



## **MIDDLE SCHOOL SECTION**

The mission of Elkhart Middle School is to provide the opportunities for all students to achieve excellence. The knowledge, skills, behaviors, and motivation provided will enable them to become responsible decision-makers and life-long learners, in order to succeed in their future endeavors.

**“Every Child Learns”**

### **SCHOOL PHILOSOPHY**

1. A philosophy based on the unique needs and characteristics of the young adolescent.
2. Educators knowledgeable about and committed to the young adolescent.
3. A balanced curriculum between the cognitive (subject-centered) and affective (student-centered) needs of the young adolescent.
4. Teachers who use varied instructional strategies.
5. A comprehensive advisor/advisee program.
6. An interdisciplinary team organization at all grades.
7. A full exploratory program.
8. Both team planning and personal planning for all teachers.
9. A positive and collaborative school climate.
10. Shared decision-making in which the people closest to the “client” are involved in the decision making process of the school.
11. A smooth transition process from elementary to middle school and from middle school to high school.
12. A high-quality extracurricular program including athletics, interest based mini-courses, clubs, and social events.
13. A commitment to the importance of health and physical fitness for all students.
14. A commitment to regular involvement of families in the education of young adolescents by keeping them informed of student progress and school programs and by giving them meaningful roles in the schooling process.
15. A positive connection between school and the community through student service projects, business partnerships, and use of community resources within the school curriculum.
16. Consistent use of cooperative learning strategies in the classroom.
17. An emphasis on the use of higher-order thinking skills and hands-on instructional strategies.
18. Empowerment of students whenever possible.

### **ABSENCES/MAKE-UP WORK**

**Notification of absences:** It is the responsibility of the parent/guardian to notify the school’s main office by phone or note verifying the absence of the student and the reason during each day of absence. Students who become ill at school must check out at the office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or note from the parents and check out at the office. Students will be allowed one day to obtain missed assignments and one day per day of absence to complete missed assignments. Students work not completed during allowed time will receive no credit (unless special prior arrangements are made with the teacher and principal). Full credit will be given upon satisfactory completion of the work.

**Excessive absences** may dictate that the student, school administrator, and the parent/guardian will meet to discuss the consequences of loss of class time.

**Forfeiture of credit:** Any student who, for any reason, is absent eleven times or more during a semester will receive zeros for coursework on those days unless there are chronic health conditions of special considerations involved which must be verified by the administration. A physician's statement will determine the validity of each absence for illness over the maximum allowed. If the building principal determines that there are definitely eleven (11) absences, excused or unexcused, as shown by the school records and that on review none were due to extenuating circumstances, the zeros will remain.

**Participation absences:** When missing school time to participate in activities, it is the student's responsibility to get assignments from the teacher and to make arrangements to make up work before leaving to participate in the activity. Students are required to attend at least half a school day before a student is allowed to leave for or participate in any school-sponsored activity. (The exception is excused pre-arranged absences.)

### **ACTIVITIES**

Students participating in interscholastic events (any activity that takes time away from regular classes or occurs outside of the regular school day) are subject to the rules of the Middle School, the sponsors/coaches, and KSHSAA. Eligibility lists will be run each week unless otherwise posted. Students with a grade of "**F**" in two or more classes will be ineligible to participate in any interscholastic activity. A student will be provided an opportunity to raise a failing grade through tutoring sessions arranged by the classroom teacher. A student, with only 1 failing grade, will remain eligible to participate in activities as long as he or she is attending tutoring sessions. If a student fails to attend tutoring sessions they will be ineligible. If a student fails to earn a passing grade at the end of two weeks he/she will be ineligible to participate in interscholastic competition until a passing grade is earned at the weekly eligibility check. Students who are ineligible can practice but cannot wear the uniform or participate in any school activity or event. Before a student athlete is permitted to report for practice in a sport, he/she must have on file a physical examination furnished by the school. The form requires the student to gain the permission of his/her parent/guardian to participate in the sport. You, as a participant or spectator at an activity offered by our school, are recognized as an official representative of the school and its community. Your conduct and sportsmanship on and off the school premises should display the highest possible standards. Since field trips are educational and an extension of the classroom, students should be in good standing. The principal makes the final decision regarding participation on all field trips.

### **NO CELL PHONES**

Students are not allowed to have cell phones during the school day from **8:00 a.m. until 3:30 p.m.** Students who have cell phones are asked to keep them turned off and in their lockers. Failure to comply with the no cell phone use will result in the loss of the cell phone until the end of the school year. Parents will be called immediately by the administration. Students don't need a cell phone during the regular school day. Students may have a cell phone before and after school hours only.

## BEHAVIORAL EXPECTATIONS

- 1 Come to class ON TIME and PREPARED to learn.**
  - A. Be in your seat and ready to work before class begins.
  - B. Have completed assignments, books, materials, and a positive attitude daily.
  - C. Protect our learning environment from interruption.
  - D. Give your best effort daily in all that you do.
  
- 2 Be RESPECTFUL in both ACTIONS and WORDS.**
  - A. Keep hands, feet, and objects to yourself.
  - B. No putdowns, cruel teasing, unacceptable language, or rude gestures.
  
- 3 ACCEPT your consequences.**
  - A. Offer no excuses for being non-compliant.
  - B. Offer no argumentative comments back to adults in authority.
  
- 4 FOLLOW the DIRECTIONS of all ADULTS in authority.**
  - Principal, Teachers, Substitute Teachers, Paraprofessionals, Secretary, Custodians, and Bus Drivers

## PROCEDURES FOR VIOLATIONS OF SCHOOL BEHAVIORAL EXPECTATIONS

- Phase I     The adult in authority will address concerns with those who do not meet expectations.
- Phase II    The adult in authority will contact parents when phase I is not successful.
- Phase III   A conference with the principal, the adult in authority, and the student will be scheduled when Phase II has not been successful.
- Phase IV   A conference with the parent(s), principal, staff member and student will be scheduled when Phase III has not been successful.
- Phase V    The principal will take the necessary action deemed appropriate to resolve non-compliance when previous interventions have not been successful.

### **SEVERE CLAUSE:**

Incidences of fighting, Bullying, use of profanity/cussing, sexual harassment, property damage, possession of controlled items (weapons, drugs, tobacco products, and alcohol), or any student being a distraction to the learning environment in the classroom will be referred to the principal immediately.

## POSSIBLE DISCIPLINARY ACTIONS

**COUNSELING:** Teachers, school counselors, and/or the principal will counsel with students when chronic infractions of behavioral expectations have been noted.

**AFTER SCHOOL DETENTION:** Teachers may detain students for rule infractions. When a student is assigned detention, his/her obligation is to the school. The student may lose time from sports, jobs, or other activities, but the detention takes precedence over other activities.

**IN-SCHOOL DETENTION:** The student is placed in In-School Detention (ISD) by the principal. The student is placed in a designated area, isolated from other students and activities. The student does class work for the day. Students in ISD are not eligible on those days for extracurricular activities.

**OUT-OF-SCHOOL SUSPENSION:** For serious behavior infractions the student may be dismissed from school for a period of one to five days by the principal. All work missed can be made up at full grade value. Before a student is allowed to return to school, a conference with the principal and the parent must be held. When a student receives an OSS, all work is due the day the student returns to classes. Work not turned in that day will be given zeros. Students in OSS will not be eligible for extracurricular activities while suspended.

**LONG-TERM SUSPENSION:** Students whose behaviors cannot be controlled by the above mentioned methods would be subject to long-term suspension from school for the remainder of the term or school year. A due process hearing will be set within 5 school days of the suspension to determine the length of the suspension.

**EXPULSION:** Students whose behaviors cannot be controlled by the above mentioned methods would be subject to expulsion from school for the remainder of the school year. A due process hearing will be held within 5 school days of the suspension to determine the length of expulsion and to set up an educational plan for the student.

### **BREAKFAST AND LUNCH INFORMATION**

Elkhart Middle School has a closed lunch period. To leave school to eat lunch, a parent or guardian must come to school and personally sign his child out of school on a daily basis. Breakfast and lunch are times to relax and enjoy your meal. Your respect and proper treatment of the people and property involved will make these times more pleasant. Students will be allowed to sit where they wish, but may not save seats for others. Each table has seating for eight students.

**MEALS** - Meals may be purchased at school or may be brought from home. All meals are to be eaten in the lunchroom. Students are discouraged from sharing food due to sanitary concerns. Students who purchase breakfast or lunch at school are asked to pay for meals in advance. Free or reduced-price lunches or breakfast are provided for students who qualify under district, state, and federal guidelines. Application forms for these programs can be obtained from the office. Please do not bring glass containers. Only you or a sibling may use your lunch ticket. No food or drink shall be brought to school except in the form of a meal or lunch, with the exception of celebrations approved by the principal.

**CLEAN UP** - Use proper containers for waste disposal and eating utensils. Salt, pepper, and condiments will be provided at a designated station at the front of the lunchroom. Please leave your table clean. Food may not be taken out of the lunchroom.

### **HOMEWORK POLICY**

Homework is typically school assignments that were not completed during class time during the school day. Seldom will work be given strictly as homework. Teachers will notify students when assignments are due. Our teachers will grade the work submitted, even if the assignment is incomplete. Late work will not be accepted unless due to excused absences from school.

### **LIBRARY**

The school library operates on an open concept. Students may use the library at any time during the school day provided you have a signed pass from your teacher. Students need to become familiar with policies on fines, rules, and library use as set forth by the school librarian.

### **PLAYGROUND/RECESS PROCEDURES**

Students will be provided with the opportunity to use the restroom before going to lunch. The students will need to take their coats with them to the cafeteria. After lunch, the students will be dismissed and are to report to the playground area to the west of the school and cafeteria. They are not to leave the playground area without permission of the supervisors. Students are to have permission from staff to enter the building during recess. When the bell rings ending the recess period, the students are to return all balls and equipment to the equipment bag. The students will be released to return to the building and are expected to do so in an orderly manner.

### **PLAYGROUND DISCIPLINARY ACTION OPTIONS**

- Verbal warning by supervisor.
- Posting (sitting out during recess in a designated area) determined by the supervisor.
- Office Referral.

### **REFRESHER CLASS**

The purpose of refresher class at the end of the school day is to help students with the mastery of state standards and class assignments. If a classroom teacher recognizes a student's inability to master a state standard, that student will be asked to attend the next refresher class in that particular teacher's classroom. During this time the student can receive individual attention in the area he/she failed to master. Refresher may be used for students who were absent for a test or a classroom lesson who cannot otherwise be learned. All students may attend before school or after school tutoring with their classroom teacher to complete any make up or late work.

### **REMEDATION/RETENTION POLICY**

To address the concern of administrators, teachers, and parents over the problem of promoting students who have not mastered grade level curricular objectives, the Elkhart Middle School will be implementing a new retention policy. This policy will focus on the following four core subjects: Math, Language Arts, Science, and Social Studies. Mastery of objectives means students will meet the following grade level criteria:

- Mastery of curricular objectives (checklists)
- Score a 60% or above on semester tests
- Grade average of 60% or above
- Grade level Team recommendation

If a student is having difficulties in achieving grade level criteria in any of their core classes, they will be immediately referred to the Intervention Team for possible placement in a remediation program. Programs will be offered at each grade level. Students may be placed in one of these programs based on the following student performance data:

- State Assessment scores that fall below proficiency
- Poor student performance in one or more core classes
- Non-mastery of curricular objectives
- Grade level Team recommendation

Parents will receive written notification if their child receives a 69% or below at the end of the first semester in the core subjects of math, reading/language arts, science, or social studies. It will be recommended in the notification that the student, parent, and staff meet to formulate a plan of action to resolve the academic concern. Follow-up meetings will be recommended until the concern is remedied.

Students failing one of the core classes at the end of the second semester will be recommended to attend Summer School (if it is offered). Students enrolled in summer school must complete the academic standards established by the core class teacher to successfully complete summer school. In addition, the student may not miss more than four days of summer school. Students not meeting the criteria for Summer School will be placed in Refresher Class opportunities for the following school year.

Any student failing two or more of the core subjects of math, reading/language arts, science, and/or social studies will be retained at grade level for the following school year.

## **RESOURCE INFORMATION [BULLYING]**

The following are web sites that are excellent resources of information with regard to the aggressive or passive/aggressive behavior known as bullying.

www.StopCyberbullying.org    www.teenangels.org    www.privacyrights.org  
www.WiredSafety.org        www.isafe.org        www.privacyrights.org  
www.wiredkids.org

*The Parent's Guide to Protecting Your Children in Cyberspace* by Parry Aftab, www.aftab.com

*Cyber Bullying: No Muscles Needed* by Joan Lisante, www.connectforkids.org

*The Newest Breed of Bully, the Cyberbully* by Charlene C. Giannetti and Maragaret Sagarese, published by the National PTA, www.pta.org

For teachers: Kansas NEA Educator's Resource Library; Web site; *Bullyproof* series of professional development workshops, www.knea.org

*An Educator's Guide to Cyberbullying and Cyberthreats* by Nancy Willard, M.S., J.D., published by the Center for Safe and Responsible Internet Use, www.cyberbully.org

## **STUDENT TRANSPORTATION**

Middle School students are not allowed to drive or park on school grounds.

## **USE OF TRAINED DOGS TO SEARCH**

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

