end of the first week of school.**

## Detention

### **Definition**

Detention is designed to provide a consequence for students whose inappropriate behavior is interfering with his/her learning or the learning of other students.

### **Daily Routine**

3:05		Students meet the Detention Monitor in the school office.
3:05	3:10	Rules, Procedures, Academic Work
3:10	3:55	Academic Work
3:55	4:00	Pack up and clean Detention Room
4:00		Dismissal

### **General Responsibilities**

The In-School Suspension Program Coordinator is responsible for administering the detention program. The primary goal of this program is to assist students to acknowledge and modify unacceptable behavior.

The students assigned to detention will be required to complete educational assignments. Activities will be limited to educational assignments provided by the teachers.

### **Procedures**

- A. Students will be assigned to detention from one (1) hour per day from one to several days in length.
- B. Unexcused detention absences and tardies are NOT permitted.
- C. Students are required to work on their class assignments.
- D. Students MUST bring all materials and supplies.
- E. Placement into detention will be determined by the administration based upon gravity of offense, whether a first or infrequent offense, or whether alternative action would be in the best interest of all parties.

### **Student Rules**

- A. Students must report to the main office prior to attending detention.
- B. Students must sit in the assigned seats.
- C. Students must be prepared to study and stay on task for the total time assigned to the Program.
- D. Students will be responsible for keeping the room clean.
- E. Students will turn in completed assignments to the Coordinator daily.
- F. Students will not place head on desk or attempt to sleep.
- G. Students will respect the furniture.
- H. Students will not chew gum, eat candy or snacks.



## Student Responsibility

- A. It is the student's responsibility to secure assignments from their teacher prior to entering detention.
- B. It is the student's responsibility to complete the assignments and present them to the Coordinator daily.

## IN-SCHOOL SUSPENSION GUIDELINES

### Definition

The In-School Suspension Program is to provide the best possible opportunity for learning with students whose inappropriate behavior is interfering with his/her learning or the learning of other students.

### Daily Routine

7:00	7:45	Early Start (Additional Time) – Administration will assign as necessary
7:45	7:55	Students meet the In-School Suspension Monitor in the school office.
7:55	9:30	Rules, Procedures, Academic Work
9:30	9:35	Restroom Break
9:35	11:30	Academic Work
11:30	12:00	Lunch (in the suspension room)
12:00	1:15	Academic Work
1:15	1:20	Restroom Break
1:20	2:55	Academic Work
2:55	3:00	Pack up and clean Suspension Room
3:00	4:00	Late Dismissal (Additional Time) Administration will assign as necessary

### General Responsibilities

The In-School Suspension Program Coordinator is responsible for administering the In-School Suspension Program. The primary goal of this program is to assist students to acknowledge and modify unacceptable behavior.

The students assigned to the In-School Suspension Program will be required to maintain their educational assignments throughout the time enrolled in the program. Activities will be limited to educational assignments provided by the teachers.

### Procedures

- A. Students will be assigned to an in-school suspension from one (1) to several days in length.
- B. Excused absences MUST be documented with a medical/doctor's certificate. Unexcused absences and tardies are NOT permitted.
- C. NO extracurricular or athletic activities are permitted while assigned to the In-School Suspension Program.

- D. Students are required to work on their class assignments daily to receive full credit.
- E. Students **MUST** bring all materials and supplies daily.
- F. Students **MUST** adhere to the Program's schedule.
- G. Hats, jackets, grooming aids, games, and electronic devices are **NOT** permitted.
- H. Placement into the In-School Suspension Program, will be determined by the administration based upon gravity of offense, whether a first or infrequent offense, or whether alternative action would be in the best interest of all parties.

### **Student Rules**

- A. Students must report to the main office prior to attending ISS.
- B. Students must sit in the assigned seats.
- C. Students must be prepared to study and stay on task for the total time assigned to the Program.
- D. Students will be responsible for keeping the room clean.
- E. Students will turn in completed assignments to the Coordinator daily.
- F. Students will not place head on desk or attempt to sleep.
- G. Students will respect the furniture.
- H. Students will not chew gum, eat candy or snacks.

### **Student Responsibility**

- A. It is the student's responsibility to complete the assignments and present them to the Coordinator daily.
- B. Tests will be administered by the ISS Coordinator or by the regular teacher upon returning to class.

### **DISRUPTIVE ACTS AT THE END OF THE SCHOOL TERM**

Any student who engages in disruptive behavior in violation of these policies on or near the last day of the school year with the obvious intent of avoiding disciplinary actions, shall, at the discretion of the administrator, be suspended for the remainder, if any, of the current school year. The offending student shall not be admitted to school for the succeeding semester until such time as the administrator and the parents/guardians have conferred and resolved the issue regarding the student's unacceptable behavior.

### **EDUCATIONAL NUISANCE**

Cell phones, digital music devices (iPods, MP3 players, CD players, etc.), hand operated electronic games and/or other items determined by an administrator to be an educational nuisance are to be powered off and concealed during class since they interfere with the learning environment. If a student uses any electronic device without prior approval, the device will be confiscated and turned in to the office. 1<sup>st</sup> Offense: Student will be required to pick up the device, 2<sup>nd</sup> Offense: Parent will be required to pick up device / Student visits with principal, 3<sup>rd</sup> Offense: Meet with parent, 4<sup>th</sup> Offense: Device is checked in the office. As long as it does not become an educational nuisance, the electronic device may be used before school **and** after school.

Due to the potential for misuse, students may not possess laser penlights on school property including transportation vehicles. If a student is seen with a laser pen light it will be confiscated and turned in to the office. Any student misusing a laser pen light in a way that could cause physical harm is subject to suspension. All items will be held in the office until picked up by a parent.

The school is **NOT RESPONSIBLE** for the theft of cell phones, digital music devices (iPods, MP3 players, CD players, etc.) laser lights/pens and hand operated electronic games brought to school.

- Notes are also considered non-educational material that may be confiscated; therefore, note writing, note passing, and note reading are prohibited.
- Articles that are prohibited and undesirable at school include, but are not limited to-food, drinks, fireworks, water pistols, knives, guns, cigarette lighters, glue, ammunition, BB's, skateboards, roller-blades, roller-skates, stink bombs, whiteout, permanent markers, large/long neck or wallet chains, pornography, decals, paintballs, shocking devices or other harmful devices, perfumes, colognes, aerosol sprays that are used in the hallways, etc. Gambling and solicitation are prohibited.

## **GRADING POLICY**

### **Purpose:**

The Comanche Middle School Grading Policy is meant to support Board Policies #1HA, #1HB, and #1HEA. The intent of this policy is to be a "living document: that evolves along with our instructional practices. The following principles guide our grading practices:

1. Grades clearly communicate the quality of student academic progress enhancing the partnership among parents, students, and our school.
2. All grading and reporting should be based on targeted curriculum identified by district
3. Grades reflect a student's knowledge and level of performance on enduring understandings.
4. Grades are based on a variety of assessments measuring achievement of enduring understandings.
5. Accommodations are made as needed to help students achieve enduring understandings.
6. Modifications/accommodations that significantly alter the enduring understandings and will be noted on the student's report card.
7. While non-academic factors are highly valued and contribute to student achievement, they will be communicated separately.

### **Components of Academic Grades**

Academic grades reflect what the student knows and is able to do. Academic grades may include but not limited to the following:

- Cooperative Activities
- Discussion/Problem Solving
- Daily Work
- In-Class Assignments
- Journals/Logs/Notebooks
- Portfolio/Collection of Content Work
- Projects/Performance Assessments/Presentations
- Quizzes and Tests
- Student Reflection
- Labs

### **Students Receiving Low Grades**

Students who receive an F are required to do the work owed in order to bring their performance up to an acceptable level. Students who owe work will be required to use Advisory Period, after-school study sessions or special Saturday School classes until the work is completed to a satisfactory level. This will help make their grade a more accurate reflection of what students have learned.

### **Parent-Teacher Conferences**

Parents have conferences with Comanche Middle School faculty a minimum of three times each year. An introductory parent-teacher conference is scheduled in September to help establish strong teacher-parent partnerships and for parents to share their hopes, goals, and concerns regarding their child.

Conferences are an important part of the communication between home and school, and parents are encouraged to attend. At conferences there is an exchange of information about the student: how he or she has become acclimated to the new school year, what the parents see as his/her needs and interests, and how both school and home can work together to ensure a happy and productive year for the student. During these meetings, teachers also elaborate on the students' academic progress.

Additional conferences can be scheduled at any other time during the school year if the teacher or parent considers it desirable.

---

## **Comanche Recognition of Academic Achievement**

### **Comanche Honor Roll**

The Comanche Honor Roll awards are designed to help Comanche Middle School promote and achieve excellence in academics. Students who meet the criteria will be honored at our quarterly assembly recognizing their academic achievement.

- Honor Roll Distinguished - 4.0 average - All A's
- First Honor Roll - 3.5 or above average -no grade lower than B
- Second Honor Roll - 3.0 or above - no grade lower than C

### **Comanche Students of the Year**

In May of each academic year, four students from grades six through eight will receive a framed certificate, their name engraved on the permanent plaque in the main lobby. These students are picked by teachers and administration for being all around great students, including grades, attendance, leadership, citizenship, clubs, and sports.

### **Perfect Attendance Criteria**

Perfect attendance is designed to honor those elite students who have achieved perfect attendance standings according to the following criterion:

1. No unexcused or excused full-day absence.
2. A student cannot have three or more unexcused tardies (Only parental and excused tardies will not affect a student's perfect attendance.)
3. Students that enroll or withdraw during the school year do not qualify.
4. School sanctioned trips and other school-approved field trips, pre-approved by the Board will not disqualify a student from perfect attendance.
5. Perfect attendance is based on a yearly basis.

To achieve perfect attendance, there must be a joint effort between parents and the school to ensure accuracy of attendance records.

### **Behavior Grades**

Behavior/Conduct grades represent the extent to which the student does the following:

- Shows self-control and self discipline
- Respects the rights and feelings of others
- Accepts responsibility for his or her own actions
- Cooperates in group activities

Behavior/Conduct is not a component of the academic grade. Teacher judgment of student behavior/conduct is indicated according to the following scale.

**S=Satisfactory**

**NI=Needs Improvement**

**U=Unsatisfactory**

### **Junior Honor Society**

The purpose of the Junior Honor Society is to promote scholarship, leadership and citizenship. The Junior Honor Society will also create an atmosphere of excellence through community service, and character building activities.

Middle School strives to fulfill each of these purposes.

Requirements for **new & returning members** of Junior Honor Society at Middle School:

1. Must complete 5 hours of Community Service
2. Must have a 3.75 GPA from the previous semester that includes all regular level and enriched classes with no grades lower than a "B"
3. Members must demonstrate satisfactory conduct. Satisfactory conduct for the school year is defined as:
  - a. Having no school suspension nor discipline referrals on file in the office,
  - b. Receiving fewer than two "N's" recorded on report cards,
  - c. Receiving no "U's" recorded on the report cards.
4. Must consistently show exemplary behavior on campus and be a positive role model for other Dodge City students
5. Notification letter will be sent out to qualifying students.

**An appeal must be made within seven school days after the designated notification date of membership.**

### **For all members (new or returning):**

1. Once a membership is attained, members must continue to maintain grades and conduct standards laid out in the Junior Honor Society constitution in order to retain membership in the organization.
2. A member is placed on probation for a maximum of one semester for failing to meet grade or conduct standards before being dismissed from the organization.
3. Being a member of Junior Honor Society **DOES NOT** mean you will be granted membership into NHS at DCHS.
4. Once a member is dismissed from the organization, membership may not be regained at Middle School.

Throughout the year the Junior Honor Society will hold meetings (dates are announced on the morning announcements, in the newsletter and posted on the CMS website). If you have further questions, please contact the sponsor.

### **Activities/Membership Behavior Policy**

Various methods are used to report unsatisfactory or undesirable student conduct: disciplinary notices, home reports, phone calls to parents, letters and N's and U's on report cards. If a student's conduct is unsatisfactory or undesirable, that student cannot hold offices nor maintain membership in school organizations:

#### **TARDY POLICY**

**DEFINITION OF A TARDY** - Tardy is defined as a student not being in his/her assigned area when the tardy bell rings. Each teacher determines assigned areas. Any student who is 5 minutes late or more will be considered absent. Failure to come to class without an admit slip, when needed, constitutes a tardy. The policy starts over every nine weeks (or) is cumulative over any consecutive nine-week period.

**1<sup>ST</sup> TARDY** – The teacher will notify the student of the tardy and issue a warning.

**2<sup>ND</sup> TARDY** - The teacher will notify the student of the tardy and assign a 15 minute detention with the teacher.

**3<sup>RD</sup> TARDY** – The teacher will notify the student of the tardy and 15 minute detention with the teacher. The **student** will notify the parent/guardian of the tardy.

**4<sup>TH</sup> TARDY** – The teacher will notify the student of the tardy. Student is assigned two 15 minute detentions with the teacher. The **teacher** will notify the parent of the tardy.

**5<sup>TH</sup> TARDY** - The teacher will notify the student of the tardy and enter **EXCESSIVE TARDY** into Skyward. The **teacher** will notify the parent of the tardy. Student is assigned 1 Before/After School Study.

**6<sup>TH</sup> TARDY** - The teacher will notify the student of the tardy and enter **EXCESSIVE TARDY** into Skyward. The **teacher** will notify the parent of the tardy. Student is assigned 1 Before/After School Study.

**7<sup>TH</sup> TARDY** – The teacher will notify the student of the tardy and enter **EXCESSIVE TARDY** into Skyward. The **office** will notify the parent of the tardy. Student may be assigned to Saturday School.

**8<sup>TH</sup> TARDY** - The teacher will notify the student of the tardy and enter **EXCESSIVE TARDY** into Skyward. The **office** will notify the parent of the tardy. Possible consequences could include in-school placement or Saturday School.

**9<sup>TH</sup> and Up TARDY** – The teacher will notify the student of the tardy and enter **EXCESSIVE TARDY** into Skyward. The **office** will notify the parent of the tardy. Possible consequences could include Saturday school or a longer period of in-school placement.