



Clay Center Community Middle School

**STUDENT HANDBOOK 2023 -
2024**

#BengalSTRONG

935 Prospect
Clay Center KS 67432

Telephone: 785 632-3232
FAX: 785 632-6013
www.usd379.org/cccms

This agenda belongs to:

NAME_____

ADDRESS_____

CITY/TOWN_____ ZIP CODE_____

PHONE_____ STUDENT NO._____

PAWS Class/Teacher:

My One Word:

Student Identification	Page 1
CONTENTS	Page 2
MISSION & VISION	Page 3
CCCMS STAFF	Page 4
DAILY SCHEDULE	Page 5
School Cancellation	Page 5
F.Y.I. FOR YOUR INFORMATION	Page 6
Bicycles, Visitors, Cell Phones, Food/Drinks, Computers	Page 6
ACADEMICS @ CCCMS	Page 7
Grading, No Zero Policy, Honor Roll	Page 7
Academic Accountability, STRIPE Schedule	Page 8
STUDENT ACTIVITIES	Page 9
Bengal Activity Nights, KSHSAA Eligibility	Page 9
FOOD SERVICE	Page 10
STUDENT SERVICES	Page 11
Textbooks, Insurance, Lockers, Lost Items	Page 11
ATTENDANCE	Page 12
Unexcused Absences, Excessive Absences, Tardies, Make-up Work	Page 12
STUDENT BEHAVIOR EXPECTATIONS	Page 13
Student Expectations, Behavior, Bus Behavior	Page 13
STUDENT CONDUCT & SUBSTANCE POLICIES	Page 14-17
WHAT TO WEAR AND BRING TO SCHOOL	Page 18
Dress Expectations, Forbidden Possessions	Page 18
HARASSMENT	Page 19
Bullying, Sexual Harassment, Language	Page 19
STUDENT DISCIPLINE	Page 20
Breach of Discipline, Plagiarism & Cheating	Page 20
#BengalStrong Code of Excellence Matrix	Page 21
STUDENT ACCOUNTABILITY	Page 22
Detention, Non-Social Morning/Lunch, ALC	Page 22
CCCMS SCHOOL & STUDENT SAFETY	Page 23
Parent Volunteers, Social Media, Medications, Fire/Tornado Drills	Page 23
Crisis Plan, Handbook Interpretation, ESI Information	Page 23-27
BENGAL PAWS PROGRAM	Page 28
Gold, Orange, and Black Card Achievement	Page 28
My Data	Page 29
2023-24 CCCMS Athletic Schedule	Page 30

MISSION & VISION

SCHOOL MISSION STATEMENT

Building a Community to Encourage, Challenge, Educate

VISION

School

The school is a positive, safe, learning environment in which students engage in stimulating and challenging activities.

Staff

The school staff is knowledgeable, progressive in its leadership, and creates a student-centered environment, which fosters growth while meeting the individual needs of students.

Students

Students are responsible, critical thinkers and problem solvers, who set high expectations and are willing to take risks.

Academics

The school's curriculum is challenging, relevant, and flexible in preparing students for a future in a global society.

Parents & Community

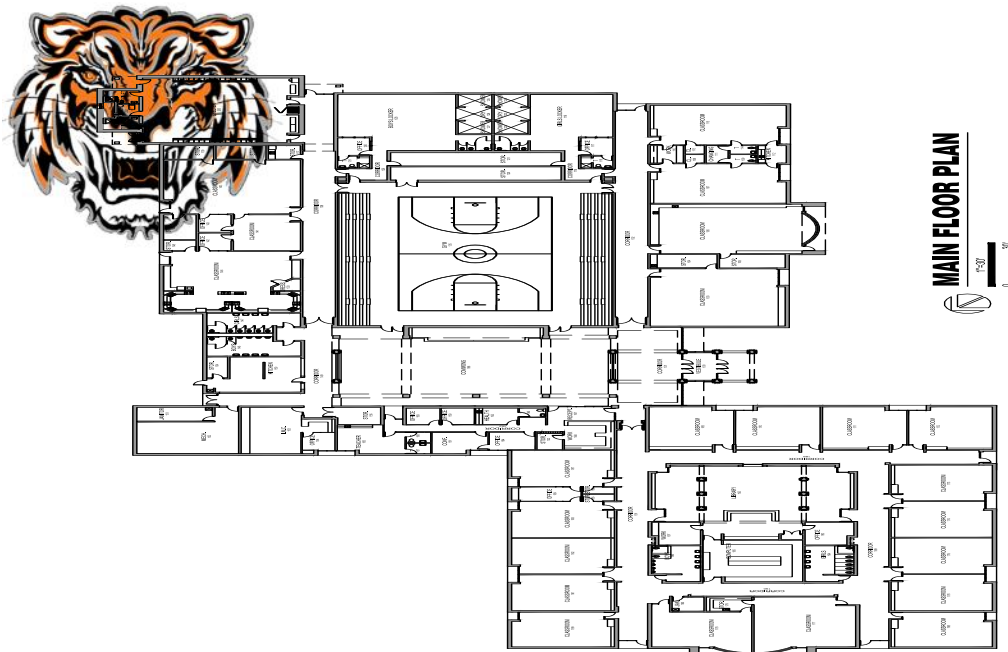
Parents and community provide a support system, which holds students accountable for their work and actions, while encouraging them to grow and achieve at a high level.

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to inform students and parents of some of the policies, practices, and related information concerning CCCMS. An attempt has been made to provide information that will be helpful to you. However, please realize that the answers to all questions may not be found in this handbook. In the event you cannot find an answer in the handbook, feel free to contact the principal. **This handbook is merely a guide and it should be realized that many of its provisions may be supplemented at any time by the administration.**

HANDBOOK COVER

The handbook cover was designed by TBD. Back Cover was designed by TBD



Grade

CCCMS STAFF

6th
Bengal Writing

Marsha Argo
6th Grade Science
6th Grade Math
6th Grade ELA
6th/7th Grade Social Studies
7th Grade ELA
7th /8th Grade Math
7th Grade Science
7th / 8th Grade Social Studies
8th Grade Science
8th Grade ELA
7th/8th Grade Social Studies
8th Grade Math
Band
Band
Life Skills
Industrial Arts
Physical Education/Health
Computer/Technology
Music/Choir
Agriculture Education
Construction 8
Special Education
Special Education
Art
Librarian
Media Specialist
Para-Educators

Principal
Asst. Principal
Athletic Director
Counselor
District Counselor
Psychologist
Nurse
Secretary
Secretary
Food Service Secretary
Food Service
Food Service
Social Worker
Speech/Language Therapist
Gifted Facilitator
eLearn 379 Virtual Program Director
Custodians

Jason Walsh

Marah Koster
Patrick Taylor
Karla Fickes
Courtney Pfizenmaier
Greg Kalivoda
Halle McClure
Craig Rickley
Jon Kelly
JD Lane
Jay Sleichter
Daniela Thrasher
Eric Tinkler
Traci McDonald
Brad Conner
Emilie Roe
David Wichman
Kara Bergsten
Ashley Vahsholtz
Brandon Pfizenmaier
Brandon Pigorsch
Alisha Brownell
Marsha Argo
Lynn Auld
Tasha Siemers
Nicole Ruhge, Shaylee Cook
Denise Beutler, Nicole Kennison
Sally Chestnut, Marilyn Burger
Keith Hoffman
Travis Smith
Travis Smith
Nick Brummet
Lisa Last
Jennifer Begnoche
Suzanne Ahlberg
Ashley Snyder
Michelle Dunn
Jenn Williams
Tylene Slingsby
Mikaela Gerkin
Dana Rott
Kerry Young
Mary Mellon
Jenni Davidson
Jeremy Lund



DAILY SCHEDULE

Students are strongly discouraged from arriving before 7:55 a.m.

1. CCCMS's first class begins at 8:10 a.m.; its last class ends at 3:20 p.m.
2. No students should be in the building before 7:55 a.m. unless arrangements have been made with CCCMS staff. If a student arrives before 7:55 a.m., he/she is to be seated in the commons area and, at the 7:50 bell, proceed to his/her preferred areas in the building.
3. Students entering the building between 7:50 a.m. and 8:07 a.m. are to report directly to their desired area or to breakfast.
4. CCCMS' schedule operates on seven periods.

**REGULAR SCHEDULE
Monday - Friday**

Period	Approx. Time
PAWS	8:10 – 8:30
1st	8:33 – 9:20
2nd	9:23 – 10:10
3rd	10:13 – 11:00
4th	11:03 – 11:50
5th	11:53 – 1:07 (includes lunch)
6th Hour Bengal Study Lab	1:10 – 1:35
6th	1:38 – 2:25
7th	2:28 – 3:15



SCHOOL CANCELLATION

1. Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis.
2. Radio stations KCLY (101 FM) and KSAL (1150 AM) are main sources for notification of school closings.
3. If school is canceled due to inclement weather, all activities, and practices.
4. Refer to the U.S.D. 379 Calendar of Events for more information about school-closing procedures.
5. Through the use of the USD 379 automated call system, all parents will be called to notify them of school closings and concerns.

F.Y.I.



REGULATIONS

BICYCLES

1. All bicycles are to be placed in racks upon arrival.
2. Bicycles should not be ridden on sidewalks or school grounds from 8:00 a.m. to 4:00 p.m.

FOOD & DRINK

1. No food or drink is allowed in the academic hallways, or lockers
2. All food is to be eaten in the commons area.
3. Water in closeable/sealable water bottles is allowed in lockers, and with teacher's permission in classrooms.

PARKING LOT

When waiting to pick students up after school, all vehicles must be parked in the designated parking areas. Blocking the traffic lanes is prohibited.

CHANGE OF ADDRESS

If at any time during the school year a student has a change of address or telephone number, the change must be reported to the office.

VISITORS

1. Parents and grandparents are always welcome at CCCMS. However, we require that advance notice of at least 24 hours be given through the principal and teacher if a parent or grandparent wishes to visit a classroom.
2. Students may not have friends visit classes without teacher and building principal permission.
3. All visitors to our school should enter through the front door entry (buzzer) system. Once inside, visitors should report immediately to the front office for assistance.

TELEPHONE USE/CELL PHONES/ELECTRONICS

1. The office telephone should be used **only**, for school-related business, before and after school, at lunchtime, and between classes, with a teacher's permission. Students should not be making calls during class time. A written pass, by a teacher, will allow student usage of the telephone during the class period, for school-related reasons. All non-school-related phone calls will be made after school, only.
2. Students and staff will only be called out of classes for emergencies.
3. Cell Phones - Students who bring a cell phone to school must turn off the phone upon arrival to school and secure it in their personal academic lockers during school hours. Students who have possession of a cell phone during school hours will have it confiscated and returned at the end of the school day. All cell phone violations will include a minimum of (1) one detention. Subsequent violations may result in parent retrieval or the cell phone being banned from school.

ANIMALS AND PLANTS IN THE SCHOOL

Persons bringing animals and plants in the school must receive prior permission from the supervising teacher and the building principal. Under no circumstances are animals to be transported on school buses.

USE OF CLASSROOM OR TEACHER MATERIALS

Students are not to remove any material from any classroom without the express permission of the teacher who is in charge of the classroom.

COMPUTER POLICY

Students using school computers will not:

1. Destroy or abuse computer equipment or software.
2. Install or modify software or hardware on a school computer or violate another user's workspace.
3. Use vulgarity or obscenity in any form.
4. Have food or drinks around the computers.

INTERNET POLICY

CCCMS provides access for students and staff to the Internet - a worldwide network of computer networks. It is a privilege to have access to this extraordinary resource and, therefore, all users must agree that they will adhere to the USD #379 Internet Usage Policy. All students will be required to sign an Internet Usage Agreement. Students not completing this agreement will not be allowed on the Internet until they do.

SCHOOL SAFETY HOT LINE

A school safety hot line will be manned by the highway patrol. The number is 1-877-626-8203. Any calls relating to school violence may be made to this number. Information will be taken and provided to schools or local law enforcement.

ACADEMICS @ CCCMS

STUDENT AGENDAS

1. Each student will be given an agenda at the beginning of the school year. There will be a charge for additional agendas.
2. Hall passes are contained in these agendas and students should carry them to all classes. It is hoped that students will become better organized, making middle school a more successful experience.

GRADING PRACTICES

1. All CCCMS teachers use the following grading scales:

A	90-100%
B	80- 89%
C	70- 79%
D	60- 69%
F	59% and below

2. To be flexible in meeting the learning needs of their students, teachers may want to use grading systems that differ from the one presented above. In these instances, the teacher will gain administrative approval prior to altering the grading system and will provide parents and students with an explanation of the grading system to be implemented.
3. A student may receive other than a letter grade, but all students will receive a mark to indicate his or her relative performance (ex. pass/fail, incomplete, modified).
4. As a precaution against unexpected low grades, teachers contact the parents of all students having a grade below C at the completion of the first month of each quarter grading period.
5. First-quarter grade cards are distributed at parent-teacher conferences. Second-, third-, and fourth-quarter grade cards are e-mailed home.
6. Parents should contact the student's teacher directly any time they are concerned about a grade (especially if the grade drops below a C) or other classroom matters. Parents can also access student grades through PowerSchool.
7. **No Zero Policy** Core and encore teachers, at CCCMS, may implement no-zero policies into their classroom expectations. Academic progress and grades are important, however, actually learning the curriculum material is the key to educational success. Assignment completion is a critical component for academic success. It becomes difficult to learn the material when students do not complete assigned materials and/or homework.
General, no-zero policies may include the following guidelines: Students are required to turn in homework assignments as assigned by teachers and staff. However, if an assignment is not turned in on the due date, students will have the opportunity to complete

the assignment before or after school. Students who do not turn in assignments after 7 school days will receive a zero on the assignment, with no opportunity for make-up.

CLASS CHANGES

1. Students cannot transfer from one class to another without permission from a school counselor, principal, and parent/guardian. No changes will be made after a week from the beginning of school, and one week following the start of second semester.
2. When a student changes classes, his/her grade may reflect the combined grades of both classes.

HONOR ROLLS

1. The Principal's Honor Roll, Honor Roll, and Honorable Mention Honor Roll are published at the end of each grading period to acknowledge students demonstrating academic excellence.
2. To be on the Principal's Honor Roll, a student must earn a nine-week grade point average (GPA) of 4.00 (all As).
3. To be on the Honor Roll requires a student to obtain a GPA of 3.50 to 3.99.
4. To be on the Honorable Mention Roll requires a student to obtain a GPA of 3.00 to 3.49.

PROMOTION REQUIREMENTS

1. For promotion purposes, grades in all subjects will be considered.
2. In grades 6, 7, 8, in order for a student to be promoted to the next grade level, he/she must successfully complete a total of five credits of school subjects for the complete school year.
3. Failure in English, Math, Science, Reading, or Social Studies may be made up by successfully completing summer school for each of the failed classes. However, summer school will not be held unless there are five or more students per subject.
4. The building administrator has final authority to determine promotion or retention of a student.

ACADEMICS @ CCCMS, cont'

STUDENT ACADEMIC ACCOUNTABILITY

Academics, and completing quality work, on time, is a priority at CCCMS. If a student falls behind in a class, she/he will be asked to stay after school, or at another time deemed appropriate by the teacher/principal to complete missing or poor quality work. The follow state statute will be followed

(d) Subject to a policy developed and adopted by the board of any district as an adjunct to the district's disciplinary policy or as a part of the district's school improvement plan, the board may schedule school days in addition to the school days scheduled for a school term provided for under subsection (a) or school hours in addition to the school hours scheduled for a school term provided for in a policy adopted under subsection (b), or both such additional school days and school hours/for pupils who are in need of remedial education or who are subject to disciplinary measures imposed under the district's disciplinary policy. Any school day or school hour scheduled for a pupil under a policy adopted under this subsection may be scheduled on weekends, before or after regular school hours and during the summer months. Inexcusable absences from school on any school day or during any school hour by any pupil for whom additional school days or school hours have been scheduled under a policy adopted under this subsection shall be counted as an inexcusable absence from school for the purposes of K.S.A. 72-1113, and amendments thereto.

STUDENT EVENTS

CCCMS is excited to offer a variety of opportunities for our students outside the classroom. In addition to our co-curricular athletic, fine arts, and clubs, each week, students have the opportunity to attend a variety of events throughout the school year.

Our complete schedule of events will be available in August 2023.



STUDENT ACTIVITIES

DURING SCHOOL

1. Assemblies, parties, and programs held during school hours are considered part of the school day. Students will remain in attendance until the regular dismissal time.
2. Students may be assigned to supervised detention during assemblies, parties, and programs for disciplinary reasons.
3. Surprise parties for teachers must be approved by the principal.

STUDENT EVENTS

Students will get in free to all events at CCCMS. (i.e. home games, etc.)

BENGAL ACTIVITY NIGHTS (BAN)

1. BAN activities are for CCCMS students only.
2. BAN activities sponsored by CCCMS staff and/or C.I.A. will be from 4:00 p.m.-6:00 p.m. or 6:30 p.m. -8:30 p.m., unless the principal approves a different time in advance. Students will not be allowed to enter a BAN activity after 5:00 p.m. or 7:00 p.m.
3. BAN activity sponsors will only admit CCCMS students who have not had ALC, bus-discipline slip, or an out-of-school suspension in the last 30 calendar days. Also, any student who has any detentions that are not served by the end of the day before the dance is not eligible to participate in the activity.
4. Any student who has three or more detentions, nonsocial morning, or nonsocial lunch assigned to him/her in the last 30 calendar days is ineligible to attend a Bengal Activity Night.
5. Students who are currently on a behavior-management plan, as outlined by the principal, cannot attend.
6. A student must be in attendance at least four class periods of a day to be allowed to participate in a BAN activity during the evening of a day in which he/she was absent.
7. Students leaving a BAN activity will not be readmitted. The sponsor and the student must telephone the parent before the student is allowed to leave. If a parent cannot be reached, the student will remain at the activity until the end of the BAN activity.
8. Sponsors may ask a student to leave a BAN activity at their discretion for inappropriate behavior. The sponsor will notify the parent to come and get the student.

FIELD TRIPS

In order for students to participate in school sponsored field trips, the student must have all missing work and incomplete work handed in, and be a student in good standing at CCCMS

FUNDRAISERS

Students asked to participate in fundraisers for an

activity will be solely responsible for all merchandise given to them at all times. The student **MUST** return either the merchandise or cash without exception or fail. Students are cautioned to be extremely careful with any cash they receive because they will still be responsible for it, even though it is lost, stolen, or otherwise misplaced.

KSHSAA ELIGIBILITY REQUIREMENTS

1. Before a student athlete is permitted to report for practice in a sport, he/she must have a physical examination documented by a completed form furnished by the school. The form requires the student gain permission of a parent/guardian.
 2. A student, as an individual involved in an activity offered at our school, is recognized as an official representative of the school and its community. Conduct and sportsmanship, on and off the school premises, should display the highest possible standards.
 3. Students must have passed five subjects the previous semester of attendance.
 4. Students shall be attending at least five classes and in good standing (academically and behaviorally).
 5. Students shall not have more than two semesters of eligibility in grade seven and two semesters in grade eight.
 6. Students who turn 14 in seventh grade or 15 in eighth grade remain eligible for the entire school year.
 7. No student will be allowed to participate in any school activity during the evening of a day in which he or she was ill, in ISS, or suspended (ALC or out of school suspension).
- All KSHSAA rules and regulations are published in the official *KSHSAA Handbook*, which is distributed annually and is available at your school principal's office and on the KSHSAA website, www.kshsaa.org. **If you have questions, please ask your principal.**

KSHSAA SPORTSMANSHIP RULES

THE KSHSAA requires that all competing athletes, coaches, and spectators exhibit positive sportsmanship. Rule 52, Article 1 states: Sportsmanship is a general way of thinking and behaving.

1. Be courteous to all (participants, coaches, officials, staff, and fans).
2. Know the rules, abide by and respect the officials' decisions.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, your team, and your school.
6. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

FOOD SERVICE



EXPECTATIONS

1. Enter the commons in an orderly fashion.
2. Wait in line appropriately.
3. After going through the line, students are to sit at a table (no more than six at a table). Students may not change tables without permission.
4. All students must show respect and courtesy toward cafeteria personnel by following directions promptly.
5. Respect the rights of others in the commons by keeping voices at an acceptable level and allowing others to eat without disturbance.
6. Show respect for school property by disposing of food and stacking trays correctly.
7. Display appropriate social skills by interacting with others in a respectful manner.
8. Students will be allowed to charge a maximum of \$10.00. Students will be reminded, daily, when their accounts are low. If there is no response, a letter will be sent home and the parent will be given one week to make restitution or asked to please send a sack lunch until the account is paid.
9. All credit lunch balances will be carried forward, at the end of the school year. Students leaving the district will have their balances fully refunded.

SERVICES

1. Each student is issued a PowerSchool number/PowerLunch account when starting school in U.S.D. 379. This PowerSchool number is also his/her PowerLunch number.
2. Balances on food-service accounts may be obtained the same way as checking grades. Click on the green dollar sign, with the word "Balance", printed below it.
3. Food-service payments are to be left in the CCCMS Office, or in the black box outside the office door on the way to class in the morning. Please be sure the student's first and last names are written in the memo part of checks.
4. Application forms for free or reduced food service are available in the CCCMS Office or at the Stuart Administrative Center.
5. If you have any questions or concerns about the food-service program, please contact Joy Lund, Director of Food Service, at 632-2133 or at joylund@usd379.org.

Breakfast

1. Breakfast is served in the CCCMS commons area from 7:55 - 8:05 a.m., daily; and from 8:25 - 8:35am.
2. The cost is TBD per breakfast for students, TBD for adults.

Lunch

1. All students have 22 minutes for lunch.
2. Students may purchase a school lunch or bring a sack lunch. All food and drink is to be consumed in the commons; no food is to be taken from the commons, into the hallways or gymnasium. This includes food and drink brought in sack lunches. It is not permissible to have food or drink delivered to you at the school from a food establishment.
3. The cost is TBD. Adult lunch prices are TBD.
4. Sack lunches should be placed in lockers until lunch period. "Fast food" and carbonated drinks are not acceptable lunch items. Students bringing lunches may purchase milk for \$.50 by going through the lunch line. **NO CARBONATED DRINKS, including, but not limited to, soda pop and energy drinks, are allowed during lunch, even if they are brought from home in a sack lunch.** Sack lunches are the only acceptable food to be in lockers.
5. A la Carte items are available to students only after the regular menu line has been served. All food items are individually priced. The lunch account or cash may be used. If a lunch account has a zero or negative balance, a la carte may not be charged; cash must be used until the account has a credit balance.
6. Lunch periods cannot be switched or extended to go to town or home to eat. A student will be allowed to eat some place other than school only if accompanied by his/her parent(s). Students are not allowed to leave with another person, even with a note from their parent. With the time constraints, eating at school is usually the best for all involved. Your cooperation in this matter is appreciated.
7. Students who are disruptive in the lunchroom will be assigned to another location for an amount of time as deemed necessary by the principal. (non-social lunch)



STUDENT SERVICES

GUIDANCE PROGRAM

1. CCCMS has one counselor. A part-time social worker and a part-time school psychologist are also assigned to CCCMS to help students.
2. Students should obtain a pass from the teacher, counselor, school psychologist, or principal before going to the guidance office.

TEXTBOOKS

All textbooks are rented from the school and are the property of USD 379. Books will be checked out to students on the first day of school and returned at the close of the class, either at the quarter, trimester, semester, or at the end of the year.

1. Students are to write their name in ink in the front of the book with the year being used.
2. Students are not to write in books other than above.
3. Students are responsible for returning books in the same condition they received them minus reasonable wear. Books damaged unreasonably must be paid for by the student in the amount of the purchase price less the proportion of the rental fee.
4. Textbooks are the responsibility of the student who has checked them out. Students will be charged for any lost books.

ACCIDENT REPORTS

1. Every accident in the school building, on school grounds, at practice sessions, or at any event sponsored by the school must be reported as soon as possible to the person in charge and to the school office. In addition, a written accident report should be filled out and given to the school nurse and administration, as soon as possible.

LOCKERS

1. All students will be assigned a combination locker. Under no circumstances should a student tell his/her combination to other students.
2. Students are not to deface lockers in any fashion. Anyone deliberately defacing or damaging lockers will be required to pay for all damages.
3. The school reserves the right to open lockers for inspection at any time.
4. Inappropriate pictures in lockers and locker rooms will be immediately removed and discarded within 24 hours after confiscation.
5. Stickers are not to be stuck to the inside of the lockers.
6. Students are expected to keep all their property locked in their assigned lockers at all times. This includes PE/sports and hallway lockers.
7. No food or drinks, except sack lunches, are allowed in the lockers.

LOST ITEMS

1. CCCMS is not responsible for lost or stolen articles.
2. Students should place their names in all textbooks assigned to them, as well as in all personal belongings.
3. Students should report lost or found items to the office.
4. Unclaimed items will be discarded at the end of each semester.

PAYMENT OF BILLS AND MAKE-UP OF DETENTIONS

In order for a student to participate in the eighth-grade, end-of-the-year activity (Worlds of Fun, eighth-grade trip, etc.), all outstanding bills must be cleared through the office. This includes any unpaid bills a student may have incurred in the sixth, seventh, and/or eighth grades and have not yet paid.

Also, all detentions must be served prior to a student participating in the eighth-grade, year-end activity.



ATTENDANCE

Attendance in class is an important part of a student's total educational process. We strongly encourage parents/guardians to notify the office when a student is or will be absent. A telephone call, email, or written note containing the following information is appreciated:

1. date of return;
2. date(s) of absence(s);
3. student's name;
4. reason for the absence;
5. telephone number at which the writer can be contacted in the event of a question;
6. signature of the person writing the note;

If the school has not been contacted by the parent (by phone or note) by 9:00 a.m. on the second day, the absence will be counted unexcused (i.e., a student is absent two days or more and cannot bring a note, then the parent must contact the school by 9:00 a.m. the second day and every day thereafter until the student returns.) If a student returns on the second day, then either a note or call must be received by the office by 9:00 a.m. or the absence will be unexcused.

Attendance is taken at the beginning of each period. If a student is absent two through four periods in one day, one-half day absence will be assigned. If a student is absent five through seven periods in one day, one day of absence will be assigned.

Following the 7th absence in a semester, a meeting between the principal, guidance counselor, and parent(s) will be held, and a "plan for improved attendance" will be written collaboratively, and followed for the remainder of the semester, or school year.

UNEXCUSED ABSENCES

Absences not covered by parent/guardian contact will be considered unexcused. Students may do make-up work, but will not receive credit for unexcused absences. Procedures to be followed for unexcused absences during a school year are:

1. The first and second unexcused absences will result in the student receiving one detention per each hour missed. Parent/Guardian will be notified of the unexcused absence.
2. The third and succeeding unexcused absences will result in in-school suspension. Parent/Guardian will be notified of the unexcused absence. The student will receive no credit for the missed work during the time of the unexcused absence. Reminder: Any student determined to be truant according to K.S.A. 17-113 will also be reported to the county attorney or SRS.
3. If a student has unexcused absences three consecutive days, five days in a semester, or seven or more school days in a school year, the principal may notify parents that a report of the absences will be made to Social and Rehabilitation Services (SRS) or the county attorney.
4. The building principal has final authority to determine if an absence is excused or unexcused.

EXCESSIVE ABSENCES

If a student has missed an excessive amount of school in a semester the following procedure may be utilized:

1. After the 6th absence (all types) of a semester, a

letter may be sent to parents/guardians of the student and a conference may be held between the assistant principal and the student.

2. Any future absences will only be excused with written documentation from a doctor, county health personnel or the school nurse.
3. Parent notes will also be sent after the fourth (4) absence, to make parents aware of our attendance policy and how doctor notes/documentation will be required following the 6th day.
4. NOTE: School activities are exempt from the above procedure and will not count as absences.
5. NOTE: Should a student miss an excessive number of days because of a serious illness, injury, personal or family crisis, and these absences are verified by the building administration, the above procedure may be waived.

TARDIES

1. Any student at CCCMS who is not in his/her assigned classroom at the beginning of the class period, ready to learn, is tardy. The only exception to this is when a student is detained by a teacher the previous period. This student may request a pass from the teacher who detained him/her.
2. If a student accumulates four (4) or more unexcused tardies during a semester, he/she will be assigned detention time. Failure to spend assigned time will result in additional detention time and/or other discipline as deemed necessary by the principal. Detention time will vary according to the number of unexcused tardies, which the student has accumulated.
3. If a student arrives to school late, the office will issue a pass to class and will mark it excused or unexcused, as appropriate.

The building principal has final authority to count a tardy excused or unexcused.

ARRIVING LATE OR LEAVING EARLY

1. Students arriving after school starts must enter in at the front door and immediately proceed to the office for an admittance slip. If leaving before school ends students will be called from class once their parent/guardian arrives for pick-up.
2. Tardies will be treated as an absence if a student is more than 30 minutes late to first period or more than five minutes late (without a pass) to periods two through seven. The building principal has the final authority to count late arrivals/tardies as excused or unexcused.
3. Permission to leave school grounds will only be granted following a request from the student's parents or guardian.
4. Any student who leaves school without permission is considered inexcusably absent. Authorities may be notified.
5. Parents should report to the office before taking their student from school early.
6. Students must be in attendance for a significant part of the day in order to participate in a practice session, school activity, game, or performance that evening. The

STUDENT BEHAVIOR EXPECTATIONS

administration may waive this regulation for pre-arranged absences.

MAKE-UP WORK

1. All students are entitled to full academic make-up privileges following an excused absence.

2. One day is given for each day of absence to complete the missed assignments.

3. Make-up time for long-term absences will be "reasonable", so the student will not be unnecessarily penalized.

STUDENT EXPECTATIONS

1. Everyone at CCCMS is expected to demonstrate common courtesy and mutual respect at all times.
2. Students are expected to bring learning materials to class, to follow directions given by teachers, and to demonstrate appropriate behavior.
3. Students are under the authority of all staff members of USD 379 at all CCCMS activities.

STUDENT BEHAVIOR

A school is judged somewhat by the behavior pattern set by the student body. There is no place in a school for horseplay, rowdiness, or fighting in the building, on the school grounds, or in the vicinity thereof, or at any school-sponsored function before, during or after regular school hours. Students guilty of misbehavior will be sent to the office or given consequences by CCCMS staff.

1. Mutual trust among students and adults
2. A sense of honor and value in standing up for what is right.
3. High self-esteem. Encourage.
4. Good citizenship and individual responsibility.

Students are expected to practice these basic standards for success:

1. Be present and on time.
2. Bring learning materials to class.
3. Exhibit respect for self and others.
4. Be prepared to participate.

The purpose of this section is to describe appropriate student conduct - the behavior that is expected of students. If students are to behave appropriately, they must be aware of what is expected of them. The code of conduct applies at all times while students are on school district property, adjacent areas or other property including property used for school-sponsored activities or events, and school buses or vehicles transporting students for the district. The code also applies when any student's conduct at any time or place has a direct and immediate effect on maintaining order and discipline in our school.

FAILURE TO MEET LEVEL EXPECTATIONS

Each time a discipline notice is filled out and turned in to the office, a range of consequences will guide the principal's decision. If a student violates school rules, he/she will be subject to consequences, such as a non-social lunch or morning, ALC, detention, in-school suspension, out-of-school suspension, and/or expulsion. Students should realize that repeated violations of school rules could lead to long-term suspension. Note, also, that it is impossible to list every infraction that could possibly occur. Anything not specifically listed will be covered by administrative judgment.

BUS BEHAVIOR EXPECTATIONS

1. When walking to the bus pick up and drop off points, pupils are to walk on the left side, facing traffic.
2. While waiting for the bus, pupils should stay well off the used portion of the road and there should be no scuffling or pushing.

3. Pupils must not crowd up to the bus while waiting for it to stop. Enter the bus in an orderly manner and go immediately to your assigned seats.

4. The driver is in charge of the bus and its passengers at all times. His/her request shall be obeyed immediately and cheerfully at all times.

5. Drivers may assign seats to all passengers. Passengers may move to a more favorable seat upon permission granted by the driver.

6. All passengers are to remain seated while the bus is in motion.

7. Passengers may talk quietly among themselves. Conversation with the driver should be kept at a minimum.

8. Our buses are a model of cleanliness. Help keep them clean by not throwing waste paper or other rubbish on the floor.

9. Pupils must not shout from the buses or extend any part of their body from the windows.

10. When leaving the bus, pupils must obey the directions of the driver. If you cross the road, do so only after walking ten (10) feet in front of the bus and waiting for the driver to tell you it is safe to cross the road.

11. Pupil infractions of bus regulations will be reported to administrative personnel and disciplinary action will be taken, as it would be if the infraction had taken place in the school building.

12. If for any reason, a student were not to ride the bus on a certain day, it would be helpful if the parent would notify the bus driver in person, or by phone; or notify the parents at the preceding stop. When notifying the driver, please do so before 7:00 a.m.

13. Buses from USD 379 will not go outside the district boundaries to transport out of district students to and from schools without superintendent approval.

14. The superintendent, principal, or designee may suspend or revoke the transportation privilege or entitlement of any student who violates any rules or regulations adopted by the board.

15. Also take precaution to protect your children in

stormy weather. Meet the bus on the all weather route when weather conditions make it difficult to travel your road. During extreme weather conditions, please listen to radio station KSAL (1150), KCLY (100.9 FM) and TV station WIBW Channel 13 in Topeka for cancellation or limited bus service.

16. Mark all personal items for identification purposes.
17. Notes from parents for additional students to ride home must be given to drivers one day in advance. Regular route students will be given priority over additional riders.
18. No animals on the bus except service dogs.

STUDENT CONDUCT & SUBSTANCE POLICIES

STUDENT CONDUCT

Revised Student Conduct Section of Student Handbooks;
Approved October 5, 2009.

Section IV

STUDENT CONDUCT

A. Philosophy

We want Clay Center Community Middle School to be as pleasant, safe and comfortable a place to be as possible. To that end we expect everyone, staff and students alike, to treat one another with the respect with which each of us would like to be treated. People are more comfortable in situations where there are clearly defined rules to live by.

B. Discipline System

The following information will give general guidelines for assigning consequences as a result of various behavior infractions. Administrators will use their discretion in assigning consequences other than those listed. Consequences assigned for any offense may be more severe or less severe depending upon the facts and circumstances of each case.

Students may be suspended or expelled for any reasons allowed by Kansas Law. This includes the commission of any act on school property or at a school event, which would constitute a misdemeanor criminal offense, as well as the commission of any act, regardless of the location, which would constitute a felony criminal offense. When In-School Suspension (ISS) or Out-of School Suspension (OSS) is assigned, students will have the opportunity to complete missed class work. Students are the ones responsible for making arrangements to complete class work, not teachers or administrators. Work may not be identical to the classroom experience (i.e. VPL or other alternate schooling). Time allowed to complete this work will generally correspond to the length of the ISS or OSS and be determined by the administration.

For purposes of this policy, recommended Long-Term Suspension or Expulsion will mean a minimum of 46 school days and a maximum of 186 school days.

LEVEL 1: Detention may be assigned by teacher and/or administrator.

Violations including but not limited to:

Cafeteria Violation	Profanity
Clothing Violation	Hall/Grounds Violation
Display of Affection	Office Referral
Parking Violation	Electronic Violation
Skipping Teacher Assigned/School Assigned Detention	

LEVEL 2: Detention, ISS, and/or OSS. Violations including but not limited to:

Class Disturbance Forging/Altering Passes

In parking lot without permission

Lying Leaving class without permission

Throwing snowballs

Inappropriate Displays of Temper

Insubordination/Refusing a reasonable request

LEVEL 3: ISS or OSS (up to 3 days). Violations including but not limited to:

Computer network/internet violation

Disrespect to Staff (could be level 4)

Direct swearing to a teacher or staff member

Disrespect to students (could be level 4)

Harassment, threats, intimidation

Fighting – 1st offense Theft

Repeated violations of school rules

Tobacco (use or possession) – 1st offense

LEVEL 4: Short-term OSS or ISS (up to 10 days).

Violations including but not limited to:

Alcohol (use or possession) – 1st offense

Drug Paraphernalia

Tobacco (use or possession) – 2nd or 3rd offense

Disrespect to staff; Disrespect to students

Dangerous materials

Fighting – 2nd and 3rd offenses Extortion

False 911 call/Fire alarm pull

Leaving campus without permission

Vandalism/Destruction of school property

Abuse of over-the-counter or prescription drugs – 1st offense

Physical or verbal attack of a student (could be level 5)

LEVEL 5: Recommended Long-Term Suspension or

Expulsion (46 to 186 school days). Violations including but not limited to:

Alcohol (use or possession) 2nd or more offense

Explosives Felony Charges

Drug (use or possession) – any offense Physical or verbal attack of a staff member

Weapons Setting a Fire

Bomb/bomb threat

Abuse of over-the-counter or prescription drugs – 2nd or more offense

*When a student accumulates a total of 5 days of OSS in a semester, a letter will be sent to the parents/guardians notifying them of the problem and the possibility of a due process hearing.

*A student who accumulates 10 days or more of OSS during a semester may be recommended for a long-term suspension from school.

C. Alcohol and Tobacco

The use and/or possession of alcohol or tobacco, in any form, is not permitted in school buildings, on school grounds, on a school bus, or at any school activity by students. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials if it is suspected a law has been violated. Students who violate this policy during the school year will be treated as outlined above. In the case of 2nd or more offenses, in addition to OSS, the student will be required to complete a tobacco and/or alcohol cessation program at the pupil's expense. If a tobacco and/or alcohol cessation program is not completed or in the process of being completed, a hearing for long-term suspension will be recommended.

Students shall not distribute or sell alcohol or tobacco of any sort on school property, or at any school sponsored event. Students violating this policy will be subject to the penalties outlined under drug free schools, paragraph 4 (following), including up to a 186 day expulsion.

D. Suspicion of Alcohol or Drug Use by Student

In accordance with the responsibility of the school district to ensure a safe and orderly environment conducive to learning for all students, the following procedures have been developed:

- Any student reasonably suspected of consuming, possessing, or being under the influence of alcohol or drugs on any school grounds or in any school building or at any school function will be referred to the administrator in charge, where the student will be assessed by an administrator, nurse, counselor or other staff member trained in the approved assessment tool. This suspicion may be based on but not limited to the inability of the student to comprehend, slurred or incoherent speech, uneven or unsteady physical mobility, or the odor of alcohol or other drugs.

- The assessment tool approved for use will be form "Preliminary Student Observation" or the breath analysis tester.

- If it is determined there is a reasonable suspicion a student is under the influence of alcohol or drugs, further testing will ensue. Legal permission must be granted to initiate an alcohol or drug test. (Call the parent or guardian, or obtain the student's permission if the student is 18 or older.)

- Qualified individuals will administer any alcohol breathalyzer or other drug tests when necessary. Except in the case of general breathalyzer screenings at a school dance/Prom, the student will be removed from the presence of other students for testing purposes. A staff member of the same sex as the student will be present. A School Resource Officer (SRO) will likely be the law enforcement contact when available.

- Students found to be under the influence of alcohol or drugs will be disciplined according to established policy. Additionally, it will be recommended that these students seek outside services for help with alcohol and drug abuse issues.

- Refusal to submit to a breath or urinalysis test will result in the same penalties as if the student had been found to have consumed alcohol or drugs.

- If it is confirmed by the results of the breath or urinalysis test that a student has in fact consumed alcohol or drugs, the student will be released only to a parent/guardian or law enforcement officials.

- If a student has reached the age of 18 and does not wish for his/her parent/guardian to be notified, the student should be released only to law enforcement officials. The

student shall not be allowed to leave school or the school activity on his/her own.

- As per law and policy, illegal activities are to be reported to the appropriate law enforcement agencies.

- If any student successfully completes alcohol or drug treatment, disciplinary consequences may be adjusted or waived. (See 4th paragraph under E. Drug Free Schools)

- District personnel shall provide students and parents with a list of approved programs in the area when a student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs. Immunity from civil liability for any such recommendation will be given to district personnel unless such recommendation was made in bad faith or with malicious purpose.

E. Drug Free Schools

As a condition of continued enrollment in USD 379, students shall abide by the terms of this policy during the school year.

The use, possession, distribution and/or sale of illicit drugs, drug paraphernalia, improper use of legal drugs, other controlled substances or materials (facsimiles) that give appearance of use by students on school premises or as a part of any school activity is prohibited.

Students shall not unlawfully manufacture, distribute, dispense, possess, be under the influence of or use illicit drugs or controlled substances on school district property, or at any school sponsored activity or while traveling to and from any school sponsored activity as part of any official school group. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials.

Violators will be subject to sanctions that include up to a 186-day expulsion. A student who has been expelled from school under the terms of this policy has the right to appeal for re-admittance, but will not be considered for re-admittance unless the student has completed a drug and/or alcohol education and rehabilitation program at an acceptable institution at the expense of the student. In addition, a student will not be considered for re-admittance before at least ½ of the imposed expulsion or 46 days of the expulsion is served, whichever is longer. If the student is involved in extracurricular activities at the time of the violation, the student shall be suspended from student activities until such time as the student is reinstated in school and in accordance with the school activities code.

F. Use of Drug Dogs

The Clay County Sheriff, Clay Center Police or Wakefield Police have school board permission to conduct periodic, unannounced random sweeps of school facilities, classrooms, personal belongings and the parking lot for illegal drugs using trained drug dogs. Students in possession of illegal drugs, which includes student lockers, will be turned over to law enforcement authorities.

G. Substance Abuse Policy for USD 379 Extracurricular Activities

Extracurricular activities are school-sponsored activities including:

- a. Competitive extracurricular activities such as any middle school or high school sanctioned or sponsored extracurricular activities involving competition, comparison, or judging of the individuals or groups with other individuals or groups. Competitive extracurricular activities include, but are not limited to, athletic programs, cheerleading, dance team, band,

academic teams, choir, scholar bowl, debate teams and forensic teams.

b. Noncompetitive extracurricular activities such as middle school or high school sponsored clubs or groups, including, but not limited to class officers, Student Council representatives and club membership.

c. School sponsored events such as any middle school or high school events including, but not limited to King and Queen candidates, attendance at school dances, or other social events.

d. Non school sponsored student clubs or groups who perform at school sponsored activities. These extracurricular programs are a valuable part of the education program in USD 379. These programs teach many things in addition to the aptitudes or skills in which the participant is directly involved. These programs are considered to be a privilege rather than a right for the participants involved. The participants are highly visible representatives of their school, their district and their community. Because of these facts, coaches and sponsors may set more stringent codes of conduct and responsibilities for participants. If more stringent rules are established, the additional rules must be approved by the BOE, and a copy of the additional rules must be provided to each student and his/her parent/guardian prior to the beginning of a season or activity.

Administrators will ensure that all extra-curricular participants have, on file, a signed agreement stating that parents/guardians and participants have received, read, and understand the rules and policies applicable to participation in extracurricular activities in general, and to the particular activity in which they are participating if there are additional rules set forth by that coach or sponsor.

H. Use or Possession of Tobacco, Alcohol or Controlled Substances by Extracurricular Participants

Use of tobacco, cereal malt beverages or other intoxicants, narcotic or hallucinogenic drugs, amphetamines, barbiturates, marijuana or anabolic steroids is prohibited for students involved in extracurricular activities or athletics. Verification of substance violations will come in one of the following formats:

- Self admitted involvement by the student or his/her parent/guardian.
- Witnessed student involvement by the sponsor, coach, or staff member
- Verification by an official law enforcement report
- Investigation by school officials, coaches, or sponsors
- Positive result of a certified drug test (pending the adoption of a random drug testing policy)"

The administration will request any information on violations of this policy, which occur outside the school jurisdiction from law enforcement officials. This request should be made at the beginning of each school year for the entire year.

I. Consequences for Substance Abuse Violations for Extracurricular Participants

Consequences will carry over into the next sport/activity season, even if this means carrying over into the next academic year. (Clarification: If a student violation occurs towards the end of a season the penalties will carry over to the next activity.)

Students in high school will be afforded only one 1st violation consequence during their years of eligibility at the high school level. Students will be afforded only one 2nd violation consequence at the high school level. Subsequent violations in any category will begin with 3rd violation status.

Tobacco and Over-the Counter Drug Violation:

1st violation: loss of eligibility for the next 7 school days or 2 interscholastic events, whichever is less. The student will continue to attend and participate in practice.
2nd violation: The student will lose eligibility for the next 14 school days or 6 interscholastic events, whichever is less. If the violation is for tobacco abuse, before readmission into any extracurricular activity, the student will show evidence, in writing, that he/she has received appropriate tobacco abuse counseling from a qualified professional. The student will continue to attend and participate in practice.

3rd and subsequent violations: The student will forfeit eligibility for the remainder of the school term. If the violation occurs during the last quarter of a school year, the student will be ineligible during the first quarter of the next academic school year.

Alcohol Violation:

1st violation: The student will lose eligibility for the next 21 school days or 8 interscholastic events, whichever is less. The student will show evidence, in writing, that he/she has received appropriate alcohol abuse counseling from a qualified professional. The student will continue to attend and participate in practice.

2nd violation: The student will lose eligibility for the next 28 school days or 12 interscholastic events, whichever is less. The student will show evidence, in writing, that he/she has received appropriate alcohol abuse counseling from a qualified professional. The student will continue to attend and participate in practice.

3rd and subsequent violations: The student will forfeit eligibility for the remainder of the school term. If the violation occurs during the last quarter of a school year, the student will be ineligible during the first quarter of the next academic school year. The student will show evidence, in writing, that he/she has received appropriate alcohol abuse counseling from a qualified professional.

Drug Violation:

1st violation: The student will lose eligibility for the next 28 school days or 12 interscholastic events, whichever is less. The student will show evidence, in writing, that he/she has received appropriate drug abuse counseling from a qualified professional. The student will continue to attend and participate in practice.

2nd violation: The student will lose eligibility for the remainder of the school year. If the violation occurs during the last quarter of a school year, the student will be ineligible during the first quarter of the next academic school year. The student will show evidence, in writing, that he/she has received appropriate drug abuse counseling from a qualified professional.

3rd and subsequent violations: The student will be ineligible to participate for one calendar year starting at the date the offense occurred. The student will show evidence, in writing, that he/she has received appropriate drug abuse counseling from a qualified professional.

J. Out of Season Infractions

Should a student commit an infraction of this policy while not actively participating in an activity (during dead week or out of season), the violation will be treated as if the violation had occurred in season. The student will be subject to the subsequent penalties during their next

season of participation. Should additional violations occur during active participation, or out of season the student will be subject to subsequent penalties as determined by the number of violations accumulated previously.

K. Random Drug Test Policy for Extracurricular Participants

The USD 379 Board of Education recognizes that student drug abuse is a significant health and safety problem for schools. Substance abuse negatively affects students' health, behavior, learning, reflexes, and the overall development of individual students. The administration has noted an increase in the evidence of drug use by our students, including those participating in extra-curricular activities. In an effort to make Clay County Schools' extra-curricular activities as enjoyable and safe as possible, the District has instituted a random drug testing policy for all students participating in any extra-curricular activity. Students will be provided with information concerning the policy each year

Appeal Process

Students that have violated the Substance Abuse policy would have the option to appeal the penalty to the school district activity council. The council is composed of five sponsors and or coaches appointed to serve a one-year term. The USD 379 school board will approve the appeal board. Students must submit in writing a request to the school's athletic director their desire to have an appeal hearing. This request must be made within two school days of verification of substance violations as addressed in Section IV, Student Conduct, article H. If the appeal is not made within the two school days the student forfeits their right to appeal. Once the request had been received the athletic director will convene the appeal hearing. The

student will be given the opportunity to appear before the committee to appeal the penalty resulting from their violation. Attendance at the hearing will be limited to the athletic director (conducts the hearing), appeal board members, student, and his/her guardian or parents. After hearing the student appeal the hearing committee will then render a decision within twenty-four hours. The athletic director will then inform the student and his/her parents of the committee/s decision. During the appeal process student will still be required to serve the penalty incurred from the substance abuse violation. The appeal community will only consider modifying the penalty incurred by the student violation they will not waive the penalty.

L. Use of Breathalyzer at Dances and Prom Before admission to a school dance/Prom, students and guest of students will be asked to breathe within close proximity to a portable breath analysis tester. The device provides a digital positive or negative reading in seconds. If this passive test is negative, the student/guest will be admitted to the dance. If this passive test is positive, indicating the presence of alcohol, the student will not be allowed to enter the dance, but will be detained for further evaluation according to the policy. If further evaluation proves a negative, the student/guest will be admitted to the dance. At the discretion of the administrator, the breath analyzer may be used at any time during or after the dance.

As all students entering will be screened, prior written permission for the screening to be done must be on file signed by the parent or legal guardian, or in the case of students or guests 18 or over, the student or guest.

Amended: October 5, 2009



WHAT TO WEAR AND WHAT TO BRING TO SCHOOL

DRESS EXPECTATIONS

At CCCMS, we feel that one's clothing reflects his/her respect for self as well as his/her respect for others. Appearance and attire should not distract from the learning environment or be offensive or harassing. Student appearance is the responsibility of both the parents and students. Clothing should fit properly and be clean, comfortable, and neat. The personal appearance of students shall become a concern of the school when the mode of dress or personal grooming habits is disruptive to the educational process.

The following are specific restrictions/guidelines:

1. No hats, caps, headbands, stocking caps, bandannas, "rags," hoods, or sunglasses are to be worn.
2. No "rags" or bandannas are to protrude from pockets.
3. No tattoos, real or temporary, that symbolize drugs, alcohol, obscenities, gang activity, or membership will be allowed.
4. Suggestive or obscene pictures or writing on clothing is not permitted.
5. Attire advertising alcoholic beverages, tobacco products or other drugs is not allowed. Shirts considered unacceptable at CCCMS include mesh shirts, halter tops, low-cut shirts, bare midriff shirts, undershirts, t-shirts with sleeves out, "muscle shirts", sleeveless shirts (with string straps), and shirts with pictures or slogans that are indecent, profane or which advertise alcoholic beverages, tobacco or drugs. Shirts with "double meanings" are not permitted. Tank tops must cover all undergarments. All shirts and tops must reach the top of the pants or shorts when the arms are raised.
6. Pants, shorts, overalls or sweats will be worn at the waist. "Sagging" is not permitted.
7. Clothing that has straps or suspenders must be fastened over both shoulders.
8. Shorts that are brief, tight, very loose, or cut up the sides are not to be worn. All shorts must be hemmed. Spandex shorts may only be worn under another pair of shorts. Walking-length shorts are suggested.
9. Appropriate footwear must be worn at all times during school.
10. Students participating in school-sponsored activities will be required to follow dress requirements set by activity sponsors.
11. 6th, 7th & 8th Grade physical education (PE) clothing consists of athletic shorts, t-shirt, and PE Shoes. All students must have a pair of athletic footwear that will be used only for PE and should wear athletic socks. No PE clothing should have buttons. The class instructor will determine whether clothing is acceptable, based on decency and "freedom to move" standards.
12. Gang-type slogans/graffiti or symbolism on clothes, books, notebooks, etc. is forbidden. This includes markings on the body.
13. Gang-related colors, language, gestures, or designs are not allowed in the school or at school activities.
14. Tight-fitting Leg-ins can be worn with shorts, or thigh length shirt covering them.

The building principal has final say in the

appropriateness of student dress.

Consequences for dress expectation violations may include: warning, along with turning the shirt inside out; putting on a shirt provided by the school; putting on a belt/alternative; student calling to parent to bring appropriate clothing; one or more periods in ALC; conference with principal/counselor and/or out-of-school suspension.

FORBIDDEN POSSESSIONS

1. Gum is forbidden.
2. Toothpicks, paperclips and rubber bands are forbidden.
3. Consumption of food and beverages is allowed in the commons area before 8:10 a.m., after 3:20 p.m., and during lunch. Food, excluding sack lunches, is not allowed in other parts of the building without permission of the principal, or classroom teacher.
4. Breakable food or beverage containers are not allowed. (No glass containers of any kind.)
5. Skateboards, music devices, cameras, electronic games and items of this nature, laser lights, chains on wallets or other types of chains, and baseball or other trading-type cards are not permitted in school. They disturb classes and may be lost or stolen. CCCMS is not responsible for lost or stolen items. **Leave valuables at home!** Such items will be taken by staff and turned in to the office for parents to pick up.
6. Knives, matches, fireworks, cigarette lighters, and other weapons are forbidden.
7. Large amounts of cash should not be brought to school. If there is a need for this, it should be checked in at the office for safe keeping immediately upon arrival of the student at school.

WEAPONS AT SCHOOL

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

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

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

As used in this policy, term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

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

HARASSMENT

BULLYING

Bullying shall not be tolerated at school or school activities.

Bullying is defined as the act of one or more individuals intimidating one or more individuals through verbal, physical, mental,

electronic or written interactions. Bullying can cause undue anxiety relative to attending school, participating in co-curricular activities, attending activities, or riding on the bus. Bullying will not be tolerated in USD 379 or at CCCMS. Examples of bullying include, but are not limited to:

1. Intimidation - either physical or mental.
2. Threats of any kind.
3. Assault-verbal, physical, or mental.
4. Battery is the intentional physical contact of another in a rude or insulting manner.

As a school, we enforce the following rules on bullying:

1. We shall not bully other students.
2. We shall try to help students who are bullied.
3. We will include everyone in all school events and activities.
4. When we know someone is being bullied, we will tell an adult at school and an adult at home.

Students must understand that bullying in the school building, on school grounds, on the bus, or at school-sponsored functions will be grounds for disciplinary action, including suspension or expulsion. Students may also be reported to law enforcement, since bullying may be, in some circumstances, a criminal act.

CCCMS will make every effort possible to be aware of and intervene in any activities perceived to be bullying.

Parents are encouraged to communicate with teachers and other school officials to learn more about what they can do as parents to prevent bullying. Awareness and intervention are positive ways we can work together.

SEXUAL HARASSMENT AND STUDENTS

Sexual harassment in school is unwanted sexual attention from teachers, other adults, students, or anyone else the victim may deal with in school or at school activities. The range of behaviors includes (but not limited to): leering, pinching, and grabbing, suggestive verbal comments, and pressure for sexual activity. Attempted rape and rape are the most physically violent forms of sexual harassment. Sexual harassment also carries the message that if the victim does not comply with the harasser's demands, there may be retaliation. Incidents of sexual harassment may occur only once, sometimes they are repeated; often the situation gets worse if it is not stopped. Because this is such a serious matter, sexual harassment in any form is forbidden in this school. It can cause serious physical or psychological damage to students or staff, affecting grades, attendance, performance, and pride in one's work. The school will take steps to prevent harassment and the recurrence of any harassment. The school will correct its discriminatory effects on the complainant and others.

The following behaviors are not allowed: staring or leering with sexual overtones, spreading sexual gossip, unwanted sexual comments, pressure for sexual activity, or any unwanted physical contact of a sexual nature.

If you are a victim of sexual harassment and the harasser is a student, contact your teacher, counselor, or principal. If you are a victim and the harasser is an adult, contact your counselor, principal, or the superintendent of schools.

You will be asked to submit a written report describing the incident(s) and naming the person(s) involved.

The ranges of punishment for sexual harassment include (but not limited to): detention, in-school suspension, apology to the victim, research of academic work on sexual harassment, suspension, expulsion, and/or further counseling.

Adult-violator punishments include (but not limited to): apology to the victim, report or referred to legal authorities, and/or job action up to, and including, termination.

INAPPROPRIATE LANGUAGE

Inappropriate/foul language has no place in school - classrooms, hallways, extra-curricular activities, etc., - because it carries negative and offensive tones. It is also not consistent with the learning outcomes of this school. Communication can and should be done in a positive manner at all times. Any violations can and will result in punishment administered by any teacher, staff member, or administrator.



STUDENT DISCIPLINE

DISCIPLINE OVERVIEW

1. Teachers have clearly stated, classroom rules that allow them to teach and students to learn.
2. Teachers have established consequences for students who violate classroom rules.
3. Teachers refer students to a building administrator for severe or repeated disruptions.
4. Building administrators assign consequences based on the severity of the infraction, how many times the student has been disciplined in the past for similar behavior, and the current disciplinary standing of the student.
5. Only building administrators may assign an alternative-learning-center placement, out-of-school suspension, or expulsion. Parents will be notified by a building administrator whenever such action is taken.
6. It is sometimes necessary to modify discipline plans to accommodate unique student needs. In such instances, a discipline plan will be developed, documented in writing, and signed by those involved with its development.

CONDUCT OF STUDENTS LEADING TO SUSPENSION OR EXPULSION

Students at CCCMS are expected to conduct themselves in a manner befitting young adults. Classroom and hallway behavior is expected to contribute to the educational atmosphere of the school. In cases involving classroom behavior problems, the procedure listed below will be followed. This procedure is listed in sequence; however, the treatment of each incident will hinge upon the merits of the case and will be decided upon by the principal.

1. At the first indication of a behavior problem, the teacher will arrange for a conference with the individual student.
2. If the problem continues, the teacher will schedule a conference with the principal and the student and the teacher will contact the parent.
3. If a serious problem arises with the student after the teacher-student-principal conference, the student will be sent to the office and the parents will be notified of this problem. The student or the school will call the parents. A conference may be established with the parents to discuss the re-admission of the student to class.
4. If satisfactory results and improvements are not obtained from the above steps, or should any further trouble arise, the student will be sent to the principal for disciplinary action. This action may result in the student being removed from the class with loss of credit or in a suspension from school or both.
5. Should further disciplinary problems arise with the student, a recommendation for the expulsion of the student may be made to the superintendent by the principal.
6. In extreme disciplinary situations, the teacher may refer the problem to the principal immediately.

BREACH OF DISCIPLINE

Breach of discipline is any conduct (behavior) of students, which interferes with the maintenance of a good learning environment. Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students or instructors will not be tolerated.

Examples of different classifications of breach of discipline applicable to individuals and groups in respect to school activities, on school property or during school hours,

include, but are not limited to, the following:

1. temper tantrums or other behavior which disrupts a class,
2. bully-type of behavior in which one student harms or threatens to harm another student or instructor,
3. open defiance involving refusal to conform to the rules and regulations; obscene language (written or oral); loud and boisterous conduct which disturbs the orderly, efficient, and disciplined atmosphere and operation of the school; failure to comply with the reasonable requests of teachers, administrators or other school personnel,
4. willful disobedience,
5. physical attack on or threats (by word or deed) or physical violence to teachers, to students or to any other school personnel,
6. repeated breaking of school rules,
7. misbehavior such as extortion and intimidation,
8. possession of lethal instruments including but not limited to firearms, knives, switch blade knives, daggers, brass knuckles, fixed blade knives, or other dangerous weapons,
9. engage in disorderly conduct by word or overt act which is likely to or, in fact, does disrupt normal school activities or damage or destroy school property,
10. use or possession of or under the influence of alcoholic beverages, tobacco products, drugs or beer at school or any school function or on any school district property,
11. climbing on the school roof without permission.

PLAGIARISM AND CHEATING POLICY

At CCCMS we place a high importance on academic honesty. We believe middle school is a great place to learn that academic honesty means not plagiarizing, cheating, or using information in an unethical way. Student Consequences to cheating/plagiarism may include:

All students involved receiving no credit for the assignment/project.

Students redoing the assignment, independently.

Students being given an alternative assignment to complete.

Plagiarism includes:

Submitting someone else's work as your one **without properly citing the source.**

Turning in papers written by someone else that you have found on the Internet and printed, or copy and pasted, **without proper citations.**

Using the ideas of another individual and **not** giving credit to that person.

Student consequences to cheating/plagiarism may include:

All students involved receiving no credit for the project.

Students redoing the assignment, independently.

Students being given an alternative assignment.

Cheating includes:

Copying assignments from another's work and turning it in as your own.

Accessing information for a test or bringing in notes for a test without the consent of the teacher.

The sharing or giving of information about a test or assignment prior to others taking the test or completing the assignment.

Forging the signatures of parents/guardians for a test or

assignment.

How to Avoid Plagiarism:

Understand the assignment. Do not rely on friends to give you information; make sure you know what the teacher is asking you to do.

Plan ahead. If you plan ahead, you are not tempted to plagiarize or cheat because of lack of time.

Always cite your sources. Keep a list of your sources as you research or read. This will help you give credit to the author as you complete the assignment. Academic consequences depend upon course and teacher policy. Parents will be contacted.

#BengalStrong Code of Excellence

#BengalStrong Code	#BengalStrong Code Statement	Classrooms Expectations	Hallway Expectations	Bathroom Expectations	Commons Expectations
Take Responsibility	I take responsibility for the choices I make on a daily basis, and use the feedback given to help me improve.	<ol style="list-style-type: none"> 1. I communicate with a teacher if I am absent. 2. I admit when I made a wrong choice in class. 3. I find ways to take my teacher's feedback as constructive. 	<ol style="list-style-type: none"> 1. I pick up my trash or materials 	<ol style="list-style-type: none"> 1. I make sure the toilets are flushed and trash is thrown away. 	<ol style="list-style-type: none"> 1. I wipe down the tables and throw away all trash.
Plan Ahead	I schedule my assignments and other responsibilities daily.	<ol style="list-style-type: none"> 1. I use my agenda to plan out my day/week. 2. I cross off or highlight assignments when they are complete. 	<ol style="list-style-type: none"> 1. I plan my day so I don't have to return to my locker between every class period. 		<ol style="list-style-type: none"> 1. I communicate with my table to create a plan for table cleaning.
Prioritize Academics	I complete all academic tasks before doing other non-academic tasks.	<ol style="list-style-type: none"> 1. I use my time in class for academics and prioritize socializing for outside of class. 	<ol style="list-style-type: none"> 1. I use passing period as an opportunity to get supplies and check-in with my friends quickly. 	<ol style="list-style-type: none"> 1. I use restroom breaks responsibly. 	<ol style="list-style-type: none"> 1. I use lunch as an opportunity to socialize with friends.
All Can Benefit	I make it a priority to find a way for others to benefit from something, as well as myself.	<ol style="list-style-type: none"> 1. I think of others when working in a group. 2. I find ways that my classmates can benefit from my strengths. 	<ol style="list-style-type: none"> 1. I go out of my way to smile and be friendly in the hallway. 		<ol style="list-style-type: none"> 1. I understand that everyone will have the opportunity to eat. 2. I understand that my actions during lunch affect others.
Understand Others	I listen and respect different perspectives, opinions and backgrounds, and communicate accordingly.	<ol style="list-style-type: none"> 1. I listen to my teachers and classmates using SOLER. 2. I communicate with my teachers and classmates using a proper tone of voice. 3. I don't exclude others because of their race, gender, academic abilities, or sexual orientation. 4. I don't gossip or talk badly about students and staff. 	<ol style="list-style-type: none"> 1. I respect others' conversations in the hallway. 2. I respect others' space in the hallways. 		
Do Your Part	I share responsibility with others and seek to do my part.	<ol style="list-style-type: none"> 1. I share responsibility with my classmates. 2. I find ways to work as a team. 3. I contribute my thoughts, ideas, and opinions, but also listen to others. 			
Take Care of Yourself	I care for my mental, physical, and emotional health and well-being.	<ol style="list-style-type: none"> 1. I find ways to think positively about people and classes. 2. I ask for help from a trusting adult when I need it. 3. I find ways to participate in class. 	<ol style="list-style-type: none"> 1. I assume the best in people when walking by a group of people. 2. I steer clear of gossip or drama in the hallway. 	<ol style="list-style-type: none"> 1. I wash my hands. 2. I steer clear of talking about others in the bathrooms. 	<ol style="list-style-type: none"> 1. I eat a balanced lunch. 2. I include others and ask others to sit at my table if they are alone.
Use Your Voice	I use my knowledge, interests, and	<ol style="list-style-type: none"> 1. I share ideas to make our school better with my 			

STUDENT ACCOUNTABILITY



DETENTION

1. Detention is issued at staff discretion.
2. Detention is 3:25 to 3:55 p.m.
3. Detention will be located with PM Academy.
4. Students will not be admitted to the detention room after 3:25 p.m.
5. Work is mandatory in detention. Students must take materials with them.
6. Students will only be allowed to talk or to leave assigned seats with the permission of the teacher.
7. ***Any student leaving the detention room prior to 3:55 p.m. will not receive credit for time served.***
8. Students not following detention guidelines will be sent home and not receive credit for the detention.
9. Detention takes precedence over extracurricular activities held during detention time.
10. Teacher, student, and parent decide which day detention will be served; however, **detentions will be served during the week assigned, if at all possible.** If detentions cannot be served in the week assigned due to unusual circumstances, arrangements **must** be made with the principal.
11. Transportation is the responsibility of the student and/or parents.
12. After one week, if all owed detentions are not served, the principal will notify the parents in writing of the deadline for all detentions to be served.

NON-SOCIAL MORNING

A student assigned to non-social morning reports to the office upon his/her arrival at school. The student will be assigned an area where he/she will remain until dismissed for first hour.

NON-SOCIAL LUNCH

A student assigned non-social lunch reports to the office at lunch dismissal and remains there until released to get his/her lunch tray. The student will be assigned an area to eat lunch. He/She will be dismissed from that area to return to class.

ALTERNATIVE LEARNING CENTER (ALC)

1. ALC is a supervised at-school placement that excludes students from regular classes and extracurricular activities. ALC is less severe than suspension because it allows students to remain in school and to get credit for the work they do.
2. ALC is held in CCCHS from 8:10 a.m. - 3:20 p.m.
3. Students assigned to ALC must report to the office when they arrive at school.
4. Work is mandatory in ALC. Students must take books, paper, pencils, and assignments to work on.
5. Students will be allowed one mid-morning and one

mid-afternoon bathroom break.

6. Students are never to drink pop or chew gum in ALC, and will be allowed to eat only during lunch.
7. Students with a sack lunch are to take the lunch to ALC with them. Those purchasing a school lunch will have it brought to them.
8. Staff will be provided names of all students assigned to ALC. This will allow teachers to provide students with assignments.
9. Students who are disruptive in ALC will be suspended from school.
10. Students in ALC will not be allowed to participate in any school activity that day or at the end of the school day.

SHORT-TERM SUSPENSION

1. Short-term suspension involves the banning of a student from all USD 379 property and activities for a period of time no greater than 10 consecutive school days.
2. Suspension or expulsion may be assigned for conduct that disrupts the operation of the school, interferes with the rights of others, violates the law, or is repeated despite the use of lesser forms of discipline. Examples include hitting a student or refusing the directives of staff.
3. Students will receive credit for all work completed and turned in by 8:15 a.m. of the day he or she returns from the suspension.
4. Staff will be provided names of all suspended students. This will allow teachers the opportunity to provide students with assignments to be completed during the suspension.
5. A student's re-admittance to school following a suspension will include a parent-and-student conference with the principal or his/her designee. No student will be re-admitted without this conference.

LONG-TERM SUSPENSION/EXPULSION

1. Long-term suspension involves the banning of a student from all USD 379 property and activities for a period of time no greater than the remainder of the semester.
2. Expulsion involves the banning of a student from all USD 379 property and activities for a period of time no greater than the remainder of the school year.
3. Long-term suspension and expulsion both involve an administrative hearing. Should disciplinary action of this

CCCMS SCHOOL & STUDENT SAFETY

severity become necessary, the student and his or her parents or guardians will be fully informed of the process to be undertaken.

PARENT VOLUNTEERS

We will be setting up our volunteer program again this year. If you have an interest in working with the students or helping a teacher, you must first fill out the volunteer form found in our office. USD 379 takes the responsibility of safeguarding our students very seriously while they are in our care. We have contracted with Background Investigation Bureau (BIB) to conduct high quality background checks on our potential volunteers by using their Secure Volunteer technology. It is district policy to require anyone interested in being a school volunteer to complete a volunteer screening process online through Secure Volunteer. To see a detailed list on what past offenses would prevent a potential volunteer from "passing," refer to the Past Offenses Guideline at the districts website: <http://www.usd379.org>, click the Parent & Community tab and look under the Volunteer heading. The process should only take a few minutes to complete and all information gathered will be kept confidential. Volunteers are anyone who will be in the school on a regular basis. School visitors do not need to complete a background screen. Visitors would be guest speakers or parents visiting their own student, for instance to have lunch with them. To see a more detailed list of what makes you a volunteer vs. a visitor review the Visitors Vs. Volunteer document under the Volunteer tab.

SOCIAL MEDIA

CCCMS strictly prohibits the use of social media during school hours. Students should not be using social media, (Twitter, Facebook, Snapchat, etc.) unless directed and under the supervision of a teacher or staff member, for school related purposes. Upon entering the building each day, students should power off their electronics and phones.

ACCOUNTABILITY

- Inappropriate e-mails, Facebook updates, Tweets, Shapchats, photos, videos etc. that occurs outside of school hours but disrupts the normal school day's activities (Consequences will vary depending on severity.)
- Inappropriate, vulgar, or insensitive e-mails, Facebook updates, photos, videos, etc. that occurs using personal or school-issued devices (Device will be taken away and/or detention/ALC, depending on severity)
- A threat towards another student or staff member using social media that occurs during or outside school hours (Out-of-school suspension; law enforcement will be contacted.)



MEDICATION POLICY

NURSES

Three school nurses are assigned to serve the entire school district. In addition to handling various health and accident emergencies, the school nurses are responsible for carrying out health-related programs required by the state of Kansas.

DISPENSING MEDICATION

Diagnosis and treatment of illness and the prescribing of

medication, including over-the-counter drugs, are not the responsibility of the school and should not be practiced by any school personnel, including school nurses, without proper authorization. The Nurse Practices Act makes it illegal for school nurses to administer prescription medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. Routine medication administration:

1. Permission documents, completed by parent/guardian and a physician, must be on file at the school where student is attending.
2. In lieu of a physician's written prescription, the following information must be included on the bottle label: a) name of student, b) prescription number, c) name of medication and strength, d) dosage and directions for administration, e) date prescription was filled, f) prescribing physician's name, and g) when applicable--expiration date and storage directions.
3. Any changes on type of drugs, dosage, and/or time of administration shall be accompanied by parental permission and a newly labeled pharmacy container.

IMMUNIZATION

Section 1. K.S.A. 1993 Supp. 72-5209 is hereby

amended to read as follows:

1. In each school year, every pupil enrolling or enrolled in any school for the first time in Kansas shall present, prior to admission to and attendance at school, certification from a physician or local health department that the pupil has received inoculations as are deemed necessary by the Secretary of Health and Environment.
2. Students 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.
3. Failure to timely complete all required series shall be deemed noncompliance.
4. As an alternative to the above-required certification, a student shall present:
 - a. An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the inoculations would seriously endanger the

life or health of the child.

b. A written statement by one parent or guardian that the child is adherent of a religious denomination whose religious teachings are opposed to such inoculations.

5. If a student transfers from one school to another, immunization records must accompany the student's transcripts.

HEALTH PHYSICALS

Subject to the provisions of subsection (d) and subsection (g) of K.S.A. 1993 Supp. 72-5214 Section 1: (b) On or after July 1, 1994, every pupil up to the age of nine 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, pursuant to subsection (g), which assessment shall have been 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.

FIRE DRILL

The fire alarm is a long, shrill, continuous sound, which is heard in the hallways. Lights flash in the hallways and the fire doors automatically shut during this drill. As quickly as possible when the fire alarm sounds, staff and students should evacuate the building in an orderly fashion by the appropriate exits as posted in each room. If your first exit is blocked, the students and staff should exit by the second exit as posted in each room. Staff and students should be familiar with each possible exit they may need to use. Students and staff should move as far away as possible from the building, and wait for the all clear signal to be given by the building principal or his designee. When the all-clear is given, the students and staff will return in an orderly fashion back to the appropriate classrooms.

The staff is to take their grade-book rosters with them during any evacuation. They should be the last ones out of their classroom and be sure all students have evacuated.

Teachers with handicapped students: The para-educator assigned to that student will be responsible for being sure they are removed safely from the room. In the para-educator's absence, the teacher assigned to the room will be responsible for removing any handicapped student as needed.

This procedure should be reviewed with all staff and students frequently.

TORNADO DRILL

The tornado drill alarm is a ringing, continuous, warbling sound, which is heard through the intercom. When the alarm is sounded, students will proceed to the CCCMS Safe Room, which is located near the boy's locker room in the southeast corner of the building.

Students will remain in the Safe Room until the all-clear is given by the principal or his/her designee. When the all-clear is given, the students and staff will return in an orderly fashion back to the appropriate classroom.

The staff is to take their grade-book rosters with them during any evacuation. They should be the last one's out of their classroom and be sure all students have evacuated.

Teachers with handicapped students: The para-educator assigned to that student will be responsible for being sure they are removed safely from the room. In the para-educator's absence, the teacher assigned to

the room will be responsible for removing any handicapped student as needed.

This procedure should be reviewed with all staff and students frequently.

CRISIS PLAN

CCCMS has a crisis plan that will be implemented when the need arises. Certain portions of this plan will be practiced periodically (i.e. lockdowns). Students are expected to follow the guidelines for these practices and take them seriously, just as in the case of a fire or tornado drill.

HANDBOOK INTERPRETATION

Administrative discretion may be used to apply any and all rules at any given time, in any given circumstance. Information, policies, procedures, and rules within this handbook are subject to change at any time, per USD 379 Board of Education approval. Handbook approved June 2016.

DISCRIMINATION

Clay County U.S.D. 379 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment of its programs and activities. If you have any questions regarding the above, please contact:

Brett Nelson, Superintendent
785 632-3176, or
Keith Hoffman, Principal
785 632-3232

Emergency Safety Intervention

The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral 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. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

"Chemical restraint" means the use of medication to control a student's violent physical behavior or restrict a student's movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"Mechanical restraint" means any device or object used to limit a student's movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046 (d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

"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.

"Physical restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

"School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

"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.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, **except:**
 - Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
 - Any device used by a certified law enforcement officer to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's

licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in the case of an emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

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 ESI. 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.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification of Documentation

The principal or designee shall notify the parent the same day as an incident. The same day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The

events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,

- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

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

Reporting Data

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

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or a Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting

shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

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. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. 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 department of education.

If the issues are not resolved informally with the building principal and/or 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 and the superintendent within thirty (30) days after the parent is informed of the incident.

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 of fact and recommended corrective action, if any, 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 written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: July 11, 2016

BENGAL PAWS PROGRAM

BENGAL PAWS PROGRAM
What is the Bengal PAWS Program?

Bengal PAWS (Performing Above Work Standards) is a program designed to help CCCMS promote and achieve excellence in academics, attitude, activities, and actions. PAWS hopes to include all who live and work in our community. This program was developed by the students of CCCMS, with the help of the principal, parents, student council and staff.

The students have drawn upon a national network of educators, sharing ideas and programs that successfully result in the exemplary performance by both students and teachers. This resource is called the Renaissance Foundation.

What is different about the PAWS program and what is it doing that has not been done before?

Bengal PAWS follows two principles.

The Business/Sport Principle: What gets rewarded and recognized gets accomplished. This is what businesses and professional sports have been successfully doing for years. We have to start rewarding and recognizing academics the way we do sports.

The Universal Involvement Principle: Students, teachers, staff, parents, businesses, and the community have to be involved.

How are businesses and civic organizations brought into the loop?

They provide products or services at a discount or free. They sponsor events honoring scholars and those who have shown great improvement. The PAWS Program gives businesses, civic organizations, and individuals an opportunity to help make a difference in the lives of students at Clay Center Community Middle School. It's easy to see the merits of the program for a business, civic organization, or individual. A higher quality of education means better- educated, trainable graduates. New employees do not require remedial courses at the company's expense, which is presently the case in many companies across the country. In addition, many chambers of commerce feature the schools that emphasize academic achievement when recruiting businesses to the area.

THE BOTTOM LINE: The students of our school are the children, cousins, nephews, nieces, and grandchildren of the adults in the community. They are your future customers and your future employees (maybe even your future employer). We can make a major difference in the lives of our students at CCCMS. The PAWS program reminds people to simply "Treat them as your own, because they are."

What are the Student Achievement Levels?

GOLD

1. 3.8 - 4.0 GPA
2. No unexcused absences during quarter
3. No more than one tardy during quarter
4. No discipline referrals to the office
5. No detentions assigned

ORANGE

1. 3.5-3.79 GPA or RAISE GPA by .75
2. No unexcused absences during quarter
3. No more than one tardy during quarter
4. No discipline referrals to the office
5. No detentions assigned

BLACK

1. 3.0 - 3.49 GPA or RAISE GPA by .50
2. No unexcused absences during quarter
3. No more than two tardies during quarter
4. No discipline referrals to the office
5. No detentions assigned

Bengal PAWS Card Privileges
GOLD

free dance coupon
concession stand coupon
meal coupon
Gold Card Coupon Book
Bengal PAWS card
two-liter bottle of pop
other incentives as may be donated

ORANGE

\$2.00-off dance coupon
concession stand coupon
Orange Card Coupon Book
Bengal PAWS card
two-liter bottle of pop
other incentives as may be donated

BLACK

\$1.00-off dance coupon
concession stand coupon
Black Card Coupon Book
Bengal PAWS card
two-liter bottle of pop
other incentives as may be donated

Are all Bengal PAWS Recognition Awards Based Upon How High Students Maintain a Grade Point Average?

Although the majority of Bengal PAWS achievement levels are based upon how high students maintain a grade point average, provisions have been made to recognize students who improve their grades, are in class on time, are at school, are involved in their school and community, and who do not create discipline problems. We also recognize student of the month and agenda incentives.

How does the Bengal PAWS Program Recognize Quality Teaching?

The PAWS program recognizes a Bengal PAWS Staff Member of the Month. A student, staff member, parent, or community member can nominate a CCCMS staff member for any type of special act that they notice. The nominations are made on a special card and are turned in to the office. At the end of the month, the selection committee will notify the person(s) who is/are named staff member(s) of the month. They will be given a gift certificate and a staff member of the month certificate that will hang in the CCCMS office for the year. The remaining staff will get the cards speaking of their good deeds in their mailbox at school. More benefits and special things will be done for the teachers as finances permit.



My Data

Student Name:

2023-2023

MAP Testing						
	Math		Reading		Science	
	<u>My Score</u>	<u>Goal</u>	<u>My Score</u>	<u>Goal</u>	<u>My Score</u>	<u>Goal</u>
Fall 2023						
Spring 2024						

AIMSweb Testing						
	MAZE		CBM		Math Comp.	
	<u>My Score</u>	<u>Goal</u>	<u>My Score</u>	<u>Goal</u>	<u>My Score</u>	<u>Goal</u>
Fall						
Winter						
Spring						
Progress Monitoring						
KITE Interim Tests						