

# **Girard Middle School**



## **2020-21 Student Handbook**

## GIRARD MIDDLE SCHOOL PERSONNEL

### BOARD OF EDUCATION

Roger Breneman, Kelly Peak, David Goble, Lori Johnson, Beth Murphy, Dale Shireman, Peggy Marshall

### ADMINISTRATION

Blaise Bauer (Superintendent), BJ Pruitt (M.S. Principal)

### FACULTY

Lewis Hundley	Band
Terry Adamson	English
Rob Adolph	Science
Wyndee Arneson	Math
Nate Clevenger	Math
Anna Drenick	English
Brad Herlocker	Social Studies
Janet Jackman	Math
Karen Kelso	Counselor
Lisa Mahnken	Inclusion Program
Nicole Meyer	Art
Jerry O'Rand	Reading
Heather Peak	English
Neil Philpot	Weights
Kim Pitts	Science
Meredith Reid	Choir
Heidi Tucker	Reading
Willie Watt	Social Studies
Angela Webster	Spanish
Rod Westcott	Physical Education

### SUPPORT STAFF

Alex Childers (Principal's Secretary), Tara Bowin (Nurse), Cindy Murphy (Technology Coordinator), Craig Seibert (Technology Asst)

### GIRARD MIDDLE SCHOOL: Mission Statement

Girard Middle School is committed to providing all students with:

- a warm and positive atmosphere
- mutual respect, responsibility, and positive self-worth
- a variety of learning experiences which meet the challenges of tomorrow

### GIRARD MIDDLE SCHOOL: Exit Outcomes

Upon completion of eighth grade, a student will:

- 1) Have a strong general education

- 2) Learn to live cooperatively while demonstrating individuality and creativity
- 3) Have a sense of self-discipline, responsibility, and self-worth
- 4) Have developed and will maintain sound physical and mental health

### **GIRARD MIDDLE SCHOOL: School Improvement Plan Goals**

- 1) All students will improve their problem solving skills.
- 2) All students will improve their reading comprehension skills

### **WELCOME BY PRINCIPAL**

Welcome to the 2020-21 school year! My name is BJ Pruitt, principal of Girard Middle School. I am honored to be a part of the Girard School District, which is known for its dedication to excellence, but more importantly to students. I have spent my career as a teacher, coach and administrator and I look forward to providing a safe, positive, and creative environment for students to be successful.

In order to maintain effective communication between parents, students and teachers we will be using student planners. The planner provides a way for students, faculty and parents to monitor academic progress and discipline.

Parents and students alike can obtain the policy handbook from our school website. Parents can always monitor their child's grades through "Power School" and help students keep up with their assignments through "canvas". With the emphasis on improving school/home communication, we believe your child will have a more successful education experience.

***TROJANS – ONE OF US IS NOT AS STRONG AS ALL OF US!***

BJ Pruitt  
G.M.S. Principal

### **EMPLOYEE AUTHORITY**

In helping maintain proper order, any school employee has full authority over all students in the building or on the grounds. This includes all school employees: administration, faculty, bus drivers, maintenance, food service, etc.

### **SECTION 504 REHABILITATION ACT OF 1973**

The Section 504 coordinator for USD 248 is Blaise Bauer, Superintendent of Schools. His responsibility is to coordinate the LEA's efforts to comply with and carry out the requirements of Section 504 to insure nondiscrimination on the basis of handicap in its educational programs and activities. A copy of the student and parental rights under this law is available in the coordinator's office or by contacting the building principal.

### **VISITORS**

Parents are welcome to visit the school at any time. They are courteously requested to check in through the principal's office concerning the location of either a student or teacher. If a parent would like to visit with their child, the office will call the student to the office to conference with the parent. Parents wanting to visit with any teacher should contact the office to determine the best time to visit with the teacher. A time can be set before school, after school, or during the

teacher's planning period. Students from other schools are not permitted to visit classes on regular school days.

### **TELEPHONE CALLS**

Students will not be called to the phone during school hours except in emergency situations. The office will deliver telephone messages to students. The office will keep a log of all students making calls from the office telephone. Students are allowed to carry cellphones but must keep them turned off while on school property.

### **THE SCHOOL DAY AT G.M.S.**

The school building will be open each day at 7:30 a.m. From the time students arrive at school to 8:00 a.m., students should eat breakfast or report to the middle school gym. Upon arrival at school, students must remain on school grounds.

The school day ends at 3:00 p.m. except on Wednesdays. All students should be out of the building by 3:15 p.m. each day unless they are serving detention or working with a faculty member. On Wednesdays, students in grades K-12 are dismissed at 2:00 and expected to be out of the building by 2:15 unless they have been assigned to mandatory tutoring.

### **DISMISSAL OF SCHOOL BECAUSE OF WEATHER**

Please do not call the school for information on whether school is open or not. Local TV and radio stations will start announcing the decision around 6:30 am.

In the event weather becomes a problem during the school day, please have arrangements made for your children. The school may have to dismiss school early to run the buses.

### **ATTENDANCE POLICY**

***EXCUSED MEDICAL VERIFIED:*** Verified by a note from a medical professional (doctor, dentist, etc.) Also, absences due to medical emergency or death of family or friends are classified in this category. Notes must be given to the office within 48 hours of the absence.

***EXCUSED PARENT VERIFIED:*** Verified by note or phone call from the parent. Includes illness, family trip, personal reasons, etc. Note or phone call must happen within 48 hours of the absence. By sending a note or calling the school, the parent is asking school administration to "excuse" the absence. The school administration will decide whether to classify an absence as "excused". A maximum of 9 absences per semester or 18 absences for the school year may be classified as parent verified absences.

***UNEXCUSED:*** Includes: (1) absences with no communication from the parents within two school days of the absence; (2) absences that are not excused by school administration.

***\*\*Please remember that Kansas school law gives the school district full authority to make decisions regarding the classification of absences.***

***\*\*Parents are responsible for verifying all student absences by phone on the day of the absence OR through a written note presented to the office by 8:00am on the day they return to school. Unverified absences are classified as UNEXCUSED.***

### **NOTES ON ATTENDANCE**

- **PARENT VERIFICATION OF STUDENT ABSENCE:** Please call the middle school office (724-4114) by 10:00 a.m. if your child is unable to attend school that day. It is the responsibility of the student and his/her family to verify an absence. The student will be expected to bring a note to the secretary when they return to school if phone contact was not made with the office. If the absence is not verified as outlined above, the absence will be classified as UNEXCUSED.
- **ASSIGNMENTS/TESTS MISSED DURING ABSENCE:** It is the student's responsibility to get with their teachers upon return from an absence to make sure they know exactly what assignments they missed while absent. While the teachers are required to post their lessons online, our recommendation is for the student to always double-check with the teacher on exactly what they missed during their absence. If the student was present when the assignments were given, the work is due upon return to school. Students who are absent on a test day will take the test on the day they return to class if the test had been previously announced.
- **UNVERIFIED ABSENCE:** The student will be disciplined according to the discipline grid if an absence is not verified by the parent as outlined above.
- **OUT-OF-SCHOOL SUSPENSION DAYS:** Not included in attendance totals. Students serving an out-of-school suspension may make up missed work for full credit but it is their responsibility to approach teachers for their missed work.

#### **ARRIVING TO SCHOOL LATE / LEAVING SCHOOL EARLY**

- Students who arrive to school anytime after 8:00 must report in at the office regardless of when they finally arrive at school. Always check in if you are late!
- Students who need to leave school early must bring a note from home. They should give the note to the office secretary in the morning. The secretary will write the dismissal time in the student's planner. Always check out through the office before you leave!

#### **TARDY:**

A student is TARDY if they are not inside the classroom when the period starts according to the bell schedule listed in this handbook. A student is TARDY if they are 1-10 minutes late getting to class. If the student reports more than 10 minutes late to class, it will be recorded as an absence. Tardies are marked in the teacher's Teacher Assistant Pro app and result in one discipline point. The teacher also records the tardy in PowerSchool's attendance section. Three tardies in a class over the school year result in one unexcused absence that may lead to a truancy referral.

#### **EXCESSIVE PARENT VERIFIED ABSENCES:**

Once a student reaches 9 parent verified absences in a class per semester OR 18 parent verified absences in a class for the school year, all subsequent absences will be classified as UNEXCUSED unless excused by a doctor's note or by our school nurse.

#### **TRUANCY**

A student is considered to be truant if (1) he/she is under 16 years of age and is not enrolled in a public or private school or (2) he/she is inexcusably absent for either three consecutive days, a total of five or more days in the semester, or a total of seven or more days in the school year. According to state law, the school must report truant students through a letter to the county attorney.

### **STUDENTS UNDER COURT SUPERVISION FOR TRUANCY:**

If a student is under court authority for informal or formal supervision, the court and school administration will only excuse absences verified by a doctor's note or by the school nurse. All other absences will be classified as UNEXCUSED. The school is required to send weekly attendance reports for all students under informal or formal supervision.

### **MUSIC DEPARTMENT PERFORMANCE POLICY**

Our music department policy on student participation at concerts/performance is:

- Students not able to attend should contact their teacher or the office in advance of the performance. The absence will be classified excused or unexcused by the teacher. Failure to contact the school in advance will result in an unexcused absence unless an emergency situation exists.
- Unexcused absence from performance: Dropping of nine-weeks grade by at least one letter grade.
- Excused absence from performance: Student will have three choices:
  - 1) Write music report of one thousand words.
  - 2) Perform the musical selection(s) missed for the teacher after school the next week.
  - 3) Choose dropping of grade by at least one letter grade.

### **NURSING SERVICES**

Our school nurse is located in the Special Services area. If you must take medication of any kind while you are at school, the medication must be stored in the Nurse's Office. You should drop off the medication in the morning before school begins. The nurse will dispense the medication at the appropriate times. If you are feeling ill, you may ask your teacher for a pass to see the nurse. The nurse will examine you and determine if you should be dismissed. Students who do not meet the criteria for dismissal from school will return to class or ask the principal for permission to call parents to see if the parents will approve you going home.

### **COUNSELING SERVICES**

Mrs. Kelso is here to help you with any of your concerns and problems. If you are having academic, behavioral, or social issues that are affecting you at school, you should come to the office and tell the secretary you need to schedule a time with the counselor.

### **FIRE, STORM, AND TORNADO ALERT INSTRUCTIONS**

There will be fire and storm drills to prepare students. The faculty has been in-serviced in this area and should have a crisis plan posted in their rooms. Teachers will make their classes aware of the exits to be used and the destination depending on the type of crisis. Students should walk as quickly as possible but stay orderly and calm.

### **MEDIA CENTER SERVICES**

The school media center will be open each day from 8:00a.m. to 3:30p.m. Students are taken to the media center every two weeks in their reading class. Students may ask their home room teacher for permission to go check out a book during seminar.

### **IMMUNIZATION REQUIREMENTS**

Kansas law requires students to be immunized against Diphtheria, Whooping cough, Tetanus, Polio, Mumps, Rubella, and Rubella Measles. All students have ninety (90) days in which to complete immunization requirements. Students new to the district must present immunization records before they can enroll. Please contact our school nurse, Tara Bowin, if you have any questions.

### **ELECTRONIC DEVICE POLICY**

Students are **NOT** allowed to use electronic devices (cellphones, MP3 players, ITouch, iPad, Kindle, etc.) on school property during the school day. The only exception is if the student has registered their own iPad through our technology department to use as a BYOD device in our 1:1 initiative. Students are allowed to carry communication devices but must have them TURNED OFF while they are on school property. School day is defined as the time they arrive on school property in the morning until the time they leave school property at the end of the school day. School property is defined as anywhere on school grounds owned by the district. EXCEPTIONS: Students may use electronic devices on the school bus or at evening activities if they use headphones and the usage does not create a distraction. Students should understand that there is "no right or expectation of privacy" if a communication device is confiscated by school officials.

### **DISCIPLINE POLICY**

A consistent and fair discipline policy is necessary to facilitate learning. One of our goals in the middle school is to teach students to act responsibly and display appropriate behavior at all times. We as a school feel very strongly that when you are responsible for teaching and training approximately 250 adolescents, you must communicate clearly to the student body what is expected of them behaviorally. Also, we believe that students should be aware of the consequences they will receive if they choose to behave inappropriately.

### **DISCIPLINARY METHODS UTILIZED IN THE MIDDLE SCHOOL**

1) **Detention:** Detention starts at 3:05pm and ends at 4:00pm. Detention will be held on Monday's, Tuesday's, and Friday's. Supervised by a teacher or principal. There is no talking during detention. The student is expected to read silently or work on homework during detention. If a student is assigned a detention, he/she will serve the detention time as soon as possible. Students will have the option of serving the next two dates unless the student is already assigned a detention, in which case the student will serve the next available date. Failure to attend and complete detention without notifying the office will result in two detentions. If a student fails to serve the two detentions without cause, it will result in a suspension.

- 2) **IN-SCHOOL SUSPENSION:** Disciplinary measures used for more severe offenses. Assigned by principal. Student is isolated from other students. Student is working on class assignments. Seldom used & needs approval by superintendent.
- 3) **OUT-OF-SCHOOL SUSPENSION (OSS):** Disciplinary measure used for more severe offenses. Assigned by principal. Student not allowed on school property or at school events during suspension. Students are allowed to make up work that is assigned during the suspension but it is their responsibility to get with teachers to gather missed work. Informal due process required. 1-10 day suspensions.
- 4) **LONG-TERM SUSPENSION / EXPULSION:** Suspension of up to 186 school days. Formal due process is required.

### **COMMUNICATION ON DISCIPLINARY INCIDENTS**

- All disciplinary referrals contain three copies: (1) Office (2) Student (3) Parents
- Parents will be given at least one-day advance notice on assigned detentions to make transportation arrangements.
- Parents wanting to reschedule a Friday school must call the principal in advance unless an emergency occurs.
- Please call anytime you have a question. Always remember that for your child to be successful at school, the student, parents, and school must work together!

### **DEMERIT SYSTEM**

A point or demerit system is in effect in our middle school. This system discourages habitual disruption of the learning environment by setting a limit on student misbehavior. If a student reaches twenty-five (25) demerits for the year, long-term suspension will be recommended by the principal. We feel that 25 demerits is a very liberal amount and that any student reaching that point total is a deterrent to other students' learning.

Demerits will be awarded based on the consequence assigned:

- 1 demerit = Friday school 3:05-4:30
- 3 demerits = In-School Suspension
- 5 demerits = Out-of-school suspension

### **ALCOHOLIC BEVERAGES, DRUGS, TOBACCO, CONTROLLED SUBSTANCES, E-CIGARETTES, VAPING DEVICES**

Students should not knowingly possess, use, sell, transmit or be under the influence of these substances:

- On school property at any time (before school, during school day, after school hours).
- At school activities, functions, or events regardless of the location of the activity (at Girard or another location).

Students that violate this policy will be disciplined as outlined in the Discipline Code. Additionally, depending on the severity of the individual situation, law authorities may be notified.

### **ZERO TOLERANCE POLICY ON WEAPONS**

If any student is heard or admits to threatening to harm another person by the use of a weapon, that student will be:

- Reported to the law authorities.
- Suspended for a period varying from 5 to 186 school days depending on the severity of the incident.



## **FIELD TRIPS**

Attending field trips is considered a privilege. Students who have been suspended from school more than one time or accumulated 18 or more demerits may not be allowed to go on field trips. Students who have created a major disturbance on a field trip will not be allowed to attend any other trips during their middle school years.

## **SCHOOL LOCKERS**

The hallway and athletic lockers are school property. Students have no right to privacy since they belong to the school. Administration reserves the right to search any student's locker based on reasonable suspicion that a violation of a school rule or criminal violation is being committed.

## **ASSERTIVE DISCIPLINE PROGRAM for MINOR INFRACTIONS**

**CONDUCT LEVELS & CONSEQUENCES:** Middle school teachers will use the discipline log pages at the front of the student planner to document and communicate minor infractions. This assertive discipline strike system is based on the nine-week or "quarter" time period. Students are NOT allowed to write/draw on these disciplinary log pages. Any student caught erasing or modifying a strike or mark assigned by a staff member will be suspended and not allowed to use the strike system for the remainder of the school year.

A strike will be assigned in the larger boxes for minor violations (ex: tardy to school or class, excessive talking, interrupting class, ...)

A "material mark" will be assigned in the smaller boxes for not coming prepared to class (ex: missing homework or homework not at least 2/3 completed)

Severe incidents will be referred immediately to the principal and not applied to the strike system (EX: fighting, bullying, disrespect, ...)

LEVEL ONE: If a student reaches 5 strikes in a quarter, the student will be assigned one detention of 1.5 hours

LEVEL TWO: If a student reaches 10 strikes in a quarter, the student will be assigned two detentions of 1.5 hours

LEVEL THREE: If a student reaches 15 strikes in a quarter, the student will be assigned three detentions of 1.5 hours

Once a student has reached 15 strikes in a quarter, he/she will no longer be issued a strike for minor violations. On the 16th offense and all subsequent offenses in that quarter, the student is referred to the principal and will be disciplined as determined by the principal

Remember that strikes "start over" at the beginning of the new quarter.

**DOCUMENTING the INCIDENT and AWARDING a DISCIPLINARY POINT:** If the student commits a minor violation that the staff member believes merits a "strike", the staff member will write down the date, teacher initials, and a brief description of the offense. Please be descriptive. Instead of writing "disruptive", jot down "excessive talking", "out of seat repeatedly", ... so the

parent knows exactly what the student did to earn the strike. When you are assigned the last strike on any of the three levels, use the intercom to notify the office that you are sending the student down with his planner for “excessive strikes”. Additionally, after giving one strike in a class period, if you have another incident with the same student in the same period, the student should be sent immediately to the office for discipline.

### **DISCIPLINE GRID for SEVERE INFRACTIONS**

Following is the discipline grid that will be used as a guideline for serious infractions. It is only a guide; the administration reserves the right to deviate from this policy when necessary depending on the severity and details of the individual situation.

<b>BEHAVIOR</b>	<b>1st Time</b>	<b>2nd Time</b>	<b>Subsequent</b>
<b>Disrespect / Defiance</b>	DET	OSS	OSS
<b>Bullying / Teasing</b>	DET	FRI or OSS	OSS
<b>Improper Language</b>	DET	FRI or OSS	OSS
<b>Assertive Discipline / Strike System</b>	1-DET on 5th strike	2-DET on 10th strike	3-DET on 15th strike
<b>Substitute/Student Teacher Problem</b>	DET	2-DET	OSS
<b>Failure to Attend Friday School</b>	OSS(3) + reschedule FRI	OSS(5) + reschedule FRI	OSS
<b>Skipping / Cutting Class</b>	FRI – 1.5 hrs or time missed	OSS	OSS
<b>Leave w/o Permit</b>	DET – 1.5 hrs or time missed	OSS	OSS
<b>Unverified Absence</b>	DET	DET	DET
<b>Loitering before/after/during school</b>	DET	DET	OSS
<b>Fighting</b>	OSS	OSS	OSS
<b>Sexual Harassment</b>	OSS	OSS	OSS
<b>Threat or Profane Assault</b>	OSS	OSS	OSS
<b>Drugs/Alcohol/Drug Testing Issue</b>	OSS	OSS	OSS
<b>Tobacco/e-cigarette/vaping</b>	OSS	OSS	OSS
<b>Stealing</b>	DET + Restitution	OSS + Restitution	OSS
<b>Vandalism</b>	DET + Restitution	OSS + Restitution	OSS
<b>Weapons</b>	OSS	Long-Term	
<b>Firearms / Explosives</b>	Expulsion		
<b>Electronic Device / Cell Violation</b>	Warning by Principal	DET	2-DET
<b>Gaming/Messaging/Camera violation</b>	Strike + 5 day restriction	DET + 15 day restriction	2-DET + 30 day restriction
<b>Forgot to turn in 8:00-3:00 ipad</b>	Strike + 5 day restriction	DET + 15 day restriction	2-DET + 30 day restriction
<b>No iPad / Dead Battery on iPad</b>	Strike	Strike	Strike

## **USD 248 DRESS CODE (grades 6-12):**

The Board of Education and the Dress Code Committee believe that parents and students should be responsible for the dress and grooming of students. We believe that such dress and grooming should be conducive to the safety of all students, good physical hygiene of all students, and best learning situation that can be offered in the schools. This statement is applicable to school attendance only and is not to be interpreted as affecting the authority of the school or sponsor to establish special requirements of dress or appearance for participation in voluntary activities such as extracurricular music, clubs, or athletics. No style of dress will be tolerated which is disruptive of the educational process. The administration and faculty have full authority to determine the appropriateness of student clothing.

### **Acceptable Dress:**

- Slacks, jeans, shorts, dresses, skirts if in good repair
- Biker shorts when worn under another garment
- Cutoffs with neat frayed edges (all edges are same length; no holes, no slits on side)
- Skirts and shorts at appropriate length and style that are not distracting (As a general guide, shorts/skirts should come to mid-thigh)
- Tank tops: Boys-must wear undershirt, Girls-must have at least 2" shoulder strap (no spaghetti or then straps)
- Pierced ears
- Colored Hair if it is a dyed, natural solid hair color.

### **Not Acceptable Dress:**

- Halter tops, shorts shirts exposing the midriff, see-throughs are not acceptable
- Biker shorts worn alone are not acceptable
- Plunging necklines are not acceptable
- Tank tops: Boys must wear undershirt, girls must have at least a 2" shoulder strap (no spaghetti straps)
- Clothes that might be considered obscene or promoting alcohol, tobacco, or drugs are not acceptable
- Hats and/or items worn on or about the head are not acceptable anytime before or during the school day
- Visible piercing, other than on the ears, is not acceptable
- Any attire considered to be "extreme" by administration or faculty is not acceptable
- Hair of multiple colors or unnatural in color is not acceptable. The administration has sole responsibility to determine the appropriateness of "highlighting".
- Jeans with holes or ragged cuts that show skin or are slashed/ragged in private areas

### **Boys' Hair Length:**

- Hair is not to touch the collar of a crew neck t-shirts, cover the eyebrows, or extend below the earlobes.

- Pony tails, rat tails, or any other style that would circumvent the policy are not permitted.
- Boys must be clean shaven.
- On each incident: Warning by principal, two days to conform, strike, two days to conform, detention, suspension.

**Violation of the dress code will result in:**

- 1) A conference with the principal on the first offense. Student must conform to the dress code.
- 2) Second offense – Parent contacted by the principal and conformity to the dress code.
- 3) Third offense – DETENTION
- 4) Subsequent violations –suspension.

**Dress Code Appeal Procedure:**

- Students may appeal to the Student Council if they feel they have been unjustly criticized.
- Further appeal may be made to the Dress Code Committee and finally to the Board of Education.

**CAFETERIA INFORMATION**

- Our middle school has a closed lunch period, which means all students must remain at school for your noon meal. You may buy school lunches or bring a sack lunch from home. All food will be eaten in the cafeteria.
- Breakfast is served from 7:30-7:55 each day in the cafeteria.
- A free and/or reduced rate program is available for eligible students based on family income. Application forms for these federal programs are available in the school lunch director's office. All financial information is kept confidential.
- Money can be deposited in the student's account before school or at any time during the day.

**BUS TRANSPORTATION POLICY**

1. The school furnishes transportation for those students who live outside the boundaries established by the Board of Education.
2. The driver is in charge of all students and the bus. Students will obey the driver promptly and at all times, or will forfeit the privilege of riding the bus.
3. Drivers will check attendance daily and report passenger changes as they occur.
4. Students must be on time. The bus will not wait beyond its regular schedule for those who are late getting to their stop.
5. Students are not permitted to leave the bus until they arrive at their usual destination, except upon written instructions from the principal or parents. If a pupil is riding home with another student, the note must be presented to the principal who will make the decision on approving the request. The student will then present the approved note to the driver.
6. All bus routes are carefully laid out and approximate time schedules established. They are approved by the Board of Education and the State Department of Education. No deviations are to be made from these routes and schedules.

**BUS SAFETY REGULATIONS**

1. Loud talking and laughing or unnecessary confusion can divert the driver's attention and may result in a serious accident. Riders must talk quietly at all times while riding the bus. Riders should not talk at all while the bus is at intersections or railroad crossings.
2. Riders must never tamper with the bus or any of its equipment, especially the emergency door exit.
3. Any damage done by students riding the school bus, such as a cut cushion, broken window, etc. will have to be paid for by the pupil and his family.
4. Riders must always keep their arms and head inside the bus when the windows are open.
5. Books, packages, coats, and all other objects must be kept out of the aisles.
6. Eating or drinking is not permitted on the bus during regular morning and evening routes unless warranted by medical situations.
7. The driver shall have the authority to assign a seat to each passenger. Students should stay seated.
8. Students must not try to get on or off the bus, or move about the bus, while it is in motion.
9. Extracurricular trips: If time is scheduled for a food stop, no food or drinks should be brought onto the bus. Some extracurricular trips will necessitate allowing drinks on the bus. The sponsor should assure that the students take care of the trash. No glass containers. Sponsors who do not comply with this rule should be reported to their building principal to rectify the problem.
10. Students who refuse to cooperate fully and to observe these regulations will be denied the privilege of riding the bus.

### **TRANSPORTATION FOR SCHOOL SPONSORED ACTIVITY**

Students will be required to use transportation provided by the school district to and from the designated activity. Students may be released to the parent following the activity by signing the student out through the sponsor of the activity. This regulation is a safety precaution and should be considered a benefit to our students. All activity buses are sponsored by an adult and regular bus rules will be followed.

### **ENROLLMENT PROCEDURE**

**Spring Pre-Enrollment:** Mrs. Kelso will meet with returning and incoming students during the month of May to enroll them for the following school year. Students will be mailed a copy of their schedule, along with all enrollment forms, in late July.

**Changing Classes:** Deadline for changing class schedules is the 3rd day of the affected classes. See Mr. Pruitt.

**Textbook/Enrollment Fee:** \$30 per student for the 2019-20 school year. Must be paid regardless of lunch status. Students with unpaid enrollments fees are NOT allowed to participate in extra-curricular activities or attend school functions like field trips or school dances.

### **PARENT / TEACHER CONFERENCES**

Communicating with your child's teachers is encouraged and is important for particular concerns that may arise. Parent/teacher conferences will be held in October. At any time during the school year, please feel free to contact the office to help arrange a conference. We must remember that parents and the school have the same goal in mind: "educating each child the best we can!"

### Working Lunches

Students who have late work or missing assignments may be assigned a working lunch by a teacher. Working lunches take place during the students' lunch time, and are served in Mrs. Kelso's room. Working lunches are a time when students can work on late assignments so they can get caught up in their class.

### HONOR ROLL RECOGNITION

There will be two honor roll distinctions: All A's Honor Roll and A-B Honor Roll. Any student with a "C", "D" or "F" in any class is not eligible for honor roll status.

### GRADING SCALE

A+ 100-97	B+ 89-87	C+ 79-77	D+ 69-67	
A 96-94	B 86-83	C 76-73	D 66-63	F 59-0
A- 93-90	B- 82-80	C- 72-70	D- 62-60	

### K.S.H.S.A.A. ELIGIBILITY

To be eligible for extracurricular activities such as athletics, band, vocal music, cheerleading, students must:

- Pass at least FIVE classes the previous quarter (excluding seminar).

### ATHLETIC PROGRAMS

Participation: All 7th and 8th grade boys and girls are eligible and urged to try out for interscholastic athletics. We are a member of the CCC

Junior League. We compete interscholastically with the other seven members of the league.

The schedule of sports seasons is: Girls Volleyball (7th & 8th); Boys Football (7th & 8th), Girls & Boys Basketball (7th & 8th) and Girls and Boys Track (7th & 8th)

- All participants will furnish their own shoes. An athletic locker will be assigned to each athlete to store their clothing. Athletes are encouraged to keep their lockers locked at all times and are discouraged from giving their combinations to other students.
- All participants are fiscally responsible for any school-issued equipment. If something is lost or damaged, the parents will be responsible to pay replacement cost of the equipment.
- A physical examination and concussion form is required before a student may participate in an athletic practice.
- The school district carries a supplemental insurance that supplements personal insurance carried by parents. This school insurance is only a supplement; it does not pay for all expenses and does have a cap. If your son/daughter is injured during school practice or school games, please ask the office for a copy of the insurance claim form.
- Athletes serving out-of-school suspension are not eligible for athletic participation until they are readmitted to the regular school environment.

- A student who has an F in a class, and will miss that class due to traveling to an athletic event may be not allowed to travel. This will be up to the discretion of the teacher, coach or principal.

### **DRUG TESTING POLICY**

USD 248 has a random drug testing policy for all students in grades 7-12 who are participating in extra-curricular activities (athletics, cheerleading, music, etc.) and co-curricular activities (clubs, dances, etc.). To participate in these activities, a student must submit a completed consent form to the office within the first five days of school. Students may choose to submit a withdrawal form but by doing so eliminates their opportunity to participate in extra- and co- curricular activities. Also, any student may be requested by administration to provide a sample if the request is based upon reasonable suspicion. Students who intentionally attempt to circumvent the collection process will be suspended from school. The full details of our student drug testing program is contained in the policy which is posted on the school website.

### **POSITIVE REINFORCEMENT PROGRAM**

Several positive reinforcement/incentive programs have been implemented to reward students for excellence in the areas of behavior, attendance, grades, organization, and responsibility. Following is a description of these positive reinforcement programs.

### **S.T.A.R. Incentive Program**

Students Taking Academic Responsibility

#### Star Guidelines

The following criteria will be used for selecting students who will receive a GMS STAR sticker:

1. The STAR sticker will be issued for a nine-week period of time.
2. A new set of stickers will be issued each quarter to deserving students based on the previous quarter records.
3. Two levels of STAR stickers will be issued.

Trojan Gold Sticker--the student must meet all three of the criteria listed below.

Trojan Crimson Sticker--the student must meet two of the three criteria listed below.

- i. The student must have no recorded tardies and no more than two recorded absences during the quarter.
- ii. The student must have no detentions, no suspensions, and no referrals during the quarter.
- iii. The student must meet the academic standards that would place him/her on a middle school All-A or A-B honor roll during the quarter. (see pg. 14 for honor roll information)

STAR sticker holders are eligible to participate in all STAR activities. They will also receive additional special incentives such as the following:

- i. Cardholders' names may be entered in a drawing for a variety of privileges or prizes.
- ii. STAR Sticker sponsors might host a reception during the school day for gold cardholders.

A student holding either STAR sticker will be eligible to participate in the following activities which may include the following: Trojan Time, and quarterly incentives such as Bowling, Movie Day, Greenbush Retreat, etc.

**The sticker holder will be responsible for meeting requirements indicated below:**

1. To participate in any privilege, the cardholder will be responsible to present the sticker at the time of the event. Students will be encouraged to place the sticker in their planner, and show their planner at the time of the event.
2. A cardholder who in any way abuses the use of the sticker will automatically lose the sticker and its privileges.
3. If a sticker, or the item that it is placed on is lost it will not be replaced during the quarter of issue.
4. A teacher may override privileges which would take the student from that teacher's class.
5. Any error must be brought to the attention of the principal within one (1) week of the date the stickers are issued.
6. Continual and/or serious inappropriate behavior may result in a card holder immediately losing his/her STAR privileges. This decision will be left to the discretion of the building principal.



**TROJAN TIME in Seminar:** Trojan time will be for students who have earned a STAR incentive sticker for the quarter. Students who have earned this reward must show their sticker to the teacher before leaving class. Trojan time, is free time for students during seminar. Trojan Time will take place every 3<sup>rd</sup> week for a total of 3 Trojan Times during the quarter. Students who have not earned a STAR sticker will be placed in a study hall during this time.

**MIDDLE SCHOOL DANCES:** Dances are scheduled for Halloween, Christmas, and Valentine's Day. These dances will be held to reward students for good citizenship at school. Students do not have to be a STAR sticker holder to attend a dance. The Following is the criteria for being invited to the dance.

- **To attend the Halloween Dance:** Student must have no more than one detention and no ISS/OSS from the first day of school up to and including the day of the Halloween Dance.
- **To attend the Christmas Dance:** Student must have no more than 2 detentions and no ISS/OSS in the time frame between the Halloween Dance and up to and including the day of the Christmas dance.
- **To attend the Valentine's Dance:** Student must have no more than one detention and no ISS/OSS in the time frame between the Halloween Dance and up to and including the day of the Valentine's dance.

### **iPAD POLICY OF USD 248**

The entire iPad Policy of USD 248 is posted on the school website at [www.girard248.org](http://www.girard248.org). Please understand that our school-owned iPads will be checked out to any student in grades 5 -12 with NO charge if only used during school hours of 8:00-3:00. However, if a parent wants to have their child use the school-owned iPads outside of schools on a 24 hour basis, 7 days per week during the school year, the parent must pay BOTH the \$30 textbook/enrollment fee and the \$50 technology fee before the device is allowed to go home with the student.

#### **iPad User Agreement**

Print Student Name \_\_\_\_\_ School: RVH GMS GHS  
Grade: \_\_\_\_\_ One Apple iPad, one case, one 12W USB charging adapter, and one 1m lightning to usb charging cable have been issued to the student for the 2018-19 school year. These items are in good working order. It is the student's

responsibility to take care of the equipment and ensure that it is retained in a safe, secure environment at all times.

Students who pay a \$50 annual technology fee will be allowed to take the iPad home with them each day provided they responsibly care and use the iPad. Students enrolling during second semester will pay 1/2 the annual fee (\$25) provided they

have paid their applicable enrollment fee. The administration reserves the right to adjust the technology fee for students transferring in/out of the district during the school year. The tech fee must be paid before the iPad can leave the building. If the iPad or any other technology device checked out to the student is damaged due to an accident, the student must pay the first \$125 of the repair/replacement per incident. If the iPad is lost, stolen, or intentionally damaged, the student must pay the entire replacement cost. If the student breaks, loses, or has their iPad stolen, the student must pay the appropriate fees listed in Section 15 of this policy before they regain 24/7 access privileges if applicable. If school-issued cases are damaged or lost, the student is responsible to pay full replacement cost. If the charging cable or 12W USB power adaptor is damaged or lost, the student is responsible for purchasing an Apple Certified replacement from USD 248. If parents do NOT want the iPad going home with their child, then the \$50 tech fee is not assessed.

This equipment is, and at all times remains, the property of USD 248 Girard School District and is herewith only being loaned to the student for educational purpose only during the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the iPad. The equipment will be returned when requested by Girard school officials, or sooner, if the student withdraws from the Girard school district prior to the end of the school year. Since the device belongs to USD 248, the student has no expectation or right of privacy while using or possessing this device. Upon request by school officials, the student must present the iPad for inspection of all content and applications by school officials.

Students may be subject to loss of privilege, disciplinary action, or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in the Girard iPad Policy and Procedures handbook as well as the Girard School Technology iPad User Agreement.

Legal title to the technology device is with the Girard Schools USD 248. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the following Board policies: iPad Policy and Procedures handbook, Copyright Laws, and other guidelines as outlined in the student handbook.

Identification labels have been placed on the iPad. These labels are not to be removed or modified. If the label becomes damaged or missing, contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the iPad or case.

The student acknowledges and agrees that the student's use of the district property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the district property and to return the same in good condition upon request by Girard USD 248.

In the event an iPad is stolen or lost, the student or parent/guardian is required to immediately notify the principal. Upon return to school, the student and/or parent/guardian will immediately contact the school resource officer to fill out a police report.

In the event a student and his parent/guardian choose to bring their own iPad (which meets specifications), the student waives all “expectations of privacy” with regard to their personal device. While the school agrees not to conduct random searches on BYOD devices, the school reserves the right to search devices confiscated due to reasonable suspicion that a violation of school policy or committal of a criminal offense has occurred.

Please read through user agreement stipulations on the following pages. User agreement forms signed by both the student and parent/guardian must be submitted during enrollment before an iPad can be issued.

### **Student Responsibilities**

Your iPad is an important learning tool and while at school should be used for only educational purposes.

When using the iPad at home, at school, and elsewhere, I will follow the policies of Girard USD 248, especially those outlined in the

iPad Policy and Procedures handbook and Technology User Agreement, while also abiding by all local, state, and federal laws.

- I will take good care of my iPad by not dropping it, getting it wet, leaving it outdoors, using it nearby food or drink,
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals, not even my friends. While at school, it will stay in my possession at all times.
- I will protect my iPad by keeping it in a protective case.
- I will charge my iPad battery every night and bring it to school fully charged every day.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will use my iPad in ways that are appropriate, meet Girard Schools’ expectations, and are educational in nature.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or case and will not deface the serial number label.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the Girard School District.
- I will follow the policies outlined in the iPad Handbook and the iPad User Agreement while at school, as well as outside the school day.

- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will notify the principal immediately if my iPad is damaged or not working properly.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District iPad and case in good working condition.
- I understand I need to take care of my cable/adaptor because I am responsible to purchase an Apple Certified replacement if necessary.
- I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
- I will reserve 2 GB of storage at all times for addition of educational tools and updating requirements.
- I am responsible for knowing my Apple ID/Password if needed for maintenance by the tech department.
- I will not share my Apple ID/passwords/account info/data files with other students.
- I understand all students are encouraged to use “Find My iPad” during the school year and turn it off before checking in my iPad at the end of the school year.

I agree to the stipulations set forth in the above documents including the Girard iPad Policy and Procedures; and this signed iPad user agreement.

Student Name (Please Print): \_\_\_\_\_ GRADE \_\_\_\_\_

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Parent/Guardian Responsibilities**

Your student is being issued an iPad to improve and personalize his/her education this year. As the parent/guardian, you agree to the stipulations set forth in the iPad user agreement signed above by your student along with the regulations contained in the Girard iPad Policies and Procedures handbook and the Girard Technology User Agreement. Additionally, you agree to follow the guidelines listed below to ensure the safe, efficient, and ethical operation of this iPad.

I will supervise my child’s use of the iPad while at home and assume responsibility for the child’s use of the iPad off campus. I will discuss our family’s values and expectations regarding the use of the internet and the iPad.

I will monitor my child’s use of the internet during use of the iPad off campus.

I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a soft, dry cloth.

I will report to the school any problems with the iPad.  
I will make sure my child recharges the iPad battery nightly.  
I will make sure my child brings the iPad to school every day fully charged.  
I understand that if my child comes to school without the iPad, I may be called to bring it to school.  
I agree to make sure that the iPad, iPad case, Apple Certified charging cable and 12W USB power adapter are returned to school when requested and/or upon my child's departure from Girard schools.  
I understand an annual technology fee of \$50 must be paid before my child can take home the iPad.  
I understand that I will be responsible per incident for the first \$125 of repair/replacement cost for accidental damage to the iPad or any other technology device that is checked out to me.  
I understand that I will be responsible for the entire repair cost for intentional damage to the iPad, the replacement value of the iPad if stolen or lost, and for the replacement cost of the school issued case, Apple Certified charging cable and a 12W USB power adapter.  
I understand that my student was given a 1m lightning to USB charging cable and a 12W USB power adaptor they will keep using until the end of the current iPad cycle or their departure from Girard schools. If the cable or adaptor is faulty or lost, I am responsible for purchasing a replacement from USD 248 technology department.

check this box if you have an active internet connection in your home. check this box if you have Wireless access to the internet in your home.

Parent/Guardian Name (Please Print): \_\_\_\_\_ Parent/Guardian

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

