

GIRARD MIDDLE SCHOOL

“HOME OF THE TROJANS”



Gary Snawder, Superintendent
Randy W. Heatherly, Principal

415 North Summit
Girard, KS 66743
Phone 620.724.4114

This agenda belongs to :

Name _____

Student # _____

Address _____ City _____ State _____

Phone _____

Homeroom Advisor _____

SCHEDULE OF CLASSES

Period	Time	Class	Teacher
0	8:00 – 8:05	HOMEROOM	
1	8:05 – 8:56		
2	9:00 – 9:45		
3	9:49 – 10:34		
4	10:38 – 11:28		
5			
6	12:47 – 1:32		
7	1:36 – 2:21		
8	2:25 – 3:00	Seminar	

GIRARD MIDDLE SCHOOL PERSONNEL

BOARD OF EDUCATION

Ed Becker, Aaron Callaway, David Gobl, Gayle Price, Dale Shireman, Tony Stonerock, Marilyn VonSoosten

ADMINISTRATION

Gary Snawder (Superintendent), Randy W. Heatherly (M.S. Principal)

FACULTY

Willey Abati	Band
Terry Adamson	Social Studies
Wyndee Ameson	Math
Carolyn Barr	Family And Consumer Sciences
Alan Boultinghouse	Vo Ag
Nate Clevenger	Math
Trish Denham	K-8 Guidance Counselor
Jan Geier	English
Janice Harryman	Science
Brad Herlocker	Social Studies
Christie Logue	English
Lisa Mahnken	Inclusion Program
Peggy Marshall	English, Technology
Jerry O'Rand	Reading
Kim Pitts	Science
	Vocal Music
Heidi Tucker	Reading
Rod Wescott	Physical Education
David Wutke	Social Studies

SUPPORT STAFF

Marilyn Damman(Principal's Secretary), Bobbi Mahnken (Nurse), April Piatt (Nurses' Assistant), Dick Fogliasso (Tech Coordinator), Rick Duling (Technology Coordinator)

MAINTENANCE STAFF

Bill Bennett, Mike Ledom, Alan Mein, Phil Perrin, Alan Williams, Butch Williams

GIRARD MIDDLE SCHOOL : Mission Statement

Girard Middle School is committed to providing all students with:

- a warm and positive atmosphere
- mutual respect, responsibility, and positive self-worth
- a variety of learning experiences which meet the challenges of tomorrow

GIRARD MIDDLE SCHOOL : Exit Outcomes

Upon completion of eighth grade, a student will:

- 1) Have a strong general education
- 2) Learn to live cooperatively while demonstrating individuality and creativity
- 3) Have a sense of self-discipline, responsibility, and self-worth
- 4) Have developed and will maintain sound physical and mental health

GIRARD MIDDLE SCHOOL : School Improvement Plan Goals

- 1) All students will improve their problem solving skills.
- 2) All students will improve their reading comprehension skills.

WELCOME BY PRINCIPAL

Welcome to the 2009-10 school year. It is our hope that the classes and activities provided will give you an opportunity to be challenged and motivated throughout the year. We will continually evaluate our programs and modify them to provide the middle school students of Girard the best education possible.

Effective school/parental communication is a very important component in any effective school. This handbook is intended to provide our students and parents with valuable information about our school. We purchase these planners in an effort to keep you more informed about your child's education. Parents have the ability through our PowerSchool software to access current grades for their student via the internet by using a unique username and password. The PowerSchool system is also capable of sending an email with current grades to any parent on a weekly, bi-weekly, or monthly basis. Thus, parents can use the internet to check on their child's grades as often as they wish. Teachers are required to update their gradebook at least once per week. PowerSchool provides timely and detailed grade information. Progress reports are sent home after the third and sixth weeks of each quarter. Also, parents can go to the school website to see teacher assignment pages, which list the daily homework assignments that need to be completed by their child. With this emphasis on improved school/home communication, we believe your child will have a more successful school year.

As a student, remember that your success will depend on how much effort you put into each day. Your three years at Girard Middle School will be as good as you make them!

Randy W. Heatherly
G.M.S. Principal

STUDENT PLANNER

Each student will be given this student planner that contains the school handbook, calendar, study guide, and assignment calendar. We hope that every student will utilize their planner to facilitate better communication, study skills, and organization. We encourage all parents to check their student planners on a regular basis. This will keep the parents better informed about student assignments and school events. Also, a discipline log is included at the front of the planner to keep parents informed.

Student planners will be checked each week by their homeroom teacher. Students are expected to jot down all assignments in their planner as they are assigned by the teacher. Students with planners filled out for the previous week will receive 10 planner points. These planner points, along with seminar points and student discipline demerits, will determine eligibility for end-of-the-quarter Trojan parties. Planners are also used as hall passes and absentee admits.

The initial student planner is free. Students who lose their planner will have to pay \$6 for each additional planner.

EMPLOYEE AUTHORITY

In helping maintain proper order, any school employee has full authority over all students in the building or on the grounds. This includes all school employees : administration, faculty, bus drivers, maintenance, food service, etc.

SECTION 504 REHABILITATION ACT OF 1973

The Section 504 coordinator for USD 248 is Gary Snawder, Superintendent of Schools. His responsibility is to coordinate the LEA's efforts to comply with and carry out the requirements of Section 504 to insure nondiscrimination on the basis of handicap in its educational programs and activities. A copy of the student and parental rights under this law is available in the coordinator's office or by contacting the building principal.

VISITORS

Parents are welcome to visit the school at any time. They are courteously requested to check in through the principal's office concerning the location of either a student or teacher. Parents wanting to visit with any teacher should contact the office to determine the best time to visit with the teacher. A time can be set before school, after school, or during the teacher's planning period. Students from other schools are not permitted to visit classes on regular school days.

TELEPHONE CALLS

Students will not be called to the phone during school hours except in emergency situations. The office will deliver telephone messages to students. The office will keep a log of all students making calls from the office telephone. Students are allowed to carry cellphones but must keep them turned off while on school property.

THE SCHOOL DAY AT G.M.S.

The school building will be open each day at 7:30 a.m. From the time students arrive at school to 7:55 a.m., students should eat breakfast or report to the middle school gym. Upon arrival at school, students must remain on school grounds.

The school day ends at 3:00 p.m. All students should be out of the building by 3:15 p.m. each day unless they are serving detention or working with a faculty member.

ATTENDANCE POLICY

As everyone knows, regular attendance is vital for a successful school experience. Punctual and regular attendance is necessary in a well-ordered school, both for proper training for the student and to avoid disruption of classroom procedures. Therefore, we are asking for cooperation in following the guidelines established within our policy. Please read the policy carefully and contact the principal if you have any questions.

Absences will be classified into three categories. They are:

EXCUSED MEDICAL VERIFIED: An absence verified by note from a medical professional (doctor, dentist, etc.) Also, absences due to medical emergency or death of family or friends are classified in this category.

EXCUSED PARENT VERIFIED: An absence verified by note or phone call from the parent. Includes illness, family trip, personal reasons, etc. Note or phone call must happen within 48 hours of the absence. A maximum of eighteen (18) school days may be classified as excused parent verified absences. After a student reaches 18 "parent verified" absences, subsequent absences will be classified as "unexcused" unless they can be documented through a note from a medical office or court official.

UNEXCUSED: An absence with no communication from the parents within two (2) school days of the absence; includes skipping school, cutting class, etc. Also includes excessive absenteeism which indicates more than 18 parent verified absences.

**** Please remember that the school district has the full authority to make decisions regarding the classification of absences.**

**** Parents are responsible for verifying all student absences by phone on the day of the absence OR through a written note presented to the office by 8:00am on the day they return to school. Failure to do this will result in an UNEXCUSED absence.**

NOTES ON ATTENDANCE

- **PARENT VERIFICATION OF STUDENT ABSENCE:** Please call the middle school office (724-4114) by 10:00 a.m. if your child is unable to attend school that day. It is the responsibility of the student and his/her family to verify an absence. The student will be expected to bring a note when they return to school if phone contact is not made with the office. Students returning from an absence should report to the office before 8:00 a.m. to secure an admit. If the absence is not verified as outlined above, the absence will be classified as UNEXCUSED.
- **MEDICAL or PARENT VERIFIED ABSENCE:** Upon returning to school from an absence, the student will present their admit to each of his/her teachers who will assign missed homework and the due date for the make-up work. If the student was present when the assignments were given, the work is due upon return to school. Students who are absent on a test day will take the test on the day they return to class if the test had been previously announced.
- **UNEXCUSED ABSENCE:** The student will be disciplined according to the discipline grid if an absence is not verified by the parent as outlined above. Students serving an out-of-school suspension may make up missed work for full credit but it is their responsibility to approach teachers for their missed work.

ARRIVING TO SCHOOL LATE / LEAVING SCHOOL EARLY

- Students who arrive to school anytime after 8:00 must report in at the office regardless of when they finally arrive at school. Always check in if you are late!
- Students who need to leave school early must bring a note from home. They should give the note to the office secretary in the morning. The secretary will write the dismissal time in the student's planner. Always check out through the office before you leave!

TARDY :

A student is TARDY if they are not inside the classroom when the period starts according to the bell schedule listed in this handbook. A student is TARDY if they are 1-10 minutes late getting to class. If the student reports more than 10 minutes late to class, it will be recorded as an absence. Tardies are marked on the student conduct card and recorded in PowerSchool by the teacher.

TRUANCY

A student is considered to be truant if (1) he/she is under 16 years of age and is not enrolled in a public or private school or (2) he/she is inexcusably absent for either three consecutive days, a total of five or more days in the semester, or a total of seven or more days in the school year. According to state law, truant students age 13 or younger are reported to SRS; ages 14-16 are reported to the county attorney. The principal will send out attendance warning letters to students nearing the limit on absences.

DISMISSAL OF SCHOOL BECAUSE OF WEATHER

Please do not call the school for information on whether school is open or not. Local TV and radio stations will start announcing the decision around 6:30 am. These include: KKOW (86.9 AM/96.9 FM), KSEK (99.1 FM), KWXD (103.5 FM), KOAM-TV (7), KSYN-TV (16), KODE-TV (12).

In the event weather becomes a problem during the school day, please have arrangements made for your children. The school may have to dismiss school early to run the buses.

MUSIC DEPARTMENT PERFORMANCE POLICY

Our music department policy on student participation at concerts/performance is :

- Students not able to attend should contact their teacher or the office in advance of the performance. The absence will be classified excused or unexcused by the teacher. Failure to contact the school in advance will result in an unexcused absence unless an emergency situation exists.
- Unexcused absence from performance : Dropping of nine-weeks grade by at least one letter grade.
- Excused absence from performance: Student will have three choices :
 - 1) Write music report of one thousand words.
 - 2) Perform the musical selection(s) missed for the teacher after school the next week.
 - 3) Choose dropping of grade by at least one letter grade.

NURSING SERVICES

Our school nurse is located in the Special Services area. If you must take medication of any kind while you are at school, the medication must be stored in the Nurse's Office. You should drop off the medication in the morning before school begins. The nurse will dispense the medication at the appropriate times. If you are feeling ill, you may ask your teacher for a pass to see the nurse. The nurse will examine you and determine if you should be dismissed. Students who do not meet the criteria for dismissal from school will return to class or ask the principal for permission to call parents to see if the parents will approve you going home.

FIRE, STORM, AND TORNADO ALERT INSTRUCTIONS

There will be fire and storm drills to prepare students. The faculty has been in-serviced in this area and should have a crisis plan posted in their rooms. Teachers will make their classes aware of the exits to be used and the destination depending on the type of crisis. Students should walk as quickly as possible but stay orderly and calm.

EIGHTH GRADE RECOGNITION

Eighth grade students who have fulfilled GMS academic requirements and are being promoted to the high school will be recognized with a promotion exercise. The recognition ceremony is a privilege for all students deemed to be "in good standing" at the time of the recognition ceremony. Students not being promoted will not participate in all promotion functions.

COUNSELING SERVICES

The guidance counselor is here to help you with any of your concerns and problems. If you find your school work too hard, your grades too low, or if you just want to talk about your educational goals, or about any personal problems, make an appointment to visit with the counselor.

LIBRARY SERVICES

The school library will be open each day from 8:00a.m. to 3:30p.m. Students may check out books before school, during study period, and at specified times designated by classroom teachers.

IMMUNIZATION REQUIREMENTS

Kansas law requires students to be immunized against Diphtheria, Whooping cough, Tetanus, Polio, Mumps, Rubella, and Rubella Measles. All students have ninety (90) days in which to complete immunization requirements. Students new to the district must present immunization records before they can enroll. Please contact our school nurse, Bobbi Mahnken, if you have any questions.

CELL PHONE USAGE

Students should understand that there is "no right or expectation of privacy" if a communication device (such as a cellphone) is confiscated by school officials. Students are allowed to carry communication devices like cell phones but must have them TURNED OFF while they are on school property. They must remain powered OFF the entire school day until students leave school property. Consequences are listed in discipline grid.

DISCIPLINE POLICY

A consistent and fair discipline policy is necessary to facilitate learning. One of our goals in the middle school is to train students to act responsibly and display appropriate behavior at all times. We as a school feel very strongly that when you are responsible for teaching and training approximately 250 adolescents, you must communicate clearly to the student body what is expected of them behaviorally. Also, we believe that students should be aware of the consequences they will receive if they choose to behave inappropriately.

DISCIPLINARY METHODS UTILIZED IN THE MIDDLE SCHOOL

- 1) **SATURDAY SCHOOL** : Starts at 8:00am. Ends at 10:00am or 12:00 depending on the severity of the infraction. Supervised by a teacher or principal. Parents will be given at least one-day notice. Student reads or works on assignments from teachers. Failure to attend and complete Saturday school will result in a three-day suspension from school AND rescheduling of the Saturday school.
- 2) **IN-SCHOOL SUSPENSION**: Disciplinary measure used for more severe offenses. Assigned by principal. Student is isolated from other students. Student is working on class assignments.
- 3) **OUT-OF-SCHOOL SUSPENSION (OSS)**: Disciplinary measure used for more severe offenses. Assigned by principal. Student not allowed on school property or at school events during suspension. Students are allowed to make up work that is assigned during the suspension but it is their responsibility to get with teachers to gather missed work. Informal due process required. 1-10 day suspensions.
- 4) **LONG-TERM SUSPENSION / EXPULSION**: Suspension of up to 186 school days. Formal due process is required.

COMMUNICATION ON DISCIPLINARY INCIDENTS

- All disciplinary referrals contain three copies : (1) Office (2) Student (3) Parents
- Parents will be given at least one-day advance notice on assigned detentions to make transportation arrangements.
- We ask that parents contact Mr. Heatherly, in advance, if a problem arises that will keep your child from fulfilling their disciplinary appointment.
- Please call anytime you have a question. Always remember that for your child to be successful at school, the student, parents, and school must work together!

DEMERIT SYSTEM

A point or demerit system is in effect in our middle school. This system discourages habitual disruption of the learning environment by setting a limit on student misbehavior. If a student reaches twenty-five (25) demerits for the year, long-term suspension will be recommended by the principal. We feel that 25 demerits is a very liberal amount and that any student reaching that point total is a deterrent to other students' learning.

Demerits will be awarded based on the consequence assigned:

- 1 demerit = Saturday school 8:00-10:00.
- 2 demerits = Saturday school 8:00-12:00
- 3 demerits = In-school suspension
- 4 demerits = (2) Saturday schools 8:00-12:00
- 5 demerits = Out-of-school suspension

ALCOHOLIC BEVERAGES, DRUGS, TOBACCO, CONTROLLED SUBSTANCES

Students should not knowingly possess, use, sell, transmit or be under the influence of these substances:

- On school property at any time (before school, during school day, after school hours).
- At school activities, functions, or events regardless of the location of the activity (at Girard or another location).

Students that violate this policy will be disciplined as outlined in the Discipline Code. Additionally, depending on the severity of the individual situation, law authorities may be notified.

ZERO TOLERANCE POLICY ON WEAPONS

If any student is heard or admits to threatening to harm another person by the use of a weapon, that student will be:

- Reported to the law authorities.
- Suspended for a period varying from 5 to 186 school days depending on the severity of the incident.

FIELD TRIPS

Attending field trips is considered a privilege. Students who have been suspended from school more than one time or accumulated 15 or more demerits will NOT be allowed to go on field trips. Students who have created a major disturbance on a field trip will not be allowed to attend any other trips during their middle school years.

STUDENT CONDUCT CARDS for MINOR INFRACTIONS

CONDUCT LEVELS & CONSEQUENCES: Middle school teachers will use the student conduct page to document minor infractions. The conduct pages are located on pages 2-3 in this planner. Some examples of minor infractions are: excessive talking, horseplay, tardies, dress code violations, etc. The student conduct card is based on a 9-week period. The system is "5 strikes and you're out". Once a student receives 5 strikes on a level, the teacher issuing the fifth strike sends the student and his planner to the principal. The principal assigns the appropriate consequence for the level completed. As the student advances through the level system, the consequences become more stringent. The penalties are as follows. Level ONE: 2-hour Saturday school, Level TWO: 4-hour Saturday school, LEVEL THREE: two 4-hour Saturday schools. Students filling out all three levels will be referred on each incident for a minimum of a 4-hr Saturday because they have no room left for strikes.

ASSIGNING A STRIKE: When a student commits a minor infraction and the teacher decides to assign a strike on the student's card, the teacher asks the student to present his planner. Depending on the class activity, the teacher may immediately fill out the planner and return it to the student. However, if the teacher is delivering instruction, the teacher can hang on to the planner and fill it out at a more convenient time later in the period before returning it to the student. On the conduct page in the next available strike, the teacher will jot down the date, teacher's last name, infraction # (they are listed on the card), and a very brief explanation of the infraction (i.e. excessive talking). Not prepared for class marks (missing assignment, forgotten textbooks, etc.) are kept separately in smaller boxes. Five marks for not being prepared for class will count as one strike on the conduct card. Students who chose or are unable to present their planner when asked will be sent to the office immediately.

STUDENT FAILS TO PRESENT THEIR PLANNER: When prompted to give a teacher his/her planner, the student must do so immediately without argument. Failure to present the planner results in the pre-determined consequence for the current level of the student. However, if a student brings their planner into the office the following morning before school, those consequences will be taken away and a strike will be assigned for not having the planner when prompted. Obviously, a student who loses their planner, must get it replaced. Replacement planners cost six dollars (\$6).

DISCIPLINE GRID for SEVERE INFRACTIONS

Following is the discipline grid that will be used as a guideline for serious infractions. It is only a guide; the administration reserves the right to deviate from this policy when necessary depending on the severity and details of the individual situation.

BEHAVIOR	1st Time	2nd Time	Subsequent
Detention Problem	Doubles		
Disrespect / Defiance	SAT - 4 hrs	ISS	OSS
Bullying / Teasing	SAT - 2 to 4 hrs	ISS	OSS
Improper Language	SAT - 4 hrs	ISS	OSS
Assertive Discipline	SAT - 2 hrs	SAT - 4 hrs	Two SAT - 4 hrs
Substitute Problem	SAT - 4 hrs	SAT - 4 hrs	SAT - 4 hrs
Student Teacher Problem	SAT - 4 hrs	SAT - 4 hrs	SAT - 4 hrs
Skiping / Cutting Class	SAT - 4 hrs	ISS	OSS
Leave w/o Permit	SAT - 2 to 4 hrs	SAT - hrs missed	OSS
Unexcused Absence	1 strike	SAT - 4 hrs	ISS
Loitering after school	SAT - 2 to 4 hrs	SAT - 4 hrs	ISS
Fighting	OSS	OSS	Long-Term
Threat or Profane Assault	OSS		
Drugs/Alcohol	OSS	OSS	Long-Term
Tobacco	OSS	OSS	OSS
Stealing	SAT - 4 hrs	OSS	Long-Term
Vandalism	SAT + Restitution	ISS	OSS
Cellphone Violation	1 strike + confiscate	SAT 2 hrs + confiscate	SAT 4 hrs + confiscate
Technology Violation	SAT - 4 hrs & 1 mo. ban	OSS & banned from use	
Weapons	Suspension	Long-Term	
Firearms / Explosives	Expulsion		

** Any student who messes the discipline page by erasing or modifying a strike will be immediately given a short-term suspension and will no longer be able to utilize the strike system. When disruptive, they will be sent to the office and receive a consequence from the principal rather than being given a strike.

USD 248 DRESS CODE (grades 6-12):

The Board of Education and the Dress Code Committee believe that parents and students should be responsible for the dress and grooming of students. We believe that such dress and grooming should be conducive to the safety of all students, good physical hygiene of all students, and best learning situation that can be offered in the schools. This statement is applicable to school attendance only and is not to be interpreted as affecting the authority of the school or sponsor to establish special requirements of dress or appearance for participation in voluntary activities such as extracurricular music, clubs, or athletics. No style of dress will be tolerated which is disruptive of the educational process. The administration and faculty have full authority to determine the appropriateness of student clothing.

Acceptable Dress:

- Slacks, jeans, shorts, dresses, skirts if in good repair
- Biker shorts when worn under another garment
- Cutoffs with neat frayed edges (all edges are same length; no holes, no slits on side)
- Skirts and shorts at appropriate length and style that are not distracting (As a general guide, skirts should be 4 inches above the knee, and shorts should come to mid-thigh and have a minimum inseam of 4 inches)
- Tank tops : Boys-must wear undershirt, Girls-must have at least 2" shoulder strap (no spaghetti or then straps)
- Pierced ears
- Colored Hair if it is a dyed, natural solid hair color.

Not Acceptable Dress:

- Halter tops, shorts shirts exposing the midriff, see-throughs are all not acceptable
- Biker shorts worn alone are not acceptable
- Plunging necklines are not acceptable
- Tank tops: Boys must wear undershirt, girls must have at least a 2" shoulder strap (no spaghetti straps)
- Clothes that might be considered obscene or promoting alcohol, tobacco, or drugs are not acceptable
- Hats and/or items worn on or about the head are not acceptable anytime before or during the school day
- Visible piercing, other than on the ears, is not acceptable
- Any attire considered to be "extreme" by administration or faculty is not acceptable
- Hair of multiple colors or unnatural in color is not acceptable. The administration has sole responsibility to determine the appropriateness of "highlighting".
- Jeans with holes or ragged cuts that show skin or are slashed/ragged in private areas

Boys' Hair Length:

- Hair not to touch the collar of a crew neck t-shirts, cover the eyebrows, or extend below the earlobes.
- Pony tails, rat tails, or any other style that would circumvent the policy are not permitted.
- Boys must be clean shaven.
- On each incident: Warning by principal, two days to conform, strike, two days to conform, detention, suspension.

Violation of the dress code will result in :

- 1) A conference with the principal on the first offense. Student must conform to the dress code.
- 2) Second offense – One strike on conduct card and conformity to the dress code.
- 3) Third offense – SAT 2 – 4 hours.
- 4) Subsequent violations – SAT 4 hours or suspension.

Dress Code Appeal Procedure :

- Students may appeal to the Student Council if they feel they have been unjustly criticized.
- Further appeal may be made to the Dress Code Committee and finally to the Board of Education.

CAFETERIA INFORMATION

- Our middle school has a closed lunch period, which means all students must remain at school for your noon meal. You may buy school lunches or bring a sack lunch from home. All food will be eaten in the cafeteria. Students eating the school lunch may choose to go through the regular hot lunch line or the ala carte line.
- Breakfast is served from 7:30-7:55 each day in the cafeteria.
- A free and/or reduced rate program is available for eligible students based on family income. Application forms for these federal programs are available in the school lunch director's office. All financial information is kept confidential.
- Money can be deposited in the student's account before school or at any time during the day. Students owing more than \$5 will not go through the regular lunch line. They will have a sandwich prepared for them.

BUS TRANSPORTATION POLICY

1. The school furnishes transportation for those students who live outside the boundaries established by the Board of Education.
2. The driver is in charge of all students and the bus. Students will obey the driver promptly and at all times, or will forfeit the privilege of riding the bus.
3. Drivers will check attendance daily and report passenger changes as they occur.
4. Students must be on time. The bus will not wait beyond its regular schedule for those who are late getting to their stop.
5. Students are not permitted to leave the bus until they arrive at their usual destination, except upon written instructions from the principal or parents. If a pupil is riding home with another student, the note must be presented to the principal who will make the decision on approving the request. The student will then present the approved note to the driver.
6. All bus routes are carefully laid out and approximate time schedules established. They are approved by the Board of Education and the State Department of Education. No deviations are to be made from these routes and schedules.

BUS SAFETY REGULATIONS

1. Loud talking and laughing or unnecessary confusion can divert the driver's attention and may result in a serious accident. Riders must talk quietly at all times while riding the bus. Riders should not talk at all while the bus is at intersections or railroad crossings.
2. Riders must never tamper with the bus or any of its equipment, especially the emergency door exit.
3. Any damage done by students riding the school bus, such as a cut cushion, broken window, etc. will have to be paid for by the pupil and his family.
4. Riders must always keep their arms and head inside the bus when the windows are open.
5. Books, packages, coats, and all other objects must be kept out of the aisles.
6. Eating or drinking is not permitted on the bus during regular morning and evening routes unless warranted by medical situations.
7. The driver shall have the authority to assign a seat to each passenger. Students should stay seated.
8. Students must not try to get on or off the bus, or move about the bus, while it is in motion.
9. Extracurricular trips: If time is scheduled for a food stop, no food or drinks should be brought onto the bus. Some extracurricular trips will necessitate allowing drinks on the bus. The sponsor should assure that the students take care of the trash. No glass containers. Sponsors who do not comply with this rule should be reported to their building principal to rectify the problem.
10. Students who refuse to cooperate fully and to observe these regulations will be denied the privilege of riding the bus.

TRANSPORTATION FOR SCHOOL SPONSORED ACTIVITY

Students will be required to use transportation provided by the school district to and from the designated activity. Students may be released to the parent following the activity by signing the student out through the sponsor of the activity. This regulation is a safety precaution and should be considered a benefit to our students. All activity buses are sponsored by an adult and regular bus rules will be followed.

TESTING PROGRAM

- Kansas Assessment Tests: required by the state of Kansas. Grade levels and subjects to be tested in 2009-10 are: Reading (grades 6,7,8), Mathematics (grades 6,7,8), Science (grade 7), Social Studies (grades 6,8), Writing (grade 8).
- Norm-referenced tests: Measure of Academic Performance (MAP) will be given to all students.

ENROLLMENT PROCEDURE

Spring Pre-Enrollment: Mr. Heatherly will meet with returning and incoming students during the month of May to enroll them for the following school year. Students will be mailed a copy of their schedule, along with all enrollment forms, in late July.

Changing Classes: Deadline for changing class schedules is the 3rd day of the affected classes.

Students wishing to change schedules must pick up an add/drop form from Mr. Heatherly.

PARENT / TEACHER CONFERENCES

Communicating with your child's teachers is encouraged and is important for particular concerns that may arise. Parent/teacher conferences will be held in the fall at the end of the first quarter. At any time during the school year, please feel free to contact the office to help arrange a conference. We must remember that parents and the school have the same goal in mind : "educating each child the best we can!"

HONOR ROLL RECOGNITION

There will be two honor roll distinctions: All A's Honor Roll and A-B Honor Roll. Any student with a "C", "D" or "F" in any class is not eligible for honor roll status.

GRADING SCALE

A+ 100-97	B+ 89-87	C+ 79-77	D+ 69-67
A 96-94	B 86-83	C 76-73	D 66-63
A- 93-90	B- 82-80	C- 72-70	F 59-0

PROGRESS REPORTS

During the fifth week of each quarter, all parents should receive a progress report. Students are required to provide a parental signature that indicates a parent has seen the progress report. Failure to provide this parental signature will result in one strike on the conduct card. If you need clarification or further information concerning this report, please call our office to set up a time to visit with the teacher(s). This can be done in person or by phone. Please remember that parents can view their child's current grades via the internet by clicking on the PowerSchool link on the school website (www.girard248.org).

REPORT CARDS

Grade cards are distributed as listed in the below table. Report cards are handed out at parent-teacher conferences at the end of the first quarter, sent home with students at the end of the second and third quarters, and mailed home at the end of the fourth quarter. Please call the office if your student did not make it home with the report card. Parents are encouraged to review the report cards with the student. Each student is required to provide a parental signature that indicates the parent has seen the report card. If you would like to visit with a teacher concerning the grade card, please call our office to set up a conference.

Parents: Please sign on the appropriate line to indicate you have seen your son/daughter's grade report.

Type of Report	Date Distributed	Parental Signature	Date Signed
<i>1st Qtr Mid-Term Progress Report</i>	<i>Sept 15</i>		
<i>1st Nine Weeks Grade Card</i>	<i>Oct 13</i>		
<i>2nd Qtr Mid-Term Progress Report</i>	<i>Nov 10</i>		
<i>2nd Nine Weeks Grade Card</i>	<i>Jan 5</i>		
<i>3rd Qtr Mid-Term Progress Report</i>	<i>Feb 9</i>		
<i>3rd Nine Weeks Grade Card</i>	<i>Mar 23</i>		
<i>4th Qtr Mid-Term Progress Report</i>	<i>Apr 13</i>		

** Failure of student to show parental signature to homeroom teacher within three days of report distribution will result in one strike on the student's conduct record. The intent is not to punish the student. The intent is to ensure that the parent has been given the academic report for review.

K.S.H.S.A.A. ELIGIBILITY

To be eligible for extracurricular activities such as athletics, band, vocal music, cheerleading, students must:

- Not FAIL more than two classes the previous quarter.

ATHLETIC PROGRAMS

Participation: All 7th and 8th grade boys and girls are eligible and urged to try out for interscholastic athletics. We are a member of the CCC Junior League. We compete interscholastically with the other seven members of the league. The schedule of sports seasons is: 1st Quarter: Girls Volleyball (7th & 8th); Boys Football (7th & 8th), 2nd Quarter: Girls Basketball (7th & 8th), 3rd Quarter: Boys Basketball (7th & 8th), 4th Quarter: Girls and Boys Track (7th & 8th)

- All participants will furnish their own shoes. An athletic locker will be assigned to each athlete to store their clothing. Athletes are encouraged to keep their lockers locked at all times and are discouraged from giving their combinations to other students.
- A physical examination is required before a student may participate in an athletic practice.
- The school district carries a supplemental insurance that supplements personal insurance carried by parents. This school insurance is only a supplement; it does not pay for all expenses and does have a cap. Athletes serving out-of-school suspension are not eligible for athletic participation until they are readmitted to the regular school environment.

POSITIVE REINFORCEMENT PROGRAM

Several positive reinforcement/incentive programs have been implemented to reward students for excellence in the areas of behavior, attendance, grades, organization, and responsibility. Following is a description of these positive reinforcement programs.

TROJAN TIME in Seminar: Each grade level will have a day assigned to reward student for a “positive” conduct card. All students who have less than three strikes for the quarter and NO detentions/suspensions on Level ONE will be given free time during seminar. All ineligible students will be assigned to a study hall. (Monday-7th grade, Tuesday-8th grade, Thursday-6th grade).

END-OF-THE-QUARTER DRAWINGS: At the end of each quarter, 15 students per grade level will be recognized for having 2 or less strikes and NO detentions/suspensions/bans for the quarter. If the students drawn in the lottery meet this criteria, they will be given \$3 each.

END-OF-THE-QUARTER MOVIE: Usually held on the Thursday that follows the end of the quarter. To qualify: (1) Students must be on Level ONE on their discipline card AND (2) earned at least 75% of the possible Student Planner points. Ineligible students report to mandatory study halls.

MIDDLE SCHOOL DANCES: Dances are scheduled for Halloween, Christmas, and Valentine’s Day. These dances will be held to reward students for good citizenship at school. Following is the criteria for being invited to the dance.

- **To attend the Halloween Dance:** Student must have finished the first quarter on either Level ONE or TWO and have NO suspensions during the first quarter.
- **To attend the Christmas Dance:** Student must have finished the second quarter on either Level ONE or TWO and have NO suspensions during the second quarter.
- **To attend the Valentine’s Dance:** Student must be on either Level ONE or TWO on their 3rd quarter discipline card and have NO suspensions during the third quarter.

TESTING INCENTIVE TRIP: This trip is designed to reward students for meeting school-wide goals on the Kansas Assessments. Student goals are established and posted at least one month before testing is started. Also, parents are mailed a copy of these goals in advance. Students must meet score at least “meeting the standard” on the state assessments (NO exceptions). Trip destinations: 6th & 7th graders to Worlds of Fun in Kansas City, and 8th graders to Silver Dollar City in Branson.

BASEBALL GAME INCENTIVE TRIP: This trip is designed to reward students for meeting two criteria: (1) earning honor roll status every quarter (2) no disciplinary consequences from office. Students who meet the criteria will be taken to a professional baseball game during the fourth quarter. Administration and staff reserve the right to deviate from the listed criteria on an individual basis if special circumstances exist.

PROJECT CARE INCENTIVE TRIP: This trip is designed to reward students for outstanding effort during our two-week charitable food drive in November. All students in the winning homeroom will be taken for a bowling trip in Pittsburg. Additionally, any student who individually brings in at least 150 equivalent items will go on the trip with the winning homeroom students.

*“Recognize and Reward
Student Achievement”*

GMS TENTATIVE SCHEDULES FOR THE 2009-10 SCHOOL YEAR

FOOTBALL (5:00pm if 2 games) (6:00 if only 1 game)	VOLLEYBALL (5:00pm)
GIRLS BASKETBALL	BOYS BASKETBALL
TRACK (dates are tentative)	MUSIC (dates are tentative)

School district calendar for 2009-10 goes here

Class schedule for 2009-10 goes here