Robert E. Clark Middle School

Student Handbook
2026-2027

#204BravesPride #BravesFamily

USD 204 Board of Education approved on 06/15/2026

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Robert E. Clark Middle School

Mascot:	Braves
School Colors:	Black and Orange
School Hours:	7:45 a.m.-2:55 p.m.

School Address:

Robert E. Clark Middle School
420 N. Bluegrass Dr.
Bonner Springs, KS 66012

General Phone:	(913) 422-5115
Attendance Line:	(913) 422-5115 Option 1
Emergency Line:	(913) 420-3594
Fax Number:	(913) 422-1644
Web Address:	www.usd204.net

Office Staff

Principal:	Mrs. Lisa Krone	kronel@usd204.net
Assistant Principal:	Mr. Scott Geary	gearys@usd204.net
CMS Nurse:	Mrs. Jennifer Comer	comerj@usd204.net
School Resource Officer (SRO):	Officer Allen	allenl@usd204.net

Secretaries

Attendance and Detentions:	Mrs. Nichelle Kimberly	kimberlyn@usd204.net
Registrar and Enrollment:	Mrs. Tammy Sutton	suttont@usd204.net
Bookkeeper and Athletics:	Mrs. Kristy Adkins	adkinsk@usd204.net

Student Services:

General School Social Worker:	Mrs. Denise Chowning	chowningd@usd204.net
SPED School Social Worker:	Mrs. Jennifer Tylicki	tylickij@usd204.net
Team 1 Counselor:	Mr. Jacob Patterson	pattersonj@usd204.net
Team 2 Counselor:	Mrs. Christian Craig	craigc@usd204.net

Communication Matrix

Robert E. Clark Middle School
Communication Matrix

Parents/Patrons should use the matrix below to answer questions or concerns.
Issues should be addressed by starting at Level 1. If the issues cannot be resolved, it is appropriate to move to the next level with the inquiry. *updated 06/08/2026*

English as a Second Language (ESL) Interpreter: Justin Smith smithju@usd204.net | **School Resource Officer (SRO): Officer L. Allen** allenl@usd204.net

Areas of Concern	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Academics & Curriculum, Instruction & Assessment	Classroom Teacher	Instructional Coach Abbey Connor connora@usd204.net	Assistant Principal Scott Geary gearys@usd204.net	Principal Lisa Krone kronel@usd204.net	Asst. Superintendent Dr. Sarah Andaverde andaverdes@usd204.net	Superintendent Rick Moulin moulinr@usd204.net
Activities & Athletics	Coach/Sponsor	Athletic Director Doug Hitchcock hitchcockd@usd204.net	Assistant Principal Scott Geary gearys@usd204.net	Principal Lisa Krone kronel@usd204.net	Asst. Superintendent Dr. Sarah Andaverde andaverdes@usd204.net	Superintendent Rick Moulin moulinr@usd204.net
Discipline	Classroom Teacher	Assistant Principal Scott Geary gearys@usd204.net	Principal Lisa Krone kronel@usd204.net	Asst. Superintendent Dr. Sarah Andaverde andaverdes@usd204.net	Superintendent Rick Moulin moulinr@usd204.net	
Facilities	Athletic Director Doug Hitchcock hitchcockd@usd204.net	Director of Facilities David Stokka stokkad@usd204.net	Principal Lisa Krone kronel@usd204.net	Dir. Human Resources Stormi Vitt vitts@usd204.net	Superintendent Rick Moulin moulinr@usd204.net	
Food Service	Kitchen Manager Ali Gutierrez gutierreza@usd204.net	Director of Food Service Tim Brennan brennant@usd204.net	Assistant Principal Scott Geary gearys@usd204.net	Principal Lisa Krone kronel@usd204.net	Asst. Superintendent Dr. Sarah Andaverde andaverdes@usd204.net	Superintendent Rick Moulin moulinr@usd204.net
General Concerns	Classroom Teacher	School Counselor Christian Craig craigc@usd204.net Jacob Patterson pattersonj@usd204.net	Assistant Principal Scott Geary gearys@usd204.net	Principal Lisa Krone kronel@usd204.net		Superintendent Rick Moulin moulinr@usd204.net
Guidance	School Counselor Christian Craig craigc@usd204.net Jacob Patterson pattersonj@usd204.net	Assistant Principal Scott Geary gearys@usd204.net	Principal Lisa Krone kronel@usd204.net	Asst. Superintendent Dr. Sarah Andaverde andaverdes@usd204.net	Superintendent Rick Moulin moulinr@usd204.net	
Social Emotional Learning and Mental Health	Social Worker Ms. Denise Chowning chowningd@usd204.net Mrs. Jennifer Tylicki tylickij@usd204.net	Assistant Principal Scott Geary gearys@usd204.net	Principal Lisa Krone kronel@usd204.net	Superintendent Rick Moulin moulinr@usd204.net		
Maintenance & Grounds	Director of Facilities David Stokka stokkad@usd204.net	Assistant Principal Scott Geary gearys@usd204.net	Principal Lisa Krone kronel@usd204.net	Dir. Human Resources Stormi Vitt vitts@usd204.net	Superintendent Rick Moulin moulinr@usd204.net	
Special Education	Classroom Teacher	Assistant Principal Scott Geary gearys@usd204.net	Principal Lisa Krone kronel@usd204.net	Special Ed. Coordinator Rebecca Lambert lambertr@usd204.net	Asst. Superintendent Dr. Sarah Andaverde andaverdes@usd204.net	Superintendent Rick Moulin moulinr@usd204.net
Transportation	Director of Transportation Dustin Arnett arnettd@usd204.net	Assistant Principal Scott Geary gearys@usd204.net	Principal Lisa Krone kronel@usd204.net	Superintendent Rick Moulin moulinr@usd204.net		
Technology	Technology Integrationist Marshall Conn connm@usd204.net	Instructional Coach Abbey Connor connora@usd204.net	Assistant Principal Scott Geary gearys@usd204.net	Principal Lisa Krone kronel@usd204.net	Asst. Superintendent Dr. Sarah Andaverde andaverdes@usd204.net	Superintendent Rick Moulin moulinr@usd204.net

Attendance Secretary: Nicki Kimberly kimberlyn@usd204.net Registrar: Tammy Sutton suttont@usd204.net Bookkeeper: Kristy Adkins adkinsk@usd204.net

USD 204 Bonner Springs/Edwardsville
2026 - 2027 Academic Year Calendar

Approved by USD 204 Board of Education 12-09-2024

AUGUST - 2026

S	M	T	W	T	F	S
					31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

SEPTEMBER - 2026

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER - 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER -2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER - 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY - 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY - 2027

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH - 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL - 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY - 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	**7**	8
9	10	11	**12**	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE - 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY - 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Secondary Student Day
Start Time: 7:45 a.m.
End Time: 2:55 p.m.
Secondary Staff Day
Start Time: 7:30 a.m.
End Time: 3:10 p.m.

LEGEND
Staff Development
Begin / End Quarter
Teacher Workday
No School / Holiday
New Teacher Orientation
Parent/Teacher Conf.

Elementary Student Day
Start Time: 8:30 a.m.
End Time: 3:45 p.m.
Elementary Staff Day
Start Time: 8:15 a.m.
End Time: 3:55 p.m.

TBD - New Student Enrollment
July 31 - August 5 - New Teacher Orientation
August 6 - Convocation / Staff Development Day
August 7 - Staff Development Day - Quality Instruction
August 10 - Staff Work Day
August 11 - Staff Development Day - Quality Instruction / Orientation for Kdg., 6th & 9th Gr.
August 12 - Staff Work Day
August 13 - Classes Begin - Students' First Day - First Quarter Begins
September 7 - Labor Day - Schools & District Office Closed
September 8 - Staff Development - Quality Instruction
October 13 - Last Day of First Quarter
October 14 - No School K-12; Staff Development - Quality Instruction 8:00 a.m. - 12:00 p.m.
October 14- Curriculum & Classrooms 12:00 p.m. - 3:30 p.m.; P/T Conf. 3:30 p.m. - 7:30 p.m.
October 15 - No School K-12; Staff Development 8:00 a.m. - 12:00 p.m.
October 15 - Curriculum & Classrooms 12:00 p.m. - 3:30 p.m.; P/T Conf. 3:30 p.m. - 7:30 p.m.
October 16 - No School K-12; Schools & District Office Closed
October 19 - Begin Second Quarter
November 23-27 - Thanksgiving Break; Schools & Offices Closed
December 17 - Last Day before Winter Break; End of Semester / 2nd Quarter
December 18 - Teacher Work Day
December 21- Jan 1 - Winter Break; Schools & Offices Closed
January 4 - No School K-12; Staff Development Day - Curriculum & Classrooms
January 5 - Beginning of Semester / 3rd Quarter; Grades K-12 in Session
January 18 - Martin Luther King Jr. Holiday; Schools and District Office Closed
February 15 - No School; Presidents' Day; Schools & District Office Closed
March 11 - Evening Parent-Teacher Conferences / Family Engagement Night
March 12 - No Students; 1/2 day for Staff; P/T Conf; Health Fair; End 3rd Quarter
March 15-19 - No School - Spring Break, Schools and Offices Closed
March 22 - Begin Fourth Quarter
March 26 - No School; Schools and District Office Closed
March 29 - No School K-12; Staff Development
April 30 - No School K-12; Staff Development
May 7 - Senior Boards - NO SCHOOL GRADES 9-11
May 12 - Graduation
May 19 - Last day for K-12; Full Day for all students
May 20 - Last Day for Teachers - Teacher Work Day & Certified Staff Checkout
May 24 - Memorial Day; Schools & District Office Closed

Robert E. Clark Middle School

Bell Schedule

2026-2027

Advisory	7:45 a.m. - 8:16 a.m.
1st Hour	8:20 a.m. - 9:08 a.m.
2nd Hour	9:12 a.m. - 10:00 a.m.
3rd Hour	10:04 a.m. - 10:52 a.m.
4th Hour	10:56 a.m. - 11:44 a.m.
5th Hour	11:48 a.m. - 1:11 p.m.
	(Lunch and Academic Focus)
5A	11:48 a.m. - 12:13 p.m.
5B	12:17 p.m. - 12:42 p.m.
5C	12:46 p.m. - 1:11 p.m.
6th Hour	1:15 p.m. - 2:03 p.m.
7th Hour	2:07 p.m. - 2:55 p.m.

Typical Day for a CMS Student

7:10 a.m. USD 204 buses arrive with BSHS and CMS students.

The students are dropped off in the bus lanes in front of the buildings. Students are expected to come straight into the building immediately after arriving.
Students who are car riders should be dropped off at the **North entrance** of the building located facing Pratt Ave between 7:10 a.m. and 7:35 a.m. After 7:35 a.m. the doors will be locked and students should be dropped off at the front of the building on Bluegrass Drive.

7:10 a.m. -7:40 a.m. Breakfast is served in the cafeteria (breakfast stops serving at 7:40 a.m.)

6th graders go to the cafeteria to eat and will remain in the cafeteria until the 7:30 a.m. bell to be dismissed to their lockers and the hall. 7th and 8th grade students have a choice to go get breakfast or mingle with peers in the commons, hallways, or media center. This is also a good time to make up work or get help from teachers.

7:30 a.m.-7:40 a.m.
All grade levels can be in the hallway making their way to class or meeting with teachers.

7:40 a.m. The final bell rings to alert students that they have 5 minutes to get to their 1st class which is Advisory.

7:45 a.m. Every student should be in their classroom by 7:45 a.m. in order not to be counted as tardy. At the very beginning of Advisory, morning announcements are made for you to know about upcoming meetings, events at CMS, athletics, and daily tidbits.

School Academic Hours

7:45 a.m. - 2:55 p.m. Daily

Each student will have:
4 core classes: Science, Social Studies, Math, and English
2 Elective classes (each semester)
2 Academic Focus Class
Advisory
Lunch

2:55 p.m. The bell rings to go home.
Students who ride the bus will exit out the front doors by the office. Make sure to know your address

and bus number before dismissal.

The bus will leave promptly at 3:05 p.m. If a student misses the bus, they will need to call home for a ride.

Car riders and walkers should exit out the north entrance located facing Pratt Ave. When you are a car rider, be sure to be outside and look for your vehicle so you are not holding up traffic. The doors will be locked at 3:05 p.m. and students will need to go to the main entrance (front) to wait for their ride in the Foyer. All students need to be off campus by 3:10 p.m. unless directly supervised by a teacher. Staying after with a teacher needs to be preplanned with the parent, teacher, and the office. Walkers/bike riders stay on the sidewalk when possible. Watch for vehicles and use the crossing guard to get across the street safely.

2:55 p.m.-If a student plans to stay for an athletic or school event after the dismissal of school they are asked to meet in the Commons area(or designated area) and check in with the student supervisor. Students will be required to stay in this area until 5 minutes before the start of the game. The entrance fee will be collected by the student supervisor and their hand will be stamped to get into the game. Once inside the game, students will be expected to cheer for the Braves and display good sportsmanship. Students need to stay in the stands watching the game. Students may be asked to leave the game if they are not complying with the rules. All students will be required to sign a CMS Student Expectations Contract before they are able to attend an event.

CMS Student Expectations Contract

Academics

Academic Honesty

CMS students are expected to demonstrate integrity and honesty at all times. Academic dishonesty, including cheating or helping others to cheat on school assignments, is the most serious violation of the social contract between students and teachers. When a student is found to have cheated, his/her parent/guardian will be notified and a teacher may deny a student credit for the work submitted. Repeated offenses may result in consequences listed in the Student Handbook.

Grading Policy

A — 89.5%-100%
B — 79.5%-89.4%
C — 69.5%-79.4%
D — 60%-69.4%
F — 0%-59.9%

NJHS Selection Process

All students with a GPA of 3.85 after the 1st semester of school will be submitted to the selection committee. Those students showing great leadership potential, demonstrating service to their community, and good character both in and out of school, will be provided an application to document their activities related to the pillars above.

A group of 5 select faculty members will review the applications and choose our National Junior Honor Society members prior to the end of February. Candidates will be inducted at a special ceremony and participate in activities throughout their time at CMS.

Students must remain in good standing with regard to grades, leadership, character, and service to avoid potential dismissal from NJHS.

Retesting

All students are encouraged to contact individual teachers for grade improvement and retake opportunities. Retakes may be offered by arrangement between the student and the teacher.

Schedule Changes

Teaching assignments, class offerings and the master class schedule are all developed from the pre-enrollment requests that students make in the spring. Therefore, it is important that students choose wisely in the spring when they request their courses for the next year. After students' schedules have been completed, changes will be made only if the request for a change conforms to one of the following reasons:

- ❖ The change is necessary because the student is academically misplaced. This change must be recommended by the teacher, a counselor, a parent/guardian, a case manager, and also be approved by the administration.
- ❖ The change is necessary because of extenuating circumstances. The change must also be approved by the administration, and viewed to be in the best interest of the student.
- ❖ The change is necessary to finish an incomplete schedule or meet a grade level course requirement.

Changes will not be granted if:

- ❖ The class size of the requested class is already full.
- ❖ The class change is to be with your friends. (non-academic reasoning)
- ❖ The student or parent does not like the teacher.
- ❖ The student has not met the requirements to be in a class that has prerequisites.

Attendance

Building Hours

The building will be open to students at approximately 7:10 a.m. The school will not have personnel on duty to supervise students outside the building before 7:10 a.m. When the building is open, all students must move to the designated area of the building or the cafeteria to eat breakfast. School ends at 2:55 p.m. Students are not to be in the building after school unless the student is under the direct supervision of school personnel. All students should be off school grounds by 3:10 p.m. daily due to no adult supervision unless they are involved in a school-supervised and sponsored activity. Staying after with a teacher needs to be preplanned with the teacher and the office. Parents should make arrangements to pick up students immediately after school events have concluded or have arrangements for students to walk home.

Excused Absences

Attendance Policy for Unified School District 204: Attendance is very important for success in school. Almost without exception, those whose attendance is poor show less achievement in the classroom. ***For an absence to be classified as excused, the parent or guardian should contact the school by phone between 8:00 AM and 3:00 PM the day prior to the absence or by 8:00 a.m. the day of the absence at 913-422-5115 option 1 stating the reason for the absence.*** If this is not possible, calls will be taken throughout the day until 3:00 p.m. If not notified by phone, a note or email explaining the reason for the absence must be presented to the Attendance Clerk no later than one day after returning to school. An absence is recorded for a class period if a student is tardy for more than 10 minutes without a note from the office or another teacher excusing the absence.

The following are approved reasons for excused absences:

- ❖ personal illness
- ❖ family emergency or funeral
- ❖ medical or dental appointments
- ❖ religious holidays of the student's faith
- ❖ mandated court appearances

- ❖ family activities with prior notification of school administration(please provide 3 days' advance notice)
- ❖ educationally beneficial activities as pre-approved by the school administration (please provide 3 days' advance notice)

When a student reaches fourteen absences for the year, any subsequent absences will be deemed **unexcused** unless they are substantiated by a doctor's statement(s) or are caused by emergency family situations, which must be communicated with the administration in a reasonable time frame.

Once an absence has been deemed unexcused, the students will not be allowed to make up the work that was missed. Additionally, this policy applies to each class period: Once a student is absent fourteen (14) or more times, and continued absences (in that specific period) are considered unexcused (without substantiation as described above). **No credit will be given; zero's will be scored for all missed assignments.**

Make-Up Work

All students with an excused absence from school will be given one day for every day missed to complete assignments and still receive full credit. Arrangements should be made with the classroom teacher to obtain makeup work. Credit will not be given for assignments that are missed due to unexcused absences. Teachers may make adjustments to missed school work depending upon the student's needs, abilities, and circumstances relating to the student's health with the exception of unexcused absences, which will have no credit given.

Student Early Release

Students will not be released during school hours without permission from the principal or the principal's designee. The Robert E. Clark Middle School procedure for parents who need to get their child(ren) out of school early requires a parent/guardian to go to the office for the child. For their personal safety, students are not allowed to wait at exits or outside to be picked up early. The person who is requesting the release of the child must be prepared to show valid identification when signing their child(ren) in or out during the school day at the office.

Tardy Policy

Morning Tardies to School:

Students late to school more than ten (10) days or more per semester will not be excused unless the tardies are substantiated by a doctor's statement. Students will report to the office to receive a tardy pass if it is past 7:45 a.m.

Students late to school will be assigned detentions/consequences for being tardy. The following progression of consequences will be observed each semester:

5th Tardy	Notification to the parent - tardy letter
11th Tardy	After school detention (60 minutes)
12th & 13th Tardy	2-After school detentions
14th (+) Tardy	ISS

Student Tardiness Between Classes:

A student is **tardy to class** if they are not in their classroom and/or assigned seat when the tardy

bell rings. All tardies throughout the school day will be documented by the classroom teacher in Skyward. **Tardies will restart each semester.**

Intervention Steps for Tardies Between Classes Per Teacher:

1st Tardy:	Warning-from the teacher and entered into Skyward
2nd Tardy:	Office Detention-teacher will send an email to the attendance secretary
3rd Tardy:	2 Office Detentions-teacher will send an email to the attendance secretary
4th Tardy: (+)	ISS-teacher will send an email to the secretary and administration

Unexcused Absences -Truancy

The state of Kansas requires mandatory school attendance. Kansas State Law requires that a student be submitted to the Wyandotte County District Attorney's Office as truant if any of the following criteria are met:

- 3 consecutive unexcused absences
- 5 unexcused absences in a semester
- 7 unexcused absences in a school year

A student is considered absent for the entire day when he/she misses "a significant part", i.e three (3) or more periods in a 7-period day or two (2) or more periods in a block day.

Behavior and Expectations

A student will not use any conduct intended to cause substantial and material disruption or obstruction of any lawful function of the school. Neither will he/she urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school. Unacceptable conduct will include, but not be limited to:

- occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
- blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to and from, or use of, the building corridor or room;
- setting fire to or damaging any school building or property;
- preventing or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus;
- preventing students from attending a class or school activity;
- continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct class.

A student will not intentionally cause or attempt to cause damage to private or school property or attempt to steal private or school property either on the school grounds or during a school activity.

*Violation of any of these regulations may result in suspension or expulsion.

Bullying Prevention Policy

Definition of Bullying

(A) Any intentional gesture of any intentional written, verbal or physical act or threat that is sufficiently severe, persistent, or pervasive that 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

- harming a student or staff member, whether physically or mentally
- damaging a student's or staff member's property
- placing a student or staff member in reasonable fear of harm to the student or staff member
- lacing a student or staff member in reasonable fear of damage to the student's or staff member's property
- harming a student or staff member's social status or reputation.

(B) Cyberbullying - means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites. Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD204 will not tolerate these actions by students, staff, or parents. The Board of Education prohibits bullying in any form, including electronic means on or while using school property, in a school vehicle, or at a school sponsored activity or event. No teacher, administrator, or school district employee will engage in, permit, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying, will be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior. Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

Verbal Abuse Or Physical Assault on a School Employee, Student, or Visitor

A student will not intentionally cause or attempt to cause physical injury or to behave verbally

in such a way that could reasonably injure a school employee, student, or visitor:

- ❖ on the school grounds during, before, or after school hours
- ❖ on the school grounds at any other time when the school is being used by any school personnel or school group
- ❖ off the school grounds at a school activity, function, or event.

Violation of any of these regulations may result in suspension or expulsion.

Civility and Unsafe Behavior

Animals and Plants

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates and invertebrates, may be brought into the classroom for educational purposes. Animals and plants in the school under no circumstances are to be transported on a school bus. Teachers assume the primary responsibility for the humane, proper treatment of any animal in the classroom. All animals brought on campus must be up-to-date on vaccinations.

Dress Code

Personal Appearance

In general, students should dress in neat, clean, and appropriate clothing that does not disrupt the educational process. All articles of clothing or body art must not show lettering, slogans, trademarks, pictures, or advertisements that are inappropriate, suggestive, or obscene. This specifically prohibits students from wearing messages that relate to drugs, alcohol, tobacco, weapons, violence, sex, vulgarity, or messages that reflect adversely upon persons because of their race or their ethnic or religious group.

The guidelines apply to apparel worn at school, in physical education classes, at athletic practices, and on trips with school clubs or organizations. Apparel, clothing, and body art containing printed or visual messages that are inappropriate in a school setting will require a change of clothing and/or a covering. The school administration or designee will have the final authority to determine if the student is dressed appropriately.

Appropriate Dress Examples:

- ❖ sleeved tops that cover the shoulders and midriff
- ❖ pants that don't sag and are worn on the waist or hips, not below
- ❖ skirts and shorts that are not shorter than mid-thigh
- ❖ jeans, slacks and shorts

Forms of dress that have been found to be disruptive to the educational process which prevents students from doing their best work because of blocked vision, restricted movement, impairment of hearing, and/or create a health or safety risk are prohibited.

Inappropriate Dress Examples:

Tops/Shirts

- see-through shirts
- spaghetti strap tops
- tank tops
- open back
- off the shoulder shirts
- tops must have a minimum of a cap sleeve and remain up on the shoulders
- tops, shirts, and shorts showing undergarments/midriff/private areas
- onesies, unitards, and/or leotards, and spandex shorts (pajamas, dancewear, volleyball/biker shorts)

Shorts/Pants

- short shorts
- tops, shirts, and shorts showing undergarments/midriff/private areas
- all articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position
- onesies, unitards, and/or leotards, and spandex shorts (pajamas, dancewear)

Foot/Head Wear

- slippers
- hats/caps, head coverings, full face coverings, ski masks, bandannas, or sunglasses worn in the building (Hoodies may be worn, but hoods must be worn down off the head)

General Clothing and Electronic Wear

- clothing or body art with reference to alcohol, drugs, weapons, gangs, or promoting hate messages
- clothing or body art with offensive language, symbols, or sayings
- blankets, heavy outerwear clothing, and inappropriate footwear (house slippers or footwear that has a form of wheels) will not be worn
- clothing that may physically endanger the student or others, including chains and spikes (attached to a wallet, choker necklace)

Dress Code Referral

Offense Number Recommended Consequence

(Student will be required to change/turn inside out/request clothes from home before going back to class refusal/inability to change clothes will result in in-school suspension)

First Referral	Conference with administrator and/or office detention
Second Referral	Office Detention
Third Referral	2 Office Detentions
Fourth Referral (+)	1 Day of ISS

Office Detentions

Detentions will be held in the office and/or designated classroom from 3:00 PM to 4:00 PM Monday

and through Thursday. Failure to serve a detention will result in ISS.

Student expectations for detention are:

- Arrive on time for the detention.
- Follow school rules and procedures.
- Bring assigned work and supplies.
- No sleeping, eating, talking, or listening to music.
- No use of electronics.
- Students are not allowed to stay after as a spectator for activities or athletic competitions when serving detention.
- Students should arrange transportation home prior to the detention.

Social Media

Facebook, Twitter, Instagram, Snapchat, etc. are frequently used by students as a way of networking and communicating with others. The information that students post is a direct reflection of them and could be detrimental to their future employment, scholarships, and recognition. In regards to social media use, CMS has developed the following guidelines:

- Students will be held accountable for information, photographs, etc. that appear on their profile that are taken while at school that are offensive and/or create disturbances at school.
- Any information that is deemed to be harmful to others or the school environment may be subject to disciplinary and/or legal consequences.

Smoking and Tobacco Policy

State law prohibits the use of tobacco products in schools, on school property, or at any school sponsored activity. No tobacco products will be brought to or used on school property. School property includes all buildings, buses, athletic fields, and facilities, and parking lots. Possession will be viewed as intent to use. This policy includes Juul, dab pens, and other electronic smoking and vaping devices.

Students using or possessing tobacco products may be suspended for up to five days. The second violation will result in a suspension of up to 10 days and the third violation will result in a recommendation for an expulsion hearing.

All violators may be subject to a written citation from the Bonner Springs Police Department for violation of Kansas Law.

Substance Abuse

Narcotics, Alcoholic Beverages, Drugs, and Controlled Substances

No student may use, possess, sell, transmit, distribute, or be under the influence of any of the following substances while at school, under the jurisdiction of the school, on school property (even when being used by school personnel or school group), off school grounds at a school activity, function, or event:

- narcotic drug
- hallucinogenic drug
- amphetamine
- barbiturate
- marijuana
- controlled substances

- ❖ alcoholic beverage
- ❖ intoxicants of any kind
- ❖ alcohol
- ❖ illegal drugs *(those substances labeled as Class I, II, III, and IV by the federal government or labeled by applicable Kansas and Local Statutes)*

Use of a drug authorized by a medical prescription (for a prescribed person and prescribed quantity) from a registered physician will not be considered a violation of this rule.

Each violation of this rule will result in the following:

- ❖ notification of the student's parents/ guardians and a call to the local law enforcement agency
- ❖ referral to an outside agency for intervention
- ❖ any disciplinary actions as outlined by the written building discipline policy

Violation of or repeated violations will result in graduated consequences which include effects on eligibility in school related activities and may result in a ten (10) day suspension with a hearing to determine long-term suspension or expulsion.

Vandalism

Any vandalism to the school building its contents, lockers, school grounds, and school equipment will result in the student being suspended with a possible recommendation for expulsion. The student will be responsible for the cost to repair or replace the damaged items. Also, if the act is of a serious nature, proper authorities will be notified to determine if criminal charges will be filed.

Weapons

It is a crime for any person to possess a weapon, destructive device, or facsimile of a weapon at school or on school property. Students may not possess, handle or transmit any object that can reasonably be considered a weapon on school property or while attending any school sponsored activity. Any object that can reasonably be considered a weapon will be deemed as such.
This includes but is not limited to:

- ❖ chains
- ❖ studded collars or wristbands
- ❖ guns
  (*A gun will be defined as any weapon, which will, or is designed to, or may be readily converted to expel a projectile by the action of an explosion, compressed gas, a spring, or other propellants.)*
- ❖ knives
  (A knife will be defined as any sharp edged object designed for the purpose of making any type of incision or cut on any type of surface.)
- ❖ explosive devices
- ❖ throwing stars
- ❖ bludgeons
- ❖ metal knuckles
- ❖ electrical devices which are intended to shock, debilitate or impair, and poison gas

Violations of this policy will be subject to the following:
The student will result in expulsion from school for a period of one calendar year, except the

superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Violation of any of these regulations will result in an automatic ten- (10) day suspension with a hearing to determine long-term suspension or expulsion. Expulsion hearings will be conducted by the superintendent or his/her designee. Students violating this policy will be referred to the proper law enforcement agency (ies) and if a juvenile, to DCF or the Commissioner of Juvenile Justice for criminal prosecution.

Student Discipline Guidelines

At Robert E. Clark Middle School, we expect our students to be responsible, respectful, and demonstrate integrity. The following discipline guidelines are broken into categories with regard to severity. If any discipline incident involves criminal activity, police will be notified. CMS teachers will utilize district-approved disciplinary guidelines to ensure that all students are in a safe and productive learning environment.

When a student comes to the office to speak to administration or counselors, they will turn their personal electronic devices and Chromebooks into secretaries until the student is released by the office.

Level One Discipline Referrals

Note: (*the classroom teacher will assign appropriate classroom consequences and contact parents prior to referring a student to the office)*

- Academic Dishonesty
- Gang graffiti and symbols
- Disrespect of Authority
- Disruptive Behavior in the commons and/or hallway
- Profanity
- PDA (public display of affection)
- Failure to serve office detention
- Failure to comply with the instruction of staff member
- Use of distracting technology
- Violation of computer use policy

Offense Number Recommended Consequence

First Referral	Conference with administrator and/or office detention
Second Referral	1 Office Detention
Third Referral	1-2 Days of ISS
Fourth Referral	2-3 Days of ISS
Fifth Referral	1-2 Days of OSS
Sixth Referral	2-3 Days of OSS
Seventh Referral	3-5 Days of OSS
Eighth Referral	Recommendation for Long Term Suspension/Expulsion

Level Two Discipline Referrals

(Police may be notified for level two referrals)

- Insubordination
- Behavior that compromises an orderly environment
- Instigating or videotaping a fight
- Petty Theft
- Hazing/Harassment
- Bullying/Cyberbullying
- Non-Violent Sexual Activity
- Destruction/Defacing of School Property
- Profanity directed at another individual
- Disruptive behavior in an academic setting
- AWOL (Skipping Class)

Offense Number Recommended Consequence

First Referral	1-2 Days of ISS
Second Referral	2-3 Days of ISS
Third Referral	1-3 Days of OSS
Fourth Referral	3-5 Days of OSS
Fifth Referral	10 Day OSS
	Recommendation for Long Term Suspension or Expulsion

Level Three Discipline Referrals

(Police may be notified for level three referrals)

- Tobacco violations including electronic cigarettes
- Fighting/Violence directed at another individual
- Gang Activity
- Behavior that Compromises Safety
- Destruction of Property/Vandalism under $1,000.00
- Profanity Directed at a Staff Member
- Theft

Offense Number Consequence

First Referral	3-5 Days OSS
Second Referral	10 Day OSS
	Recommendation for Long-Term Suspension/Expulsion

Level Four Discipline Referrals

(Police may be notified for level four referrals)

- Drugs/ Drug Paraphernalia Violation
- Assault or Battery
- Destruction of Property/Vandalism over $1,000.00
- Alcohol Violation
- High Level Threat to another person or persons
- Possession of Weapon
- Burglary

Offense Number Recommended Consequence

First Referral 10 Day OSS
Recommendation for Long-Term Suspension/Expulsion

Investigation

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

Suspension or Expulsion

The following are ground rules for suspension or expulsion:

- Willful and/or continued violation of (a) any of the provisions of this handbook (b) any other published regulation for student conduct adopted by the Board of Education, or (c) violation of written contracts or agreements.
- Conduct that substantially disrupts, impedes, or interferes with the operation of any public school.
- Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity.
- Conduct which if the pupil is an adult constitutes the commission of a felony or if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult.
- Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult.
- Disobedience of an order of a teacher, peace officer, or school security officer, disruption or interference with the operation of any public school, or substantial and material impingement upon or invasion of the rights of others.

Effect of Suspension or Expulsion

Any student who is assigned a suspension will be allowed to make up schoolwork missed during the period of suspension. Students will have access to Google Classroom to complete assignments while they are on short-term suspension. Final exams will be taken for full credit.

In-School Suspension

In-School Suspension (ISS) takes place under the supervision of our In-School-Suspension coordinator. Students are expected to comply with the ISS rules and expectations:

- Follow all school rules and procedures.
- Stay on task at all times and complete work. Students who do not complete their work may be assigned additional time in ISS.
- No sleeping, talking , or listening to music.
- No food or drinks unless it is during a scheduled meal break.
- Respect to others must be shown at all times. No profanity or disruptive behavior is tolerated.

Failure to follow the rules and expectations could result in additional days of ISS or OSS.
Students participating in extracurricular activities may attend practices and/or events at the end of the day; however if the departure time is before the end of the school day students will not be allowed to participate - they remain in ISS till the end of the school day. **Different sports/coaches may have their own guidelines for participation when a student is assigned ISS.

Extracurricular

Athletics

Kansas High School Athletic Association Eligibility

Eligibility- A student who represents his/her school in any inter-school activity falls under the jurisdiction of the Kansas State High School Activities Association.

Each activity will have specific rules, but the following applies to each individual:

- He/she will be an undergraduate member of his/her high school in good standing.
- The student will have passed at least five (5) subjects of unit weight (or its equivalent) the previous semester or the last semester of attendance.
- Any student who reaches the age of 19 before September 1 will not be eligible.
- He/she will have been regularly enrolled and in attendance at some school no later than Monday of the fourth week of the semester in which he participates.
- He/she will not be eligible if he/she has attended high school for eight semesters.
- After a transfer, a student must be in school for 18 weeks before he/she is eligible unless the parents move into the district. At that time, grades will be reviewed to determine future eligibility.
- The student will be enrolled in and attending a minimum of (5) subjects of unit weight (or its equivalency) during the present semester.
- A student who is currently suspended or whose character or conduct brings discredit to the school is not in good standing.
- A student is not permitted to make up work after the close of a semester for the purpose of becoming eligible (this includes summer school).

At Robert E. Clark Middle School practices are for CMS student-athletes only. Friends and siblings are not allowed to stay on school grounds or at practice if they are not part of the athletic team unless approved by the Athletic Director/Building Administration. All practices are closed practices, meaning if you are not part of the athletic team you are not allowed to be at the practice. Coaches will conduct a meeting to review team rules and expectations at the beginning of each sports season.

Student-athletes and/or managers are students first and athletes second, therefore:

- a student-athlete and/or manager must be in attendance for a minimum of four hours in order to compete in an event that day.
- student-athletes/managers need to be picked up daily at the designated time given for practices and games or they can be removed from the team.
- if a student-athlete/manager receives disciplinary action during the day of the competition, they will not be able to participate or be at the event if the team leaves before school is out for the day.
- parents are requested to attend the meeting to understand the expectations of the activity in which the student-athlete/manager is participating.

School Dances

School dances are for CMS students in good standing. Students must be passing all classes by Wednesday the week of the dance to attend. Students who have received ISS/OSS disciplinary actions on or a month prior to the dance date will not be allowed to attend.

- Staff members will supervise dances.
- Only students who attend Clark Middle School will be admitted to these dances.
- Anyone leaving the dance may not return.
- If a student chooses not to follow school rules while attending the dance, the student will be asked to leave and it may result in consequences listed in the Student Handbook.
- Dances are from 3:00 p.m. to 5:00 p.m.
- Students should have rides home at 5:00 p.m.
- Once a student checks into the dance they will not be allowed to leave without prior permission from a parent or guardian.
- Office staff will not be on duty at the time of the dance to answer the door or phone calls.

Health Services

The School Nurse supervises activities in the health room and is assisted by school staff that may provide some basic first aid services for students. If a student becomes ill during the school day, he/she should report this to a school official who may write a pass for the student to go to the nurse's office. Students are not allowed to contact a parent or guardian before seeing the school nurse. A student will only be dismissed in the care of a parent or guardian due to illness once the nurse has assisted in the medical care. Parents should keep the School Nurse informed of any health concerns and keep their contact information up to date with the school so they may be contacted in case of student illness or emergency.

The School Nurse does hearing and vision screenings of students as per state guidelines. Parents will be notified of any abnormal screening results. The School Nurse reviews immunizations on all students and will notify parents of any state required immunizations for which the school does not have proof.

Common Over the Counter or Non-prescription Medications (i.e. lotions, creams, pain medications, cough drops, etc.,) may be administered with parental consent in Enrollment and/or written consent.

Medication Policy:

Controlled medications, such as ADHD medications, must be kept locked in the health room and be administered by the nurse or the nurse's designee.

A written physician and/or dentist note is required.

****All controlled substances (Schedule II medications) need to be delivered to the school nurse by the Parent/Guardian unless alternative arrangements are made with the school nurse. Parents or guardians will be asked to pick up any unused controlled medications. A new physician order will need to be submitted for each prescription every school year. Any unused medication not picked up by the end of the school year will be destroyed.***

Prescription Medication:

will only be administered by school district employees to middle school students under the following conditions:

-A licensed Health Care Provider or dentist must give written permission and instructions for the administration of all prescription medications. The order must be dated and identify the medicine, dosage, time of day to be given, and anticipated number of days to be administered.

-Students may carry and administer their own metered dose inhaler (MDI) for asthma, insulin for diabetes, and rescue medication for anaphylaxis *only if the physician specifically notes this* on his/her order.

-Students may not carry medications other than inhalers, insulin for Diabetics, and/or Rescue medications for anaphylaxis as stated above. All other medications, including Over the Counter medications, must be kept and given by the School Nurse. A parental consent note must accompany any Over the Counter medication that a parent is requesting to be given to their child.

Miscellaneous

Cafeteria

A bell will signify when it is time for each grade level to be dismissed for lunch. Students are expected to leave the classroom and go directly to the cafeteria. Students are not allowed in the hallway or other areas of the school without the direct supervision of a teacher. Students are to go directly to the classroom at the end of the lunch period or they will be counted tardy by the teacher. Students should use the restroom in the commons during the lunch period to prevent missing classroom instruction. All items should remain in the classroom or locker during lunch. Respect for others should govern eating and seating habits. Students are responsible for picking up food trays, milk cartons, etc. on the floor or on the tables.

Communication

Changes to home address or phone numbers

After open enrollment closes, please notify the school office when a phone number, home address, place of employment, emergency contact, doctor, etc. has been changed. The school must have complete and current information about each student. It is important that we have the name and

phone number of someone who can take responsibility for your child in case you cannot be reached. Please provide cell phone numbers and email addresses as appropriate**.**

Custody Arrangements

If a student's parents are divorced or separated, the school needs to be provided with a copy of the portion of the divorce or separation decree that indicates the custody arrangements with the address for that student. This information is needed in order for the school to carry out the directions of the court. A verbal or written request from a parent does not suffice. Unless the school is presented with a copy of a legal document limiting the rights of one parent, the school must assume that custodial and non-custodial parents have equal and full rights regarding their child(ren).

Emergency Drills

A written plan for emergency drills (fire drills, tornado drills, and threatening situations) is available in the office and every classroom. The drills will be explained to staff and students at the beginning of the school year. Practice drills will be conducted periodically in accordance with the Kansas State statutes.

Emergency Safety Intervention

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy will be made available on the district website with links to the policy available on any individual school pages. In addition, this policy will be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

"Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

"Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.
"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.
"Mechanical Restraint" means any device or object used to limit a student's movement.
"Physical Restraint" means bodily force used to substantially limit a student's movement.
"Physical Escort" means the temporary touching or holding of the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint All staff members are prohibited from engaging in the following actions with all students: Using face-down (prone) physical restraint; Using faceup (supine) physical restraint; Using physical restraint that obstructs the student's airway; Using physical restraint that impacts a student's primary mode of communication; Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and Use of mechanical restraint, except Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional; Any device used by law enforcement officers to carry out law enforcement duties; or Seatbelts and other safety equipment used to secure students during transportation.

Field Trips

Students must turn in field trip forms to the appropriate sponsor one day prior to the field trip in order to attend. They will not be permitted to attend the field trip if this is not done on time. Students are responsible for turning in assignments due from missed classes. Please note, students must be in good standing and eligible in all classes to attend a field trip.

Food Delivery

Students are not allowed to order food from outside agencies during the school day. If this happens, the food will remain in the office until the end of the school day.If a parent brings their student food for lunch it will be left at the office for delivery during the assigned lunchtime. It is not permissible for that parent to bring food for other students who they are not guardians to.

Hall passes

Students must obtain permission from staff to leave during class time. The teacher must sign a hall pass to grant permission to go to another teacher, locker, restroom, student services, office, the nurse, etc. In addition to the digital pass created on the E-Hallpass system, when outside the classroom students are to have a physical pass with them at all times. When hall passes are issued, no items will leave the classroom and will be left in a designated area. **No hall passes will be given during the first five minutes or the last five minutes of class.**

Lockers

The lockers and locks at Robert E. Clark Middle School are assigned to students by the office and are free of charge. Lockers are to be used for storing outerwear and school materials only. Physical education and athletic lockers are provided by the physical education teachers. It is the student's responsibility to keep his/her locker locked at all times. Students are responsible for all items stored in the locker, therefore, students should not share their locker combination or a locker with a classmate. The school maintains no responsibility for lost or stolen property; therefore, no valuables of any type are to be brought to school. Students should refrain from using tape, markers, or other permanent materials to decorate. Backpacks, book bags, purses, and other types of bags along with heavy outerwear i.e. coats, gloves, and stocking hats must be stored in a student's locker while in the building. Students may not bring items to share or sell. Students may not sell any items in school except as a member of an approved school group. Sales by school-sponsored groups are permitted only with the prior permission of a principal.

Lost and Found

Lost and Found will be located near the band/choir rooms and available for students to check for their missing items. Items not claimed will be turned over to a service organization at the end of the semester. Items such as technology devices, jewelry, and money will be kept in the office.

Notice of Nondiscrimination

Elementary and secondary students, parents of elementary and secondary school students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment are hereby notified that Unified School District 204 (USD 204) does not discriminate on the basis of race, color, national origin, sex, handicap/disability, age, or religion in the admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning USD 204's compliance with the regulation implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact the district compliance coordinator:

Leticia Porter, Ph.D. Director of Finance and Compliance
2200 S. 138th St.,
Bonner Springs, KS 66012
913-422-5600
porterL@usd204.net

Nuisance Items

Nuisance items are not to be in the possession of students on the school premises. Nuisance items include but are not limited to fireworks, water guns, balloons, radios, recorders, noisemakers, puzzle cubes, electronic games, cameras, toys, laser pointers or any other item not required during the course of the school day. Students will not be allowed to sell items such as candy or cookies at school; nor will students be allowed to sell items such as Game Boys, accessories or video games.

Messages

In order to avoid disruptions during a student's learning time in classrooms, we will deliver non-emergency messages at the end of the class period.

Personal Property

All items of personal property brought to school should be marked or labeled with the student's name. The school is not responsible for lost or stolen personal property.

Reporting Discrimination

Robert E. Clark Middle School is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination including acts of harassment will promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct will be subject to

disciplinary action, up to and including termination from employment or expulsion from school. Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The building principal has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. **Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student will inform the student of the employee's obligation to report the complaint** and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report will be made to the district compliance coordinator: Leticia Porter, Ph.D. 913-422-5600 or porterL@usd204.net. Any student complaint of discrimination will be resolved under the district's discrimination complaint procedures. (See KN) Students or parents who have a complaint should come to the school and complete the *"USD 204 Complaint Form"* on file in the middle school office or on the district website.

Residency Requirements

All new and returning students must provide proof of residency within the boundaries of the USD 204 Bonner Springs Edwardsville Unified School District in order to enroll. Proof shall consist of the following:

- A utility bill in the name of the parent/guardian within the last 30 days of enrollment.

School Pictures

Individual student pictures are taken early in the first semester. Appropriate information will be sent home with students prior to picture dates. A Photo Release Form was included in the enrollment packet. Parents may grant or refuse permission for student photos or videos to be published in school publications, media outlets such as local newspapers, social media, or on the internet. School picture day attire should comply with the school dress code.

School Closings

Student safety is our first consideration. When weather conditions or emergency situations warrant it, school will be closed if the situation is not expected to improve in a short time. The following TV stations will broadcast our school closing and late start schedule information:
WDAF TV-4 KCTV TV-5 KMBC TV-9 KSHB TV-41

Most major radio stations will broadcast our school closing or late start schedule. The district office will also send an automated telephone call/text and will post on the district social media.

Search of Lockers

Board of Education policy (See EBC, GAAD, JCABB, JCEC, and JHCAA) allows building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. When there are reasonable grounds for

suspecting, a search will reveal evidence that a student has violated or is violating either state or federal laws or the rules of the school, or when there are reasonable grounds to believe a search is necessary to preserve and protect the welfare and property of the district, students, faculty, administrators, and the general public, a search of a student's locker and/or the student himself/herself will be permissible. All searches will be conducted by the building principal, or his/her designee, in accordance with the rules and regulations approved by the board. Unless the situation warrants otherwise, all searches of a student will be carried out in the presence of an additional adult witness. No strip searches will be conducted by any school district officials. The school administration reserves the right to search the following:

- lockers and desks are owned by the district and as such are subject to search at any time by school officials.
- if there is reasonable suspicion that a student may have illegal substances or items in his/her possession, the student may be asked by the administration to empty pockets, purses, shoulder bags, backpacks, or other similar items.
- vehicles parked on school property are subject to search by school officials.
- drug detection dogs may be used to check buildings, lockers, and vehicles. Students who bring illegal substances or items with them to school or who store such items in desks, lockers, or vehicles parked on school property will be subject to disciplinary action including possible suspension and expulsion from school.

Illegal substances or items discovered by a search of the student, locker, or vehicle will be turned over to law enforcement officials, where applicable.

Signs and Postings

Due to the state fire code, there is a limited amount of wall space available for student work, student announcements, and other miscellaneous posted information. All items that are posted in classrooms and hallways need to be pre-approved by either the classroom teacher or the building administrator. Any item that is not approved will be taken down.

Skyward Family Access

USD 204 has student management software called Skyward. Parents/guardians can access Skyward on our website (**usd204.net**) to track the academic progress of their children. As the parent/guardian, you will be able to view your child's grades, attendance, and important information about their progress.

If a parent needs help with logging in, follow the steps below:

- Parents/Guardians usernames will align with the following rules:
  - **Full First Name . Full Last Name**
    - Example: John Doe will use **john.doe**
  - Parent/Guardians Passwords will align to the following rules:
    - When enrolling, you will be given a generic password. You can then personalize it once logging in the first time.
  - If you need assistance in resetting your password- Please reach out to the front office staff for assistance.

Social Media

We encourage students, families, and community members to follow our social media channels to engage with our school community in a positive way. CMS uses Facebook and Instagram as the primary social media platforms.



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 that 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. The dogs may be used for search purposes to check lockers, vehicles on school property, and other suspected locations.

Textbooks

All textbooks and library books are rented from the school and are the students' responsibility. If a student loses a book, the student must pay the replacement cost of the lost book. If the book should be found at a later date, the money for the second book will be refunded. The teachers will note the condition of books before checking them out to students. Students are responsible for the condition of the books until they are turned back to the teacher or librarian. If a book is damaged, the student will be charged the cost of repair or replacement of the book.

Technology

Electronic Use District Policy

Electronic mail (e-mail) and Internet access are provided to students for educational use. Students

must sign the Student Agreement in order to receive access to the district's e-mail and Internet system. The functions of the district's e-mail and Internet system are to be used as appropriate for educational purposes. Students should always act so as to ensure a positive public image for themselves and the district. The district's e-mail and Internet system should be used to pursue the educational activities of the district only. The district's e-mail and Internet system should not be used to pursue educational or personal activities not sponsored or supported by the district. It should not be used to engage in activities that could harm the district, other students, or district employees, including but not limited to pornography and hate services.

Students will not engage in hurtful or demeaning conversations with others through these media outlets. Students are responsible for activities that are performed through their access to the district's e-mail and Internet system and agree to not share this access with other individuals who have not been approved by the district for access. Students must agree to protect from disclosure any and all computer access codes and passwords that may be assigned to them. It is understood that a teacher or administrator may monitor any activity that occurs through the system, including material downloaded and stored on district computers. Students who violate these rules or any classroom rules relating to computer use are subject to disciplinary action up to and including denial of all school computer privileges and/or suspension or expulsion from school.

Students are expected to take care of their USD204-issued Chromebook, keeping it in good working order for the duration of their time at CMS. Students are provided with a case that the Chromebook must stay in to protect it at all times. Personal items such as pencils, earbuds, chapstick, etc, should never be placed on the inside of the case area and should stay in the pockets on the front. Chromebook breakages that occur from anything other than natural wear and tear will result in repair fees being assessed.

Messaging between students and employees

Safety of our students and staff is our top priority. This includes the use of digital communication tools that are approved, used, monitored, and archived with district oversight. In USD 204, messaging between our students and teachers, coaches, sponsors, or other employees will use the district's email systems as well as Apptegy. Please find instructions for downloading the USD 204 app on our website to receive school alerts and messaging from your child's teacher(s).

Please allow an employee up to 24 hours to respond during a school week. School staff members are not requested nor required to monitor messages over the weekend or other times when the school is closed for breaks or holidays, unless they are working in an official capacity during that time.

If you have an urgent need, please contact the school office for assistance. Use of other digital communication tools for direct communication between a student and employee is not permitted and may be subject to disciplinary action. For assistance accessing Apptegy, contact the school office. If you ever have concerns about communication between a student and employee, please contact the principal without delay to request assistance or make a report.

Use of Artificial Intelligence

No approved AI application used shall collect, store, or transmit personally identifiable information without appropriate authorization and vendor safeguards. The entire policy can be found here in Policy I.

Cell Phone Policy

Student use of cell phones and other personal electronic communication devices

Kansas law prohibits students from using or having access to their cell phones and other personal electronic communication devices, including, but not limited to: smartwatches, earbuds, tablets, and wireless headphones upon entry into their school building until the dismissal bell, except as otherwise provided in board policy JCDC. For elementary and PreK students, personal electronic communication devices can be stored in backpacks and backpacks will be inaccessible during the school day.

If you need to contact your child during the school day for any reason, please call or email the school office so that we may assist. If your child needs to reach a family member or caregiver during the school day, they should let a teacher know for prompt assistance from the team.

We acknowledge the complexity of this issue. We ask that students leave personal electronic communication devices at home or in a locked vehicle during the school day. Please note that students failing to comply with this process will be subject to disciplinary action.

In USD 204, we value the partnership of parents and guardians. When families and schools work together, we can create a positive, healthy, and focused learning experience for each student.
If a device is being used during school hours or is visible, it will be collected, secured, and delivered to the office, where administration will assign consequences.

First offense: Device is turned in to the office. Office detention is assigned, and the student may pick up the device at the end of the school day. Building administration will contact the parent/guardian.

Second offense: Device is turned in to the office. Office detention is assigned, and a parent/guardian must pick up the device. Building administration will contact the parent/guardian.

Third offense: Device is turned in to the office. In-school suspension (ISS) is assigned, and a parent/guardian must pick up the device. Building administration will contact the parent/guardian.

Fourth offense and beyond: A behavior plan will be implemented. The student will check in daily with a building administrator, ISS will be assigned, and a re-entry meeting with the student and parent/guardian will be required. Continued violations may result in escalated consequences, up to and including out-of-school suspension.

Transportation

Bus Routes

The buses will arrive at the middle school at 7:10 a.m. The district transportation Director is in charge of our bus routes. You will be informed of which bus you ride and approximately what time it will arrive at your pickup point. Buses will leave the middle school at 3:05 p.m. Transportation cannot wait for students who are running late in the a.m. or p.m. It is unsafe for students to run after a bus when it has begun moving and the student will be asked to find another transportation home. If your student will be changing transportation to and from school, please contact the transportation department at **913-441-2493** and the school to inform them of the change.

CONDUCT ON BUSES

Bus transportation is a privilege for students. Students need to comply with bus expectations so that this privilege is not interrupted or taken away. The privilege of riding the bus may be revoked for violation of the rules or for conduct that is detrimental to the safe operation of the school bus. Transportation personnel create transportation eligibility and regulations available to every student. Students and parents should be knowledgeable about this information. Students are subject to disciplinary action for misconduct on school buses, at the administration's discretion. All code of conduct policies are to be followed on the buses and are subject to the same consequences for misbehavior. Students may also be subject to long or short-term suspension or expulsion.Remember the driver is in full charge of the bus and the safety of students.

While Riding the Bus:

- Except for ordinary conversation, students will observe quiet conduct on the bus.
- Students will stay in their seats while the bus is in motion.
- Students will not throw waste paper on the floor of the bus.
- Students will not have food or drinks on the bus.
- No part of the body will be extended through the bus window.
- Students will not leave the bus from the emergency door unless an emergency exists.
- Students will obey the driver of the bus at all times.
- Students are expected to remain quiet when approaching or stopping at railroad crossings.
- The Student Handbook is applicable to bus stop areas as well.
- Written parental permission is required for a student to ride home with another student.

Designated Bus Consequences

Bus drivers will issue a bus ticket for an infraction of the rules. Parents will receive a bus ticket via email from the administration. Bus tickets are an accumulation throughout each semester.

- **1st bus ticket** Warnings and/or Detention
- **2nd bus ticket** 3 days suspension from riding the bus
- **3rd bus ticket** 5 days suspension from riding the bus
- **4th bus ticket** off the bus for the semester

If the administration at any time determines that the infractions of the rules of conduct are sufficiently serious, they can impose any discipline permitted by the rules of conduct.