

# Sabetha Middle School

**Student Handbook 2023-2024**



**Matthew D. Garber**

Principal

751 Bluejay Blvd.  
Sabetha, KS 66534

School Office  
School FAX

785-284-2151  
785-284-0061

**This School Agenda belongs to:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/Town** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Locker #** \_\_\_\_\_ **Seminar** \_\_\_\_\_

---

---

# Sabatha Blue Jays



## Watch Us



## Supporting Others and Acting Responsibly!



<u>On The Bus</u>	<u>Cafeteria</u>	<u>Classroom</u>	<u>Hallway</u>	<u>School Events</u>
-------------------	------------------	------------------	----------------	----------------------

## BE POSITIVE

<ul style="list-style-type: none"> <li>• Be courteous</li> <li>• Greet the bus driver</li> </ul>	<ul style="list-style-type: none"> <li>• Be courteous</li> <li>• Greet lunch staff</li> </ul>	<ul style="list-style-type: none"> <li>• Be courteous</li> <li>• Be ready to learn</li> <li>• Give your best effort</li> <li>• Greet your teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Be courteous</li> <li>• Greet others</li> </ul>	<ul style="list-style-type: none"> <li>• Be courteous</li> <li>• Represent SMS in a positive manner</li> </ul>
--	---	--	--	--

## BE RESPECTFUL

<ul style="list-style-type: none"> <li>• Use proper voice level</li> <li>• Clean up area</li> <li>• Listen to teacher/driver</li> <li>• Remain seated</li> <li>• Respect other's space and property</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions of lunch supervisor</li> <li>• Keep food on tray</li> <li>• Respect other's space and property</li> <li>• Use proper language</li> <li>• Use proper voice level</li> <li>• Use proper table manners</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Follow classroom procedures</li> <li>• Respect other's space and property</li> <li>• Use proper language</li> <li>• Use proper voice level</li> </ul>	<ul style="list-style-type: none"> <li>• Respect other's space and property</li> <li>• Use proper language</li> <li>• Use proper voice level</li> <li>• Walk on the right side</li> </ul>	<ul style="list-style-type: none"> <li>• Be appreciative</li> <li>• Clean up area</li> <li>• Observe rules</li> <li>• Use proper language</li> <li>• Use proper voice level</li> </ul>
--	---	--	---	--

## BE A LEARNER

<ul style="list-style-type: none"> <li>• Collect belongings before leaving</li> <li>• Follow directions of driver or teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Bring your lunch card</li> <li>• Make healthy choices</li> </ul>	<ul style="list-style-type: none"> <li>• Complete assignments on time</li> <li>• Take responsibility</li> <li>• Use agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Keep locker area clean and organized</li> <li>• Proceed to destination</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participate in event</li> <li>• Be ready to learn</li> <li>• Follow directions of teacher/sponsor/coach</li> </ul>
---	---	---	--	--

## TABLE OF CONTENTS

WELCOME AND CORE BELIEFS .....	1
MISSION STATEMENT .....	2
BOARD OF EDUCATION, ADMINISTRATION, AND STAFF .....	2
SCHOOL CALENDAR, NON-DISCRIMINATION STATEMENT .....	3
SCHEDULE, SCHOOL HOURS .....	4
ATTENDANCE .....	4
I.    Procedure .....	4
II.   Responsibility of Academic Work .....	4
III.  Unexcused Absences and Truancy .....	4
IV.  Tardies .....	4
V.   Illness During the Day .....	5
VI.  Excessive Absences .....	5
STUDENT CONDUCT .....	5
I.    Responsibility for Dress Code and Grooming .....	5
II.   Student Behavior Expectations .....	6
A.  Classroom .....	6
B.  Lunchroom .....	6
C.  Hallways .....	6
D.  Bus .....	6
E.  General Rules for Students .....	6
F.  Anti-Bullying Policy .....	7
G.  Technology Acceptable Use Guidelines .....	7
DISCIPLINE CODE .....	8
I.    Detention .....	8
II.   Suspensions .....	8
A.  In School .....	8
B.  Out of School .....	8
C.  Expulsion .....	8
GENERAL POLICIES .....	9-13
CRISIS AND EMERGENCY DIRECTIONS .....	13

Welcome to Sabetha Middle School and to the new and exciting experiences that will make your time here enjoyable and memorable. We are proud of our facility and the commitment the community makes to improve and maintain its educational opportunities. This agenda has been prepared for the purpose of helping orientate students, parents, and the community about Sabetha Middle School. Students and parents should become familiar with the policies, procedures and activities associated with Sabetha Middle School.

During the middle school years, students are in the process of finding and developing their strengths and interests, which result in new dimensions of learning. Encouragement from parents at home and from staff at school will go a long way toward maintaining students' interest. Our students are very special to us, and we will attempt to make student experiences positive and memorable. Our goal will be to give every child the opportunity to grow and develop mentally, physically, and socially. We have identified four general goals that will help students experience a successful school year.

**Goal 1: Students are expected to try their hardest and do their best.**

Examples: Being on time for classes, being prepared, and having daily assignments completed. Teachers have the responsibility of giving all their students an opportunity to be successful in their class. Students are given an opportunity to learn.

**Goal 2: Students are expected to demonstrate self-control and make good decisions.**

Example: Throughout your life you are faced with everyday decisions regarding behavior, peer relationships, and having a positive attitude. Therefore, we expect you to practice self-control and make good common sense decisions on a daily basis. It is important to remember that you will be accountable for the decisions that you make.

**Goal 3: Students are expected to treat people and property with respect.**

Example: All students have individual rights and need to treat each other with respect, both verbally and physically. Respecting school and personal property are mandatory requirements of all students. Students should always project a positive image as they represent not only the school, but also their families, as well as themselves.

**Goal 4: Students will make a valid effort to become an integral, vital part of the school community, connected in a positive way to his or her peers as well as to the staff and school as a whole.**

Example: Students are encouraged to participate in any and all activities for which they are eligible.

**Sabetha Middle School Core Beliefs**

1. Every middle school student and teacher will learn to be accountable, responsible and hard working.
2. Every middle school student learns and achieves to high standards in order to be secondary ready.
3. All members of the middle school educational community continue to grow, learn and reflect.
4. Every middle school student can strive to attain effective behavioral, social, communication and marketable skills.

## **MISSION STATEMENT**

**Sabetha Middle School promotes academic excellence and encourages all students to accept the responsibility for reaching their fullest potential.**

### **SABETHA MIDDLE SCHOOL DIRECTORY**

#### **BOARD OF EDUCATION**

Jim Scoby  
Kathy Lippert

Kent Saylor

Leslie Scoby  
Phillip Buessing

Stan Keim

#### **ADMINISTRATION**

Superintendent – Todd Evans

Dir. of Student Learning – Lisa Suhr

Middle School Principal – Matthew D. Garber

#### **FACULTY**

Art  
Band  
Computers / Technology  
Counselor  
Gifted  
Language Arts  
Language Arts  
Math  
Math  
Math/STEM/MTSS  
Physical Education  
Physical Education  
Science  
Science  
Social Studies  
Social Studies  
Special Education  
Special Education  
Special Education Aide  
Special Education Aide  
Special Education Aide  
Technology  
Vocal Music

Sarah Hay  
Braden Plumlee  
Dustin Schrag  
Dana Michael  
  
Martha Pearson  
Katie Aberle  
Heather Schremmer  
Brent Hayden  
Elizabeth Badertscher  
Megan Glick  
Alex McAfee  
Christine Krebs  
Tresa Burger  
Kara Georg  
Abby Stueve  
Julie Howard  
Waldo Oden  
Kay Duncan  
  
Trenton Cox  
Adam Aadalén

#### **SUPPORT STAFF**

##### **Office**

Loretta Buser  
Kim Kostman

##### **Custodians**

Dean Strathman  
Mark Bestwick  
Jeffrey Mann

##### **Nurse**

Melissa Dornes

This Student Planner is purchased by each student at enrollment. All students are required to USE the planner. Seminar teachers will monitor planner use.

## 2023-2024 School Calendar

August	Mon.-Tues.	14-15	Teacher In-Service
	Wednesday	16	Teacher Work-Day
	Thursday	17	First day of school
September	Monday	4	Labor Day (no school)
	Friday	8	Early Release
	Monday	25	Teacher In-Service
October	Friday	13	End of 1 <sup>st</sup> quarter
	Wednesday	18	Parent/Teacher Conferences (evening)
	Thursday	19	Parent/Teacher Conferences (no school)
	Friday	20	Fall Break (no school)
	Monday	23	Teacher In-Service (no school)
November	Friday	3	Early Release
	Wed.-Fri.	22-24	Thanksgiving Vacation (no school)
December	Wednesday	20	Early Release
	Wednesday	20	End of 2 <sup>nd</sup> quarter
	Thursday	21	½ Teacher Work-Day Flex
January	Wednesday	3	Teacher In-Service
	Thursday	4	Classes resume
	Monday	15	MLK Day(no school)
	Friday	26	Early Release
February	Mon & Wed	5 & 7	Parent/Teacher Conferences(5-8pm)
	Monday	19	President's Day/No School
March	Friday	8	Early Release
	Friday	8	End of 3 <sup>rd</sup> quarter
	Mon.-Fri.	11-15	Spring Break
	Monday	25	Teacher In-Service
	Friday	29	Good Friday (no school)
April	Monday	1	Easter Monday (no school)
May	Thursday	16	Last Day of Classes–End of 4 <sup>th</sup> quarter
	Friday	17	½ Teacher Work-Day Flex
	Monday	27	Memorial Day

### REVISED NON-DISCRIMINATION STATEMENT

The Prairie Hills Unified School District #113, 1619 Old Hwy 75, Sabetha, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact: Todd Evans, 1619 Old Hwy 75, Sabetha, Kansas, (785-284-2175).

## SMS BLUEJAY SCHEDULE

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Seminar
8:00 - 8:48	8:52 - 9:40	9:44 - 10:32	10:36 - 11:24	11:28 - 12:43 (25 Min Lunch)	12:47 - 1:35	1:39 - 2:27	2:31 - 3:25

## MIDDLE SCHOOL HOURS

- 7:30 a.m. Students may enter building but must remain in the commons area.  
7:35 a.m. Breakfast served.  
7:50 a.m. Students will go to their respective pod and locker, and prepare for class.  
8:00 a.m. Class begins.  
3:25 p.m. Classes end for the day. Bus departure. All students are to leave the school grounds unless under the supervision of a teacher or coach.

## OFFICE HOURS

The Sabetha Middle School office is open from 7:30 a.m. – 3:45 p.m.

## ATTENDANCE

The student is expected to be punctual and regular in attendance. It is the parent(s)/guardian responsibility to keep the student's attendance regular.

The following reasons for being absent may be excused.

- Illness
- Doctor or dental appointment
- Death or illness in the immediate family
- Other reasons will be up to the discretion of the principal.

### I. PROCEDURE

To be excused, parents should call by 9:00 a.m. on the day of the absence or send a signed and dated note with the student when he/she returns to school. A phone call is preferred. The school office will attempt to contact you by phone if your child is absent and we have not heard from you.

### II. RESPONSIBILITY OF ACADEMIC WORK

Daily attendance is important. Each day the teachers are expected to cover material that will be of value to students. All make-up work in any class is the student's responsibility. Students who know they are going to be gone should check with each teacher for any advance assignments before they leave. The general rule for make-up work is one-day make-up for every day missed.

### III. UNEXCUSED ABSENCES AND TRUANCY

A student absent without permission from their parent, guardian, or the school will be considered truant. If students have been absent from school without an acceptable or valid excuse they will be required to make up the time missed after regular school hours. If a student has three consecutive days or five days of absence in any one semester without an acceptable or valid excuse, county authorities will be notified.

### IV. TARDIES

Students who are tardy to school must receive a tardy slip in the office. If a student is late for a class after first hour, that particular teacher will give the student a tardy. Individual teachers will determine if a tardy is excused or not. If tardies are to be excused, the student should have a slip from the previous teacher or the office. Students will lose their seating and social privilege during lunch if they

have received excessive tardies. If students do not bring the required classroom materials to class and must return to their locker to get them they may be given a tardy.

If a student receives 8 or more tardies in a 9 Week period, they will lose their lunch privilege plus receive a detention for each odd number detention that exceeds 8.

V. ILLNESS DURING THE DAY

If you become ill or have any other emergency, you should notify your teacher. If you are in between classes, report to the office. Leaving the building without permission from the office will be considered an unexcused absence.

VI. EXCESSIVE ABSENCES

Parents/Guardians of students who have an excessive amount of excused absences from school will receive a notification by mail that continued excessive absences might be considered as unexcused unless they are accompanied by a doctor's certification.

\*The Board of Education has determined that a signed statement by a parent or guardian requesting absence of a student from classes will constitute a valid excuse. This request for absence from school is valid for up to a maximum of five (5) absences per semester. If a student has an excessive amount of absences from school, which the administration feels are somewhat questionable, the parents of the student will be informed that DCF/County Attorney may be notified.

## STUDENT CONDUCT

I. RESPONSIBILITY FOR DRESS

The Board of Education of USD 113 encourages all students to dress appropriately for the situation. Appearance does affect the learning atmosphere of a school. Appropriate footwear of some type must be worn. Some clothing, including but not limited to the following examples, will be considered unacceptable in the school setting: cut-off shorts, elastic stretch shorts, beach apparel, mesh shirts, and cutout shirts exposing the chest or stomach area.

1. Shirts will be free from objectionable terms such as profane or obscene language or meaning.
2. Any reference to tobacco, drugs, alcoholic beverages or sexual connotations.
3. Any clothing apparel or **personal grooming that is considered a distraction to a learning atmosphere by certified personnel.** Heavy winter coats may not be worn in the school unless permission has been given. When dress or appearance is inappropriate for school, students will be allowed to call parents or may be sent home to change.
4. Hats or scarves will not be worn in the school building.
5. **Shorts and/or flip flop sandals (no back shoes) may only be worn during the following months: August, September, October, April, & May. (The building administrator can permit exceptions to these months if there is an unusually warm weather pattern during other months of the year.**
6. Shorts and skirts must be of sufficient length when they are worn at school. The general or standard test for appropriate and acceptable length for shorts and skirts is the following: When the student is standing in an upright position with his/her hands naturally extended downward at his/her sides, the individual's shorts or skirt must be equal to or be longer in length than the student's fingertips or have a 5 inch in-seam. **Pants or shorts will not have holes in the upper leg area exposing skin.**
7. When wearing yoga pants/leggings/tights/athletic capris, the individual's shirts, skirts, dresses or shorts must cover the buttocks and comply with the 'appropriate and acceptable length' listed above in item #6.
8. Shirt must cover undergarments and skin while in a seated position.
8. Shirt straps should measure 3 inches or more wide.
9. Clothing that reveals underwear or bare midriff is prohibited. Pants should be worn above the buttocks.
10. Chains, large rings, or jewelry that may be used as weapons are not allowed.

RESPONSIBILITY FOR PERSONAL GROOMING

Students are discouraged from drawing on their hands or arms for personal hygiene and health purposes. Any other questionable dress that could be considered inappropriate will be handled on a case-by-case basis.



## II. STUDENT BEHAVIOR EXPECTATIONS

Students are expected to respect themselves, others, and property while attending (or representing) Sabetha Middle School. Students are to refrain from unacceptable behaviors at school, at school-sponsored activities, on school property, and on school buses. Students who behave in a manner that has a negative effect on school environment, events, or related activities will face disciplinary action. Students on suspension will not participate in school activities.

A. Classroom: This may vary from teacher to teacher, but in general, the following regulations apply in all classes. The student is responsible for taking necessary books, pencils, paper and required work with you to each class.

1. Enter the room in an orderly manner and be in your assigned seats, quiet and ready to work when the bell rings.
2. Show good manners, courtesy, and respect for teachers, school personnel, and other students.
3. Students will be dismissed by the teachers in an orderly manner, and are not dismissed by the bell.

### B. Lunchroom:

1. No food is to leave this area, and students are expected to utilize good eating manners.
2. All students are expected to remain in the commons during their assigned eating time, whether they eat or not, unless permission is granted otherwise.
3. Unacceptable lunchroom behavior may lead to disciplinary action.
4. All students will pick up and return their own meal tray.
5. Students may give other students portions of their lunch if they so choose, but this transition should be done as smoothly and orderly as possible.
6. Students may not have food from local restaurants delivered to the school for lunch.
7. Pop may not be purchased or brought in for lunch, unless approved by the principal.
8. Students will return to their classes in a quiet, orderly fashion at the conclusion of lunch.

### C. Hallway:

1. Students will walk on the right side of the hallways.
2. Students are expected to conduct themselves as young adults in the hallways and in between classes. No running, shouting, or horseplay is permitted in the hallways.

### D. Bus:

To insure safe and comfortable transportation, students must act and behave responsibly when riding on a bus. Students will obey some basic rules when riding the bus. If the rules are not obeyed, students will be turned into the office. Bus privileges may be taken away from a student at any time for misbehavior that creates an unsafe situation on the bus.

1. Sit quietly in your seat. Talk only in a soft tone. Visit only with those next to you in your seat.
2. Do not talk to the driver while the bus is in motion, unless it is an emergency situation.
3. Obey immediately all commands of the driver.
4. Keep arms, legs, and other objects out of the aisle.
5. Be on time.
6. Only open windows when permission is given. Do not stick anything or throw anything out of the window.
7. No profanity allowed.
8. The driver may assign a seat to any student.
9. Do not throw paper or trash on the floor.
10. Do not push or shove other students when loading or unloading the bus.

### E. General Rules for Students:

Any violation of the following rules by students will result in one of the steps of the school's discipline code.

1. Bodily contacts not allowed: No kissing, hand holding, bodily embracing, or other inappropriate behavior.
2. Demonstrating disrespectful conduct to an adult or other students.
3. Profanity, drugs, vaping, alcohol, any tobacco, whether chewing or smoking will not be allowed.

4. Snowballing, water guns, firecrackers, matches, lighters, or anything else that could pose a problem to a learning atmosphere.
5. Eating any type of food or candy in the building will not be allowed, unless approved by the classroom teacher or principal.
6. Water is allowed in class (preferably transparent containers).
7. Gum chewing.
8. Fighting or horseplay.
9. Vandalism, defacing, or damaging any school property.
10. Academic dishonesty (cheating, copying, or forging signatures).
11. Explosive materials (matches, gun powder, etc.).
12. Verbal or physical harassment towards other students or staff members.
13. Excessive absences/truancy.
14. Conduct that disrupts, impedes, interferes or limits a learning atmosphere.
15. Insubordination – not following a teacher's request on classroom procedure.
16. Students are restricted from possessing or misusing laser pointers and light devices at school, which could be harmful to the eyes.
17. Breaking of school or classroom rules.
18. Stealing.
19. Temper tantrum.
20. Threats (by word or deed).

#### F. Anti-Bullying Policy (Second Step)

Sabetha Middle School has implemented a policy to prevent or reduce potential incidents of student bullying. All students are orientated to our building policy on bullying. Students have regularly scheduled class meetings to discuss building situations. The following steps are recommended:

- Contact a teacher – document concern and date, note any recommendations
- If concern continues, contact the principal in writing
- If issue continues, contact principal again – principal will prepare plan of action
- If you or your child is concerned about repercussions as a result of reporting an incident, make this known to the teachers or principal

#### G. Technology Acceptable Use Guidelines

All of the policies and handbook procedures for acceptable use of computers and iPads are intended to make the computers and iPads more useful to students and teachers. They are also intended to minimize the burden of administering technology; so more time can be spent enhancing services.

Use of the computers and iPads for programs, software, e-mail, and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD #113 concerning use of computers and iPads will result in disciplinary action. (*Prairie Hills Schools Policies, Procedures & Student Information Grades 6-12*)

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, **nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.**

Examples of possible violations:

- Deliberately accessing a pornographic site/material.
- Altering any system software or another's personal work, either locally or remote
- Using the network maliciously, as with hate mail, harassment, profanity, vulgar or discriminatory remarks.
- Allowing anyone to use an account other than the account holder.

Level 1: Violation: Student will lose technology privilege/Internet access until a parent conference is held. Any additional loss of privilege as determined by the administration will be discussed in this conference.

Level 2: Pattern of abuse, repeated abuse or flagrant violations: Student who, after a Level 1 violation, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

Level 3: Expellable offense: Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

## **--DISCIPLINE CODE--**

### I. DETENTION

Detention is normally issued to a student for continuous failure to follow school or classroom rules and regulations. Normally, before a student is issued a detention they are given a verbal or written warning. In short, students are given an opportunity to correct their problem before a detention is issued. Each and every detention requires a student to stay 45 minutes after school in a designated classroom. The teacher issuing the detention will notify the student as to what night the detention is to be served. (At least a 24 hour notice will be given unless the student indicates they can stay that night.) The student usually is required to write school rules out of the agenda or sections from the encyclopedia. Students who receive a detention will be expected to serve the detention as soon as possible.

#### \*\*Excessive Detention Policy\*\*

If a student receives 3 detentions in a semester, parents or guardians will be notified by letter and a conference may be requested. If a student receives a 5<sup>th</sup> detention in a semester period, the student will be issued a 1-day In-School Suspension. If a student receives 7 detentions during the semester, another 1-day In-School Suspension will be issued. An Out-of-School Suspension could result if a student receives nine detentions in a semester.

Note- This will be the policy for a student receiving excessive detentions. Alternative Education Opportunity, In-School or Out-of-School Suspension may be issued at any time regardless of the number of detentions a student has if the seriousness of the offense warrants.

### II. SUSPENSIONS

#### A. Alternative Education Opportunity

This is a short-term suspension, issued by the principal, for a term of 1 to 5 days from classes. The student will remain in supervised study area during the school day isolated from the rest of the students.

#### B. Out-of-School Suspension

This is a short-term suspension, issued by the principal, for a term of 1-10 days from classes. The student will not be allowed on the school premises during this time period.

#### C. Expulsion

This is a long-term suspension, issued by the principal, and it shall not extend beyond the current school year. An expulsion shall not be imposed upon a student without affording such student or his parents or guardians a hearing.

### SUSPENSION TYPE OFFENSES-

Any of the following offenses by students may warrant an automatic suspension; regardless of how many detentions a student has received:

- a. Physical assault.
- b. Deprivation through intimidation of another individual's right to attend school safely.
- c. Destruction of school property.
- d. Distribution or sale of alcohol, possession of alcohol, tobacco, or drugs.
- e. Setting a false fire alarm.
- f. Indecent exposure.
- g. Robbery / Theft, vandalism.
- h. Possession of knives, firearms, explosive material, or any other item that can be considered dangerous or deadly.
- i. Any verbal or physical harassment of school personnel, either on or off school grounds.

## **--GENERAL POLICIES--**

### BOOKS

Textbooks will be furnished by SMS on a rental basis to each student. The books will be checked out the first day of school. The student, in return, is expected to care for their books. Lost or misplaced books, or books damaged beyond normal wear will necessitate the replacement of that specific text. A fee will be charged for damaged books. In order to protect the textbooks, we will require they be covered.

### LOCKERS

A locker is assigned each student to store his or her books, supplies, coats, etc. Lockers should be kept neat and clean so a student must keep their materials organized. Each student's locker combination should be kept confidential to prevent other students from getting into your locker. The cost of repairing damage to a locker due to misuse will be charged to the student. Student lockers are property of the school and may be opened and searched at any time.

### LIBRARY

The books and materials in the library are yours to share and to enjoy. The freedom to use these materials carries responsibility. Please return checked out materials promptly. You are financially responsible for any materials you damage or lose. The library is a classroom; it has rules and regulations; follow these rules if you want to continue to use the library.

### VISITING SCHOOL

All visitors must report to the office first. Since instruction time has a direct effect on the amount of learning for students, we want to keep class disruption at a minimum.

### ASSEMBLIES / PROGRAMS

Several educational and entertaining programs are held throughout the year for students. When a person or group has taken the time to visit our school for a presentation we owe them the consideration and respect they deserve. Quiet attention and proper applause are expected.

### TELEPHONE

Students will not be excused from classes to make or receive phone calls. Emergency calls or parent messages will be delivered to students. Students may only use the telephone (office) during school hours with the office approval.

### LEAVING THE BUILDING

No student is to leave the school grounds or building once he or she has arrived, without office consent, between the time of arrival and the final bell ending the school day. Even those who have a note from a parent or guardian must check in the office before leaving. No student will be allowed to leave without parental permission, known to the office.

### WITHDRAWALS

If a student is relocating to a different town and will no longer attend school in Sabetha, the parents should notify the school office at least 3 days prior to the anticipated move to obtain proper withdrawal procedures.

### FEE REFUNDS

If a student withdraws during the first semester, one half of the fees will be refunded. If the student withdraws during the second semester, none of the fees will be refunded.

### NON-SMS STUDENTS ATTENDANCE AND SCHOOL DANCES/SOCIAL FUNCTIONS

Students who are not enrolled in SMS are not allowed to attend school dances and other SMS sponsored social functions.

### ADDRESS OR TELEPHONE CHANGES

If at any time during the school year, your address or telephone number changes, the school office should be informed. There are several mailings each year and / or if it becomes necessary to call parents for emergencies, correct information simplifies the process.

### DISPENSING OF MEDICATION

Parents must complete and sign a medication permission form for ALL medication (prescription or nonprescription) that is to be taken at school. A physician must sign the form for all prescription

medication to be taken at school. The medication is to be brought to school in the original container appropriately labeled by the pharmacy or physician stating the name of the medication, the dosage and the times to be administered.

### COUNSELING & GUIDANCE

A guidance counselor is available to middle school students each day of the week. Appointments can be made in advance through the office.

### LOST & FOUND

A lost and found box is maintained in the office. Any found items should be turned in to the office. Articles with proper identification will be returned.

### LUNCH PROGRAM (District Policy EE 1-9-17)

#### Unpaid Meal Charges

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than (\$20 worth of/5) meals to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

### GYM LOCKS

Students will be issued a lock for their gym locker or basket. Should you lose this lock you will be charged \$5.00.

### BICYCLE PARKING / SKATEBOARDS

Students who ride bicycles to school should park them north of the building. It is recommended that bicycle owners use a chain and lock. It is recommended that students not bring skateboards and roller skates to school. If a student does those must be parked in the office.

### ELECTRONIC DEVICES - WALKMANS, PAGERS AND CELL PHONES (Smartwatch)

These devices are not allowed in possession of students during the school day. If these are brought to school they must be turned off upon entering the building and kept in their locker until the end of the day. (NOTE: Smartwatches may be worn but are not to be used for electronic communication, research, etc.) The following discipline actions regarding these electronic devices will be in place following violation of this policy:

- 1<sup>st</sup> offense - Device taken away and given back at the end of the day
- 2<sup>nd</sup> offense - Device taken away and given back at the end of the day (Detention issued)
- 3<sup>rd</sup> offense - Device taken away (Detention issued), Parent must come in and pick up item

## GRADING SCALE

<u>Grade Points</u>	<u>Grading Scale</u>	
4	A = 90 – 100	Superior work of outstanding quality
3	B = 80 – 89	Above average quality work
2	C = 70 – 79	Average quality work
1	D = 60 – 69	Below average work
0	F = 59 – lower	Low-quality work, doesn't meet requirements
	IN= Incomplete	Actual grade is being withheld until all work is completed.

## ACTIVITY PASS

Students are given the privilege to purchase an activity pass that admits them to most middle school and high school activities. This is a big savings to the student who otherwise would have to purchase a ticket at the door each time. Students need to present these passes at the ticket gate.

## PHYSICAL EXAMS

It is recommended that 6<sup>th</sup> grade students receive a physical exam prior to the beginning of the school year in order to reconfirm their previous health and immunization records. All 7<sup>th</sup> and 8<sup>th</sup> grade students who plan to participate in athletics must have a physical exam. All students must have a physical exam before they will be allowed to practice. The local doctors' offices or the school will have the necessary forms. Students who are participating in cheerleading must have a physical exam before practice.

## CHEERLEADING

Any 7<sup>th</sup> or 8<sup>th</sup> grade student who wishes to be a member of the cheerleading squad may do so as long as they are academically eligible and are a student in good standing. Cheerleaders will only cheer at home events. Cheerleaders will be issued a basic uniform and pompons. At the end of the season, the uniform and pompons must be returned undamaged and with only normal wear conditions or the cheerleader must pay for any lost or abnormal wear conditions of the uniform or pompons. A cheerleader is expected to remain on the squad throughout the fall and winter sports seasons unless they are participating in a particular sport. All cheerleaders must have a medical physical prior to participating on the cheerleading squad.

## ATHLETICS

Philosophy – to provide the best possible athletic program to its students. The program will emphasize participation as well as competitiveness. In order to accomplish these two goals the following guidelines will be used in the programs:

1. All students will be allowed to participate in the program (no program cuts).
2. In A-team competition, coaches will be trying to win the contest playing as many athletes as they can without jeopardizing a team victory. (This is strictly a coach's judgment.) In B-team competition, we also would like to be successful, but at the same time, we feel that playing experience should be the most important emphasis, so this will be our main goal. We will try to provide extra contests or quarters when possible, depending on the participation numbers, so every student gets an opportunity to play in a contest as long as they have fulfilled the sport's requirements.

Students in the 7<sup>th</sup> and 8<sup>th</sup> grade have an opportunity to participate in several individual and team sports. Students who participate in athletics at Sabetha Middle School are representing their school, their family, along with themselves and should conduct themselves in a manner that exhibits a positive representation of those. Students who participate in extra-curricular activities and athletics at Sabetha Middle School must be a student in good standing both academically and behaviorally in order to uphold the privilege of being able to participate in these activities. A student must have passed five subjects the previous semester in order to be eligible to participate in any activities and be a full-time student. A student may be temporarily or permanently suspended from school activities at any time if they exhibit negative academic or social behavior during that activity season. Students who are absent from school for more than a half a day due to illness will not be allowed to participate in any extra school activities on that day.

## ATHLETIC CONTESTS / SCHOOL SPONSORED ACTIVITIES

Being a spectator at district activities calls for good behavior and sportsmanship just as does active participation in the event. The qualities of good sportsmanship are not confined to sports alone.

The same spirit of conduct is fundamental in every human activity. When you are attending a district activity, remember you are representing your family, school, and community, so project a good positive image. If you didn't come to watch the event please stay away, this is not a place to just run around.

When at these contests and the National Anthem is played and our flag is honored, stand and pay respect to our nation's symbol. Any violation of the above could result in the loss of the privilege to attend these events.

### STUDENT RECOGNITION

Nine-week Recognition Assembly – Shortly after the end of each 9-week grade period, Sabetha Middle School will recognize students who have accomplished the following criteria during the preceding 9 weeks:

<u>Honor Roll</u> – Superintendent's	-	All A's
Bluejay	-	3.50 GPA or higher
Scholastic	-	3.00 – 3.49

Any students that receive a D or F in any subjects will be ineligible for any of the honor rolls.

Athletics – Students who have just completed any school sponsored athletic or extra-curricular activity.

### BLUEJAY SOCIAL

The Bluejay Social is held during each grading report period (including progress report time) for students who are eligible. Any student who has received a detention, 2 or more tardies, or an F on his/her grade report will not be eligible to participate in the social. The social will be held during part of a designated Seminar period. Students who are eligible will receive a free soft drink and be able to purchase candy with their Bluejay Bucks.

### CITIZENSHIP AWARD

8<sup>th</sup> Grade only – 1 girl and 1 boy – The 8<sup>th</sup> grade staff will be presented a rating sheet with all the 8<sup>th</sup> grade students listed. Staff will rank and rate the students listed using the criteria listed below.

Criteria for Citizenship Award – This award is presented to both an 8<sup>th</sup> grade boy and girl student in Sabetha Middle School who has throughout the school year achieved and exemplified high standards in the following areas:

Academics:	Grades, Honor Roll
Self-Discipline:	Detentions, Tardies
Peer Relationships:	Gets along with classmates, positive leadership qualities
Extra-Curricular:	Volunteers with extra school related tasks, active in extra-curricular activities

### PROMOTION POLICY

Under this system pupils are promoted on the basis of careful study and analysis of what seems best for each individual. This system assumes that teachers and administrators know about learning, the nature of the individual, and the effects of promotion and retention to make wise judgments for each individual. The system accepts continuous promotion as desirable for most pupils but reserves the right to modify the policy for any individual pupil.

Promotion or failure should be recognized as a means and an end. Promotion is flexible, based on multiple standards. All facts about the individual are appraised, conferences of those involved are held, and the possible risks are analyzed. The decision to fail a child becomes a professional responsibility akin to the decision of a surgeon to perform an operation.

The principal shall make the final decision with advice from both the sending and receiving teachers and only after several scheduled consultations with the parents. As far as possible, retention shall be accomplished before the child leaves the primary grades.

The principal shall determine what alternatives will be most beneficial to the student who fails one, two or three of the basic subjects. A student failing all four subjects will most likely be retained.

Any 8<sup>th</sup> grader who fails a core class in the 4<sup>th</sup> 9 weeks will come in after their school year is completed and redo some assignments and or tests to move their grade to a passing grade.

### **Crisis Procedures (*Staff Crisis Intervention Handbook USD 113*)**

Various drills will be conducted throughout the school year under the following descriptors:

1. Evacuation
2. Severe Weather
3. Bus Evacuation
4. Lock Down
5. Off-Site Evacuation and Reunification
6. Shelter in Place

#### Fire Directions

Fire exit diagrams are posted in each classroom. Teachers will inform students of fire exit procedures for their classroom at the beginning of the school year. Fire drills will be conducted periodically throughout the school year. Everyone will move in a quick but orderly and silent manner to exit the building using the directed route. The first student exiting the room with a door should hold the door open for those who follow.

#### Tornado Directions

If we are alerted to take cover from a possible tornado, all of Sabetha Middle School will as quickly, orderly, and quietly as possible go to the locker rooms.

The first ones in need to go to the center of the locker rooms so late arrivals can get into the shelter with ease.

Students should crouch or sit on the floor with head between the knees.

Stay away from any window areas.