

# ACCMS Student Handbook

## ATTENDANCE

### District Attendance Policy

The parent/guardian of a student who is absent must call the school between 7:30 – 9:00 am on the day of the absence. If the office is not notified of an absence, we will call the student's home or parents' work numbers for verification. Failure to call the school or provide a written note within 24 hours of returning to school will result in an unexcused absence.

Absences may be excused due to:

1. Illness or death in the family.
2. Appointment of a legal or medical nature.
3. Administrative approval in advance.
4. Attendance at school-sponsored events accompanied by parents.

Unexcused absences include: Absences of which the parent is unaware or truancy. Students with five excused absences during any nine week grading period will be required to bring a doctor's excuse for any additional absences. Failure to comply will result in an unexcused absence.

The county attorney will be notified regarding any student who:

1. Is absent 10 days a semester.
2. Has three consecutive unexcused absences.
3. Has five unexcused absences in a semester.
4. Has seven unexcused absences in a school year.

### Arrival and Departure

Supervision problems occur when pupils arrive at school or the bus stops too early. Local students are to arrive at 7:45. If they arrive before 7:40, supervisors will report names to the office and parents will be called reminding them of the 7:45 start. All students should enter through the front doors. Middle school students will be allowed in the gym at 7:45 and to class at 8:00. The cafeteria will serve students who request breakfast from 7:45 to 8:00.

Students will be allowed to leave only in the company of a parent or legal guardian. For your child's safety, if anyone other than the parent or legal guardian is to pick up your child we must have verification from the parent or guardian by telephone or in writing.

If you wish to have your child go somewhere other than home or their usual drop-off point, please send a note to the building principal. Otherwise your child will be sent home.

### Checking out of the Building

Students who must leave during the school day must check out through the office. They should have their parent come in or call the school to confirm the reason for leaving. Students will not be allowed to leave the building without permission from their parents.

### Enrollment and Withdrawal

All students enrolling in the district for the first time shall provide their birth certificate and social security card. Enrollment for the current school year will be completed the first week of school. No class changes will be permitted after this time, unless approved by the principal. Classes added or dropped must have parent/guardian approval. Some changes may be permitted during the first week of the second semester.

When a student must withdraw from school, the office should be notified as soon as possible. All books and items belonging to the school should be returned and bills paid. Parents should come to the office to formally withdraw their child from school. The following reimbursement schedule of schedule of student fees shall be followed: end of 1<sup>st</sup> quarter –  $\frac{3}{4}$  fees; end of 1<sup>st</sup> semester –  $\frac{1}{2}$  fees; end of 3<sup>rd</sup> quarter –  $\frac{1}{4}$  fees; end of 2<sup>nd</sup> semester – no reimbursement.

All students who plan to transfer from ACCMS to another school district are encouraged to apply by May 1<sup>st</sup> for the next school year.

## **Non-Resident Students**

Since schools are maintained for the primary benefit of residents of the district, non-resident students will be required to satisfy application procedure through the district office. Non-resident students must maintain good academic standing to be a candidate for acceptance the following year.

## **BUSES**

### **Bus Schedule – Arrival and Pickup**

|           | Arrival     | Pickup | School Day  |
|-----------|-------------|--------|-------------|
| Cummings  | 7:30 – 7:40 | 3:40   | 8:00 – 3:30 |
| Lancaster | 7:30 – 7:45 | 3:30   | 8:00 – 3:20 |
| Effingham | 7:45 – 7:50 | 3:05   | 7:55 – 3:05 |
| ACCMS     | 7:50 – 8:00 | 3:10   | 8:05 – 3:10 |
| ACCHS     | 7:55 – 8:00 | 3:15   | 8:05 – 3:15 |

### **Additions to Bus Policy**

Passengers wanting to ride any bus/route other than that assigned must have permission signed by their parent/guardian and approved by the building principal one day in advance; or a telephone conversation with the principal or building office that day. (Approved: June 10, 1996)

### **Bus Discipline Procedures:**

1<sup>st</sup> Offense-Driver calls parents and conferences with student. 1<sup>st</sup> referral to office.

2<sup>nd</sup> Offense – 2<sup>nd</sup> referral to office – 1 day off the bus.

3<sup>rd</sup> Offense – 3<sup>rd</sup> referral to office – 3 days off the bus.

4<sup>th</sup> Offense – 4<sup>th</sup> referral to office – 5 days off the bus.

5<sup>th</sup> Offense – 5<sup>th</sup> referral to office – loss of bus privilege.

Students who are continually disruptive may lose bus privileges indefinitely. Severe offenses may result in loss of riding privileges with no warning: weapons, fighting, swearing at driver.

## **GRADE/CLASSES**

### **ACCMS Bell Schedule**

8:05-8:54 1<sup>st</sup> hour

8:58-9:47 2<sup>nd</sup> hour

9:51-10:40 3<sup>rd</sup> hour

10:44-11:33 4<sup>th</sup> hour

11:37-12:55 5<sup>th</sup> hour

12:59-1:48 6<sup>th</sup> hour

1:52-2:41 7<sup>th</sup> hour

2:45-3:10 8<sup>th</sup> hour

Lunch 1-11:37-12:01

Lunch 2-12:04-12:28

Lunch 3-12:31-12:55

### **District Grading Policy**

Each student will receive a grade report every nine weeks but PowerSchool records final grades by semester only. In the Middle School and High School grades are figured on a percentage basis: **A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=59% and below.** Progress Reports are sent home prior to parent/teacher conferences for students in grades 1-12. Students having a D or F grade in a class in the middle school and high school will have reports sent home to parents regularly.

### **Tardy Policy**

Students are considered tardy if they arrive between 8:05-8:20. After 8:20, they will be recorded as an unexcused absence unless they return with a valid note or we receive a phone call from the parent. Parents will be contacted if an excessive pattern emerges. Students are expected to be in their seat ready to work when the tardy bell rings. Three tardies during a quarter will lead to a detention.

### **Make-up work**

Students who are absent receive one day for every day absent to turn in their work. Students will receive a grade/assignment list at least every three weeks to check if they have failed to turn in work. Parents can also receive a password from the office for PowerSchool if they wish to monitor their student's grades and assignments. It is the student's responsibility to obtain make-up assignments from their teachers.

### **Honor Roll**

Students who excel in the classroom will be recognized on the honor roll. A student must have a 3.0 grade point average to make the honorable mention honor roll. ACCMS students with a 3.5 grade point average will be recognized on the Honor Roll. Also, students who attain a 4.0 average will be recognized for having straight A's. Students with failing or incomplete grades will not be on the honor roll until those grades are made up.

### **Middle School Student Eligibility**

Eligibility requirements as determined by the Kansas State High School Activities Association (KSHSAA) will be used to determine eligibility, of those students participating in extra curricular activities at the Middle School.

A student must be in good standing with the school in order to represent the school. Students who are on detention or any form of school suspension may not be allowed to represent the school.

You must be in attendance at school for at least the last four (4) consecutive class hours of the school day to be eligible to participate in any event that day or evening. In case of Saturday events, you must be in school the last four hours of the previous school day. In unusual circumstances the principal may make some allowances (e.g. funeral attendance).

A student participating in athletics or cheerleading must have a completed physical form on file at their attendance center.

### **Assignment to Classes**

The building principal shall be responsible for assigning students to classes. The principal, in determining the grade level for any new student, may take into consideration previous schooling of the child. Grade level assessments may be given to determine the grade level to be assigned for the student.

### **Middle School Curriculum**

Students in each grade will take four core courses: Math, Social Studies, Language Arts, and Science. Electives will be offered to all grades. An Honors English class will be offered in grades 7 and 8.

### **Academic Dishonesty**

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures up to and including suspension or expulsion.

## **Human Sexuality and AIDS Education**

Human Sexuality and AIDS education is part of the district curriculum. A parent or guardian may use the district opt-out provision to exclude their student from participating in all or some portion of this course work. An opt-out form will be sent to parents upon request.

## **Physical Education Classes**

Students in physical education classes are expected to dress in an orange shirt and black shorts. Unless instructed to do otherwise by the teacher, students should dress out and shower every day. Students who need to be excused from physical education for medical reasons should have a note from their family doctor if the excuse is for an extended period of time. Parents are encouraged to contact the principal/instructor should there be a need for the student to refrain from physical activities.

## **Parent-Teacher Conferences**

Scheduled parent-teacher conferences are held twice a year. Conferences will be scheduled for two evenings. School is in session those days with conferences scheduled from 4 to 7pm. No school is held the Friday after conferences. Fall conferences in the gym are open to all parents with staff available on a first come basis. Spring conferences are scheduled by team (gr. 5/6 and gr. 7/8/) for 20 minute time slots. Any parent can call and request a team meeting.

## **SUMMER SCHOOL**

### **Summer Reading**

Every ACCMS student is expected to complete a summer reading program. 5<sup>th</sup> and 6<sup>th</sup> grade students will read two books off the acceptable list and fill out a response sheet on each book. Students who complete this task successfully will receive an "A". Those that tried but made errors will receive a "C". The student who does not complete the assignment by turning in completed response sheets receives an "F". The two assignments will be recorded as the first two assignment grades in the student's English class. The 7<sup>th</sup> and 8<sup>th</sup> graders are expected to complete three books and a response sheet for each one through their summer.

### **Summer School**

Students may be required to attend a three week summer school in either Math or Reading. Letters will be sent in the spring by the principal advising a parent that their child needs summer school intervention to catch up.

## **FOOD SERVICE**

### **District Food Service Policy**

Once a student has charged a maximum of 10 breakfasts they will not be served until payment in full has been made. In no way will students be allowed to charge more than 10 breakfasts. After 10 days of lunch nonpayment an alternate lunch will be served. Milk and second helpings may not be charged.

Teachers will escort their classes to lunch. Students will sit at assigned tables, finish eating, and then proceed to an activity area outside or in the gym as told by the cafeteria supervisor. **Lunch time will be divided into three lunch periods.**

### **Lunch Cards**

Students must have their lunch cards when going through line. Students without their cards will be served last. If a student damages or lose their card, they will be expected to replace the card at the cost of \$1.00. The price for replacement cards will increase for those students that continually destroy/lose their cards.

## **STUDENT INFORMATION**

### **Telephone and Cell Phone Use**

The use of the office phones by students should be for valid school related purposes only. Student cell phone use is not permitted in the building during the school day. Text messaging is prohibited during the day. Cell phones will be sent to the office with the student for a conference with the principal. Second or subsequent offenses, parents must pick up the cell phone in the office. All other electronic devices are prohibited during the school day. The same procedures above apply to violations.

### **Locks**

Locks for hallway lockers will be provided for any student that would like to use one. If lock is lost or damaged, student must pay replacement cost. Any items stolen from hall locker are not the responsibility of the school.

All students will have P.E. locks. Lost or damaged locks will need to be replaced.

### **Field Trips**

Teachers may request field trips or study trips that have an academic relationship to their class. Local trips of short duration generally do not require parental chaperones. Parents will be notified of the nature of the trip, departure time, expected return time, mode of travel and anticipated costs. Parents may ask that their child be excused and state the reasons for the requested exemption. Permission slips need to be signed by a parent/guardian and returned to the office before the student can participate in trip. Students, teachers and aides will be required to ride in school district transportation, unless prior administrative approval has been granted.

Field trips during the school day are an important part of the educational process. Students who are behind in class work due to poor attendance, lack of effort, or inappropriate behavior may not be allowed to attend field trips at the discretion of the principal. The trip is for the students. Children not enrolled in school should not participate.

### **School Pictures**

Individual photos are taken on August 27th. Parents are under no obligation to purchase these. A retake day will be scheduled in late fall for those who missed the earlier time or wish to pay for another picture.

### **Lost or Damaged Books**

Students will be expected to return books checked out in their care at the end of the school term to their teacher. Abusive care given to school-owned books will result in students being assessed repair or replacement cost for the book. Normal wear and tear is not considered abusive care. Assessment for lost or damaged books is the responsibility of the principal.

### **Miscellaneous Items in School**

Students should not bring items to school that could cause a disruption to the educational process. Items such as toys, pocket knives, radios, cassette players, tape/CD recorders/players, candy, pop, gum, and other snacks should be left at home. Items that cause disruption to the normal day and in the classroom will be confiscated. Students are subject to disciplinary measures should the situation warrant it.

### **Public Display of Affection**

Students who become fond of each other should use the utmost care in expressing that fondness and affection. Respect for yourself and the other person is a high consideration. Inappropriate displays of affection such as kissing and fondling will not be tolerated. Repeated violation of this rule will be dealt with a discipline referral. Parents will be called to help correct any problem.

## **DRESS CODE**

Neatness and cleanliness are the basic requirements for good appearance. Being neatly dressed provides an attitude and respect for the student and the school. The dress code is in place to provide a positive learning atmosphere and an acceptable environment for young people. Proper dress should not disrupt the classroom climate for the students. Students who are in violation of the dress code will be given the opportunity to correct an inappropriate appearance, and will not be allowed to attend classes until the change is made. That time out of class will be considered unexcused.

1. Shirts that over expose the chest area, revealing cleavage are not allowed.
2. Shirts and tops must cover the midriff of the student even when arms are raised above the waist level or higher.
3. A-line shirts, wife beaters or undershirts, half tops, halter tops, tube tops, tops with spaghetti straps, vest and see-through type tops are not acceptable. If any of these shirts are worn they must have an acceptable shirt either over or under them.
4. Shirts or other articles which contain pictures or slogans for alcohol and/or tobacco products, or shirts that contain sexually suggestive statements are not appropriate for school. Symbols of death, depicting violent acts, and scenes with blood will not be allowed on any article of clothing.
5. Pants are to be worn at waist level. "Sagging jeans" are not acceptable.
6. Pants with holes in inappropriate areas will not be allowed at school.
7. No sleep pants are to be worn to school.
8. No pants, shorts, skirts, or dresses will be allowed if there is any writing on the buttocks area.
9. Shorts must reach the end of the finger tips as arms are held straight down by student's side.
10. Hats and other head coverings are not to be worn in the building, unless there is a medical condition. (See NOTE below.)
11. Students are not to wear sunglasses inside the school building.
12. Shoes must be worn at all times.
13. Clothing is not to imply gang membership or affiliation by writing marks, drawings, painting, design, color or emblem.
14. No chains or dog collars are to be worn. No wallet chains or pocket chains are to be worn to school.

NOTE: The principal reserves the right to determine the appropriate manner of dress on students whose clothing attire is in question. Students will be given a change of clothes for loan or have parents bring a change of clothes immediately to school when the dress code is not followed. Disciplinary action will be taken when students do not follow the dress code.

## **STUDENT PRIVACY RIGHTS**

District employees may have ongoing opportunities to access confidential information on records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Service (SRS) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiation agreement, and district procedures. Disciplinary action may include penalties, up to, and including, termination.

## **Code of Conduct at USD 377 Schools**

### **Mission Statement: “Empowering Individuals to Dream, Achieve, and Succeed”**

1. We treat each other with courtesy and respect at all times.
  - a. We listen carefully and respectfully as others express opinions that may be different from ours. We do not argue.
  - b. We share our opinions and concerns without loud or offensive language, gestures or profanity. We speak respectfully.
  - c. We ask others about ways we may help them. We don't wait to be asked.
2. We treat each other with kindness.
  - a. We treat each other as we would like to be treated.
  - b. We speak words of encourage to everyone.
  - c. We do not threaten or cause physical or bodily harm to another person.
  - d. We do not threaten or cause physical damage to the property of another person or to any school facility.
  - e. We do not bully, belittle, or tease another person, and we do not allow others to do so in our presence.
  - f. We do not demean and are not abusive or obscene in any of our communications (oral, written, and body language).
3. We take responsibility for our own actions.
  - a. We share information honestly.
  - b. We refrain from displays of temper.
  - c. We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.
  - d. We apologize when we have wronged someone by our actions or words.
  - e. We do not blame others for our behavior. No one can make us do anything or make us angry. Our actions and words are our choice.
4. We cooperate with one another.
  - a. We obey school rules and procedures for access and visitation.
  - b. We respect the legitimate obligations and time constraints we each face.
  - c. We notify each other when we have information that might help reach our common goal. This will include information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.
  - d. We respond, in a positive way, when asked for assistance.
  - e. We understand that we do not always get our way.
  - f. We respond the first time, in a positive way, to requests and directives given by any adult or supervisor.
  - g. We do not argue with another person in front of a group. We seek a time when we can conduct a positive discussion in a private setting.
5. We complete our tasks in a timely manner and give our best effort to our work.
  - a. We turn in assignments on or before the due date.
  - b. We build a habit of giving our very best effort to all tasks we undertake.
  - c. We work and act in a manner that brings pride to our school, our families, our community, and ourselves.

## **Disciplinary Action Rubric**

### **Level One Incidents---Office referral, parent call, ISS**

- Profanity
- Not turning in homework
- Disrupting the classroom
- Dress code violation
- Writing on self or others
- Excessive classroom tardies
- Inappropriate behavior in halls

### **Level Two Incidents---ISS, OSS (short term 1-5 days)**

- Fighting
- Skipping school
- Theft or destruction of property up to \$200
- Serious disruption of the classroom or disrespect to staff member
- Bullying, verbal assault, or sexual harassment
- Possession of illegal drugs
- Forgery of parent signature
- Use of tobacco products at school

### **Level Three Incidents---OSS (long term), expulsion**

- Distribution of illegal drugs at school
- Arson
- Battery on an adult
- False fire alarm or 911 call
- Theft or destruction of property over \$200
- Bomb threat
- Continual major disruptions to the educational process