

United School District 250



HANDBOOK 2008-2009

For Parents & Students

**Pittsburg Community
Middle School**

Pittsburg Community Middle School
Lonnie Moser, Interim Principal

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Pittsburg, Kansas 66762
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Dear Pittsburg Community Middle School Families,

On behalf of the faculty and staff of PCMS, I would like to welcome you to the 2008-09 school year. This year promises to be an exciting, successful, and fulfilling one. It also promises to be a year of change.

As families living with middle school students, you are undoubtedly accustomed to change. We, too, have experienced some recent changes in our school and district that you may, or may not, be aware of. Our principal, Mr. Cory Gibson, has been named Interim Assistant Superintendent of USD 250 for the 2008-09 school year. This has created some shifting of responsibilities at Pittsburg Community Middle School. I have been named Interim Principal and Mrs. Courtney McCartney has been asked to serve as Interim Assistant Principal. Additionally, Mr. Chris King was hired last spring to serve as our new Activities Director/Assistant Principal. We also have several new teachers in our building. As you can see, change abounds.

However, it is our goal to provide continuity as well. The last two years have seen appreciable growth in academic performance and student learning at PCMS. This can be attributed to the dedication of our faculty and staff as well as growing partnerships with families. It is our goal to continue the efforts that have led to these successes and to continue building strong partnerships with families so that we can best fulfill our mission:

The purpose of Pittsburg Community Middle School is to successfully empower all students to grow academically, creatively, and socially, through a partnership among home, school and community so that they contribute positively to society.

The purpose of this handbook is to assist you in having a greater understanding of the procedures that are practiced, and the rules that are followed, at Pittsburg Community Middle School. It contains information that should be known by everyone who is associated with our school. We hope that you will review the portions of the handbook that directly apply to students and families. We want you to be familiar with our services, opportunities for students, and our expectations of PCMS Dragons.

We realize this handbook will not answer all of your questions. As always, if you have any questions, please feel free to contact the office. We will be happy in anyway we can.

We at PCMS are honored and blessed to work with your student. Thank you for sending us your child. We look forward to working with you in the coming months.

Sincerely,



Lonnie Moser
Interim Principal

How to Use this Booklet:

This handbook has two sections:

Section A – Specific Building Information

Section B – USD 250 District Information

Section A – Specific Building Information

This section provides procedures that are specific to your child's school. Discipline plans may vary from school to school.

Section B – USD 250 District Information

This section provides district-wide policies set by the Board of Education. Building and District level administration must comply with these policies when making administrative decisions.

The Table of Contents is provided in two sections to assist you in finding information quickly.

Student Handbooks are also available on the district website:

www.usd250.org

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AFTER SCHOOL

Following the end of the school day, students who walk or are picked up by parents should exit the building through the north door. Students who ride the bus should exit through the east doors. This applies to all students unless they are involved in intramurals, a special activity or under the direct supervision of a teacher.

ATTENDANCE

Under the Kansas Compulsory Attendance Law, regular school attendance is required of all students enrolled in elementary and secondary schools. Parents or guardians must assume responsibility for ensuring that students comply with attendance policies. State law dictates that students are allowed three (3) consecutive unexcused absences; or five (5) unexcused absences per semester; or seven (7) unexcused absences per school year.

Regular attendance is important in building successful educational careers and is the primary responsibility of both student and parents. The Pittsburg Community Middle School staff realizes that there are occasions when it is necessary to be absent from school. For cases involving personal illness, parents must send a note or call the office if their child is absent, however, the call or note does not automatically excuse the student.

The following are reasons that may be considered excused absences:

- Personal illness
- Illness of a family member
- Funeral
- Obligatory religious observances.
- Family vacations and/or business trips with which the school administration has advance notification (assignments collected prior to absences will be due upon return). Such occurrences should be limited as much as possible.
- Participation in a school approved student activity.

Any absence for reasons other than those listed above, and/or without parental knowledge and arrangement with school officials, will be considered unexcused. Absences that exceed the above stated limits may result in a student's name being submitted to the county attorney, which can result in charges of truancy. Any absence, excused or unexcused, will become part of a student's attendance record.

TARDY POLICY

Excessive unexcused absences are considered truancy by the state of Kansas. According to Crawford County District Attorney practice **every third tardy equals one unexcused absence**. It is our goal to prevent violation of the Kansas State Compulsory Attendance Law (Section 72-1113, paragraph C).

Tardy Consequences (per every nine weeks):

- 1st – Verbal warning
- 2nd – Warning plus letter sent home to parents/guardians
- 3rd – one-half hour ISS detention plus notification
- 4th – 1 hour ISS detention plus notification

5th – 1.5 hours ISS detention plus notification

6th – Full day of ISS

7th – Conference with parents/guardians regarding truancy

BEFORE SCHOOL

All doors at Pittsburg Community Middle School will be locked until 7:30 a.m. Students who are walking or being dropped off by parents, are to enter the building through the north doors. Students arriving on the bus will enter through the east doors. Breakfast will be served to students who walk from 7:30 to 7:45. Students eating breakfast should proceed to the cafeteria. All other students have designated areas in which to congregate. Teachers will be assigned positions beginning at 7:30 to supervise students.

Students arriving before 7:30 should report to the cafeteria through the east doors.

BEHAVIOR

CLASSROOM BEHAVIOR CODE

- Teachers and/or teams will establish classroom behavior rules and will determine penalties unless referred to the administration.
- Students should be in assigned places in their classroom when the teacher is ready to begin.
- Pupils must report for all classes with appropriate books, paper, pencil/pen and other necessary items.
- Students must remain in their classroom until dismissed.
- All assignments should be completed properly and on time.
- In order to be excused from a class the student must have prior approval in writing from the teacher in that class.
- Horseplay (inappropriate physical contact) is prohibited.
- Disrespectful and/or noncompliant behavior will not be tolerated.

HALLWAY BEHAVIOR

- Loud noises, running and physical contact are prohibited.
- Students are expected to be respectful in the halls and stairways.

LUNCHROOM BEHAVIOR

Pittsburg Community Middle School has a closed campus. While in the cafeteria, all students are expected to display proper manners and conduct. Non-compliance may result in alternative dining locations and additional disciplinary measures. Students leaving school during the lunch period must follow the recognized checkout procedure.

STUDENT BEHAVIOR

The staff at Pittsburg Community Middle School has high expectations for students. A school-wide goal is to deliver a level of instruction designed to provide the best possible opportunity for learning.

The faculty and staff strive to motivate each student to achieve their maximum potential. Participation in a wide range of activities is encouraged.

BUSSING

Students that ride the school bus will load and unload on the south side of the building. Students are expected to conduct themselves properly while a passenger on the bus. If bus rules are disobeyed, students may lose their riding privileges. Complete information on bus transportation can be found on pages B2 and B3.

BULLYING POLICY

Bullying of any type is strictly prohibited at PCMS. In USD 250 schools:

“Bullying is defined as conscious, willful, and deliberately hostile activity intended to harm, induce fear, through the threat of further aggression, and create terror. Bullying can be any intentional gesture, written, verbal, or physical act or threat that is sufficiently severe, persistent or pervasive. Bullying creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of: 1) Harming a student or staff member, whether physically, verbally, non-verbally, socially, or emotionally; 2) Threatening or damaging a student’s or staff member’s property; 3) Harming someone’s group acceptance; 4) Threatening or harming a student or staff member through cyber bullying.

CELL PHONES and OTHER ELECTRONIC DEVICES

Students must keep cell phones off and in their hallway lockers during the normal school day. Parents who need to contact their student should call the school office. All electronic devices deemed inappropriate in the educational setting will be prohibited and will be confiscated.

CHECK-OUT PROCEDURE

Students are not to leave the building or school campus without permission. Students who leave the grounds must sign out in the office and be accompanied by a parent/guardian unless other arrangements have been approved in advance. Parents are requested to come to the office during this procedure. Parents are requested to park in visitor parking. Please do not leave vehicles unattended in the fire lane.

COUNSELING/GUIDANCE

Counseling and Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study skills, school and/or social concerns or questions the student would like to discuss with the counselor.

Counseling services are provided at all district schools. Open communication between families and the school counselor is positive for students and their educational and social development. Parents are invited to visit with their child’s counselor at any time. Counseling services may be provided to students through classroom presentations, small group meetings, or individual sessions. Every attempt is made to provide counseling services at opportune times of the day which are the least intrusive to the student’s school day.

The content of individual counseling sessions are, at the student's request, confidential, unless it is believed that the student may harm him/herself or others; or, the counselor deems it in the best interest to release the information. In this situation, disclosure is required to prevent clear and imminent danger to the student or others.

COURSE CHANGES

Students may request a change for an Exploratory class through the counseling office. Requests will not be granted, however, after the first week of the new grading period without the approval of administration.

DISCIPLINE PLAN

We are strong supporters of good citizenship and character. We understand that from time to time we all may make mistakes, or use poor judgment. However, we expect students to learn from their experiences and eliminate the behavior.

Problem behavior is dealt with by appropriate consequences that increase with the intensity and frequency of the offense. Consequences may include the following:

- **Detention. (Students serving detention assigned by the office will not be allowed to ride the late bus.)**
- **Loss of activity privileges**
- **In-School Suspension**
- **Saturday School**
- **Out of School Suspension**
- **Long Term Suspension**
- **Expulsion**
- **Other consequences deemed appropriate by PCMS administration**

We look forward to this school year with great excitement and hope that all of our students will have a rewarding and successful year.

DRESS CODE

The administration and staff supports the wearing of clothing which is attractive, comfortable, modest, and in good taste. Clothing or personal appearance which is disruptive to the educational process will not be permitted. The wearing of items such as the following is not acceptable and will not be permitted:

- | | |
|-------------------------------------|-----------------------------|
| Shorts split up the side | Visible chains |
| Halter tops or tank tops | Spaghetti Straps |
| Muscle shirts | Cropped tops that show skin |
| Net t-shirts | Plunging necklines |
| Baggy or saggy pants | Bandanas |
| Pajamas | |
| Clothing that exposes undergarments | |

Writing, factory printing and embroidering on clothing will be considered proper if it displays tasteful quotes or slogans. Lettering advertising alcoholic beverages, tobacco, drugs or the

exploitation of immorality will not be permitted. Writing displayed on one's person will not be permitted if it is deemed inappropriate by administration. No writing on another student's clothing or person will be allowed. Tattoos deemed inappropriate must be covered at all times. Every student must wear shoes. Hats, wearing hoods, caps, bandanas, coats and sunglasses are not allowed in the classrooms or hallways. Exceptions, on special occasions, will be announced by the administration.

The administration reserves the right to determine whether a student's dress and appearance is disruptive or appropriate to the educational process. If attire is unacceptable, a student will be asked to change his/her clothing.

In addition, the administration hopes that parents will encourage their children to develop and follow good personal hygiene habits. Parents are requested to monitor their child's dress and cleanliness.

DRUG AND ALCOHOL ABUSE POLICY

This policy is required by the 1989 amendment to the Drug Free Schools and Communities Act, P.L. 102-226, 102 St. 1928. As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

The unlawful possession, use, or distribution of illicit drugs or alcohol by students on school premises or as a part of any school activity or event is prohibited. Students shall not unlawfully manufacture, distribute, dispense, possess, conceal, ingest or be under the influence of any illicit drug, controlled substances or alcoholic beverage on school district property or at any school activity.

"Under the influence" is defined as having any amount of illicit drugs or alcohol in the person's body. Students shall not intentionally misuse legal prescriptions or over the counter medications or substances.

Regulations: Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, their parent or guardian, and shall be subject to the following sanctions:

AT A MINIMUM FOR A FIRST OFFENSE --

A first time violator shall be subject to:

- a. Parents/guardian notification.
- b. Mandatory conference with parents, student, counselor, school administration representative and head/sponsor of any activities student is involved.
- c. Evaluation and Counseling. (all grade levels)
- d. Short-term out-of-school suspension for 5 school days. (all grade levels)
- e. Suspension from all participation and attendance at school activities for 21 calendar days which excludes holidays, school and summer breaks, from the time the school takes official action. Student will be allowed to participate after the short-term suspension. (all grade levels)

AT A MINIMUM FOR A SECOND OFFENSE --

The student shall be subject to:

- a. Parents/guardian notification
- b. Mandatory conference with parents, student, counselor, school administration representative and head/sponsor of any activities student is involved.
- c. Counseling and Re-evaluation. (all grade levels)
- d. Short-term out-of-school suspension for 10 school days. (all grade levels).
- e. Suspension from all participation and attendance at school activities for 42 calendar days which excludes holidays, school and summer breaks, from the time the school takes official action. (all grade levels)

AT A MINIMUM FOR A THIRD OFFENSE or SUBSEQUENT OFFENSES, SITUATIONS CAUSING INJURY TO OTHERS, or REFUSAL OF First and Second Consequences--

The student shall be subject to:

- a. Parents/guardian notification
- b. Mandatory due process hearing for long-term suspension.
- c. Automatic 10 School Day Suspension pending review of long-term out-of-school suspension. (all grade levels)
- d. Suspension from participation and attendance at all student activities for one calendar year from the time when the school takes official action. (all grade levels)
- e. In order to regain eligibility for activities in subsequent years, the student must show evidence that he or she has completed a chemical dependency treatment counseling program.

DRUG AND ALCOHOL COUNSELING

Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents/guardian.

A list of available programs along with names and addresses of contact persons for the programs are on file in school counseling offices. Parents/guardians and their child should contact the programs to determine cost and duration.

DUE PROCESS

The students who are suspended or expelled from school under the terms of this policy will be afforded a due process according to board policy.

FIRE AND SEVERE WEATHER DRILLS

Fire drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone complies promptly, and quietly clears the building (by the designated route) as quickly as possible. The teacher in each classroom will provide instructions. Severe weather drills will be conducted in the fall and spring of the year. The basement level area will be used during severe weather drills and alerts. Students will be expected to comply with all staff requests during emergency situations.

HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment on the basis of race, color, sex, national origin or any type of harassment in general. Harassment, hazing, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

The district encourages all victims of any form of harassment and other persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints and take prompt corrective action to end the harassment.

Complete policies on harassment are available on the district website, from the building principals and from the Bevan Education Center located at 510 Deill in Pittsburg.

HOMEWORK POLICIES

6th Grade Homework Policy

I. Purpose:

It is the belief of the 6th grade teaching staff that homework contributes in a positive way toward building responsibility, self-discipline, and lifelong learning habits that extend beyond Pittsburg Community Middle School into adulthood. The 6th grade teaching staff strives to assign relevant assignments based on standards that result in challenging and meaningful homework assignments that reinforce and extend classroom teaching and learning objectives. Our intent is that homework provides students with the opportunity to apply information and skills they have learned, to complete unfinished classroom assignments, to develop self-reliance and independence.

Homework Assignments include:

- **Practice** work reinforcing classroom instruction.
- **Preview** assignments as foundation for subsequent lessons.
- **Extension** to foster transfer of new knowledge, skills, or concepts to new situations.
- **Completion** of unfinished classroom assignments.
- **Creative** application of knowledge, skills and concepts to demonstrate student level of achievement.

II. Time:

The time needed or required to complete any individual homework assignment will vary from student to student depending on a student's study habits, academic skills, available resources and assistance from adults in the home. If your child is spending an inordinate

amount of time each evening with homework, you should contact your child's teachers to discuss your concerns. We encourage students to spend time every day outside of school with non-assigned, independent, leisure reading. Students who read well tend to perform better in school.

III. Late Work Policies:

Students are expected to accept responsibility for all assigned school work and to turn all work in by the due date assigned by the teacher. Late Work Policy will vary from teacher to teacher. However, your child should be aware of his or her teacher's late work policy. If you are uncertain of any teacher's late work policy, you are encouraged to speak with the teacher for clarification. Students who are absent from school are given opportunity to complete late work and to turn in that work for credit. Again, it is the student's responsibility to pick up any missed work, to complete any missed assignments, and to turn in missed work by the due date established by the teacher.

IV. Responsibilities:

Responsibilities of Staff:

- ✓ Assign relevant, challenging, standards-based and meaningful homework that reinforces classroom learning.
- ✓ Provide clear instruction and to make sure students understand the purpose of the instruction.
- ✓ Provide timely feedback and/or correct homework.
- ✓ Communicate with other teachers concerning student progress.
- ✓ Involve parents, on a timely basis, if a pattern of late or incomplete work develops.

Responsibilities of Parents:

- ✓ Set a regular, uninterrupted study time each day for your child.
- ✓ Establish a quiet, well-lit study area.
- ✓ Monitor student organization and daily assignments in the Student Planner.
- ✓ Help your child to work toward answers, not just "get the right answer".
- ✓ Be supportive – school can be frustrating when assignments are difficult.
- ✓ Maintain contact with your child's teachers to stay well informed about your child's learning process.

Responsibilities of Students:

- ✓ Write down assignments, due dates, and other relevant information in the PCMS Student Planner.
- ✓ Take the Student Planner home each evening and have parent read the Planner.
- ✓ Bring the Student Planner to school and to every class everyday.
- ✓ Make sure all assignments are clearly understood and ask questions if necessary for clarification of assignments.
- ✓ Set aside a set, regular time for study each day.
- ✓ Find a quiet, well-lit study area.
- ✓ Work independently whenever possible, so the work reflects the student's ability, but ask for adult help when needed.
- ✓ Accept personal responsibility for all assignments and due dates.

- ✓ Produce quality work and show pride in every assignment.
- ✓ Complete all assignments according to teacher instructions and meet all assigned due dates.
- ✓ Accept responsibility to pick up work missed due to absence and to complete the work by the assigned due date.

7th Grade Homework Policy

I. Since there is a limited amount of class time, daily homework assignments will contribute to the depth of learning and complete the learning process through individual, independent repetition (According to the "Hunter" model).

HOMEWORK WILL INCLUDE: **Practice** exercises to follow classroom instruction. **Preview** assignments to prepare for subsequent lessons, **Extension** assignments to transfer new skills or concepts to new situations, **Creative** activities to integrate many skills toward the production of a response or product.

II. The time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers for an intervention.

III. Students are expected to turn in work on time. Students who turn in late assignments on a consistent basis will receive any of the following consequences according to the individual teacher's policy. Partial Credit, No Credit, Notification to Parents, Detention, etc.

IV. Responsibilities of the teacher and staff include: Having assignments relevant, meaningful, and reinforcing to classroom achievement. The assignment should contain clear instruction, clear feedback to students and ultimately help the child learn the desired content.

V. Responsibilities of the parents/guardians should be to set a consistent, uninterrupted study time, and environment that is conducive to the child's learning. Parents should be supportive if the student becomes frustrated with difficult assignments; keep the school well-informed of any obstacles.

VI. Responsibilities of the student include: Writing down assignments in the provided planner. Write assignments in a clear and presentable manner. Complete assignments according to specified instructions and directions. Ask questions whenever necessary. Work independently. Producing assignments in a timely manner in order to reach the deadline and notifying the appropriate teacher of any need or concern that may arise.

8th Grade Homework Policy

Guidelines for the Assignment of Homework and Responsibilities of Students, Staff and Parents

I. Purpose:

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of all PCMS staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades may be modified based on students' individual needs (i.e. IEP, 504 Plans).

Homework assignments include:

- Practice exercises to follow classroom instruction
- Preview assignments to prepare for subsequent lessons
- Extension assignments to transfer new skills or concepts to new situations
- Creative activities to integrate many skills toward the production of a response or product

II. Time

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Students are encouraged to pursue non-assigned, independent, leisure reading. Research indicates that effective homework lasts approximately 10 minutes per grade level. For 8th grade that means that a student may have up to an hour and twenty minutes (80 minutes) a night...however, we don't anticipate that a student will have that amount every night.

III. Late Work Policies

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher discretion or grade level policy.

- ✓ **partial credit**
- ✓ **no credit**
- ✓ **missed reward activity**
- ✓ **communication with parents**
- ✓ **after school detention**

Students who miss homework because of an absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absent plus one extra day to turn in their work. It's the students' responsibility to get work missed due to illness or absence.

IV. Major Projects

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the maximum minutes per night.

Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning.
- Give clear instructions and make sure students understand the purpose.
- Give feedback and/or correct homework.
- Communicate with other teachers.
- Involve parents and contact them if a pattern of late or incomplete homework develops.

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day.
- Establish a quiet, well-lit study area.
- Monitor student's organization and daily list of assignments in their agenda.
- Help student work to find the answer, not just get it done.
- Be supportive when the student gets frustrated with difficult assignments.
- Contact teacher to stay well informed about the student's learning process.

Responsibilities of Students:

- Write down assignments in the "PCMS Middle School Student Agenda".
- Be sure all assignments are clear; don't be afraid to ask questions if necessary.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.

INTERNET and COMPUTER NETWORK USE

Pittsburg Community Schools will provide internet and network access to students and staff. Such access is to be used in an educationally effective, efficient, ethical and lawful manner. The regulations listed below are intended to serve as a guide for the responsible and effective use of both the equipment and the overall system.

Regulations:

1. The use of the system must be in support of education, research, or other use as approved by the student's teacher or the administration.
2. Student use of the system is allowed only with the consent and supervision of a staff member. This shall include: a) use of the Internet or the district network; and, b) downloading, uploading and printing of information off the Internet.
3. Responsibility for the proper use and care of the equipment is that of the individual user.
4. Those using the system shall not impede the use of the system by any other user.
5. All account activity is ultimately the responsibility of the assigned owner of the account.

6. Those using the system, shall not use the system to access pornographic materials, materials that are deemed to be discriminatory or antisocial, or materials that contain vulgar language or information.
7. Language employed in the use of the system must conform to accepted district policies.
8. All users shall run only software installed and/or authorized by the building administrator. The copying of district licensed software is strictly prohibited.
9. Students may not provide personal information such as name, address, and telephone number or communicate with someone on the system without the permission of their teacher or supervisor.
10. Users shall not use the system to harass other users or to look at or enter another computer or computing system for the purpose of unlawfully altering or accessing privileged information.
11. The district reserves the right that allows authorized personnel to review the system use and file content.
12. The administration or staff may develop and distribute additional policies that cover such things as:
 - a. behavior in the computer room
 - b. use of software
 - c. materials allowed in the computer room
 - d. procedure for reporting inappropriate sites found on the Internet
 - e. refusal to comply with a teacher's requests
13. Students under the age of 18 must have a consent form that is signed by their parent or guardian. Students who are 18 or older must have a user consent form signed by the student on file at their school.
14. Unauthorized use of the system or violation of the regulations listed in this policy may result in disciplinary action that can include suspension of or loss of the right to access the system.
15. Pittsburg USD 250 is not responsible or liable for any claims or damages of any nature arising from the use or inability to use the Pittsburg USD 250 network system.

INTERSCHOLASTIC ATHLETIC PROGRAM

KSHSAA (Kansas State High School Activities Association) regulations require completion of an approved physical examination before a student is eligible to take part in practice sessions or to represent his/her school in interscholastic athletic contests and cheerleading.

PCMS will have a weekly eligibility check. This weekly eligibility check will be conducted at 3:00 p.m. every Friday regarding student progress. Any student with two F's will be ineligible for participation. Any student with two D's or one F will receive one week's probation to bring the grade to an acceptable level. If a student has two D's or one F for two weeks, that student will become ineligible for activities until the weekly eligibility check shows improvement to an acceptable level. Any school suspension (ISS or OSS) will automatically result in ineligibility to practice or compete for the days of the suspension. Sponsors and administrators may lengthen the ineligibility if deemed appropriate.

LOCKERS

Although a locker is assigned to each student, it remains school property jointly held by the student and the principal. School personnel may, at any time, search any locker. Care should be taken to ensure confidentiality of the combination and an orderly arrangement of materials and supplies. A student may occupy only the locker to which they are assigned. Periodic inspections will occur to reinforce these expectations.

Pittsburg Community Middle School is not responsible for loss of personal items such as radios, tape players/recorders, cameras, collectible cards, watches, electronic games or money which are brought to school. Leaving such items at home minimizes classroom disruption and avoids the possible loss of such items. (If such items are needed for a school activity, the student shall first obtain permission.)

LUNCH

The cafeteria is a valuable part of the total health program of the school. To encourage good nutrition, two well-balanced meals are offered at reasonable prices. Applications for free or reduced lunches may be obtained at enrollment or from cafeteria personnel.

The Accu-Scan method used by the Food Service Department will track student cafeteria accounts. The student or parent may credit their account before school in the commons area. Parents are encouraged to purchase cafeteria credits on a weekly or monthly basis.

MAKE-UP WORK

Typically a student is allowed an additional day to complete work for each day they are absent. It is the student's responsibility, in cooperation with their teacher, to secure missing assignments and turn them in as quickly as possible. Adjustment to this "rule of thumb" may be necessary in special situations.

MEDICATIONS

It is USD 250 district policy that no prescription medication will be administered without a current completed CONSENT FOR MEDICATION FORM on file for each medication to be administered. This form can be obtained in the school office.

All medication is to be brought in its original container. The medicine bottle must be clearly marked with student's name, name of the doctor and the amount and time for the medication to be given.

All medications will be kept in the school office and will be administered only by the school nurse or their designated substitute. **NO MEDICATION WILL BE KEPT IN THE CLASSROOM or WITH THE STUDENT.**

All over-the-counter medication (non-prescription) taken at school will require a written permission note by the parent or legal guardian. If your child has any medical condition that requires special attention other than normal first aid, please contact the child's teacher and school office as soon as possible.

For more detailed information on administering medication at school, please refer to the following policies in the district policy manual:

JGFGB	Supervision of Medications
JGFGBA	Student Self-Administration of Medications

MEDICATIONS-UNUSED

The school cannot send unused medication home with children. If you prefer, parents may stop by the nurse's station and pick it up personally. We will plan to keep leftover medications for thirty (30) days. If it has not been picked up by this time, we will dispose of it.

For medication that is needed both at home and school, please send a portion to school and keep a portion at home. Please be reminded that medications at school need to be in the original container. In most cases, your pharmacy will provide two containers at your request. We will not send it home with children; however, parents may pick it up each day.

These actions are being taken to reduce the chance that prescription medicine will be lost or get into hands of persons not authorized to take the medication. USD 250 administration believes this procedure is in the best interest of our children, and hope you understand and support it. If you have specific questions about how to handle this at your child's school, please call the principal or the school nurse.

OUT OF DISTRICT STUDENTS

Students who reside outside of USD 250 attendance boundaries must complete an application to attend USD 250 schools. This application is reviewed for approval by school and/or district administration. Out of District Students who are approved are subject to an annual review of the original application. Administration will determine if the approval to attend USD 250 schools will be renewed.

PARTICIPATION IN ACTIVITIES

Participation in any activity program in the Pittsburg Community Schools is a privilege. Thus, extra-curricular coaches and sponsors may enact such additional rules and regulations not related to drug and alcohol abuse having direct relationship to their programs.

Such proposed rules shall be submitted for review and approval by the board of education two months prior to the program/activity.

Parental support and involvement is vital to school success. The parent/guardian and student will be required, by their signature to acknowledge they have read all policies, rules and regulations pertaining to drug and alcohol abuse. Participation by the student will be delayed until the acknowledgment is signed and returned to the appropriate school official.

PCMS will have a weekly eligibility check. This weekly eligibility check will be conducted at 3:00 p.m. every Friday regarding student progress. Any student with two F's will be ineligible for participation. Any student with two D's or one F will receive one week's

probation to bring the grade to an acceptable level. If a student has two D's or one F for two weeks, that student will become ineligible for activities until the weekly eligibility check shows improvement to an acceptable level.

Students may not participate in, or attend any PCMS activities that occur during a day for which the student was suspended. This includes students serving in-school suspension. The administration reserves the right to suspend a student's privilege to participate and/or attend activities due to violations of school rules.

REPORTING TO PARENTS

Our mission is to cooperate with the home and community to educate students. Communication is a very important aspect of cooperation. Therefore, we will report the progress of students regularly every nine weeks. We will also send home a "Notice of Concern" if necessary at each mid-quarter interval. In addition we will call home for special concerns and congratulations. Area television stations, radio stations and newspapers will be used to publicize student activities and accomplishments. A newsletter will be mailed home twice per quarter and will include an up to date calendar of events. A conference with the student's team or any individual teacher may be scheduled by calling the office.

Parents may reach a student's teacher by e-mail by using the first letter of the teacher's first name and the teacher's last name followed by @usd250.org.

SMOKING AND TOBACCO FREE FACILITIES AND GROUNDS

All buildings and grounds in USD 250 are declared to be tobacco-free zones. Smoking or use of tobacco products is prohibited in all school buildings and on school grounds at all times. Possession of tobacco is not permitted, nor is paraphernalia related to the use of tobacco such as lighters, matches, pipes, etc.

STUDENT READING LOG

The student reading log is a key component of Reading Renaissance. It enables teachers to closely monitor students' reading. On the form located on the last page of this handbook, students record their ZPD range (the reading level where they will be successful yet challenged), the name of the book they are reading, its reading level and point value, the number of pages read each day and their score on the Accelerated Reading quiz when they finish the book. Using this form will enable teachers to check each student's daily reading progress. In addition, it is a "ticket" to take and Accelerated Reader quiz—students cannot take a quiz unless the teacher sees the book listed on the log. The log can also serve as a library pass.

TEAM PROGRAM

TEAM is an acronym which stands for **Together Everyone Achieves More**. It is simply a program to promote and recognize academics, attitudes and actions.

The Card Program: Students who meet the criteria set by the TEAM committee are awarded a card with their picture on it. The level they have achieved is "punched" into the card each nine-week period. Earning a card entitles the student to certain privileges. There are three levels of cards: **Gold, Purple, and White**. The criteria and privileges granted to each cardholder on the three levels are as follows:

GOLD CARDS

Grade Point Average of 3.8 and above

Two hours community service for the 9-week period, with a log sheet turned in by the deadline stated on the sheet.

No discipline referrals to office

No unexcused absences per grade period

No missed detention sessions

No more than one unexcused tardy during the 9-week period

No D's or F's on report card

No overdue books
(all obligations taken care of by the deadline set by librarian)

INCENTIVES

Free admission to PHS activities

Gold card "Pizza Party" during regular lunch period

TEAM coupons for food discounts, free items, etc.

PURPLE CARDS

Grade Point Average of 3.0 to 3.74

Two hours community service for the 9-week period, with a log sheet turned in by the deadline stated on the sheet.

No discipline referrals to office

No unexcused absences per grade period

No missed detention sessions

No more than one unexcused tardy during the 9-week period

No D's or F's on report card

No overdue books
(all obligations taken care of by the deadline set by librarian)

INCENTIVES

Free admission to PHS activities

TEAM coupons for food discounts, free items, etc.

WHITE CARDS

Grade Point Average of 2.60 to 2.94

Two hours community service for the 9-week period, with a log sheet turned in by the deadline stated on the sheet.

No discipline referrals to office

No unexcused absences per grade period

No missed detention sessions

No more than one unexcused tardy during the 9-week period

No D's or F's on report card

No overdue books
(all obligations taken care of by the deadline set by librarian)

INCENTIVES

TEAM coupons for food discounts, free items, etc.

Note: Incentives are cumulative from white card to purple card to gold card.

Academic Progress & Promotion

Students who fail courses at PCMS :

- **May possibly repeat the same grade.**
- **Will not receive credit for the course. This likely will affect their enrollment options in high school.**
- **May be required to attend remediation opportunities through the after school or summer school programs. This applies to those students who are deemed to be in danger of failing a course as well.**

THREATS

Threats against the school, students, or staff will be taken seriously. Students making threats will be subject to discipline up to and including suspension and/or expulsion depending on the nature and seriousness of the threat. Law enforcement authorities may be contacted and counseling may be required.

WEAPONS AND DANGEROUS INSTRUMENTS POLICY

No person shall knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

1. On the school grounds during, before or after school hours.
2. On school grounds at any other time when the school is being used by any school personnel or school group.
3. Off the school grounds at a school activity, function or event

The administration will develop regulations to deal with incidents of weapons on school grounds or at school functions in an expedient, effective manner.

Regulations:

1. **Possession of a weapon within 100 feet of a school is a felony.** When a person on a school campus is found to be in possession of a weapon or dangerous instrument, the following procedure for notification of proper authorities will be used if such weapon meets the criteria for violation of local, state, or federal law:
 - a. The building administrator or his/her designee will immediately report any violation of the above policy to the police, and if a juvenile, to SRS or the Commissioner of Juvenile Justice.
 - b. The building administrator will notify the superintendent of schools of the violation.
 - c. The building administrator will request a copy of the police report and a copy will be sent to the superintendent.
 - d. The superintendent will notify the Board of Education immediately.
2. Each school will develop a school crisis plan which shall include security against intruders and a person in possession of a weapon on campus.
3. The following plan of action will be used when a student is in possession of a weapon at school or at a school function. The student:
 - a. will be given a short term suspension
 - b. will be provided a due process hearing; and

c. will be given a long-term expulsion of not less than one calendar year if found guilty of possessing a weapon.

MACE/PEPPER SPRAY/LASERS

Mace, pepper sprays and lasers (and objects of that nature) are considered dangerous and are not to be inside the school building or on school property or at school activities for any reason and will be confiscated.

SCHOOL PERSONNEL and SUPERVISION

Any and all school personnel are responsible for student supervision. Therefore, students are reminded that they are to follow any reasonable request made by school personnel.