

# Colony Middle School

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Ms. Mary Fulp  
Principal

Mrs. Julie Schultz  
Assistant Principal

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*Colony Middle School is committed to the art & science  
of teaching and the challenge & joy of learning.*

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

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This Agenda belongs to:

Name: \_\_\_\_\_

Advisory Teacher: \_\_\_\_\_

## 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 outstanding 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 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 equal partners in this pursuit, and welcome your involvement, concerns, and feedback.

We are privileged 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

## 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**

Using a planner every day will support you in reaching your potential. Use it to keep track of homework assignments, test dates, athletics or activities and special events. The more you use the planner, the better you will like it and the more you will get out of it. This agenda is designed to help you become more organized and to succeed in school. When it is used effectively, you will always be aware of your assignments and expectations for each teacher. Your core teachers will help you learn how to use your agenda effectively. The sixth grade students are required to use a school agenda. Seventh and eighth grade have the option to either buy a school agenda or use their own planner.

Here are some general expectations for using your 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.

When a student reports late to school, he or she will stop at the front office to get a pass before reporting to class.

Course work missed because of an absence is expected to be completed. The student has a period of time equal to the absence to complete missed assignments for full credit. For example, if a student was absent for two days, he/she will have two days to make up work for full credit upon returning to school. It is the student's responsibility to approach his/her teacher to request missed assignments.

Parents should 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.

### *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. An Absence Notification 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.

### *"Start On Time" tardy policy*

It is important that students report to each class period on time, both for their own learning and so that they do not interrupt the learning of others. The fifth time a student reports late to class in a semester, they will be required to meet with an administrator and notify a parent. On the sixth and seventh tardy, the student will receive lunch detention and will notify a parent. Neglecting to report to lunch detention will result in an additional detention. When a student reaches their eighth tardy in a semester, parents will be notified and progressive discipline (such as multiple detentions or in-school suspensions) will be implemented.

### *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, D & F Notices, 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 Quarter 1 will be placed in a study hall class. Parents are advised to attend Parent/Teacher Conferences at the beginning of Quarter 2.

**Quarter 3** – Students with multiple low grades from Quarter 2 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 Quarter 3 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, 8<sup>th</sup> 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, skate boards 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 snow machines.

### **Building hours**

Students may be in the building from 7:00 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 7:00 - 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 after-school 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**

Electronic devices, including headphones, can be a distraction to the learning environment. Students should not have headphones in their ears at any time during the instructional day. Head phones can only be used at teacher discretion inside that teacher's classroom. Headphones can be carried in student's hands, but not worn around their necks. Students are expected to have their electronics off and out of their hands 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 classrooms. CMS staff may confiscate any device that is used in violation of this policy, including hallway use during the instructional day. If devices are confiscated and taken to the office, students may pick up their items at the end of the school day after calling home to inform their parent of the offense. The second time a device is confiscated, the student and an administrator will contact parents to discuss the infraction and future consequences. The third time, and any time after, the student will receive an SRC referral and may be subject to disciplinary action. **Colony Middle School is not responsible for items lost or stolen at school.**

## **Computer use**

In order to use computers at CMS, a student and their parent must sign the district's Acceptable Computer Use Policy. Students without permission to use the internet will be blocked from access by the MSBSD IT Dept. Additional computer use guidelines for CMS students are as follows:

- Students may use online social networks only as a part of a school project or a specific assignment.
- Recreational computer use is not permitted. All computer use must be tied to an academic purpose.
- Students must always be supervised in any computer lab.
- Students may use computers located in the library for independent work with a pass from their teacher.

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 a referral to the Student Responsibility Classroom and may result in the loss of all computer use privileges for the remainder of the quarter, semester, or year depending on the incident. Some specific examples of misuse are:

- Disabling or vandalizing any part of the school's computers or network.
- Knowingly accessing pornography or other inappropriate material.
- Downloading unauthorized programs or files onto any of the school's computer hard drives.
- Entering a computer system without authorization (hacking) including accessing unauthorized file servers.

## **Dress Policy**

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 or extremely low cut (i.e. shows cleavage); visible undergarments; attire with holes above the knee; shirts or tops that do not cover the waistband of pants, shorts, or skirts, (e.g. no portion of the midriff is to be visible); and shorts, dresses and skirts higher than three inches above the knee. With Principal approval, students may wear approved team uniforms and apparel for spirit days or other events.
- b. Tights, leggings, yoga pants and skintight garments must be covered with clothes of appropriate length and fit at all times.

- c. 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 and illegal drugs; or anything that promotes harm to another or one's self.
- d. Prohibited items include studded jewelry or chains, sunglasses unless medically required, sleepwear or clothing 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, they will be subject to disciplinary action.**

### **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 to make an appointment during lunch, between classes or before or after school.

### **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 7<sup>th</sup> and 8<sup>th</sup> 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 iPlay
- 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 in order to participate in that day's competition
- Maintain good conduct and a positive attitude at all times

### Fire and emergency drills

The sound of the fire alarm is the signal to evacuate the building. To exit, students should move rapidly and orderly, but should not run. After leaving the building, all students will proceed to a distance of at least 100 feet from the building to a pre-assigned location and remain there to allow fire fighters room to operate their equipment safely. Students are expected to line up and remain quiet so their teacher can take roll. Students may return to their classroom only after the all clear is given.

All students are expected to become thoroughly familiar with the fire drill exit route posted in each room. Fire/emergency drills are conducted monthly. **Purposely setting off a false fire alarm is an Alaska State Law class A misdemeanor punishable by a \$1000 fine and/or one year in jail.** In addition to monthly fire drills, school district policy requires that at least two earthquake drills, two bomb threat drills and two lockdown drills are conducted each school year.

### 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. A special event of recognition and celebration will be held for quarters 1, 2, and 3 to celebrate those students receiving a GPA of 3.0 or higher. Students who earn Honor Roll for the first three quarters will be invited to attend the Evening of Excellence at the end of the third quarter.

### *Teacher grading policy*

Each teacher will develop a consistent grading policy that will reflect current and effective grading practices. The teacher's grading policy will be shared with students and parents at the start of the school year.

### *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 a given subject at that point in time. Mid-quarter progress reports will be given out 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](http://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 through the use of "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. There is a practical limit to accepting late work. Work will not be accepted after the teacher established grading deadline each quarter.

### **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:

- 1<sup>st</sup> report – Clarification of the harassment and a warning issued by counselor or administrator
- 2<sup>nd</sup> report – Behavior Agreement signed and parents contacted
- 3<sup>rd</sup> 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.

In the event that a student injury merits support, other than use of a back pack, a student helper may be assigned. The following guidelines will apply to student helpers:

- The school nurse will notify staff of student injury and assigned student helper
- Only the injured student is allowed to use the elevator
- Student helper must carry a laminated pass from the nurse at all times designating them as a helper
- Staff will be notified when the injured student no longer needs assistance
- Helpers and injured student have permission to leave their classes 2 minutes early and are expected to be on time for their next class.
- Nurse will screen helpers
- Helpers will need to have a 2.0 GPA to be considered
- Students with injuries will also be given a back pack pass to be allowed to carry their back pack rather than have a helper

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**

### *Checkout/overdue/lost materials policy*

Up to six items may be checked out at one time. The checkout period is two weeks and may be renewed. Students with overdue/lost books are responsible for the items and need

to communicate with the librarian on how to remedy the situation. At the end of each semester, bills for lost/overdue materials will be mailed home with report cards. 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, in order to take responsibility for their lost/missing items prior to leaving CMS.

#### *Computer use in the library*

- Students must have parent permission for internet use.
- Internet use is for academic purposes only.
- 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.

What is plagiarism? Plagiarism occurs when a student turns in work that is not his/her own words, phrases or ideas. Examples of plagiarism are:

- Handing in a paper that is not a student's own work.
- Using the language of another writer without proper documentation.
- Using the ideas, arguments or organization of another writer without proper acknowledgement.

#### *InfoTech and General Computer Lab use*

Computer labs are reserved for teachers to schedule classes. Teachers or assistants are responsible for students in the lab. Labs are not for independent student use. Students must be supervised in order to enter and use the computer labs.

#### **Lockers**

Lockers are provided for students' convenience to keep books and other property needed at school. Each student will be assigned a locker. All books and personal items should be kept in your locker when not in use. Here are some guidelines for the use of lockers:

- Use only lockers assigned to you.
- Do not give your locker combination to other students.
- Writing on the outside or inside of lockers is vandalism and is prohibited.
- Lockers must be kept in good condition. If a locker is intentionally abused, you may lose the use of the locker, be held responsible for damages and subject to disciplinary action.
- Do not leave valuable personal property in lockers. The school has no liability for articles left in lockers.
- Lockers remain the property of CMS and may be subject to inspection by the school administration at any time.

Students who misuse or abuse their locker will receive a warning in the form of a note posted on the outside of their locker door. Locker misuse and abuse includes stuffing the locker so full that the door can't shut properly, having straps from bags, coat-tails, or other

items hanging outside the locker or propping the lock open so anyone is able to access

the contents. After two warnings, if a student continues to misuse their locker, they will receive a notice informing them that their locker has been cleaned out and their belongings are available for pick-up at the front office. Continued misuse of a locker may result in the permanent loss of locker privileges.

## **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 including tacos, burritos, salads, and pizza. Students may pay for lunch on a daily basis or they may deposit money into their personal account to be used as needed. Checks for this purpose should be written to Nutrition Services.

Everyone at CMS has the right to eat lunch in a clean and safe environment. The lunch monitors are in charge of 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, choose your 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 lunch room monitors

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

## **Socials**

There are several socials planned for students throughout the school year. These socials will include a variety of activities, including open gym and music. Only students enrolled at CMS may attend these socials.

In order to attend a social, a student must be in full attendance the day of the social. No student will be admitted after the announced starting time unless permission is granted by an administrator. No student is allowed to leave the building and then re-enter the social.

## **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. If a student chooses to violate our Knights Code of Conduct. Brief descriptions of the consequences are as follows:

**Notice 1:** If a student is interfering with the learning environment, he/she is privately asked to reflect on their behavior in order to process the consequences of his/her chosen behavior and its effect on others. The student may be given a pink Notice 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. When a student is referred to the SRC, the student will arrive with a Notice Slip and begin to work on a behavior plan. 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. During the parent phone call, the student will say, “I was referred to the SRC for “...state behavior...”. In order to return to my class, I have developed a plan for success. My plan is “...share plan with parent...”. 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.

In order 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 in order 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?” The student will then state their behavior. The staff member will then ask, “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?” The student will state that they will choose to go to the SRC. Students who continue to violate the rules 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 1<sup>st</sup> 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.

#### *Backpacks/Bag Expectations*

- No back packs of any kind are allowed in the halls except when students are arriving and leaving the school.
- Students are expected to leave all bags, including string backpacks, messenger bags, purses, and backpacks in their locker.
- This is a safety issue for concealment of weapons and tripping hazards
- Items taken to class should only include materials for academic purposes (no toys, playing cards, personal items...)
- The only exception is for students with an injury that prohibits them from being able to carry their materials or a written accommodation.

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, or tobacco 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](http://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 excessive tardies. Students need to report to SRC before their scheduled lunch begins.

### **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. Students are permitted to store these devices in their locker during the school day and must remove headphones upon entering the building.

- Cell phones must be turned off during instructional time 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.

### *Evening of Excellence*

Students who earn Honor Roll quarters one, two and three will receive an invitation to the Evening of Excellence held at the end of third quarter.

### *Student of the Month*

Each month teachers will nominate Student of the Month 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.

### *Be Strong, Be the Change*

Students who are taking consistent positive action to create a more kind and respectful school environment will be eligible to receive recognition for the Be Strong, Be the Change award. We will have celebrations throughout the year for students who receive this award.

### *8<sup>th</sup> Grade Promotion*

Keeping with the traditions of Colony Middle School, a special 8<sup>th</sup> Grade promotion ceremony will take place on the last day of school. 8<sup>th</sup> grade promotion is considered to be 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

Your classroom teachers/librarian will issue all the textbooks you need. You are responsible for these books until they are returned. If you lose or damage a textbook, 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 is in charge of 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:

- 1<sup>st</sup> offense – administrative warning
- 2<sup>nd</sup> offense – student placed on probationary status and parents will receive written notification of misbehavior
- 3<sup>rd</sup> offense – minimum three day suspension from bus
- 4<sup>th</sup> 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. In order to have a discussion about 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.