



CIRCLE SCHOOL DISTRICT 375

Circle Middle School

Student Handbook
2023-2024

Circle Middle School

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

Tony Holguin, Principal

John Bumm, Asst. Principal/Athletic Director

Molly Marshall, Counselor

School Hours:

8:10 am to 3:12 pm

Wednesday

8:30 am to 3:12 pm

The Mission of **Circle Middle School** is to
challenge and support all students to excel

in their academic and personal development.

BELIEFS

- Middle-level education must be student-centered and developmentally appropriate.
- A safe, supportive environment is necessary.
- Individual strengths and talents must be developed and enhanced.
- Active participation is essential for learning.
- Parent and community involvement is vital to learning.
- Hard work is essential to achieve goals.
- Curriculum, instruction, and assessments must be aligned to meet high standards.
- Character development is part of quality education.
- A trained and dedicated staff meets the unique needs of middle-level students.

T-BIRD P.R.I.D.E.

P = Prepared

R = Respect

I = Integrity

D = Determined

E = Engaged

THIS AGENDA BELONGS TO: _____ **GRADE:** _____

ADVISORY TEACHER: _____

#THRIVEIN375

7TH GRADE STUDENT SCHEDULE

A-DAY SCHEDULE	FALL SEMESTER	SPRING SEMESTER
1A		
2A		
3A		
LUNCH		
MTSS/ ADVISORY		
4A		
5A		
MTSS/ SEMINAR		

B-DAY SCHEDULE	FALL SEMESTER	SPRING SEMESTER
1A		
2A		
3A		
LUNCH		
MTSS/ ADVISORY		
4A		
5A		
MTSS/ SEMINAR		

8TH GRADE STUDENT SCHEDULE

A-DAY SCHEDULE	FALL SEMESTER	SPRING SEMESTER
1A		
2A		
3A		
MTSS/ ADVISORY		
LUNCH		
4A		
5A		
MTSS/ SEMINAR		

B-DAY SCHEDULE	FALL SEMESTER	SPRING SEMESTER
1A		
2A		
3A		
MTSS/ ADVISORY		
LUNCH		
4A		
5A		
MTSS/ SEMINAR		

CIRCLE MIDDLE SCHOOL STUDENT HANDBOOK

Use the following student handbook to help guide you through your day as a student at CMS!

GETTING READY FOR YOUR DAY AT CMS

DRESS CODE

The purpose of the CMS Dress Code policy is to show T-Bird P.R.I.D.E. The dress code encourages an orderly environment where learning opportunities are maximized through well-defined policies and procedures. The CMS Dress Code will be enforced, therefore, parents and students are encouraged to become familiar with the following guidelines.

GENERAL RULE OF THUMB

A general rule that may help parents in the selection of clothing would be the 4 B's: No showing of the Back, Bottom, Belly or Breasts (including cleavage). The skin may not show when the student is sitting, standing, raising their hands, leaning over a desk, etc.

SHIRTS, BLOUSES, DRESSES AND JERSEYS

- Non-revealing.
- Sleeveless garments must be approximately 3 fingers wide.
- Spaghetti strapped, low cut, open-backed or tube tops must be worn with a T-shirt underneath or covered by another shirt.
- Shirts and blouses must be long enough to be tucked in or worn with a longer shirt underneath.
- Sleeveless shirts that have large armholes must have a shirt worn under the garment.

JEANS, PANTS, DRESSES, SHORTS, AND SKIRTS

- To be worn at the waist with no sagging.
- Skirts, dresses, and shorts must be of appropriate length. Administrative discretion will be used when the length of skirts, dresses, and shorts are in question.
- No skin showing above the mid-thigh; this includes holes, tears, or slits.

FOOTWEAR

- Footwear must be worn. Slippers are not footwear.

Coats and Hats

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

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

LOGOS

- Logo with inappropriate language or pictures are not permitted on clothing or accessories. Examples include but are not limited to obscene innuendoes, illegal substance advertisements including alcohol, weapons, and tobacco products. Any sign, symbol, logo or garment that is lewd, suggestive or has become synonymous with any gang is prohibited. Logos across the buttocks (back of pants, shorts and other attire) will not be permitted.

Dress Code, Cont'd

OTHER REQUIREMENTS

- Garments must be clean and neat.
- Undergarments must be worn and not visible.
- Adornment that draws attention to oneself in a manner that may be disruptive to the educational process will not be permitted. (For example drawing or writing on skin self, body piercing, visible tattoos, hairstyles, body jewelry, metal chains, metal spike apparel, hair headbands or excessive accessories).
- Hair curlers, picks, or sunglasses may not be worn in school.

Please Note:

CMS continues to strive to provide an environment that enhances learning. It is impossible to address every clothing situation. Therefore, the administration reserves the right to determine if the garment is provocative and/or a distraction to the learning environment.

CONSEQUENCES FOR VIOLATION OF THE DRESS CODE

Student will automatically be issued a CMS shirt or sweats when sent to the office.

GETTING TO SCHOOL

Circle Middle School office hours are 7:30 am-4:00 pm, Monday through Friday. Students who arrive before 7:50 AM are to report to the commons. Students arriving after 8:10 AM must check-in at the office and have a note or a phone call from their parents explaining why they are late. Students are to be out of the building by 3:30 PM each day. Exceptions to these times are sports practices, extra-curricular activity practices, detentions, or tutoring.

YOUR SCHOOL DAY

HALLWAY TRAFFIC

T-Bird P.R.I.D.E. will be exhibited in all aspects of hallway behavior. Always walk to the right side of the halls. Running, pushing, shoving, and yelling are unacceptable behaviors. Students are cautioned against this type of activity as it may endanger their own safety as well as the safety of others. Students are to remain in halls where they have classrooms or halls that are the most direct route to their next class. Consumption of food in the hallways during any passing period is prohibited. This includes returning from lunch.

LOCKERS

The school lockers shall be under the supervision of the building administration and assigned to students to store necessary school materials and clothing. Students will show T-Bird P.R.I.D.E. in using their locker. The building administration may search any locker at any time. The use of law enforcement officials and drug-sniffing dogs may be utilized in performing locker searches.

Your School Day, Cont'd

The student will be held responsible for their assigned locker and its contents and will be assessed a fee for damages, painting and/or cleanup according to the district's vandalism policy. Students are expected to report immediately if the locker is not working properly. Each student at CMS will have an individual locker with a built-in combination lock. This locker is to be kept locked at all times. The office will make all locker assignments. Students must keep the locker assigned to them. No sharing of lockers with other students. Do not tell other students your combination. Book bags/handbags/purses are to remain in their locker.

SNACK POLICY

The nurse or office will issue snacks for those students with a medical reason. Gum chewing and candy consumption will be determined by the CMS staff. No sunflower seeds will be allowed. Energy drinks or drinks containing high amounts of sugar or caffeine are not allowed at school. Students may take water to class.

STUDENT ID CARD

Each CMS student will be required to have a student ID card. The ID card is used as his/her lunch ticket and library card. A free ID card will be given to each student at the beginning of the year. A fee will be charged for any additional cards. Students are not to deface their ID card. Students not in possession of their ID card will be dismissed last to eat lunch.

ELECTRONIC DEVICES (Includes cell phones)

Personal electronic devices may be brought to school with the understanding the district is not responsible for loss or damage, even if these are lost, stolen, or damaged on school grounds or school transportation. These items are brought at your own risk. Use of personal electronic devices including those with cameras, text messaging, etc. at school or school activities that violate privacy laws, result in any form of harassment, classroom cheating or any school disruption may result in suspension and/or expulsion from school. Students may use their electronic devices before or after school. With the implementation of the 1:1 school-provided device, it is recommended cell phones be shut off and locked in the lockers at the beginning of the day. Should a teacher choose to allow cell phones in their class, it will be cleared through administration and communicated with students. T-Bird P.R.I.D.E. is expected when using electronic devices.

Your School Day, Cont'd

Any electronic device that becomes distracting to the learning environment may be taken from the student and is subject to the following consequences (per each 9 weeks):

1st offense - Electronic device will be taken and returned to the student at the end of the school day.

2nd offense - Electronic device will be taken and kept in the office for the parent to pick up.

3rd offense - Student will check electronic device into the school office upon arrival at school and will pick it up at the end of the school day.

If a student needs to contact a parent for any reason, including illness, please come to the office to do so. Students may use the office phone or personal cell phones in the office with the permission of the office staff. If a student uses a personal cell phone without the permission of the office staff, violations will apply.

AGENDA BOOKS

All teachers require students to have their CMS agenda book with them and to use it daily. The agenda book is a learning and organizing tool intended to enhance academic performance. The agenda book also contains the Student Handbook. If the agenda book is lost or stolen, there will be a replacement charge.

TARDINESS

Tardy to school: If a student arrives late to school, he/she must check-in at the main office and receive an admit slip before going to class. Each student is allowed three tardies to school, excused or unexcused. Upon further tardiness, students will be issued a 30-minute detention for each additional tardy. This will be per each 9-week period.

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

CONSEQUENCES: (PER EACH 9-WEEK PERIOD)

After 3 tardies: Warning

After 4th and 5th tardies: 30-minute detention (typically during lunch)

After 6th and subsequent tardies: Administrator will make contact with parent/guardian via phone or email and will determine an appropriate consequence, including (but not limited to) detention(s) or suspension.

LUNCHROOM GUIDELINES

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

T-Bird P.R.I.D.E. will be demonstrated at all times. Students are asked to return their trays as soon as they finish so that tables can be cleaned and trays washed for the next lunch. Students are also responsible for throwing away all trash. Students will sit in assigned seats unless directed otherwise by a supervisor.

- Lunches may be purchased in the office before school or during lunch.
- Student identification cards are used as lunch cards. Lost or damaged student identification cards will be replaced for \$5.00.
- Students are only allowed to use their own lunch card to purchase one lunch per day.
- No charges will be allowed the last two weeks of the current school year.

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

AFTER YOUR SCHOOL DAY

Buses leave approximately 5 minutes after school is dismissed.

- If you are getting picked up, meet your ride at the front of the school.
- If you are walking, you will need to leave through the school's front doors.
- If you are involved in an after-school activity (sports, scholars bowl, night school, etc) report directly to the activity location.

GOOD THINGS TO KNOW

COUNSELOR

The middle school counselor assists students through individual, small group and classroom guidance. The counseling program focuses on personal, social, educational and career development at various times throughout a student's middle school years. Students, as well as parents, are urged to visit with the counselor about questions or concerns. Students may sign up to visit with the counselor using the Google Form provided. Parents may call the school to set up an appointment.

MEDIA CENTER

Students may check out three (3) items at one time for a period of two (2) weeks. Student ID cards are required for materials check-out. ID cards are not to be shared. Students are encouraged to return books on time. Students with overdue books and materials may be denied the privilege of checking out any other materials from the Media Center. Students are responsible for the replacement cost of any materials that are lost or damaged or not returned before the last two weeks of school.

ACADEMICS

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

POWERSCHOOL/STUDENT PROGRESS

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

HONOR ROLL

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

Gold Honor Roll - Student must earn a 4.000 GPA

Blue Honor Roll - Student must earn a 3.125 GPA to 3.999 GPA

GRADE MEANINGS AND RANGES

The following is the standard grading scale:

A = Excellent, Outstanding (100-90%)

B = Good, Above Average (89-80%)

C = Average (79-70%)

D = Below Average, Inferior (69-60%)

F = Failure, Unacceptable (59% & lower)

P = Passing

Any work that is not completed at the end of a grading period will be given a zero (0) and averaged in with all other grades received. If a student has extenuating circumstances or severe health problems, exceptions may be made. It is the student's responsibility to complete the work so the grade can be changed.

Schedule/Class Change Policy

The classes recommended by the instructional staff and those selected by the student will be considered as final enrollment.

The school may initiate a schedule change for academic, social, or disciplinary reasons if it is determined to be in the best interest of the student.

ACADEMIC DISHONESTY

Academic dishonesty, as in cheating, plagiarism, or doing work for someone & sharing documents are not acceptable. Cheating includes, but is not limited to, copying another student's work, allowing someone else to do work for you, not doing your original work or allowing others to copy from you. This includes all handwritten and electronic assignments. Plagiarism is the use of another person's or artificial intelligence's original ideas or writing without giving credit to the true original author. A student who engages in any form of academic dishonesty will receive no credit for the work in question and will be reported to the office.

First Violation - Teacher will make contact with parent/guardian via phone or email. Zero (0) points will be earned on the assignment, with an opportunity to complete an alternative assignment for ½ credit of the points earned

Second Violation - Teacher will make contact with parent/guardian via phone or email and a conference will be held with the teacher(s), administration and parent/guardian. Zero (0) points will be earned on the assignment.

Third and subsequent violations - Administrator will make contact with parent/guardian via phone or email and will determine an appropriate consequence, including (but not limited to) detention(s) or suspension. Zero (0) points will be earned on the assignment.

COMPUTER/INTERNET USE

The purpose of the networking system is to enhance the educational opportunities of students through computer technology. T-Bird P.R.I.D.E. is expected when computers and internet are in use. Students are authorized internet access through the use of their user ID and/or password.

1. Personal student menu established by a teacher, i.e. google classroom.
2. Other teacher assigned stand-alone software, i.e. PLW and yearbook.

COMPUTER USE POLICY

1. Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property. Examples: changing backgrounds, screensavers, stacking icons, etc.
2. Using a computer, computer system, computer network or any other property for the purpose of obtaining property, services or any other thing of value by means of false or fraudulent pretense or representation.
3. Willfully exceeding the limits of authorization and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer system, computer network or any other property. Students will be responsible for actions resulting from the use of their ID and/or password. Student use of flash drives is allowed with Building Tech supervision. Violation of computer ethics is defined per Kansas State Statute 21-3755.
4. Each student will receive a Chromebook checked out to them each at the beginning of the year after the CMS Chromebook Agreement had been signed and turned in. Students are responsible for the proper care of these devices. Please refer to the CMS Chromebook agreement. If there is intentional damage to or the device becomes broken. Students are held accountable for the repair or replacement costs. Accidental breakage will receive 1 free repair and then subsequent repairs will be added to student fees.

Violations of this policy may result in the following consequences:

1. Payment for any damage and/or costs of replacement.
2. Loss of computer privileges.
3. Conference with the administration.
4. Suspension with the possibility of a due process hearing.

INTERNET USE POLICY

Access to the Internet enhances the educational opportunities of students. When used responsibly, the Internet provides students access to educational resources that may not otherwise be available; however, some parts of the internet may contain material that is not appropriate for the student or school use. The purpose of this policy is to provide guidance for the proper use of the Internet and to explain the consequences of inappropriate use. An internet form must be signed by both the student and parent and turned into the office before a student will be allowed internet use. This form is part of the Online Enrollment process. Use of the internet and USD 375 computer information networks for any illegal activity is strictly forbidden.

COMPUTER/INTERNET USE

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

Illegal activity and improper network uses include but are not limited to:

- Chat rooms
- Social Media
- Intentional disruption of network traffic
- Degrading or disruption of equipment of system performance
- Use of USD 375 computer information network for commercial or financial gain or fraud
- Theft of data, equipment or intellectual property
- Sharing their password or allowing anyone to use their account
- Gaining unauthorized access to data files of others or vandalizing data files of another use
- Gaining or seeking unauthorized access to resources or entities
- Forging electronic mail messages or use of an account owned by another user
- Invading the privacy of individuals
- Posting anonymous messages or material
- Possessing any data that might be considered a violation of these rules in paper, magnetic or any other form
- Emailing outside of the USD 375 network
- Downloading or installing from the Internet without permission

INTERNET USE POLICY CONT'D

Further, the transmission of any material over the Internet that is in violation of any State or Federal law is prohibited. This includes, but is not limited to:

- Copyrighted material
- Threatening material
- Obscene material
- Inflammatory material

The use of the Internet is a privilege. Unauthorized use or use not in compliance with these guidelines will result in one or more of the following actions:

- Restriction of Internet access
- Revocation of Internet access
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer access
- Revocation of computer access
- School suspension
- School expulsion and/or legal action and prosecution

The district has the right to restrict or terminate computer information network access at any time for any reason. USD 375 further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the computer information network.

MAKING UP MISSED WORK

The student is responsible for getting all missed assignments from their teachers. If a student has an excused absence on the due date of an assignment, the student must turn in the assignment on the day she/he returns to class, provided that the assignment was made prior to the absence. A student who misses class because of a school-sponsored activity may be required by the instructor to complete assignments in advance of the activity. Students should understand that it might be impossible to earn a daily participation grade if not present in a class.

Two class periods are given to complete daily work missed due to each day of excused absence. For extended illness, the student will be limited to five (5) school days following their return to makeup work with the teacher or administration.

Students suspended for one day will be given one day to complete missed assignments. Students who are suspended from school for more than one day will have assignments made available to them on the second day of the suspension. To receive credit for these assignments, they must be completed upon returning to class.

SCHOOL-RELATED ACTIVITIES

Student absences due to school-related (instructional/athletic) activities will not count against the student's attendance. Students are required to complete all class assignments within a reasonable amount of time as directed by the classroom teacher. However, failure to complete the required assignments will result in the lowering of course grade.

CMS SOCIALS

CMS Socials are sponsored by the Student Council and are held immediately after school usually twice a year. The socials are chaperoned by teachers, administrators, support staff and parent volunteers. Only CMS students may attend the socials. T-Bird P.R.I.D.E. will be shown at CMS Socials. A variety of activities are set up by chaperones to allow choice by students attending a CMS Social.

COMMUNICATION

CMS recommends all communication between students and parents is directed through the office. To ensure a positive learning environment, please be aware that texting (parents to students or students to parents) may result in an electronic device violation.

OFFICE PHONE

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

ASSEMBLY CONDUCT

Assemblies are presented during the year at times advantageous to the student body. They provide opportunities in school to learn formal audience behavior. In keeping with good school spirit the following rules will be observed:

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

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

LOST, STOLEN, OR FOUND ITEMS

Any articles found should be turned into the office. Lost or stolen articles should be reported to a teacher or the office immediately. Items that are not claimed and remain in the office for more than 30 days may be disposed of in a manner approved by the administration.

ACTIVITIES & ATHLETICS

COLORS: BLUE & GOLD MASCOT: THUNDERBIRDS

STATEMENT OF PURPOSE

Membership and participation in extracurricular and co-curricular activities should have a very positive effect in the development of constructive attitudes for future citizenship. Participants, before starting in the program, should be made clearly aware of its purpose and the procedures for activities in which they are participating. Participation in any extracurricular and co-curricular activity at CMS is a privilege and certain standards of conduct must be maintained. T-Bird P.R.I.D.E. will be exhibited in all CMS Activities and Athletics.

LIMITED PARTICIPATION

We believe that extracurricular activities are a beneficial extension of the student's academic experience. In order to provide a safe and orderly experience, the limiting of participants may be necessary. These guidelines will be followed in the process regarding the number of participating members. At the discretion of the coaches and athletic director, the number of athletes in these sports may be limited or reduced to:

SPORT	7TH GRADE	8TH GRADE
BASKETBALL	18	18
CHEERLEADING	18 (COMBINED)	
VOLLEYBALL	18	18

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

ELIGIBILITY

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

KSHSAA Scholarship Requirements (Eligibility)

The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalent, the previous semester or the last semester of attendance. A passing grade is defined as earning a D (60%) or higher in a semester class.

Example: If a student does not pass 5 classes after the fall semester the student would NOT be eligible to participate in extracurricular activities during the spring semester (January-May). If the student does not pass 5 classes during the spring semester (January-May) they would be ineligible for the following fall semester (August-December). The scholarship requirement would be waived for the first semester of the 7th-grade year. The student would be immediately eligible as long as all other eligibility requirements are met.

ADMISSION CHARGE

There will be an admission charge for each event. Individual student and family passes will be available for purchase through the school office. No one will be admitted to an event without paying or presenting a school-issued pass.

ATHLETIC/ACTIVITIES SUBSTANCE ABUSE POLICY

The CMS substance abuse policy is designed to create a positive, healthy, drug-free atmosphere for athletics and activities. CMS recognizes that the use of alcohol, tobacco, and drugs, all of which shall be referred to as "substances", increase long-term injury and physical damage and lessen the chance for a student to reach his or her full measure of excellence. The primary goal of this plan is to prevent the use, possession, purchase, sale and transfer of these substances. CMS encourages students to participate in a variety of academic, social and athletic activities while maintaining healthy, drug-free lives.

POLICY

During the school year* (including out of season) a student shall not:

- use, possess, sell or distribute a beverage containing alcohol
- use, possess, sell or distribute tobacco products
- use, possess, sell or distribute or abuse illegal drugs
- use, possess, sell or distribute drug simulations

*School year is considered: first day of fall practice and/or first day of school to the last day of school.

ACTIVITIES & ATHLETICS CONT'D

Confirmation of Violation

- A violation is confirmed by admission of the student or by a signed written statement by an observer.
- The reliability and validity of an observer shall be determined by a majority vote of a panel consisting of the CMS Principal, CMS Assistant Principal/Activities Director, Circle District Campus Police, one faculty member, the coach/sponsor of the student in question and one impartial coach/sponsor.
- The CMS Principal and Assistant Principal/Activities Director will be responsible for documentation and implementation of this program.

Violations and Penalties for Alcohol and Tobacco

First Violation After confirmation of the first violation, the student will be ineligible to participate for the next competition date. The student will be required to continue practice and prepare for their sport or activity.

Second Violation The student will be ineligible to participate in competition for 30 calendar days from the administrative recognition of their second violation.

Third Violation The student will be ineligible to participate in any sport/activity for the remainder of the school year.

Violations and Penalties for Illegal Drugs and Drug Simulations

First Violation After confirmation of the first violation, the student will be ineligible to participate in any sport/activity for the remainder of the school year. Eligibility can be regained by the student if they and their parents agree to a contract for the remainder of the current school year. The contract will have the following stipulations:

1. The student will be ineligible for the next 30 calendar days of competition that they are eligible for. The student will be required to continue practice and prepare for their sport/activity.
2. The student will agree to a UA at least once every 30 days for the rest of the school year. If the student fails the test or refuses to take a UA, the student will be ineligible the rest of the school year.
3. The student and the parents will agree to seek counseling at the expense of the student/parents and provide the administration with the results.
4. The student will not have any alcohol or tobacco violations for the remainder of the school year. If the violation happens, the student will be ineligible for the rest of the school year.

Second Violation After confirmation of the second violation, the student will be ineligible to participate in any sport or activity for the remainder of the school year.

ATHLETIC SPORTS OFFERED/DEADLINE FOR PARTICIPATION

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

Season 2: Girls' Basketball, Wrestling, Cheerleading

Season 3: Boys' Basketball, Scholars' Bowl, Cheerleading

Season 4: Track

The deadline for participation in volleyball, basketball, and cheerleading is the first day of practice. The deadline for participation in all other sports will be determined by coach and administration.

PARTICIPATION

CMS will enforce the following policies and procedures relative to standards for participation in school-sponsored extracurricular and co-curricular activities. Students are responsible to replace any damaged equipment/uniform checked out to them. In order for a student to participate in after school activities, students must in attendance for one-half (11:30 AM) of the school day unless approved by the school administration. Students serving in-school suspension or out-of-school suspension may not participate in extracurricular activities that day. Enforcement of these policies will apply to the entire school year. These activities include but are not limited to the following:

1. Extracurricular (activities not related to a class and with no credit given).
 - a. Athletics
 - b. Scholars Bowl
 - c. Student Council (STUCO)
 - d. Honors Music Festivals
 - e. Any activity participated in, without credit being received, will be considered an extracurricular
2. Co-curricular (activities related to and an integral part of classwork with credit given). All co-curricular activities fall under the CMS School-Wide Discipline Plan guidelines.
 - a. Music
 - b. Band
 - c. Class-related Field Trips

ATHLETIC/ACTIVITIES MANAGERS

Students who are assigned as managers are to assist coaches/sponsors in daily routine of activity. The coach/sponsor will assign duties, tasks, and responsibilities to a manager at the beginning of the activity. Failure of a manager to carry out responsibility may result in dismissal from assigned activity. Managers must attend all meetings, practices, games and activities as directed by their sponsor. Coach/sponsor will provide a schedule of activity. Managers are to be in specified areas as designated by their sponsor during practice/game.

ACTIVITIES & ATHLETICS CONT'D

STUDENT ACTIVITIES TRANSPORTATION

Activity buses are provided during sports season to transport students to Towanda Primary, Greenwich and Oil Hill. Students are to go and return from school activities in school vehicles unless an administrator, prior to the trip, has approved other transportation arrangements. Students are never allowed to drive to or from school activities by themselves, with another student or without their parent in the vehicle. The following are the only exceptions to this rule:

1. Administrative approval is always required if a parent is taking his/her son or daughter to a school-sponsored activity. The administrator must receive a written request from the parent at least one full day prior to the trip.
2. Parents may pick their son/daughter up after an event with approval of the coach/sponsor. The parent must contact the administrators or coach/sponsor of the activity for such approval (See: sign-out sheet).

SIGN-OUT SHEET

At the end of each game there will be a sign-out sheet available for those parents who want to take their child home after the game. This is so coaches will know who is supposed to be riding the bus. If parents want their child to ride home with another parent, the child's parent will need to send either a note or call stating this request. If the school does not have prior knowledge or is not presented with a note at the game, the student will not be allowed to ride with another party.

UNEXCUSED PRACTICES

A student is allowed three (3) unexcused practices. The definition of an unexcused absence from practice includes:

1. In-School Suspension (ISS)
2. Out of School Suspension (OSS)
3. Unexcused absence from school
4. Skipping practice

The **first unexcused absence** from practice will result in the head coach or sponsor calling the student's parent or guardian.

The **second unexcused absence** from practice will result in a phone call and the student will miss the next game contest.

Upon the **third unexcused absence** the coach or sponsor, along with school administration, will determine the continued participation of the student.

GAME SUSPENSION

Any student serving a one-game suspension or more is expected not to attend the game(s) with either the team or with their parents.

OUTSIDE TEAM PARTICIPATION

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

GAME ATTENDANCE

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

- Students will not be allowed to remain on school grounds between the end of the school day and the start of the event.
- Students are to sit in the designated "Student Section" of the bleachers unless you are sitting with your parents.
- Students are to use the restroom and/or concession stand between games or at halftimes. Permission from the supervisor is needed at any other time.
- Members of the team sit in the designated "Team Area" until you leave the game or if you sit with your parents, after being signed-out.
- The school phone will be provided for those students that need to call for rides following the game.
- Once you leave the building during the event you cannot return unless with your parent.
- Good Sportsmanship is strongly enforced and is expected from all students. Those choosing to act inappropriately will be asked to leave and a phone call will be made to parents.
- All school rules/guidelines/dress code apply for any school event.
-

DISCIPLINE GUIDELINES

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

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

CMS Students:

- Show courtesy and respect for self, other students and all adults at all times.
- Attend all classes, arriving on time.
- Are prepared for class.
- Take pride in their school.
- Dress appropriately for school.
- Demonstrate good sportsmanship and manners at all school-sponsored events.
- Demonstrate appropriate use of provided technology by following posted expectations.
- Demonstrate academic honesty by completing their own work to their best abilities and not relying on others for answers when doing independent work or taking tests. A student's own work would include giving proper credit to published authors. Plagiarism is a violation of school policy.

LUNCHROOM BEHAVIOR

- Students are to take their lunch to the assigned table and remain there until finished. No "table-hopping".
- Students will sit in assigned seats.
- Students should only be talking to students at their table. Voice Level 1-2
- Students must have permission to use the restroom or leave the lunchroom.
- •Students are to pick up all trash around their table.
- When finished eating students will take their tray to the washing window and stack their trays.
- Students should return to their table and wait to be dismissed. The principal or lunchroom aide will dismiss students.

DISTRICTWIDE DISCIPLINE PLAN

All student conduct expectations noted in this section apply to students while they are on school district property, at all bus stops, and at all school-sponsored activities. The USD 375 district-wide discipline policy is based on mutual respect among administrators, staff, teachers, students, and parents. The purpose of this discipline policy is to ensure a safe and orderly environment so that learning and teaching opportunities are maximized through well-defined policies and procedures that support a positive atmosphere. Students have the responsibility to respect other students and the adults on the school staff, to comply with school and classroom rules and policies and be ready to accept the negative consequences of their actions if they violate these rules or policies. Discipline levels of intervention begin with the Teacher Level, then may progress to Team Level with the final steps being implemented at the Office Level. Any student who does not follow the rules and policies is subject to disciplinary action. Any of the following may be taken:

Any of the following may be taken:

1. Loss of privileges (sports, trips, dances, etc....)
2. Detention
3. Notification of parents
4. In-school-suspension = Team & Office
5. Out-of-school suspension
6. Expulsion
7. Contact proper authorities.
8. Chill Out/Team Freeze

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

MINOR

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

MAJOR

- Possession or use of tobacco products, alcoholic
- beverages, toxic materials, e-cigarettes, drugs or facsimile on school property or while involved in school activities
- Misuse of over the counter drugs including possession, use, or distribution by students.
- Fighting will not be tolerated. Fighting is an automatic three (3) days out of school suspension.
- Profanity
- Theft
- Possession of a weapon
- Terrorist threats
- Vandalism
- Ongoing minors that become perpetuation behavior

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in our school. It is a violation of Board policy for a student to sexually harass another student or staff member. Sexual harassment is defined as any unwelcome sexual advance, inappropriate verbal or written conduct of a sexual nature that is made by one student to another. Sexual harassment may include, but is not limited to: verbal harassment or abuse, repeated remarks to a person, with sexual or demeaning implication or unwelcome touching. To report harassment, go to your teacher or office to complete a statement.

DISCIPLINE GUIDELINES CONT'D

BULLYING

The Board prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Bullying Program at Circle Middle School

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

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

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

DETENTIONS

Detention: Teacher Assigned - Mandatory before, after school or during lunch lasting no longer than one hour. Detention assigned to students by the teacher will be served under their supervision. In a location designated by the teacher. A 24-hour period will be given to make transportation or workout arrangements.

Detentions: Office Assigned - Mandatory before, after school or during lunch lasting no longer than one hour. Students who are assigned after-school detention should serve it the day assigned by the administration. A 24-hour period will be given to make transportation or workout arrangements. Any exceptions must be made through the administration. Detentions that have not been served on the correct date may be doubled or the student may be assigned an in-school suspension.

Unacceptable conduct in the detention room will result in additional detention or in-school suspension being assigned. Transportation for administrative or teacher-assigned detention is the responsibility of the parent/guardian.

IN-SCHOOL-SUSPENSION (ISS)

Students placed on In-School Suspension will be isolated from the other students. The student may be permitted to make up work that is missed and receive credit as outlined in the attendance section of this handbook. He/she may not participate in extracurricular activities that day including practices, dances, games, concerts, plays, etc.

In-School-Suspensions will be assigned by the building administrators.

OUT-OF-SCHOOL SUSPENSIONS (OSS)

In the event that a student is suspended out-of-school, the student will not be allowed to attend any school activities, including both home and away events, during the suspension time. The student is not allowed on any school property without administrative approval. The student may be permitted to make up work that is missed and receive credit as outlined in the attendance section of this handbook.

SUSPENSION and EXPULSION

Students may be suspended or expelled for violations of the following:

- Willful violation of any published regulation for student conduct regulation
- Conduct which substantially disrupts, impedes or interferes with school operation
- Conduct which endangers the safety or substantially impinges upon or invades the rights of others
- Conduct which constitutes the commission of a felony
- Conduct which constitutes the commission of a misdemeanor
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption, or interference with school operations
- Possession of a weapon at school, on school property or at a school-sponsored event

When a student is suspended from school, he/she is not to return to school or attend school activities of any nature until the suspension period is over. He/she may not be present on any USD 375 property during the time of the suspension. Violation of this policy will be considered criminal trespassing and will be handled by the police department. Any student who is suspended out of school for a short term (one to five days) is expected to make up all work missed during his/her suspension. As with absences for other reasons, the student is responsible on the day he/she returns to class, to make arrangements with the teacher regarding the completion of the work missed.

DISCIPLINE GUIDELINES CONT'D

WEAPONS-FIREARMS

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

DEFINITION of WEAPONS and DESTRUCTIVE DEVICES

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

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

OTHER TYPES of WEAPONS

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

VANDALISM POLICY

The board will seek restitution according to the law for loss and damage sustained by the district because of malicious mischief, vandalism, burglary and other wrongful acts by adults or juveniles. Parents or guardians of juveniles under the age of 18 who are living with said parents/guardians are responsible for vandalism loss and damage caused by their children. Legal procedures may be instituted at the recommendation of the principal and/or superintendent.

Racial Harassment or Intimidation Language

- District employees and students shall not racially harass or intimidate others by name calling, using racial or derogatory slurs, or wearing or possessing items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property, or at school activities wear or have in their possession any written material, either printed or in their own handwriting that is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications, or any item that denotes Ku Klux Klan, Aryan Nation - White Supremacy, Confederate flags or articles, Neo-Nazi, or any other hate groups. This list is not intended to be all-inclusive.)
- Violations of this policy shall result in disciplinary action by school authorities. For students, there will be a three (3) day out-of-school suspension for the first offense with a required parent/guardian conference prior to re-admittance. The second offense will result in a three (3) to five (5) day out-of-school suspension with a possible expulsion hearing. The third offense will result in a suspension from school pending an expulsion hearing. Employees who violate this policy will be dealt with in accordance with applicable district policy and procedures.
- Any student who believes he/she has been subjected to racial harassment should report the problem to his/her principal or another certified staff member. Staff members shall refer all complaints of racial harassment or intimidation to a building administrator. Complaints regarding racial harassment or intimidation shall be investigated under the district's discrimination complaint procedure identified in policy JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a racial harassment complaint will not adversely reflect on the student. The initiation of a student's complaint will not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality will be maintained throughout the complaint procedure.

SCHOOL SAFETY

SCHOOL VIOLENCE HOTLINE

Students may report potential violence on the violence hotline below. Stay Safe, Speak Up, Stop School Violence. Call 1-877-626-8203.

SCHOOL RESOURCE OFFICER (SRO)

The School Resource Officer (SRO) is a full-time law enforcement officer who is in the school district to help create and maintain a safe educational environment for students, teachers, and staff. The SRO fulfills the following roles:

- A positive role model for children
- A resource acting as a link to support services in and out of the school setting
- An advisor providing guidance regarding law enforcement questions
- A law enforcement officer whose primary purpose is to "keep the peace"

SCHOOL SAFETY CONT'D

EMERGENCY DRILLS

Tornado, fire, and crisis drills are held on a regular basis for students' safety. Students will show T-Bird P.R.I.D.E. during all drills. The school follows established procedures from the state fire marshal's office and the district crisis plan for these drills. In the event of an actual emergency, parents may pick up their child at the school or the designated evacuation site. The students will not be released to other adults or by phone calls from parents. Students will only be released to those identified as emergency contacts.

FIRE

1. All personnel and students will participate in all fire drills.
2. Drills will be held at regular intervals during the school year.
3. Fire drills will not be announced in advance after the first drill.
4. If a stairway or door is blocked, use the next nearest one.
5. At the sound of the fire bell, students will leave all work immediately. All books/notebooks will be left on desks.
6. When fire drills occur, the safety of the occupants of the building should be considered above all else. Everyone should move at least fifty (50) feet away from the building.
7. The teacher will be responsible for closing the classroom door and windows in addition to turning out all the lights when the last student has made his or her exit. All teachers should take their Crisis Plans/Class Rosters and follow their groups in the fire drill.
8. Do not enter the building until the "all clear" is sounded.

Tornado

All students shall move with their classes, following the designated procedure as outlined for the specific class they are in at the time of the alert. Students not in class (such as in the hallway or going to the media center) shall proceed to any designated assigned area. Under no conditions shall students run, but shall walk rapidly, remain calm, alert and quiet so announcements can be heard. When the tornado alert is lifted, an announcement will be made. Remain in designated areas until the all-clear is given.

Crisis

Multiple crisis scenarios will be practiced throughout the year in accordance with state law. Crisis drills will include but are not limited to active assailant, situation inside, situation outside, evacuation, and medical emergencies. Entry into the building may be restricted during these drills. Following the practice of a crisis drill, communication will be sent to parents.

CRISIS PLAN

The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crises from the emergency response for dangerous weather and natural disaster to bomb threats and intruders in the building. From time to time, your child might report to you drills that may occur to better prepare students and staff members in the event of a crisis. Persons wishing to know more about the crisis plan should contact their building administrator.

GENERAL INFORMATION

ATTENDANCE

ATTENDANCE/TRUANCY LAW

Any student under 18 years of age "is required by law to attend school, and if such child is inexcusably absent either three (3) consecutive days or five (5) or more days in any semester, or seven (7) days in one school year, such child is truant" as specified in Kansas School Compulsory Attendance Law. Students who are under the compulsory school attendance law can expect legal truancy notices to be delivered to their parents/guardians by the County Attorney's office and subsequent court action if the truancy problem is not resolved.

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

ATTENDANCE CONT'D

ATTENDANCE PROCEDURE

The middle school principal or his/her designee will determine whether a student's absence is excused or unexcused. The school's daily attendance report will indicate those absences that are unexcused. Student absences will be excused

For the following reasons:

1. Personal illness or injury
2. Personal and family matters

Parents are responsible for contacting the school by phone or a personal visit by 10:00 am on the day their child is absent. An attempt will be made by PowerSchool to notify parents who have failed to call or contact the school on the day of the absence. Absences not cleared by parent/guardian and the school administration will be considered unexcused. Excessive absences (3 days or more) will require written documentation from a physician.

ANTICIPATED ABSENCE

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

UNEXCUSED ABSENCE

An unexcused absence is defined as "a student being absent any ten consecutive minutes or more of the school day without permission from parent/guardian or school." Excused absences must fall within the guidelines of the CMS attendance policy. If an absence is determined to be unexcused, the classroom teacher(s) will be notified.

An administrator will notify the student's parents of any unexcused absence requiring an in-school or after-school detention. Classwork that is missed while unexcused may be given a zero grade.

EXCESSIVE ACCUMULATED ABSENCES

Occasionally a student's absences become excessive to the detriment of the student's success and the proper operation of the classroom. At these times, the school must impose additional consequences other than those for individual absences. Students, who have excessive absences, six (6) or more in an individual block or ten (10) days total, not including school business, will be required to bring a "professional" note for each day missed thereafter.

If a doctor's note is not presented to the office after seven (7) days, those absences will be considered unexcused.

BUS SCHEDULE/REGULATIONS

Buses are scheduled to arrive by 8:00 am and leave approximately five (5) minutes after school is dismissed. If students or parents have any questions regarding specific pickup times and places, they should contact the transportation division of Circle USD 375 at 316-541-2631. If there is anything you do not understand or have questions about as you review these rules, please do not hesitate to call the Transportation Department office between 8:00 am and 3:00 pm. Please remember that riding the school bus is a privilege that may be lost if a student endangers the safety of himself/herself or others by being unable to follow these rules and regulations.

If Riding the bus from Circle Greenwich Elementary

Before school: All CMS students should report to the CGE gym/lunchroom. Students are not to wait outside. CMS students should be seated in their assigned areas. An adult will dismiss students to board the buses when they arrive. Students are not to leave the lunchroom without permission.

After School: When buses arrive at CGE, students will remain in the designated area awaiting parental transportation. Students are not to enter the building unless there is a need to use the school phone or in case of inclement weather.

If riding the bus from Circle Towanda Elementary:

Before school: All CMS students should report to the CTP gym/lunchroom. CMS can wait in the gym or outside if the weather is good. Students are not to leave the lunchroom without permission.

After school: When buses arrive at CTP, students are to immediately leave the school grounds if walking home or sit on the benches by the building and wait for their ride. Students are not to enter the building unless there is a need to use the school phone or in case of inclement weather.

If riding the bus from Circle Benton Elementary:

Before school: All students waiting to ride the bus shall wait along the cement wall in front of the school entrance. On days with inclement weather, students will be allowed to wait inside the front porch area until the buses arrive. Students are required to ride the bus to and from CBE. NO walking.

After school: When buses arrive at CBE, students are to immediately leave the school grounds if walking home, or remain in the front porch area and wait for their ride. Students are not to enter the building unless there is a need to use the school phone or in case of inclement weather.

If riding the bus from Circle Oil Hill Elementary:

Before school: Students who arrive at COE to ride the bus are to wait outside the building in the area by the northwest entry doors. During inclement weather, students will be allowed to wait inside the Art/Science room.

After school: CMS students catching a route bus should remain on their shuttle bus until their route bus arrives. CMS students walking home should immediately leave school grounds or stand by the building if they are waiting for a ride. If they need assistance they may enter the building through the front doors and report to the office.

BUSES CONT'D

The Circle USD 375 Transportation Department is dedicated to providing the safest student transportation service that is possible. To that end, the following regulations and rules governing student transportation have been developed.

BUS ROUTES

Bus routes are mapped out with primary regard to safety, efficiency, and economy. Buses will be routed as close to home as possible, but other considerations may make it necessary to have children walk short distances. Buses will not pull into a driveway to pick up children unless it is deemed necessary to turn around. The district is not required to transport pupils living less than 2.5 miles from a school. Students who live within 2.5 miles of their school may be transported on a space-available basis or when traffic conditions warrant school bus transportation to ensure student safety. Unless required by federal or state regulations, bus service will not generally be provided within the city limits of any community in the district. Buses will not take children to babysitters unless the sitter is on the assigned route.

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

OFF ROUTE REQUESTS

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

BOARD OF EDUCATION POLICY

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

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

Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy.

As a disciplinary action for violation of board rules, a student may be refused school bus transportation but required to attend school.

SCHOOL BUS CONDUCT RULES

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

- The driver is in charge of all students while they are being transported and will require them to be respectable and behave in an orderly fashion.
- Students will help see that the inside of the vehicle is kept clean. In order to maintain the cleanliness of the vehicle, food (including sunflower seeds) or beverages are discouraged.
- If the driver assigns seats, the assigned seat must be occupied until permission is given to make changes.
- Passengers are to remain seated and facing forward until the destination has been reached and the bus is stopped.
- **BE ON TIME!** Be at the bus stop waiting for the bus unless moisture is falling. When inclement weather conditions exist, a pupil should be at the bus stop by the time the bus stops and is ready to load. All children boarding at one stop are expected to board the bus at the same time. The bus is not required to wait for students who are tardy.
- No animals or live specimens shall be permitted on the school buses.
- Students are prohibited from carrying weapons, explosives, matches, lighters or knives of any sort on the school bus.
- Students shall not throw any objects on the bus or out of the windows.
- Obscene or profane language is prohibited.
- Written permission from the parent is required if a student wants to ride another bus or be let off at a stop other than his/her assigned stop.
- Complete silence is required at a railroad crossing.
- Students shall not be in possession of tobacco, intoxicating liquor or illegal substance on the bus.
- Large or bulky items may not be placed in the aisles and glass containers are not allowed on the bus.
- Students shall not extend hands, arms, head or any part of their body through the bus windows. Bus windows will remain closed unless permission is given by the driver.
- Pupils shall stay out of the driver's seat and shall not tamper with any of the equipment or radio.
- Students will converse in a normal tone of voice while riding the school bus. Except in city limits where there will be **NO TALKING**.
- The passenger or parent/guardian will pay for any damages done to a school vehicle by a passenger. Additionally, students may be disciplined for such actions including suspension from bus riding privileges and/or suspension from school.

BUSES CONT'D

- Students are not allowed to ride part of their destination by bus and then switch to riding in a car unless they have written permission turned into the bus driver by their parent/guardian.
- A student who wants a visitor to ride the school bus or who wants to ride a different bus must request permission in a sufficient amount of time to allow the transportation department to determine if space will be available. A two-day notice should be given.
- Fighting, teasing, pushing or shoving will not be tolerated.
- Students are not allowed to walk from their base school to their bus transfer school and then get on the bus that takes them to their final destination. Students **MUST** ride their transfer bus and then stay in assigned transfer school areas until they board their final destination route bus.

DISCIPLINE FOR INFRACTION OF BUS RULES

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

First Offense

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

Second Offense

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

Further Offenses

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

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

CARE OF PROPERTY

Students should refrain from destructive acts such as marring desks, tables, hall lockers, restrooms, walls or floors. Students are responsible for all school-issued materials checked out to them. The office will maintain records on the cost of these items. Any acts of vandalism or destruction of school property may result in suspension from school and/or payment for damaged property. When using school property T-Bird P.R.I.D.E. is expected.

CHANGE OF ADDRESS OR PHONE NUMBER

Inform the main office of address or telephone number changes. The office must maintain current information in the event of an emergency. Parents may use PowerSchool to update this information.

DELIVERIES TO SCHOOL

In order to limit the distraction and additional difficulties created by the delivery or bringing of certain items to its schools, CMS places the following restrictions on such items:

1. The delivery of flowers, balloons or other gifts will be distributed after school. Balloons cannot be taken on the school bus.
2. The internal distribution of items by students or faculty groups must be approved in advance by the principal.
3. Students will not be allowed to bring flowers, balloons and other distracting items to school.

DRIVING STUDENTS

Any student who drives a motorized vehicle to school must register it in the office and be assigned a place to park. Bicycles are to be parked in the bike rack.

EMERGENCY SAFETY INTERVENTIONS

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

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

Definitions:

- "Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.
- "Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.
- "Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

EMERGENCY SAFETY INTERVENTIONS CONT'D

- “Mechanical Restraint” means any device or object used to limit a student’s movement.
- “Physical Restraint” means bodily force used to substantially limit a student’s movement.
- “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- “Time Out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

PROHIBITED TYPES OF RESTRAINTS

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

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

TRAINING

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

DOCUMENTATION

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

Such documentation must include all of the following:

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

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

REPORTING DATA

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

LOCAL DISPUTE RESOLUTION PROCESS

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

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

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

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

MEALS

FREE AND REDUCED LUNCHES

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

UNPAID MEAL CHARGES

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

MOVING

Students moving from CMS must have their parents contact the office by phone or in-person and inform the school when the student's last day will be. All school-issued materials must be returned and any fees paid before records will be sent to the new school.

PARENT/STUDENT/TEACHER CONFERENCES

Conferences are offered for all parents, students, and teachers to communicate. Additional information will be sent prior to conferences occurring.

PARENTAL CONCERNS

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

1. First contact the child's teacher. Please allow teachers a 24-hour time period to respond.
2. If not satisfied, contact the child's counselor.
3. If not satisfied, contact the building principal.
4. If not satisfied, contact the district superintendent.
5. If not satisfied, place the concern in writing and request that the superintendent place them on the first available Board agenda.

PERSONAL PROPERTY

Students are discouraged from bringing personal property such as: skateboard, athletic equipment, etc. Many personal property items brought to school put the student at risk of receiving disciplinary action including suspension and/or expulsion. It is best to leave all personal property at home. The district is not responsible for loss or damage to any personal property, even if personal property is lost, stolen or damaged on school grounds.

SCHOOL HEALTH SERVICES

Health services for Circle District students and staff are provided by Registered Nurses and a School Health Aides. They promote optimal health and wellness and assist in managing a wide variety of health conditions. At times, it will be necessary for the R.N.'s to delegate certain health services to other school personnel. In some situations, this may include medication administration. All nursing tasks delegated to unlicensed authorized personnel (UAP) are done so in accordance with K.A.R. 60-15-101 through 104. The School Nurse is trained to provide minor first aid treatment to sick or injured students and staff, provide state-mandated vision, hearing, and dental screenings, manage student health records including immunizations and health assessments, and care for students with chronic health conditions such as asthma and diabetes. **Please note:** neither the School Nurse nor the School Health Aid can diagnose any conditions.

ILLNESS/INJURY

Please do not send your child to school ill. Refer to the **District Health Policy** as a general guide for exclusion and readmission criteria. If your child becomes ill while at school, a parent/guardian will be asked to take them home. In the event that the parent/guardian cannot be reached, the emergency contact(s) will be notified. It is crucial that you maintain up-to-date contact information for yourself and your emergency contacts in PowerSchool. Students will not be allowed to walk, ride a bike, or drive a vehicle home. The health room is only intended for the **temporary** care of those students who become ill or injured during the school day. Except in emergencies, students must always report to class first, obtain a pass, and then report to the health room when they are ill/injured. Students are not to call or text a parent from a personal phone as a form of communicating illness or injury.

SCHOOL HEALTH SERVICES CONT'D

Consequences will be administered for violation of an electronic device. **Please note:** Students who are absent due to injury or a medical condition that prevents or limits their ability to participate in PE, recess, or sports must have a note from their healthcare provider outlining specific limitations/restrictions. A release from the healthcare provider must also be provided before the student returns to normal activities.

Please contact your school nurse if your child is diagnosed with an infectious illness/disease. As outlined in the District Health Policy, a note from your child's health provider *may be required* following an injury or illness before readmission to school may occur.

IMMUNIZATIONS

Each school year, every pupil enrolling or enrolled in any school for the first time in this state, and each child enrolling or enrolled for the first time in a preschool or daycare program operated by a school, prior to admission to and attendance at school, shall present proof that the pupil has received such tests and inoculations as are deemed necessary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series. Failure to timely complete all required immunizations shall be deemed non-compliance and may result in exclusion from school until compliance is met.

As an alternative to the certification required:

Medical exemption: An annual written statement signed by a licensed physician stating the physical condition of the child to be such that inoculations would seriously endanger the life or health of the child.

OR

Religious exemption: A written statement signed by one parent/guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to inoculations.

If complete proof of immunization or an acceptable exemption (medical or religious) is not received, a pupil *may* be subject to exclusion from school attendance until such time as the pupil shall have complied with the requirements. A written notice will be sent to the parent/guardian stating the reason for exclusion.

Please note: Students with an exemption or incomplete/improper immunizations *may* also be subject to exclusion according to the recommendations of the Kansas Department of Health and Environment regarding reportable contagious disease. Exclusion could vary from several days to 21 days or more based upon exposure, incubation, and communicability.

More information on immunizations required for attendance of a Kansas school may be found on the Kansas Department of Health and Environment Website:

www.kdheks.gov/immunize/schoolinfo.htm

HEALTH ASSESSMENT

As outlined in KSA 72-5214, every pupil up to the age of nine (9) years who has not previously enrolled in any school in this state, prior to admission to and attendance in school, shall present to the appropriate school board the results of a health assessment conducted within 12 months of school entry by a nurse who has completed the department of health and environment training and certification, by a physician or by a person acting under the direction of a physician. As an alternative to the health assessment, a pupil shall present:

Religious exemption: A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such assessments, **OR**

A written statement signed by one parent or guardian that such assessment will be scheduled and completed within 90 days after admission to school.

Failure to provide a health assessment or alternative, as outlined above, shall be deemed non-compliance and may result in exclusion from school attendance until such time as the pupil complies with the requirements. A written notice will be sent to the parent/guardian stating the reason for exclusion.

MEDICATIONS

It is assumed that medication will be administered during the school day only when the medication must be given at a certain time that falls within the school day, the interval between doses requires administration in school or the medication is a "when necessary" order. Only oral, subcutaneous, topical, intranasal, or eye or ear drop medications will be routinely administered at school.

National standards recommend obtaining a written request from the parent/legal guardian to accompany all medication. This includes prescription, Over-the-Counter (OTC), natural/homeopathic remedies, research or complementary and alternative medications. The R.N. reserves the right to refuse medication administration if the request is deemed unsafe or does not meet the required parameters of medication administration in a Kansas school. Medication requests must be updated annually. Medication forms are available in each school office or on the district website.

All medication, prescription, and OTC must be brought to school in a properly labeled bottle/package. Do not bring or send medication to school outside of its designated packaging. (i.e. Ziploc bag, envelope, etc.) It will not be administered.

Please make sure that you inform the school nurse of any and all allergies to medication(s).

SCHOOL HEALTH SERVICES CONT'D

PRESCRIPTION MEDICATIONS

Prescription medications must be brought to school in a container/package labeled by the pharmacist with the following information labeled clearly on the label (K.A.R. 68-7-14):

Name of student, name of medication, dosage, route of administration, directions or interval for the drug to be given, name of licensed healthcare provider prescribing the medication, and pharmacy contact information including the expiration date of the medication.

All prescription medications must be accompanied by a "Request for Medication" form signed by the healthcare provider and the parent. No exceptions will be made in regards to prescription medication. The form is available in each school office or on the district website.

OVER-THE-COUNTER MEDICATIONS

Written authorization from a PCP or specialist is recommended when requesting the administration of over-the-counter medications such as Acetaminophen (Tylenol) or Ibuprofen (Motrin, Advil) at school. Parental consent must be given. Parents must provide OTC meds in the original container to be stored in the health room. Parental consent for commonly used medications such as anti-itch cream (Benadryl or Calamine), antacid (Tums or Rolaids), triple antibiotic ointment (Neosporin), cough drops (Halls or Ludens) may be provided during enrollment in PowerSchool and will be provided by the school and administered at the nurses or UAP's discretion. Please note: Parental consent in PowerSchool (or a written doctor's order) is required for the administration of Acetaminophen and Ibuprofen at school on an "as-needed basis". If you have provided consent, you will still receive notification every time your child requests dosing of these medications. Dosing will be provided per bottle instructions unless otherwise specified by a physician's order or parental request.

SELF-CARRY/ADMINISTER

PCP's and schools acknowledge the need for students with special healthcare needs who to assume responsibility for their own health care. As a result, students may be granted the privilege to self-administer some medications (Inhalers, diabetes supplies, and epi-pens) at school. Prior to self-administration, the student must be able to demonstrate responsible use and proper care in the administration of the medication. The same guidelines for authorization from the PCP and parental/guardian consent must still be followed. The nurse reserves the right to discontinue self-administration of medications if the privilege is abused or the safety of other students is compromised. **Please note:** the school district and its employees "shall not be held liable in any action for damage injury or death resulting directly or indirectly from the self-administration of medication". (KSA 72-8252)

SCHOOL LIABILITY

USD 375 employees, including registered nurses (as an individual and as an employee) or a designated person, who administer medication in accordance with physician instructions or parent/guardian instructions (not to exceed over-the-counter bottle directions) shall not be held liable for damage resulting from adverse reactions. In the event of an adverse reaction, the student will be treated according to standard emergency care guidelines.

HOMEBOUND

"Homebound" is a program offered to students who have specific long-term health or personal problems that are better dealt with outside the regular school environment. The homebound program is coordinated through the building principal and district office. Acceptance into the program must be at the request of a physician. Parents or school personnel may initiate the action leading to acceptance into the program on behalf of students, if there is a need and a physician supports that need.

INSURANCE

The Circle School District carries no accident insurance policy on its students. Parents may purchase United Healthcare Student Protection accident insurance for their students. One plan covers accidents at school during the day and while attending a school-sponsored and supervised activity. A second plan will provide 24-hour accident insurance. This information is available online at www.K23StudentInsurance.com.

STUDENT FEES

Student fees are expected to be paid in full each school year. 8th-grade students who have not paid all school fees in full will not be allowed to participate in the promotion ceremony.

VISITORS

All visitors must check in at the office and register for a pass. Student visitors will not be allowed unless there is a special school activity requiring their attendance. Approval of visitor passes will be at the discretion of the administration. Small children are not to be brought to school with students.

NOTICE OF NON-DISCRIMINATION

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

For further information on notice of non-discrimination visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/>
Contact us for the address and phone number of the office that serves your area or call 1-800-421-3481.