

# SCOTT CITY MIDDLE SCHOOL

STUDENT HANDBOOK 2022-2023



# SCMS Bell & Lunch Schedule 2022-2023

1st Hour	8:05-8:50am
2nd Hour	8:53-9:38am
3rd Hour	9:41-10:26am
4th Hour	10:29-11:14am
5th Hour	11:17-12:02pm
6th Hour/Lunch (7th & 8th Gr)	12:05-1:23pm
6th Hour (6th Gr)	12:38-1:23pm
7th Hour	1:26-2:11pm
8th Hour	2:14-2:59pm
PRIDE	3:02-3:30pm

## Lunch

3rd Grade	11:05-11:35am
4th Grade	11:15-11:45am
5th Grade	11:40am-12:10pm
6th Grade	12:05-12:35pm
7th & 8th Grade Grp 1	12:35-1:05pm
7th & 8th Grade Grp 2	12:53-1:23pm

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**Dear Students & Parents:**

On behalf of the entire faculty and staff we welcome you to Scott City Middle School. This handbook contains valuable information that will help both the students and parents become familiar with the policies, procedures and activities at SCMS.

We believe in a fair and consistent code of discipline and good classroom management. Our goal is a positive environment where courtesy and kindness, from both students and staff, prevail. We encourage all students to be active and participate in school activities. We will treat all students with courtesy and respect. When problems arise, we will work positively to find solutions. We will hold students accountable. We believe each student has the final responsibility for the consequences of his/her behavior; however, parents may be asked to help us enforce the necessity of better behavior.

***WELCOME*****SCMS MISSION STATEMENT**

Scott City Middle School will provide a high quality education and a productive, positive learning environment for all students.

**NONDISCRIMINATION STATEMENT**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all union or professional organizations holding negotiated agreements with the district/institution are hereby notified that this district/institution does not discriminate on the basis of race, religion, color, homeless, national origin, sex, age or disability in admission or access to, or treatment or employment in its programs and activities.

**SCMS HANDBOOK ACCESS**

Changes or additions to this handbook may be made at the discretion of administration. Updates will be made throughout the school year and will be noted in the online version located on the USD #466 website. All students will be issued an iPad/Chromebook, and will be expected to be familiar with the electronic version of the handbook.

**CHANGE OF CONTACT INFORMATION**

At any time during the school year when an address, telephone number, or email changes, the school office should be informed. If it becomes necessary to call parents for emergencies, correct information is imperative and simplifies the process.

# **SCHOOL CLOSINGS**

The superintendent will determine when it is necessary to cancel school because of inclement weather or other discretionary reasons. Announcements regarding school closings will be announced with a phone call and/or text from the school, listed on local news channels, and will be posted on social media. As much notice as possible will be given; however on days of inclement weather, these announcements will normally be given 6:30-7:30 a.m., on the day schools in the district close.

## **ATTENDANCE**

The following attendance policy is based on the premise that regular school attendance is necessary for the student to have a successful educational experience. The school system and parents must work together in accepting a mutual commitment to educate each child. This commitment can best be achieved through communication between the school and the home which assures that the child will be in school on a regular basis so that he/she can be afforded the opportunity to learn.

### **Excused Absences**

If a student is absent, a parent/guardian must contact the school office. Each student will be allowed 15% of total days per year of excused absence for the following reasons:

- *Personal illness:* (A physician's notification is **required** if illness causes excessive absences.)
- *Funerals*
- *Prearranged medical and/or dental appointments*
- *Prearranged absences:*
  - For known, upcoming absences, advanced parental permission is to be received by the principal. If a parent makes prior arrangements with the building principal before the absence occurs, the parent and student will complete a "pre-arranged absence form". The form will contain the student's name, grade, date of student's absence and reason for absence, list of classes in an area that will identify assignments given by the teacher designated with teacher's signature as well as location for date, parent's, student's, and principal's signatures.
  - The approval of this absence will be discussed with the parents by the building principal if the student is in jeopardy of failing, advising the parent as to the necessity of school attendance. If the parent still requests the absence, the principal will release the student indicating approval of the absence. Work for all classes must be turned in to all teachers, unless a teacher specifies otherwise, before the student leaves to receive credit. Previous assignments are due the day stated by the teacher.

## **TARDINESS**

Being on time to school and class is essential to being a successful student. If a student will be late coming to school, parents must call the office or send a note with the student. Tardy students must report first to the main office when entering school.

- You are tardy if you are not in your seat in the classroom when the bell rings.
- You are tardy if you are up to 15 minutes late: if you are more than 15 minutes late, it may be an unexcused absence
- You will be allowed two tardies per quarter.
- Upon the third tardy in a quarter in grades 6-8, and subsequent tardies thereafter, you will be assigned 15 minutes in the after school study program for each offense or lunch detention in the office. Tardy detentions do build in 15 minute increments; 15 for 3rd tardy, 30 minutes for 4th, and so on.
- Students who have excessive tardies at the start of the school day or throughout the school day, will be reported as truant to local officials.

## **TRUANCY**

SCMS school officials will notify the proper authorities if a child that is required by law to attend school is enrolled and is inexcusably absent therefrom on either three consecutive school days, for five school days in any semester, or seven school days in any school year. School officials will also report truancy if a child's absence is excessively excused as an illness with no doctor's notification to the school stating medical issues that initiated the absences. Students will also be reported to officials if they are required to attend tutoring, before or after school, due to failing grades, and are not attending. Prior to making any report, notice of multiple absences will be given to the parent/guardian of the child. SCMS school administration is also required to report any child that is required by law to be attending a public or nonpublic school who is not enrolled, but resides within our school district.

## ***DAILY PROCEDURAL ITEMS***

### **CAFETERIA EXPECTATIONS & LUNCH PERIOD:**

All students are required to eat lunch in the middle school cafeteria. They can bring their own lunch or eat the school lunch in the cafeteria. No outside fast-food is allowed, unless it is brought from home at the beginning of the day. Please do not send pop in your student's lunch. Parents may take their child out for lunch, providing a parent comes in to sign them out in the office. If a student does leave the school grounds without obtaining permission he/she will receive an automatic one day in-school suspension. Students who leave the school for lunch will not be excused if they return late. Whether it is their fault or their parent's fault; it will still be an unexcused tardy.

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in.

The commons restrooms will only be open during lunch to students that are attending the current lunch session. Students are to remain in the cafeteria until they have finished eating. At no time should food be taken outside of the cafeteria. Students are not to go into areas where classes are being held during their lunch period.

### **CHEWING GUM:**

Chewing gum is not allowed at SCMS at any time for any reason. Students caught chewing gum will spend 15 minutes before or after school assisting with custodial duties as a reminder as to why gum is not allowed.

### **HALL PASSES:**

Each teacher will determine whether a student's reason for wanting to leave class is valid. If a student abuses the privilege of going to lockers, the restroom, etc., they will lose this privilege. *ADDITION-* Students in grades 6-8 will use E-Hall Pass and must have staff approval to use one of four daily passes. Any student with specific medical concerns will have a written plan to account for their special needs.

### **BACKPACKS/BOOK BAGS:**

Students are not to carry a bag of any sort into classrooms. They are given sufficient time to stop at their lockers to pick up needed class supplies during passing periods in between classes. Backpacks lying on the floor in a classroom are a safety hazard.

### **HALLWAY & ATHLETIC LOCKERS:**

- Each student at SCMS is assigned a student locker for textbooks, coat, and one bag which will reasonably fit inside that locker.
- When a student enters middle school, they will be issued a free combination lock. They are to use this lock every year. If they lose or damage their lock, a new one can be purchased in the office for \$5. Students are not to bring locks purchased elsewhere.
- Students participating in school athletics can also be assigned an athletic locker for use during that sport season to store their uniform, practice jersey, sport bag, and gear.
- Students are issued combination locks. Lockers should be kept closed and locked at all times. Students should not share their combination or they cannot expect their property to be safe.
- Any student entering another student's locker will be subject to disciplinary action.
- Each student is responsible for keeping his/her assigned locker clean on the inside and outside. Scotch tape and masking tape are not to be used in the locker. Intentional damages caused by misuse, marking, jamming the lock, tape, etc. will result in fees being charged to the student responsible for that locker.
- Any locker malfunction should be reported to the office.
- All personal items should be marked with your name.
- **Do not leave money or other valuables in your lockers.** These items may be checked in at the office for safe-keeping until needed.

- Close doors gently and quietly. Excessive slamming of the door and abuse to lockers results in damage.
- Search of Student Lockers and Desks:
  - Lockers and desks are school property. **Students shall have no expectation of privacy in any school locker or any school desk.** School authorities will periodically open and inspect lockers for inappropriate items such as drugs, alcohol, tobacco, and food or drinks which are not allowed in the lockers. All searches by school authorities shall be carried out in the presence of another adult witness. Any authority who wishes to search a student's locker shall report to the building principal before proceeding. The building principal shall ask for a receipt for any items taken from a student's locker by law enforcement officers.

### SCMS DRESS CODE:

It is expected that students will use mature judgment in their dress by wearing neat, clean clothes that do not detract from the educational setting of school. The principal is the final authority on the appropriateness of student dress. Some items of dress that are not considered appropriate include, but are not limited to, the following examples:

- Hats and hoods will not be worn in the building.
- Tops will not expose a bare midriff, cleavage, or under garments.
- Pants cannot be worn that have large/excessive holes, or that are too loose (NO sagging and bagging).
- Tights or tight fitting pants must be accompanied by a top long enough to cover one's bottom.
- No pajamas.
- No clothing or jewelry that advertises or promotes alcoholic beverages, drugs, tobacco, profanity, weapons, or persons/slogans associated with said items. This includes slogans that promote double meanings.
- Shorts, skirts or dresses may not be worn if deemed inappropriately short.
- No dew rags or bandanas.
- No pocket chains or excessively long belts.
- No excessive marking or writing on any part of one's body.
- Coats and jackets are not allowed to be worn in classrooms; with the exception of cold days, and at the discretion of the classroom teacher.
- Other items deemed inappropriate by the principal.

Students found wearing inappropriate clothing in grades 6-8 will be sent to change into their PE uniforms. Further disciplinary action will be taken for repeat offenses. If you are in doubt as to the appropriateness of a particular article of clothing, then check with the principal **PRIOR** to wearing it. Apparel or accessories taken will be held by the principal until a parent or guardian claims it.



### **CELL PHONES:**

Student cell phones or communication devices are only to be in use before or after school. Students are not permitted to carry their phones throughout the school day. The school is not responsible for lost or stolen phones. Any student using his/her phone or communication device at an inappropriate time or in an inappropriate manner will have their phone turned into the school office. Smart watches may be worn, but will be confiscated by staff if misuse is observed. A parent/guardian must pick up the phone or device before or after school, it will not be handed back to the student. Upon a third cell phone violation, students will spend one day in ISS.

### **HEADPHONES/ EAR BUDS:**

Students are not permitted to wear headphones or earbuds during passing periods. This inhibits their ability to be courteous to others they meet in the hallways and hear announcements or other necessary information.

### **VISITORS:**

Visitors, including parents, are required to check-in with photo ID in the office upon entering the building. Visitors are not permitted in any area outside of the office without signing in, wearing identification, and being granted permission by office personnel to visit other areas of the school. Students are not allowed to have guests attend classes with them, unless granted permission by the principal prior to the guest arriving. Visitors from non-school entities (law enforcement, DCF, Compass, etc) must show proper documentation to meet with a student during the school day. This is to ensure a safe and productive environment for students during the school day.

### **LEAVING & RETURNING DURING THE SCHOOL DAY**

Before a student leaves the school property a parent/guardian must sign the student out in the office. Every student must also obtain an ADMIT SLIP from the office before returning to class. Students will not be permitted to leave school grounds on their own. Even if a parent calls and gives permission for them to walk home, during school hours, they need to be picked up.

### **LOST & FOUND**

Whenever a student loses a personal item, it should be reported to the office. When students find an article not belonging to them, it should be turned in to a teacher or to the office. A lost-and-found box is located in the office and should be checked periodically by students.

### **STUDENTS DRIVING TO SCHOOL**

Any student attending Scott City Middle School who has reached the age of fourteen (14) and has received a restricted driving license, may drive a vehicle to school. Students may only park in the back row of the west parking lot. Students who drive to school, shall not leave the school grounds in their vehicle during school hours, without written permission from a parent or guardian and approval of the building principal. Any violations or careless driving will result in the loss of the privilege to drive to school, and the local law enforcement authorities may be contacted.

## **FIRE, TORNADO, & CRISIS DRILLS**

The following rules will be followed during fire and tornado drills:

- Check the instructions in each classroom (they are posted) indicating how to leave the building in case of a fire and how to move to the closest tornado shelter.
- Walk quickly and quietly to the designated safe area.

There will be a written plan that will include specific arrangements for mobility impaired and other individuals who may need assistance from staff members to safely exit the building or move to shelter. The frequency of fire, tornado, and crisis drills will be conducted as directed and mandated by the State of Kansas.

## **SCHOOL DANCES:**

School-sponsored dances or parties are coordinated through Student Council and are intended for the entertainment and social development of SCMS students. If a dress code is advertised prior to the school dance, students will be expected to follow it. School dances at SCMS are intended only for students who currently attend SCMS and are in good standing; academic eligibility applies. Guests are not permitted.

## **CLASSROOM PARTIES & GIFT DELIVERIES :**

Teachers will submit classroom party suggestions to the building principal for approval. Classroom teachers must be present during any class party. Individual birthday party invitations (those not inviting the whole classroom) must be handled outside of school. Parents may send birthday/holiday treats with their students, or drop them off in the office. Student birthdays will be acknowledged during the school day, however individual student parties will not be permitted in efforts to protect instructional time.

SCMS will not accept flowers, candy, balloons, etc. to be delivered in the school office for distribution to students. This pertains to student birthdays, holidays, special occasions and sports.

## **WATER BOTTLES:**

Students are permitted and encouraged to carry water bottles with a lid during the day. No large or insulated cup type containers are permitted.

# **GRADING & ELIGIBILITY**

## **GRADING SCALE:**

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system is as follows:

A – 90-100%	D – 60-69%
B – 80-89%	F – Failing 0-59%
C – 70-79%	I – Incomplete

An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. An incomplete on the report card becomes an “F” four weeks from the date it is issued. Make-up work is the responsibility of the student.

A Satisfactory and Unsatisfactory scale will be used for non-core classes in grades 3-5.

## **CHEATING & PLAGIARISM:**

Cheating and/or plagiarism will not be tolerated. The teacher who witnesses or encounters the incident will collect the student’s paper, mark a zero for the work, and notify the parent and office immediately as to the action taken.

The following constitutes cheating and/or plagiarism:

- Copying from another student’s work/assignment/project, or a cheat sheet.
- Allowing your homework/assignment/project to be copied.
- Another student doing your assignment.
- Copying from any printed publication or Internet site.

## **ACADEMIC & ELIGIBILITY GUIDELINES:**

Each teacher will update their grade book by Monday morning at 9:00am. A list of these students will be given to each teacher and coach that Monday. Eligibility reports will be run during 2nd hour on the first full day of a school week. There will be equal ownership of a student’s unsatisfactory grade between the student, teacher, and parent. The following will be the interventions followed for students failing classes:

### **WEEK 1:**

#### *Student-*

- Contact parent via phone to inform of unsatisfactory grade.
- Communicate with teacher of failing class with plan for grade improvement.

#### *Teacher-*

- Provides printed progress report for student(s) to see specific missing work.

#### *Parent-*

- Answer the student’s phone call and review the student’s progress report of missing work.

## **WEEK 2:**

### *Student-*

- Contact parent via phone to inform of unsatisfactory grade.
- Attends 30 minutes in the After School Study Program. Students will be allowed to attend practice, if arrangements are made to make up time before school.

### *Teacher-*

- Provides printed progress report for student(s) to see specific missing work.
- Make and document parent contact.

### *Parent-*

- Answer the student's phone call
- Visit with the teacher.

## **WEEK 3:**

### *Student-*

- Contact parent via phone to inform of unsatisfactory grade.
- Attends 30 minutes in the After School Study Program. Students will be allowed to attend practice, if arrangements are made to make up time before school.

### *Teacher-*

- Provides printed progress report for student(s) to see specific missing work.

### *Parent-*

- Answers student's phone call
- Attend an after school study session or the class the student is failing with their child.

## **STUDENT EXTRACURRICULAR ELIGIBILITY:**

Any student with an "F" in any course will report to the Enrichment and Intervention room during their Beaver PRIDE time.

**Week 1 of Ineligibility:** The student will still be able to practice and compete.

**Week 2 of Ineligibility:** The student will not be able to compete, but can still practice if they are ineligible in the same subject area. This includes all extra-curricular activities.

**Week 3 of Ineligibility** If the student is back on the list a third week for the same subject area, he/she will not be able to compete or practice until the grade returns to passing, or arrangements have been made to make time before school. This includes all extra-curricular activities.

The education of each student at Scott City Middle School is the primary goal of the faculty and staff of USD#466. To participate in any extracurricular activity, the student **must be present the entire day of school on which the activity falls** unless excused by administration.

A student must be present for ½ a school day to participate in practice that day, unless approved by the principal. Administration will support any other approved team attendance policies set forth by the coaching staff.

Students must be in good standing to participate in school activities. Any student who receives an office referral may serve suspension from current school activities.

### **KSHSAA ACTIVITIES:**

All students participating in KSHSAA sanctioned activities shall meet the following requirement for eligibility in interschool activities:

The student shall have passed at least five new subjects (those not previously passed), the previous semester or the last semester of attendance.

### **Behavior Expectations for Parents and Patrons on District Property**

Per district policy KGC-Bullying by Parents, KGD-Disruptive Acts at School or School Activities, and KGDA-Public Conduct on School Property, a climate of respect is expected for all adults visiting school facilities and property. The Board of Education and school administration have the authority to deny access to buildings, facilities, and grounds when parents or patrons are not respectful to staff, students or contracted workers, including game officials.

Parents or patrons denied access from district buildings, facilities and grounds are required to meet individually with the building principal or superintendent of schools about the prior incident before readmission is allowed. Denial of access may be up to one calendar year, depending upon the discretion of the board and administration. Appeals from any parent or patron can be made to the Board of Education.

### **RETENTION:**

A student who fails three of his/her eight subjects or has exceeded the 15% allotted absences addressed in the truancy section, will be considered for retention. Retention will also be considered if a student fails two of his/her major academic courses (Math, English, Social Studies, and Science). An eighth grade student must pass five (5) credit hours, in which four of those must be the major academic courses and one credit hour can be non-elective to be eligible to move on to the high school. Credit recovery is available in the summer for classes that resulted in a failing semester grade.

### **8TH GRADE PROMOTION:**

Every 8th grade student needs to have the 8th grade checklist completed, all fees paid for the current year and all previous years in order to participate in 8th grade promotion. Students must be passing all subjects for the year. Promotion practice will be held in the gym on the day of promotion. Eighth grade students will be dismissed following promotion rehearsal.

## **USD #466 POLICIES & SERVICES**

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT POLICY (FERPA):**

Under FERPA, parents of students are afforded various rights with regard to educational records which are kept and maintained by USD #466. These rights include:

The right to inspect and review all educational records, except those which are specifically exempt. Records will be available within 45 days of the day the district receives the request for access.

The right to prevent disclosure of personally identifiable information contained in your educational records to other persons within certain limitations. Disclosure of information from your educational records to other persons will occur only if:

The district has your written consent for disclosure:

- The information is considered “directory information” and you have not objected to the release of such information with the exception of the release of personally identifiable information to school officials with a legitimate educational interest, or to other school districts where the student intends to enroll.
- Schools may disclose the following information that is considered “Directory Information”: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, height and weight of athletic team members, dates of attendance, degrees and awards, the most recent previous school attended, class designation, major field of study and photographs, including videotape images and recordings. However, parents may request that the school not disclose directory information about their student.
- The right to request that your educational records be amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. You may request a hearing at which you may present evidence to show why the record should be changed if your original request is denied.
- The right to file a complaint with the Federal FERPA office, if you believe USD #466 failed to comply with FERPA’s requirements.
- The right to obtain a copy of USD #466 policies for FERPA.

Parents and eligible students have a right to refuse to permit the designation of directory information. If you refuse, you must file written notification to this effect with Unified School District No. 466 at the district office or your child’s school on or before September 1, of each school year. If a refusal is not filed, Unified School District No. 466 assumes you have no objection to the release of the directory information designated.

### **ACCIDENT INSURANCE:**

The school district does not provide accident insurance coverage, however the district does offer to its patron’s a low cost accident insurance as a supplement to the family’s regular coverage. This insurance is strictly voluntary and may or may not be purchased by parents. Information on the accident insurance is provided at enrollment time.

### **HIGH PLAINS EDUCATIONAL COOPERATIVE:**

The USD #466 Board of Education recognizes individual differences among students, some requiring specialized programs to meet their needs. Services for students with special needs are

provided to augment the instruction provided by regular teaching staff. These special services are provided by employees of High Plains Educational Cooperative, and are paid through a contractual agreement between High Plains Educational Cooperative and USD #466. The Board of Education expects full cooperation between the regular teaching staff of USD #466 and the employees of High Plains Educational Cooperative. Teamwork between regular education staff and HPEC staff is essential for students to make appropriate educational progress. All staff, regular and special education, will be held accountable for their responsibilities under IDEA legislation. The USD #466 Board Of Education pledges support to both regular education staff and HPEC staff in providing appropriate learning experiences for all students.

### **FOOD SERVICE POLICY:**

The maximum number of meal charges shall be ten (10) meals. Once the limit of 10 is reached, the student must bring their own lunch or provide cash to purchase their daily meal. No substitute meals will be provided. It shall be the responsibility of the Food Service Division to communicate directly with the families concerning the bills that need to be paid and the collection of the same. Students designated as free will continue to be served. Reduced-lunch students will be responsible for the daily reduced amount once the limit of 10 meals has been reached. Students and respective families are responsible for all past and current bills.

### **SEXUAL HARASSMENT:**

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violation of this policy shall result in disciplinary action including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Definitions: Sexual harassment may include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student’s grade or status in any activity; or
- Sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection to the student. The initiation of a

student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

### **DRUG & ALCOHOL POLICY:**

The Board Of Education's Drug and Alcohol Policy form is part of the enrollment process. Parents are encouraged to go over the policy in detail with their child. Students in 7<sup>th</sup> and 8<sup>th</sup> grade will be subject to random drug and alcohol testing. Any student testing positive will be required to undergo a drug/alcohol screening and provide the school with documentation of the completed screening. Students will not be permitted to participate in or attend school activities until the screening has been completed.

Possession and/or use of any tobacco product or nicotine delivery device by students is prohibited in school, in any school owned vehicle, at school-sponsored events or on the school grounds. For the purposes of this policy, "nicotine delivery device" is defined as any device that can be used to deliver nicotine to the person inhaling from the device. The definition shall include, but is not limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer. Law enforcement will be called for the second offense of possession of any of these items.

If a student is suspected by administration to be under the influence of drugs or alcohol on school premises, they will be suspended immediately. If the student denies use of drugs or alcohol, a negative screening must be presented to the principal, before the suspension will be lifted.

### **FAMILY NIGHT:**

No school activity is to take place on Wednesday night or on Sunday without permission of the superintendent. These times are set aside for family activities. If the superintendent permits any exceptions to this policy, notice shall be given to the Board of Education at the next regular or special meeting.

### **KANSAS SCHOOL SAFETY HOTLINE:**

There is a Kansas School Safety Hotline, **877-626-8203**, to report any information that might threaten the safety of the school or students. This is a statewide hotline available 24 hours a day, 365 days a year.

### **EMERGENCY EVACUATIONS:**

In the event of a catastrophic event that would require the middle school building to evacuate. Please contact the school office, if possible, at (620) 872-7640 or the district office at (620)872-7600 for instructions as to the location where you may pick up your child.



## **HEALTH SERVICES**

Your school is fortunate to have the services of a Registered Nurse. The school nurse services several schools in the district; therefore she is in each school on a limited basis. The nurse works in close cooperation with the teachers, administration, school secretaries, and your child's health care providers. Parents are urged to confer with the school nurse on any matter pertaining to the health of their children.

The school should be informed if a student has any health problems or concerns, where a parent can be reached in case of an emergency/emergency contacts, health insurance carrier, and the name of their health care provider. Much of this information can be provided on the school enrollment forms. If your child has any known health problem(s) or medical condition(s), physical disability, or allergy please inform the School Nurse, your student's teacher, and the principal, so that every measure or precaution may be taken to accommodate our students' medical and health care needs.

For any special dietary needs or food allergies that require a special diet a school meal modification form must be signed by a doctor and returned to the school nurse and/or food services department. This form is available at enrollment, on the USD#466 website or from the school nurse.

If your child becomes ill or injured while at school, every effort will be made to care for him/her, and notify the parent or person to be contacted in case of an emergency. Please be sure to indicate and update changes in who is to be contacted in case of emergency or illness, and where they can be reached. If a parent or guardian cannot be contacted in an extreme emergency, your child will be taken to Scott County Hospital, or an ambulance will be called, if warranted by condition or injury. Assessment and first aid treatment to your child will be administered as needed and to the best of our ability under the direction of or as delegated by the school nurse.

### **ILLNESS DURING SCHOOL**

If a student becomes ill during school hours, they will be assessed through the office. The school nurse and/or secretary will determine if they can remain at school or they need to go home. The school nurse or secretary will contact either a parent or an emergency contact to make arrangements for the student to be picked up. Students should ***not*** use their personal cell phones to inform parents they are ill. They need to go to the office so the nurse or secretaries can assess the student and contact parents if needed.

## **EXCLUSION OF STUDENTS WITH COMMUNICABLE DISEASES and ILLNESSES**

### **Illnesses and Diseases-**

**Chickenpox**-excluded from school until all lesions have formed scabs or crusts (usually 5 days after rash onset).

**Pink eye**-excluded from school until 24 hr. after treatment/antibiotics have been initiated.

**Measles**-excluded from school for at least 4 days after the onset of rash.

**Mono (mononucleosis):** exclusion time varies in each individual case. Guidance will be given by the diagnosing medical professional.

**Mumps**-excluded from school for 9 days after the onset of parotitis (inflammation of parotid glands in neck).

**Whooping cough (pertussis)**-excluded from school until they have received 5 days of appropriate antibiotic treatment.

**Ringworm**-excluded from school until treatment is started and the affected area is covered.

**Scabies**-excluded from school until appropriate treatment has begun.

**Shingles**-routine exclusion from school is not indicated, however if lesions cannot be covered, students should be excluded until lesions are dried and crusted.

**Staph infections and Impetigo**-excluded from school until treatment is initiated by a medical professional. Open wounds must be covered.

**Strep infections**-excluded from school until the student has received treatment for at least 24 hours and the student is fever-free for 24 hours without the use of fever-reducing medication.

**Head Lice**- Students infested with live lice shall be excluded from school until treatment with an antiparasitic drug is initiated. Nits must be combed out thoroughly after treatment. Student dismissal for nits will be based on school nurse discretion.

**Influenza**- excluded from school for 5 days after the onset of symptoms, and fever free for 24 hours without the use of fever-reducing medication. (The district will follow the most current KDHE guidelines and recommendations and is subject to change based on updates to those guidelines and recommendations.)

**Fever**- If a student is sent home from school with a fever (greater than 100.0 degrees), the student shall be excluded until he/she has been fever free without the use of fever-reducing medication for 24 hours.

**Diarrhea/Vomiting**-If a student is sent home from school with diarrhea and/or vomiting, the student shall be excluded until he/she has been diarrhea or vomit free for 24 hours without the use of anti-diarrheal and nausea/vomiting reducing medication. Students should be able to tolerate regular meals.

When a student visits a doctor, please bring a doctor's note excusing him or her from school or releasing the student back to school/athletics.

## **IMMUNIZATIONS**

Students attending school in U.S.D. 466 are required to be immunized according to current state immunization requirements. K.A.R. 28-1-20 requires that each child entering school present to the school authorities immunization certification from a licensed health service provider that the child has received or is in the process of receiving immunization according to Kansas State Law. These immunizations include, but not limited to, age appropriate doses/schedule of the following: poliomyelitis, measles, mumps, rubella, diphtheria, pertussis, tetanus, hepatitis B, haemophilus influenza type b (Hib), hepatitis A, and varicella.

*\*\*NOTE: The parents and guardians of exempt students should be informed their students will be excluded from school in the event an outbreak of vaccine preventable disease occurs. Length of exclusion period varies by disease and is determined by KDHE. Additionally, an exemption form must also be on file with the school for those students exempt from immunization. Those forms can be found on the district website or from the school nurse.*

### **ADMINISTERING MEDICINE AT SCHOOL**

All schools in USD#466 follow strict policy guidelines, developed by the school board that regulates the taking of medicine in school by students.

### **SUPERVISION OF MEDICATIONS:**

Under normal circumstances medication may not be brought to school by students for their own usage or that of others. Such medicines will be removed from the student and retained for return to the student or the parents as deemed appropriate. Any disciplinary action will be left to the discretion of the principal.

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse, the principal, or the school nurse designee will administer the medication in compliance with the following regulations.

**Written permission from a licensed health care provider must be provided with regard to all prescription medications and all special health care procedures to be administered.**

The health care provider's permission form should include the following information:

- a. Date
- b. Medication and/or treatment to be given
- c. Dosage to be administered
- d. Time of day to be given. (For example, if medication is to be given three (3) times a day, medication should be given at home before school, after school and at bedtime, unless the health care provider's medication order states specifically at noon, before lunch or after lunch.)
- e. Conditions for which the medication is to be administered (Diagnosis).

**Written permission from the parent/guardian must accompany ALL medication-** this form must be updated at the beginning of each school year. This form is available at enrollment, on the district website or from the school nurse.

The medication must be brought to school in the original container, appropriately labeled by the pharmacy or health care provider. The parent may wish to request two containers from the pharmacist.

Any changes in type of drugs, dosage, and/or time of administration must be accompanied by a new Permission Form.

All medication maintained in the school setting will be kept in a secured area.

The medical need for the self-managed administration of all medications must be evaluated individually by the health care provider and the school nurse (i.e., asthma inhalers, epinephrine, insulin, or over-the-counter medication). Permission for Self Administration Form must be on file in the nurse's office with directions for such exceptions from the licensed health care provider, as well as written permission from the parent. There is a section to be completed on the Medication Permission form for this information.

### **DISPOSING OF UNUSED MEDICATIONS**

If a student's medication changes during the school year, the remaining medication will be given to the parent or guardian at the time of the delivery of new medication. Medication remaining at the end of the school year shall be taken home by the parent or guardian. Medication may be sent home with the student, with parent permission. Any medication not claimed will be discarded on the school nurse's last working day of the school year.

## ***DISCIPLINARY ACTION***

This is not an all-inclusive list of behaviors or consequences, but outlines possible scenarios requiring disciplinary action. For ease of use by administration and for clarity's sake, these offenses are classified and the respective disciplinary action to be taken is provided. The principal has the authority to use discretion and common sense in enforcing discipline and is authorized to apply a higher level of consequence to serious violation of inappropriate behavior, even if it is a student's first offense.

### **Level 1 Offenses:**

- Excessive tardiness
- Classroom disruptions
- Failure to follow directions/refusal to complete assigned work
- Violating cafeteria rules
- Violating hall rules/abusing passing privileges
- Use of profane language

- Selling of goods by students
- Violation of dress code
- Educational nuisance (Example: cell phone, etc.)
- Academic dishonesty
- Throwing snowballs
- Violation of bus conduct rules
- Inappropriate displays of affection
- ID Card infractions
- iPad or Chromebook use infractions

### **Level 1 Disciplinary Options:**

First Offense:

- Parent/Guardian Conference
- Student/Teacher/Principal Conference
- Before School/After School Detention/ Lunch Detention
- Short Term Suspension from privileges
- Restricted Attendance/Participation at School Activities
- Strict Behavior Warning
- Confiscation of disruptive items

Second Offense:

- Parent/Guardian Conference
- After School Detention
- In-School Suspension
- Short Term Suspension
- Strict Behavior Probation

Third Offense:

- Parent/Guardian Conference
- After School Detention
- In-School Suspension
- Short Term Suspension
- Long Term Suspension

### **Level 2 Offenses**

- **Verbal abuse or threats toward others:** Any act of disrespect directed at a teacher, staff member, student or other person in school, including profane or insulting remarks, gestures, or a statement that offends or is intended to offend such persons or the intentional, unlawful threat or intimidation by work or act to do violence to the person or property of others or the doing of any act which creates a well-founded fear within another person.
- **Inciting to fight:** The intentional promotion by a student to engage another in physical conflict, continuous harassment or to engage and/or promote other students to engage in physical conflict or the willful engagement of two or more students in physical combat.
- **Battery:** Physical contact with another person when done in a rude, insulting and/or angry manner.
- **Constant refusal to follow directions/participate in assigned work:** The constant refusal to participate in regularly assigned classroom activities.
- **Vandalism:** The willful or malicious destruction or defacement of any property.

- **Stealing, Gambling, Extortion:** The unlawful taking or disposition of property of another with intent to deprive the person of the property.
- **Contributing to a disruptive situation:** The intentional promotion or advocacy of student misconduct by a student
- **Student sexual harassment of others:** Including but not limited to verbal, physical or visual behaviors that are unwanted, unnecessary and offensive.
- **Defiance of authority:** The refusal to comply with a reasonable request from any school representative, lying to any school representative, or disobeying any general rule of student conduct.
- **Incendiary devices:** The possession or discharge of any combustible or explosive substance or devices is forbidden (including fireworks).
- **Possession or exhibition of obscene literature or material.**
- **Violation of Acceptable Use Policy for District Technology Devices:** Behaviors which violate the acceptable use policy that all students must abide by.
- **Leaving the school without permission/skipping class:** Leaving school grounds after arrival at school without obtaining permission from the office.
- **Tobacco possession and/or use.**
- **Harassment:** Including, but not limited to derogatory comments, jokes, slurs or remarks or questions of a harassing or intimidating nature.
- **Excessive unexcused absences.**

### Level 2 Disciplinary Options

#### First offense

- Before School/After School Detention/ Lunch Detention
- Parent/Guardian Conference
- In-School Suspension
- Short Term Suspension
- Long Term Suspension
- Law Enforcement Involvement
- Payment of Restitution
- Restricted Attendance at School Activities
- Loss of Athletic/Activity/Participation Privilege
- Restriction/Loss of Access to Computer System
- Strict Behavior Probation/Warning

#### Second Offense

- Parent/Guardian Conference
- In-School Suspension
- Short Term Suspension
- Long Term Suspension
- Law Enforcement Involvement
- Expulsion
- Restricted Attendance at School Activities
- Loss of Athletic/Activity Participation Privilege
- Restriction/Loss of Access to Computer System
- Strict Behavior Probation/Warning

#### Third Offense

- Forfeiture of Access to Computer System
- Short Term Suspension
- Long Term Suspension
- Expulsion
- Law Enforcement Involvement

### **Level 3 Offenses**

- **False Fire Alarm:** Intentionally activating the fire alarms or other warning devices.
- **Aggravated Abuse:** An intentional, willful threat or attempt to do bodily harm to another person in school; blatant, degrading verbal abuse of others; unwanted, intentional touching of or application of force to another person when done in a rude, insolent or angry manner or the intentional touching of or application of force to another person which is the result of conduct committed in violation of other Class 2 or 3 offenses in the Code of Student Conduct.
- **Possession and/or Use of a Weapon other than a firearm:** Possession and/or use of weapons, explosives, or other dangerous articles if such articles may be used as weapons or are designed to hurt someone or put someone in fear.
- **Gang Related Violence:** Organized gang related violence which includes but is not limited to threats, confrontations, intimidation, fighting and/or possession of weapons, when such can be attributed to organized groups or gangs.
- **Causing Serious Physical Harm:** Intentional effort resulting in serious physical harm to another person at school.
- **Possession, purchase and/or use of alcohol, drugs or any other toxic substance.**
- **Arson:** The willful and malicious burning of a building or its contents and/or the personal property of others.
- **Threat towards student, staff, or school property:** Intentional comments or written work threatening the safety of students, staff, and/or school property.

### **Level 3 Disciplinary Options:**

First offense

- Short Term Suspension
- Long Term Suspension
- Expulsion
- Law Enforcement Involvement

### **Level 4 Offenses:**

- **Possession and/or use of a firearm:** Possession and/or use of a firearm or gun of any kind that can be used to injure someone or place someone in fear or apprehension of bodily harm.
- **Intent to sell/distribute drugs:** Possession of a controlled substance with the intent to sell or distribute.

### **Level 4 Disciplinary Options:**

First offense

- Expulsion
- Law Enforcement Involvement

### ***DETENTION:***

Detention will be an after school work/study period for those students who do not wish to follow the guidelines set by the faculty and administration of SCMS. This will be in 15, 30, 45 and 60 minute periods between 3:30- 4:30pm.

Students given lunch detention will spend their lunch period in the office.

## **SUSPENSION & EXPULSION OF STUDENTS:**

A student may be suspended or expelled, for reasons set forth by Kansas law, by the following certified personnel: superintendent, principal, assistant principal, or dean of students. Any student who is suspended for more than ten (10) days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated employees or committee of certificated employees of the school in which the pupil is enrolled, or a hearing officer appointed by the board. Expulsion hearings for weapons possession shall be conducted by the superintendent or designee.

Handicapped students identified under section 504 of the Rehabilitation Act of 1973 or special education students with an IEP may be subject to other regulations when long-term suspension or expulsion is considered.

## **BULLYING:**

What Bullying is...	What Bullying is Not...
<b>REPEATED</b> aggressive behavior that might include the following:	Not liking someone
Intention to cause harm (physical or emotional)	Accidentally bumping into someone
An attempt by one or more individuals to gain power over another	A single act of telling a joke about someone
Physical: Hitting, kicking, pushing, destroying property	Expression of unpleasant thoughts or feelings regarding others
Verbal/Written: Threatening name-calling, teasing, taunting	Arguments or disagreements
Social/Emotional: Terrorizing, spreading rumors, intimidating, humiliating, blackmailing, isolating	Being excluded from a game or group (unless being done regularly and with the intention to hurt the feelings of another)



Cyber-bullying: Using technology to bully others verbally, emotionally, and/or socially	One isolated act of harassment, aggressive behavior, intimidation or meanness.
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\*These behaviors are not appropriate and may merit disciplinary action.

The Board of Education prohibits bullying in any form including cyber-bullying on school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others may be subject to disciplinary action, up to and including suspension and expulsion, or involvement of law enforcement.

## ***IPAD & CHROMEBOOK USE POLICY***

### **PURPOSE OF STUDENT DEVICES:**

Scott City Middle School emphasizes that iPads and Chromebooks issued to students are intended as an educational tool that will enhance the instructional model and allow students to benefit from a technology-rich education. Teachers will be designing instruction that uses the iPad and Chromebooks as the basic platform for learning, and all 3<sup>rd</sup>- 8<sup>th</sup> grade students will need one in order to be successful and involved in their classes

### **IPAD/CHROMEBOOK PARENT RESPONSIBILITIES:**

It is the parents' responsibility to inform their children about values and the standards of Internet use at home. iPads and Chromebooks will have filtering while on the school's network. USD#466 may also restrict legally purchased content that is loaded onto a student's iPad or Chromebook.

### **GENERAL CARE OF DEVICES:**

- Use only a clean, soft cloth to clean the screen. Do not use any type of cleanser.
- Cords and cables must be inserted carefully into the devices to prevent damage.
- Devices and cases need to remain free of any drawing, writing, stickers or labels.
- Report any damage or malfunctions immediately to a teacher or the office.
- iPad screens are especially sensitive to damage. Do not drop them, bump them, or place excessive pressure against the screen.
  - Do not stack other objects on top of the device.
  - Do not eat or drink while using your device.
  - Do not allow the device to become wet.
  - Do not store the device in areas where they will be subject to extreme heat or cold (in a vehicle).
- Students who withdraw during the school year or promote to another grade level at the end of the school year, must return the device, case, and charger. As all components are property of USD #466.

## DAILY EXPECTATIONS:

- Take the device to every class, unless otherwise instructed by your teacher.
- Devices must have an 85% charge to last the entire school day. A daily organizational grade may be implemented to ensure students come to class prepared.
- The school issued charger should be the only charger used to charge the device. If a charger breaks or is lost, contact the office for a replacement charger. A student may be charged for a replacement charger, depending on break/loss circumstances.
- No social media during school hours.
- The use of devices will not be permitted during passing periods or lunchtime.
- A student's name or picture must be used for the lock screen.
- Required apps, either those loaded by the school or installed at the request of your teacher are accessible and ready for use.
- Students are responsible for completing coursework daily. Not having one's device for any reason (other than approved repair issues) is not acceptable and will result in mandatory time spent before or after school to make up missed assignments.
  - For those approved repair issues, a loaner device may be checked out of the office.

## Wifi FOR iPADS/ CHROMEBOOKS

- A connection "USD466" will be provided and securely connected when you are at school.
- WiFi may be available on busses traveling to out of town activities. If the bus is WiFi equipped your iPad will automatically connect to a signal that has "USD466" in the name.
- You may connect your device to your own WiFi at home.
- Do not connect to WiFi signals for which you do not have authorization.

## MANAGING THE iPad/ CHROMEBOOKS:

- Each device will have certain apps and settings that are preloaded. These must not be altered in any way.
- **Do not perform any of the reset functions** in general settings. Your device will lose the ability to connect to the internet, and all data and apps will be lost.
- Removal of profiles and/or performing any reset functions will result in disciplinary action and/or fines.
- Students should save work to a cloud or drive type environment and regularly backup data. Data will NOT be backed up in the event an iPad or Chromebook has to be re-imaged or restored to factory settings.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
- Device malfunctions are NOT an acceptable excuse for not submitting work.
- In the event that storage space becomes an issue and is running low, student music, photos and apps will need to be deleted in order to make room for higher priority educational apps and data.
- User accounts are considered property of the school district. Network administrators may search school devices and monitor accounts at any time to maintain system integrity and to ensure that users are using the system responsibly. **Users have no expectation of privacy with regards to anything stored on school devices.**

## **DEVICE ACTIONS REQUIRING DISCIPLINARY ACTION:**

- Intentional damage to your device or another student's device.
- Removal of profiles or unauthorized reset of settings.
- Accessing another individual's device, account, materials, information, or files.
- Inappropriate data or use of device.
- Losing your device, leaving it unattended, or leaving it at home.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Inappropriately utilizing photos, video, and/or audio recordings of any person, or recording, photographing, or video recording others without teacher permission and the legal consent of all those who are being recorded.
- Detentions, loss of Internet access, in-school suspension, out-of-school suspension, possible expulsion, legal action, and/or financial obligations may be deemed appropriate consequences by district administration.

## **DEVICE COSTS:**

- Students in grades 6-8 will be assessed a \$75 annual technology fee which includes the cost of insurance. The fee must be paid prior to picking up the device before the school year starts. Students grades 3-5 will have a lower annual technology fee of \$40. Their iPad will not leave school.
- The insurance policy covers one device per student per school year for any costs outside the manufacturer's warranty. It is at the school's discretion on what type of repairs or replacements are needed. Each claim deductible for a damaged device will increase by \$50 for each subsequent break within a school year.
- Power adapter, case, or any school-owned accessories are not covered by insurance. These items require a full replacement cost with the exact same item.
- Students are responsible for purchasing and maintaining a set of headphones/earbuds to use with their device.

**iPad/Chromebook policy is subject to change as district administration deems it necessary.**

## ***S.C.O.R.E: After School Program for grades K-5***

S.C.O.R.E. is an afterschool program that will be available for younger SCMS students. This program is housed at SCES, so students participating will ride the shuttle bus to the elementary school at dismissal time. S.C.O.R.E. is a 21st CCLC program that provides a positive and safe environment for students to participate in homework groups, academic enrichment, enrichment activities, and physical activities.

## **DAILY SCHEDULE**

3:35-3:55 Check In/Snack

3:55-4:35 Homework/Tutoring/Group activities/clubs

4:40-5:35 Physical Activity/Guest Speakers/Enrichment Activity

Free Play/Dismissal

## **ART DAYS**

Monday: 5th gr 1<sup>st</sup> Session, Kdg 2<sup>nd</sup> Session

Tuesday: 4th gr

Wednesday: 3rd gr

Thursday: 2nd gr

Friday: 1st gr

## **STUDENT RESPONSIBILITIES**

1. Attend and participate in all activities to the best of their ability.
2. Respect property, staff, and other students involved with the S.C.O.R.E. program.
3. Listen and follow all directions.
4. Follow directions
5. Share and work together
6. No outside snacks and drinks from home or food left over from lunch.

## **PARENT RESPONSIBILITIES**

1. Encourage your child to make him/her the best that they can be.
2. Notify one of the coordinators if there is a problem.
3. Make sure students are picked up by 5:35pm. If your child is picked up later than 5:35pm, there will be an additional charge for the day. For every minute late after 5:35pm, a \$1 fee will be billed per minute.
4. Adhere to the terms of the discipline policy as stated in the handbook.
5. Check and make sure your child's homework is signed.
6. Students who have an outstanding balance past due 45 days, will not be able to attend any of the programs offered until the full balance is paid. In addition, students whom have an outstanding bill at the end of the school year cannot attend S.C.O.R.E. the following school year until the balance is paid in full. This includes after school art, choir, and any other programs offered by the after school program.
7. All S.C.O.R.E. students will be required to have a deposit. Outstanding bills will be paid from the deposit and students may return to the S.C.O.R.E. program when the deposit is replenished. The deposit amount for each student is based on a lunch status sliding scale: Full pay=\$80                      Reduced lunch=\$40                      Free lunch=\$20
8. Deposits will be returned when a student transfers to the 6th grade or moves out of the district.
9. It is your responsibility to make sure your child knows the days they are to attend S.C.O.R.E. You may call the S.C.O.R.E. phone at 872-7670 and leave a message or email or call Mrs. Armstrong (larmstrong@usd466.org or 620-214-4901) with any changes in your plans.
10. It is also your responsibility to let the person who is picking your child up (if it is not you) know the PIN number to check them out. This is for your child's safety. The staff will not tell the person picking up your child the PIN number!
11. If any student leaves the school grounds and/or conducts inappropriate behaviors between leaving their classroom and checking into S.C.O.R.E., he or she will receive consequences as stated in the school and district handbooks.
12. Please notify the S.C.O.R.E. staff when contact information changes. There has to be a current phone number on file in case of emergency.

13. When a student has signed up for the Saturday greenhouse/art projects, they are expected to be there on their assigned days.

### **PROGRAM RESPONSIBILITY**

1. Provide a positive and safe environment for students.
2. Provide homework help
3. Serve appropriate snacks
4. Provide academic enrichment activities that help support the school curriculum.
5. Provide a physical activity to help encourage healthy lifestyles for our students.
6. To use community resources and volunteers to increase knowledge of our community to our students.

### **S.C.O.R.E. WILL NOT BE IN SESSION IF...**

- There is early dismissal due to weather.
- Early dismissal due to school calendar events.
- Vacation days set by the school calendar.
- School is closed due to weather.

**DISCIPLINE PROCEDURES:** S.C.O.R.E. students and staff are to adhere to all policies and procedures in the SCES Handbook as well as the S.C.O.R.E. handbook.

- S.C.O.R.E. staff will talk with the student about the behavior.
- Age appropriate time-out.
- Depending on the behavior, there may be other consequences. Examples: not participating in the planned activity or having to call or tell the parent what happened when they arrive.
- If behaviors do not improve or a more severe behavior happens then:
  - An incident report will be filled out and the coordinator will talk with the parent
  - One or both of the coordinators will conference with the parent a second time.
  - Suspension from the program for 2-5 days depending on the situation.
  - Continued behavior problems may result in the student no longer being able to participate in the program.
- In the event that it is necessary to implement a procedure of suspension or expulsion of a student, we will follow guidelines as specified by the state statute.

### **S.C.O.R.E. FEE SYSTEM**

Students that check in immediately after school and will be charged the daily rate of:

- \$1 per day=free lunch
- \$2 per day=reduced lunch
- \$4 per day=full pay lunch

If your child attends Go Far, the daily rate will not be charged, as there is a separate \$20 fee to participate.

**CONTACT INFORMATION:**

Director: Dr. Shawn Roberts 620-872-7660 sroberts@usd466.org

Academic Coordinator: Ashlee Logan alogan@usd466.org

Operations Coordinator: Linda Armstrong 620-214-4901 larmstrong@usd466.org

S.C.O.R.E. Phone number: 620-872-7670

Please call and leave a message instead of calling the main office. You may also call Mrs. Armstrong's phone and leave a message or send a text (best way!)

***Staff Directory***

Alvarez, Chelsea  
Bayer, Brooke  
Berning, Jesse  
Berry, Vicki

Title Math Paraprofessional  
4<sup>th</sup> Grade  
3<sup>rd</sup>-5<sup>th</sup> Art  
Interrelated Paraprofessional

camerine@usd466.org  
bbayer@usd466.org  
jberning@usd466.org  
vberry@usd466.org

Briggs, Christy	6 <sup>th</sup> & 7 <sup>th</sup> Grade Math	cbriggs@usd466.org
Comley, Katie	7 <sup>th</sup> & 8 <sup>th</sup> Vocal Music	kcomley@usd466.org
Cooper, Desiree	3 <sup>rd</sup> Grade	dcooper@usd466.org
Eikelberger, Faith	6 <sup>th</sup> & 7 <sup>th</sup> Science	feikelberger@usd466.org
Ellis, Emelie	4 <sup>th</sup> Grade	eellis@usd466.org
Esparza, Luisa	Office Manager	lesparza@usd466.org
Depperschmidt, Niki	Nurse	ndepperschmidt@usd466.org
Dirks, David	Director of Technology	ddirks@usd466.org
Eaton, Kathy	Director of Food Services	keaton@usd466.org
Ford, Summer	At-Risk Coordinator	sford@usd466.org
Fox, Matt	3 <sup>rd</sup> Grade	mfox@usd466.org
Frank, Angie	5 <sup>th</sup> Grade	afrank@usd466.org
Fullmer, Meagan	Counselor	mfullmer@usd466.org
Gentry, Brian	6 <sup>th</sup> & 7 <sup>th</sup> Social Studies	bgentry@usd466.org
Gentry, Megan	5 <sup>th</sup> Grade	mgentry@usd466.org
Gough, Marylyn	Library	mgough@usd466.org
Harris, Pam	Interrelated Paraprofessional	pharris@usd466.org
Hayes, Amy	Title Paraprofessional	ahayes@usd466.org
Hernandez, Esme	ESL Paraprofessional	ehernandez@usd466.org
Holstein, Heather	7 <sup>th</sup> -8 <sup>th</sup> Grade Interrelated	hholstein@usd466.org
Hughes, Dustin	Assistant Principal/ A.D.	dhughes@usd466.org
Hughes, Stephani	Office Manager	shughes@usd466.org
Irvin, Jana	Principal	jirvin@usd466.org
Janssen, Corbin	6 <sup>th</sup> & 8 <sup>th</sup> Grade Science	cjanssen@usd466.org
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