

Colony Middle School

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Ms. Mary Fulp
Principal

Mrs. Julian Schultz
Assistant Principal

Colony Middle School is committed to providing an excellent education for all students.

We educate the whole child by:

- ❖ Responding to the uniqueness of the adolescent learner
- ❖ Providing a safe, positive environment
- ❖ Offering a diverse array of learning opportunities
- ❖ Integrating technology into our curriculum
- ❖ Fostering high expectations for student success
- ❖ Encouraging family and community partnerships
- ❖ Creating responsible citizens and life-long learners
- ❖ Affirming personal growth and healthy self-concept

This Agenda belongs to:

Name: _____

Advisory Teacher: _____

I have reviewed this handbook with my student:

Parent signature: _____

Principal's Welcome

Dear Parents and Students,

Welcome to Colony Middle School! Our staff is excited to be working with you, as we are all committed to providing our students with an excellent education.

We are here to teach students to think and be responsible in all they do. This planner is a tool that will support their success at CMS.

The purpose of this planner is to increase communication between home and school, increase student organizational skills and make available important information pertaining to Colony Middle School's expectations, policies, programs and procedures.

We encourage parents to carefully review our school handbook and discuss the written assignments, teacher messages, and printed contents of this planner with your students throughout the year.

The education of Colony Middle School students is our highest priority. We consider parents to be our #1 partners in this pursuit, and welcome your involvement, concerns, and feedback.

We are honored to serve Colony Middle School students and look forward to an amazing school year together.

We are here to make good things happen for young people!

Sincerely,

A handwritten signature in cursive script that reads "Mary Fulp".

Mary Fulp, Principal

Committed to kindness & excellence in service!

Colony Middle School Has ONE RULE:

BE KIND AND RESPECTFUL TO EVERYONE AT ALL TIMES

Steps for success at CMS

How can you be successful at Colony Middle School? It's easy! Just follow this simple advice:

Do what is expected and do it the best that you can. This includes:

- Being prepared with all necessary materials (agenda, books, paper, pencil)
- Taking responsibility for your learning by paying attention during class
- Doing your homework
- Getting involved in school activities and athletics
- Asking for support when you need it
- Remember our one rule

How to Use Your Planner/Agenda

- Take your agenda to each class every day.
- Write all assignments in your agenda.
- Take your agenda home each night to keep track of assignment due dates and to share with your parents.
- Your agenda will be checked daily by some teachers and weekly by others.
- Keep a clean and neat student agenda.
- You are responsible for a lost or damaged agenda. The cost for replacement is \$5.00.
- Do not rip out pages of past months, weeks, or days. A well-used agenda is good record keeping for students, teachers, and parents.
- This agenda can serve as your hall pass and should be with you throughout the day.

School rules exist for the protection of all, but especially to protect each student's right to an education. The guidelines described in this handbook are not intended to be complete, but to provide a framework for student behavior and responsibilities. School rules reflect Alaska State Law, the policies adopted by the MSBSD and the standards of our community. Handbook guidelines are based on the following behaviors expected from individuals in our school community:

Be Responsible

Be Positive

Be Respectful

Be Considerate

Attendance

Good school attendance is important to a student's success at CMS. Poor attendance usually results in poor achievement. Students are expected and required by Alaska State Law to attend all class periods of the school day unless other arrangements have been made through the office. Course work missed because of an absence is expected to be completed. The student has time equal to the absence plus one day to complete missed assignments for full credit. It is the student's responsibility to ask his/her teacher for missed assignments. Parents can call or e-mail their child's core teachers to request homework due to an absence. Teachers will have 24 hours to fulfill a homework request.

It is also very important that all students arrive to school on time. This includes students on a Boundary Exemption and those families choosing forms of transportation other than the bus. It is equally important that students report to each class period on time and prepared, both for their own learning and so they do not interrupt the learning of others. When a student is late to school/class, he/she will report to the office to record a tardy. The student will only be admitted to class with a tardy slip. The following unexcused tardy consequences are per quarter:

1st, 2nd and 3rd tardy – Warning

4th and 5th tardy – Parents contacted by email

6th tardy – Parents contacted by email and one day of lunch support

7th tardy – Parents contacted by email and two days of lunch support

8th tardy – Student is referred to CMS Administration and three days lunch support

9th tardy – Student is referred to CMS Administration and four days lunch support

10th tardy – Student is referred to CMS Administration, SRC and lunch support

Dismissal during the school day

All students are expected to remain at school for the entire day. If a student must leave school for an appointment, he/she must be signed out by a parent/guardian at the front office. No student shall be released to siblings who are minors or any other person without the written permission of the student's parent/guardian.

Excessive absence

Excessive absence is defined as five or more days in a class per semester. A letter will be sent home when a student reaches five absences. We strongly believe that students need to be in school on a regular basis. CMS course work is designed around class participation, presentations, and cooperative learning experiences.

If a student reaches ten consecutive days of absence, without prior notification to the school, parent contact will be made, and the student may be dropped from enrollment at CMS. Excessive absences will likely result in a report to the Office of Children Services.

Prearranged absence

Parents and/or students should notify CMS in advance of a planned absence of three or more days. A Prearranged Absence form, available at the front office, should be used for this purpose. For absences up to ten days, teachers may provide work to be completed during the absence. They may also elect to give the student time and opportunity to complete the work upon the student's return to school. The teacher's choice will be indicated on the Prearranged Absence form. The form should be signed and returned to the front office prior to the start of the absence.

Truancy/Skipping

Truancy is defined as an "absence from school or class for more than five minutes without the knowledge or consent of the student's parent, guardian or teacher". Students who are truant from school or class will be subject to disciplinary action.

Academic Progress

The staff at CMS is committed to academic excellence. We will keep you and your parents informed of how you are doing and offer support if you are not doing well academically. Each quarter, teachers will communicate with parents about their child's grades through progress reports, and end of quarter report cards. If a student is earning any D's or F's, the following will happen:

Quarter 1 – Parents/guardians will receive calls from teacher's that have academic concerns. A parent/teacher conference should be scheduled as needed.

Quarter 2 – Students with multiple low grades from Q1 will be placed in a study hall class. Parents are advised to attend Parent/Teacher Conferences at the beginning of Q2.

Quarter 3 – Students with multiple low grades from Q2 will be placed in a study hall class. Parents/guardians will receive an Academic Probation Letter expressing the school's concerns. Parents are advised to contact core teachers, or the school counselor, to set up a conference, or attend the scheduled Parent/Teacher Conferences.

Quarter 4 – Students with multiple low grades from Q3 will be placed in a study hall class. Core teachers will call home to address students with D's and F's. At mid-quarter, 8th grade students below a 2.0 GPA will meet with the Principal and their counselor to discuss a plan for promotion.

Bikes, Boards, Wheels & Blades

Bicycles, which are ridden to school, must be locked to the bike rack in front of the building. The school is not responsible for lost, damaged or stolen bicycles. Bikes may not be ridden around school property unless students are participating in our CMS Bike Club. **Roller blades, skateboards and other similar devices are not permitted on school property whether school is in session or not.**

Students may not bring motorized vehicles to CMS, including four wheelers, motorbikes and snowmachines.

Building hours

Students may be in the building from 7:15 AM until 2:30 PM. Students may not be in the building before or after these hours unless they are supervised by staff.

Before school: From 7:15 - 7:30 AM, students will be supervised in the cafeteria or gym. Breakfast is served at 7:15 AM, and students may go to their lockers at 7:30 AM.

After school: Students who do not participate in school sponsored activities **must be picked up by 2:30 PM**. While your children are encouraged to participate in the activities we offer, it is important that students leave the building when the practice or event is over. Students who have no one supervising them after school may not stay after school. Often, teachers will stay after school to work with students on individual projects. When this is the case, the teacher will notify you of the time your child will need to be picked up. **Office hours:** The school office is open from 7:00 AM – 3:30 PM.

Electronic devices

All personal electronic devices can be a distraction to the learning environment. Students should not have headphones/earbuds in their ears at any time during the instructional day. Students are expected to have their electronics off and put away during instructional time, 7:45-2:15, and at any other time directed by a school official. The exceptions to this include lunchtime access and access allowed at teacher discretion in the classroom. CMS staff may confiscate any device that is used in violation of this policy, including hallway use during the instructional day. If a device is confiscated, the following consequences will occur. First and second offense, an email will be sent to parents and students may pick up their item at the end of the school day. Third and fourth offense, student will receive an SRC referral. Fifth offense, the student and an administrator will contact parents to discuss the infraction and future consequences. **Colony Middle School is not responsible for items lost or stolen at school.**

Computer use

Students will be issued a District Chromebook and charger for school use unless parents elect otherwise. A signed Student/Parent Device agreement (See MSBSD One to One Parent/Student Handbook) and permission to use the internet must be in place. Additional guidelines are as follows:

- Students may use social networks only as a part of a school specific assignment.
- Recreational computer use is not permitted.

Misuse of school computers is defined as “any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware, to harm or destroy data of another user or any other agency or network that is connected to their system, to gain access or attempt to gain access to unauthorized systems, or to access inappropriate materials from school.” Misuse will result in an SRC referral and may result in the loss of all computer privileges for the remainder of the quarter, semester, or year.

Instructional Setting Dress Code

Student dress and general appearance is a shared responsibility among students, parents and the school. The Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The following minimum standards will be enforced:

- a. Prohibited clothing includes revealing clothing that is transparent, extremely low cut, shows visible undergarments, attire with holes above mid-thigh, shirts or tops that do not cover the waistband of pants, leggings, shorts, or skirts, (e.g. no portion of the midriff is to be visible).
- b. Spaghetti straps, strapless tops, muscle shirts and off-shoulder shirts are not allowed. Tank tops are allowed but straps must have a minimum thickness of 1.5 inches.
- c. Leggings, athletic tights, and yoga pants are allowed but they may not be transparent.
- d. Dresses, skirts, and shorts must cover mid-thigh when the student is sitting down.
- e. Clothing and accessories (e.g., notebooks, patches, tattoos and jewelry) must not display racial or ethnic slurs or symbols, gang affiliations, vulgar, subversive, sexually suggestive or otherwise inappropriate language or images; promotion of products that students may not legally buy such as alcohol, tobacco, electronic cigarettes and illegal drugs; or anything that promotes harm to another or oneself.
- f. Prohibited items include sunglasses, hats (unless medically required), sleepwear or anything resembling sleepwear.

If a student chooses to wear inappropriate clothing, the student will be asked to change. If necessary, the student may call a parent to bring an appropriate change of clothes. If a student continually violates the school dress code, the following consequences will occur. First and second offense, an email will be sent to parents. Third and fourth offense, the student will receive an SRC referral. The fifth offense, the student and an administrator will contact parents to discuss the infraction and future consequences.

Counseling and guidance

CMS counselors provide many services for students, parents, and school staff. These services include academic guidance, personal and social counseling, career guidance and referrals to outside resources. Parents are encouraged to contact their student's counselor by visiting, calling, or emailing. Students should feel free to visit the counseling office or fill out the online form to make an appointment to see their counselor. Students with last names beginning with A – K will see Mr. Kleigh Anderton and students with last names L – Z will see Mr. Ryan Parker.

Emergency school closure

Should school be closed for bad weather or any emergency, you can find out more information by listening to local radio stations or by checking the district website. MSBSD's Blackboard automated telephone system will also call to notify families of school closure.

Extracurricular activities

Extracurricular activities are part of a large and varied program of activities at CMS. Extracurricular athletics require a fee of \$100 per sport, with a maximum of \$250 per student each year, and a current physical. All students have a place in our athletic programs. While our 7th and 8th grade competitive programs require try-outs, we also have C-team programs that are all-inclusive. There will be many activities in addition to interscholastic athletics offered throughout the year. These may require a fee. Intramurals and club activities may include, but are not limited to Science Olympiad, Jazz Band, Ski Club, Bike Club, Battle of the Books, Drama, Yearbook, Speech Club, Geography Bee, Chess Club, Spelling Bee, NJHS and National Junior Art Honor Society.

Eligibility

Academic eligibility will be monitored on a weekly basis by school staff. In addition to academic eligibility, a student must:

- Have a current physical on file for athletics
- Register through PlanetHS
- Follow attendance guidelines set by coach and approved by administration
- Be responsible for maintaining a passing grade in all subjects
- Be in attendance for the full day of school to participate in that day's competition
- Always maintain good conduct and a positive attitude

Grading

The School Board believes that students and parents have the right to receive course grades that represent an accurate evaluation of the student's achievement. Teachers shall evaluate a student's work in relation to standards that apply to all students at his/her grade level. Grades should be based on impartial, consistent observation of the quality of a student's work and his/her mastery of course content and objectives as demonstrated through classroom participation, homework, and tests. The student's behavior and effort shall be reported in separate evaluations, not in his/her academic grade. (MSBSD BP 5121)

CMS has four grading periods during the school year. Students will receive report cards at the end of each quarter, as well as progress reports at the middle of each quarter.

Grades will be reported for each quarter as follows:

- | | | |
|---------------------|-----------|------------------|
| • A – Outstanding | 90 – 100% | 4.0 grade points |
| • B – Above Average | 80 – 89% | 3.0 grade points |
| • C – Average | 70 – 79% | 2.0 grade points |
| • D – Below Average | 60 – 69% | 1.0 grade points |

- F – Little or no achievement 0 – 59% 0 grade points
I – Indicates that course requirements were not completed by the student. An I must be made up within two weeks of the date when grades are issued to parents. If course work is not completed within the two-week period, the grade will turn into an NC (no credit).
- NG – Indicates that a student was not in the class long enough to earn a grade. NG will not be used as a semester grade and will not figure into a student's GPA.

Honor Roll

Students with a quarterly GPA of 3.0 or higher and with no incompletes will be on the Honor Roll. CMS recognizes three categories of Honor Roll. A 3.0-3.49 GPA will earn Honor Roll, a 3.5-3.99 GPA will earn High Honor Roll and a 4.0 GPA will earn Distinguished Honor Roll. Students who earn High or Distinguished Honor Roll for the first three quarters will receive the Knights of Academic Excellence Award at the end of the third quarter.

Report cards and Progress reports

Report cards are issued at the end of each quarter. Progress reports may be given by a teacher at any time. They designate progress in each subject at that point in time. Mid-quarter progress reports will be uploaded to ParentVue during the fifth week of each quarter. Dates for report cards and progress reports are listed on the school calendar on our website at www.cms.matsuk12.us.

Late work policy

Our school exists for the purpose of high levels of learning. Class assignments are given to provide opportunities for students to be introduced to, practice and eventually master state and district standards. With this in mind, all assignments must be completed. A secondary objective of classroom assignments is to learn employability skills, including responsibility, time management and meeting deadlines. This objective will be assessed using "On Time" points built into each assignment. Late work will be accepted as every assignment is required but may not earn full credit due to a loss of "On Time" points.

Hall Passes

Students should not be in the halls during class time unless they have a pass from a staff member. No passes are issued for the first five minutes of class. If students are in the hall during this time, they will be escorted to the office for a tardy slip.

Harassment

Harassment is taken very seriously at Colony Middle School. Below are some examples of bullying/harassment:

Physical harassment is repeated, annoying, offensive physical behavior perceived by the recipient or others as having a negative impact on their safety or well-being. Examples are pushing, tripping, poking, kicking, etc.

Sexual harassment is any unwelcome sexual advance, request for sexual favor or other verbal or physical conduct of a sexual nature.

Verbal harassment is defined as using words perceived by the recipient or others as having a negative impact. Some examples are name-calling, put-downs and making threats.

Cyber harassment is defined as repeated, unsolicited, threatening behavior by a person or group using mobile or internet technology with the intent to bother, terrify, intimidate, humiliate, threaten, harass, or stalk someone else.

If a student feels that they are being harassed, they should take the following action:

- **Say “STOP”.** Tell the harasser you do not like the behavior, and you want it to stop.
- **Tell someone.** Talk to a teacher, counselor, or principal.
- **Keep records.** If the behavior continues, write it down. Be sure to include dates, times, and names, including witnesses and locations where the harassment occurred.
- **Tack action.** Write a complaint describing your concerns and turn it into the front office.

Consequences of harassment

Listed below are established steps of progressive discipline for dealing with incidents of harassment:

- 1st report – Clarification of the harassment and a warning issued by counselor or administrator
- 2nd report – Behavior Agreement signed and parents contacted
- 3rd and subsequent reports – in or out-of-school suspension starting with one day and progressing to three, five and ten days if future incidents occur

Suspensions of greater duration or expulsion may be applied in serious or continual cases of harassment. Patterns of harassment will be reported to the Alaska State Troopers.

Health services

A student who becomes ill during the school day must get permission from his/her teacher to see the nurse. If it is necessary to go home or to a doctor, the nurse will inform the parent and the student will be released from school. **No student should call home to be picked up without checking with the nurse.** All students will be expected to participate in health programs sponsored by the school unless special arrangements are made with the principal.

It is the policy of the MSBSD that prescription medication may be dispensed by the school nurse only when the student's health requires that medication. Parents are required to place all medicine with the nurse at the beginning of a school day to enable students to take the medicine at the nurse's office at the designated time. Medication to be dispensed at school must be in a properly labeled prescription bottle. **Medication that will be dispensed all year will need a Medication Authorization form signed by the child's physician.**

In the interest of keeping CMS DRUG FREE, over-the-counter medications are not to be taken by the student during school hours unless administered by the school nurse with permission from a parent or guardian.

The school nurse will be doing routine health screening for specific grades during the school year. These screenings will include vision, hearing, height, weight, blood pressure and scoliosis. The student will be given a screening report for your information. If a student fails the screening, the school nurse will contact the parent.

Please be sure to contact the CMS nurse about any new disease/illness or accident your student may experience. She will be glad to help with school management and provide care necessary for the recovery of your child. If a physician orders no PE as treatment of an accident or illness, the doctor must provide the school with written documentation as to the length of time the student must be out of class.

The following guidelines will apply:

- The school nurse will notify staff of student injury
- Staff will be notified when the injured student no longer needs assistance
- The injured student will have permission to leave classes two minutes early and be two minutes late to the next class

CMS staff encourages wellness for our students. We would ask your participation in our wellness effort by helping your student to do the following. Eat a healthy breakfast and lunch every day, dress appropriately for our Alaska weather, sleep eight to ten hours nightly and exercise at least 20 minutes daily.

Library

We love having students in the library working independently, with a small group, or with their class. Independent and small group use requires a pass and a purpose from classroom teachers.

Checkout/overdue/lost materials policy

Up to six items may be checked out at one time. The checkout period is three weeks and students may renew their books multiple times with library staff provided another student or staff member has not placed a hold on the title. Students with overdue/lost books are responsible for the items and need to communicate with the librarian on how to remedy the situation. Eighth grade students with outstanding charges need to work with the librarian to pay for, replace or come to an agreement, including working in the library prior to leaving CMS.

Printing to the library

- Only school related work may be printed.
- **Print only once.** If there is a problem, ask for assistance.

CMS students are expected to be aware of and understand the importance of using proper research and documentation techniques to assure that copyright laws are upheld, and plagiarism avoided.

Lunch

School lunch may be purchased daily at CMS or brought from home. Students will be given one-half hour to eat lunch in the school's cafeteria. A variety of lunch items are available each day. Students may pay for lunch daily or they may deposit money into their personal account to be used as needed. Checks may be written to Nutrition Services or payment can be made through SchoolCafe.com/MSBSD.

Everyone at CMS has the right to eat lunch in a clean and safe environment. The lunch monitors oversee maintaining a safe environment and students are expected to follow their direction. Lunchroom procedures are as follows:

- Come down the right-hand side of the stairs quietly.
- While waiting in line for food, remember that "cutting" is not allowed. Also, keep your hands and feet to yourself.
- Once you have your food, go to your assigned table to eat your lunch.
- After you have eaten, clean up your own area and take care of your trash.
- You may visit quietly with your friends at the lunch table, go to the gym to participate in intramural athletics, go outside, or "walk and talk" clockwise around the stair area.
- Students may not take unwrapped food or open beverage containers out of the cafeteria.

Examples of behaviors that are inappropriate and could result in an SRC referral include:

- Loud or inappropriate language
- Smashing food or beverage containers
- Taking food from other students
- Leaving tables or the floor cluttered with food or litter
- Disrespectful behavior towards lunchroom monitors

See the Knights Code of Conduct under Student Behavior and Responsibilities for additional information about school-wide expectations.

Student behavior and responsibilities

Knights Code of Conduct

At CMS each student is held accountable for our school wide Code of Conduct: Be kind and respectful to everyone at all times; do what is expected; do it the best that you can. Consequences for violating the Knights Code of Conduct are as follows:

Notice 1: If a student is interfering with the learning environment, he/she is privately asked to reflect on their behavior, to process the consequences of his/her chosen behavior and its effect on others. The student may be given a pink Notice 1 Slip, as a visual reminder that their behavior has been addressed by the teacher.

Notice 2: If a student continues to interfere with the learning environment, they will be asked to move to a designated location to reflect on their disruptive behavior. At this time, the student may be asked to fill out the pink Notice 2 slip to identify and reflect on their disrupting behavior. After two to five minutes, he/she is privately asked to state the behavior that resulted in his/her removal from the learning environment and asked if they are ready to return. If the answer is “yes”, or if the student has completed the Notice 2 Slip, the student is allowed to return to the designated activities, whereas a response of “no” simply indicates that the student needs more time to reflect and/or gather control.

Student Responsibility Classroom (SRC) referral

If a student has already been placed on notice twice in a single class period and continues to disrupt, he/she is sending the message that he/she is choosing an SRC referral. The teacher will write an electronic SRC referral at the time the student is sent out of the classroom. The student will go to the SRC with a Notice Slip to begin work on a behavior plan. Students should also bring classroom work with them. Once the behavior plan is complete, the student will conference with the SRC supervisor and the referring teacher and possibly an administrator. Parent contact will be made after the behavior plan is signed by the referring teacher. Students will not return to the class they were referred from on the same day as that is considered another disruption to the classroom environment.

To return on the next day to the classroom where the misbehavior took place, the student must:

- Complete the SRC behavior plan
- Discuss the plan with the SRC supervisor or an administrator
- Present the plan to the referring teacher and verbally state their plan for success to be readmitted to the classroom
- Call home to share their behavior plan with their parents

A copy of the behavior plan will be given to the student to take home.

Hallway and common area expectations

Students who are violating school rules in common areas will be asked to state their behavior and what will happen if they continue to misbehave. The four questions that staff may ask include, “What are you doing?”, “What are you supposed to be doing?”, and “Are you doing that?” The final question may be “What will happen if you continue to misbehave?” Students that continue to misbehave or who do not respond appropriately will choose to go to the SRC.

Food and Drinks in the Halls

- Open drink containers are not allowed in the halls or common areas. Students arriving to school with open containers, such as coffee drinks, have the option to report to the cafeteria, put the drink in their locker, or take the drink to their 1st period classroom if permitted by the teacher.
- Students with open containers at any other time during the day will be asked to throw it away.
- Food that is in an open container is not allowed at any time in the halls.
- Food, drink, and gum within a teacher’s classroom is allowed at the teacher’s discretion.

Running in the Halls

- Running in the halls is not permitted.
- Students running in the halls will be asked to go back and walk.
- If teacher redirection results in a tardy, then the student will report to the office for an unexcused tardy slip.
- If a student repeatedly violates the “no running” rule, they may earn a tardy for lack of time management and creating a safety issue.

Each day is a new day for students to begin again, however, SRC referrals accumulate the entire year. Students who receive four or more SRC referrals in a year are subject to progressive disciplinary action, up to and including suspension. In an effort to work as partners to limit future behavior concerns, four or more SRC referrals serves as an indicator for staff and parents to meet to develop a collaborative plan of support for the student. Counselors, teachers and/or administration will initiate contact with parents to set up a behavior intervention meeting when students have four or more SRC referrals.

Immediate Student Responsibility Classroom referral

The following behavior will constitute an SRC referral without prior notice:

- Willful disobedience
- Harassment
- Misbehavior during an emergency drill
- Inappropriate language directed at another person (swearing, derogatory or harassing language)
- Academic dishonesty (cheating, plagiarism)
- Public display of affection (kissing, hugging)

Immediate office referral

The following behavior will constitute a referral to the Assistant Principal:

- Mutual altercation (fighting)
- Skipping a class on or off campus (truancy)
- Drug, alcohol, tobacco, vape or e-cigarette possession
- Anything requiring a report to law enforcement (assault, weapons, illegal substances, theft, etc.)
- Any other offense that would require a student to be escorted to the front office because of serious safety concerns

In addition to the information given in this handbook, violations of district policy and presumptive sanctions are specifically outlined in the MSBSD [Student Handbook of Rights and Responsibilities](#) which is located on the School District website at www.matsuk12.us. Administrative decisions regarding disciplinary action will be made in accordance with MSBSD Board Policy.

Lunch detention

Students will be issued lunch detention for behaviors not in-line with the Knights Code of Conduct. Students need to report to SRC before their scheduled lunch begins.

Lunch Support

Academic Support

Academic Support during lunch is another layer of support we offer students at CMS. Students with a D or lower in two or more classes, a recommendation from a 4'Cs teacher or by parent request, will be assigned Academic Support during lunch. Students assigned Academic Support will eat lunch in the CMS counseling area while working on missing/make up course work with support from CMS counselors.

Behavior Support

Behavior Support during lunch is an intermediate intervention step before the Student Responsibility Classroom (SRC) referral. Students are given a chance to reflect on inappropriate behaviors and learn positive ways to handle future situations, with the help of the CMS counselors during lunch. When a student is identified as behaving inappropriately during lunch (e.g. inappropriate language, playing with food, taking food from others, leaving an area without cleaning, disrespect toward lunchroom monitors), a lunch time behavior support referral is completed and the student will report to the CMS counseling office for support. If the student continues inappropriate behaviors, they will be sent to SRC (See Knights Code of Conduct).

Student property

Students are expected to recognize the items that are not consistent with school goals and activities and leave them at home. Here are some specific guidelines:

- Students are not permitted to use portable music devices in the school building.
- Cell phones must be turned off and put away during the instructional day and at any other time directed by school staff.
- Colony Middle School is not responsible for lost or stolen items.
- Items of distraction such as toys, body sprays, fingernail polish, etc. should not be brought to school.
- Snacks, such as sunflower seeds, which cause a distraction, are not allowed.
- Valuable items and large amounts of cash should not be brought to school.
- Students are not permitted to buy or sell items for personal profit on school grounds.

In addition to disciplinary consequences that may be applied for misconduct, items may be confiscated until the end of the school day. For repeat offenders, parent contact will be made, and the parent may be asked to come to school to claim the item.

Student recognition

We believe in recognizing and rewarding excellence. Here are some of the ways we try to recognize our top students and those who make great strides of improvement.

“Chivalrous Knights” postcards

Students “caught being good” will receive a postcard in the mail acknowledging their act of chivalry. Students may bring the stub back to school to be entered in a weekly drawing for a chance to win great prizes.

Honor Roll

Honor Roll celebrations will be held each quarter to recognize those who earn a 3.0 or higher GPA. See the Honor Roll section under **Grades** for more details.

Knights of Academic Excellence

Students who earn High and Distinguished Honor Roll (3.5 or above) quarters one, two and three will receive the Knights of Academic Excellence Award.

Student of the Month

Each month teachers will nominate students who demonstrate academic excellence or improvement and/or good character. These students will be honored at a Student of the Month celebration with school administration, staff, and families.

8th Grade Promotion

Keeping with the traditions of Colony Middle School, a special 8th Grade promotion ceremony will take place on the day prior to the last day of school. 8th grade promotion is a celebration of closure for middle school and symbolic of academic promotion for the transition from middle school to high school.

Telephone

The student phone in the office is available for use during the school day. Phone calls should be limited to one minute. Phones are not to be used to call friends.

Textbooks/Chromebook

You will be issued any textbooks that you need and a District Chromebook with a charger. You are responsible for the textbooks/computer until they are returned. If you lose or damage any items checked out to you, you will be expected to pay for its replacement.

Transportation

Alaska State statutes do not mandate pupil transportation to or from school. **School bus transportation is provided as a courtesy and is a privilege, not a right.** If a student's conduct is such that the health, safety, comfort or well-being of others is in jeopardy, a school district official may deny the privilege of riding the bus. The school bus driver oversees the bus and its passengers and has total authority and responsibility. Only designated school officials are authorized to suspend transportation privileges. Appropriate school bus conduct is outlined in the MSBSD Student Handbook. Students and parents should take time to review this information. If a student's behavior on the bus is not appropriate, the following actions will be taken:

- 1st offense – administrative warning
- 2nd offense – student placed on probationary status and parents will receive written notification of misbehavior
- 3rd offense – minimum three-day suspension from bus
- 4th offense – suspension of bus privileges pending a conference with the student, parents, principal, and transportation department

This procedure may vary depending on the nature and severity of the incident.

Visitors

Parents and guardians are always welcome at Colony Middle School to see a teacher, counselor, or administrator. To discuss your child's progress, please contact your child's teacher. To visit a class while classes are in session, visitors must make prior arrangements with the teacher and an administrator. As a matter of safety when visiting the school, all visitors must sign in and get a visitor's badge.

