



**Central Middle School
Student Handbook
2020-2021**

**Dr. Fred Skretta, Principal
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**925 Ivandale Street
Kansas City, Kansas 66101
913-627-6150**

Welcome to Central Middle School!

We are pleased to have you as a student at Central Middle School this year. The 2020-2021 school year will certainly be different from other years, as we are beginning the year with remote teaching/learning due to the COVID-19 pandemic. Please review the student handbook, as it includes many rules and procedures that will help you be successful. Although much of what is included here is geared towards being in the building, even while we are working remotely these rules/procedures apply. We hope you enjoy being a Bearcub!!!

Vision Our vision is to be a vibrant, caring community of creative, critical thinkers prepared for high school and beyond.

Mission Our mission is to educate and inspire our students for academic success by providing a challenging curriculum in a safe, nurturing environment.

Collective Commitments

- **We are committed to student growth and learning at the highest levels.**
- **We are committed to doing what is best for all, creating and ensuring a safe learning environment.**
- **We are committed to showing empathy to reach the best outcome for all involved.**

Best Wishes for a Successful 2020-2021!

A handwritten signature in blue ink, appearing to read "Fred K... Ed.D.", is written in a cursive style.

Principal, Central Middle School

CENTRAL MIDDLE SCHOOL STUDENT HANDBOOK

Our goal is for every student to be successful in every way! This handbook provides a set of general guidelines, expectations, and rules for students to reach success. This handbook does not replace or supersede the Kansas City, Kansas Public Schools Student Code of Conduct, which is available at <https://kckps.org/parents-students/parent-student-handbook/>.

Activity Tickets/Activity Passes Central Middle School is proud of its tradition of strong programs. Many students will want to participate in athletics and/or attend athletic events. Single event tickets are \$2.00. A student may purchase an Activity Pass for the year at the cost of \$20, which permits entrance to all HOME athletic events. Every student participating in a sport will be required to purchase the \$20 pass. These funds go to support the athletic programs.

Assemblies Students at Central will have the opportunity to attend and participate in a variety of school assemblies throughout their middle school experience. The bell schedule may be revised on certain days to accommodate planned assembly events, which are usually located in the gym or auditorium. Some assemblies are planned for the whole school, while others may be tailored for a particular group of students. Some assemblies may require an admission fee, in which case the money raised goes to support school activities or designated charitable organizations. Students attending assemblies are expected to show respect in celebrating and enjoying the event in a positive way. School administration reserves the right to deny a student the privilege of attending any school assembly as a discipline measure.

Athletics & Extra-Curricular Activities Students must be academically eligible in order to participate in school athletics. This means that ALL classes must be passed. The Athletic Director is Mrs. Estes.

Attendance Consistent attendance is critical to academic and social-emotional success. If a student is absent, that student is missing out on important learning and the benefits of classroom instruction. The Kansas City, Kansas Public School District defines good attendance as 95%, and below 95% attendance is considered "chronic absenteeism." The State of Kansas has established a compulsory attendance law defining truancy as a certain number of absences without medical documentation or consent from the building principal as follows:

- **Three (3) days in a row**
- **Five (5) days in a semester**
- **Seven (7) days in a school year**

When a student is absent for ANY reason, the parent/guardian must call the Attendance Secretary at 913-627- 6167 to report the absence. **This includes our time during Remote Learning.**

Bullying/Threatening/Harassment/Intimidation Bullying, threatening others, harassment, and intimidation are serious Level III violations of the Student Code of Conduct and will be dealt with significant disciplinary consequences. In particular, see Board Policy JDDC (Bullying), Policy JGEC (Sexual Harassment) and Policy JGECA (Racial and Disability Harassment). Bullying and harassment are not tolerated at Central Middle School.

Bullying is defined by Kansas State statute Chapter 72. Schools § 72-8256 as:

(A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

(i) Harming a student or staff member, whether physically or mentally;

(ii) damaging a student's or staff member's property;

(iii) placing a student or staff member in reasonable fear of harm to the student or staff member;
or

(iv) placing a student or staff member in reasonable fear of damage to the student's or staff member's property;

(B) cyberbullying; or

(C) any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of [K.S.A. 72-8205](#) , and amendments thereto.

“Cyberbullying” means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

If you have been the victim of bullying or you have witnessed others being bullied, you need to report it immediately to a teacher and administrator. There is a Bullying/Harassment Report button on district websites, and you can also call 913-627-2550 to make a report.

Cafeteria Outside food (pizza, fast food, etc.) may not be brought to school by any parent/guardian/visitor.

Campus Presence After School Hours All students are expected to exit the building and leave campus after school unless under the direct supervision of a classroom teacher, coach, or sponsor. Students will not be allowed to re-enter the building once they have exited. Students found to be unsupervised in an unauthorized area or on campus after school will be considered trespassing and they will be required to leave immediately. Failure to do so, or repeated instances, will result in disciplinary action.

Cell Phones & Electronic Devices While we understand and appreciate the desire of parents/guardians to remain in ongoing contact with their student(s), we discourage students from bringing cell phones and other electronic devices to school. Cell phones and electronics are often a distraction from learning. Students who bring a cell phone or other electronic device must keep the phone/device put away; if the student is found with his/her phone or device out, it will be confiscated immediately and the parent/guardian must pick it up from the school. **Central Middle School is NOT responsible for lost,**

stolen, or damaged phones/electronics, and will not conduct investigations of such. Students carry phones/electronics at their own risk.

Chromebooks Students at Central are issued a designated Chromebook. The Chromebook is a resource provided to students in much the same way as a textbook would be. They are property of the KCKPS District, and as such, students must take care of them safely throughout. A carrying case is provided with the Chromebook. Students may be assessed a fee for damage to the Chromebook.

Similarly, if a student uses the Chromebook inappropriately, discipline consequences will be applied. Students are required to agree to the District's Acceptable Use Guidelines in Board Policy IIBGA. Furthermore, KCKPS School Board Policy **IIBG, Computer and Device Use (See ECH, JCDA and KBA)** reads as follows:

Chromebooks: Use of District Computers and Devices/Privacy Rights

District issued computer systems and electronic devices (including, but not limited to, Chromebooks, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy. **This includes misuse involving the use of Zoom, Canvas, Google Classroom, Google Meets, and other applications we will use during Remote Learning.**

Chromebooks: Copyright

Software acquired by staff, using either district or personal funds, and installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) for software must be filed in the district office.

Chromebooks: Software Installation

No software, including freeware and shareware, or other applications may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

Chromebooks: Hardware

Staff shall not install unapproved hardware on district computers or make changes to software settings that support district hardware.

Chromebooks: Audits

The administration may conduct periodic audits of software and applications installed on district equipment to verify legitimate use.

Chromebooks: Email Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any email or computer application or information in district computers, computer

systems, or electronic devices is subject to monitoring by the administration.

Chromebooks: Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members shall be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

Code of Conduct The Kansas City, Kansas Public Schools Student Code of Conduct is provided to every student at the beginning of the school year. The Code of Conduct spells out very clearly the District's expectations, guidelines, classes of Code violations, and discipline measures for violations. The Code of Conduct must be adhered to by all students in order to ensure a safe and orderly learning environment in which ALL students can thrive. Central Middle School administrators will follow the guidelines for student discipline set out in the Code of Conduct.

Communication Good relationships are dependent on good communication. We aim to provide various means of communication between the school and families. Family members will have access to information on student attendance, behavior, and grades through the Infinite Campus student information system, which requires a simple registration. All students are provided a KCKPS District email address. In order to contact teachers, please call the school at 913-627-6150. **Please call the school when you want to schedule an appointment with any teacher or administrator. Unannounced visits to the school are discouraged, as we cannot guarantee the availability of the teacher or administrator you wish to speak with if you do not call ahead of time.** You can also contact administrators at the following email addresses:

Dr. Skretta, Principal (8th Grade) frederick.skretta@kckps.org

Mrs. Farney, Assistant Principal (7th Grade) ileana.farney@kckps.org

Mrs. Kincaid, Assistant Principal (6th Grade) cassy.kincaid@kckps.org

Dress Code - Uniforms Students are required to wear acceptable school uniforms in order to create a fair and equitable learning environment, as well as to promote school safety. School uniform requirements:

Uniform Shirt

- Solid white, black, or navy, with no logos or emblems
 - Collared or turtleneck, long-sleeved or short-sleeved. Must have sleeves.
 - T-shirts may be worn underneath the uniform shirt, and they also must be white, black, or navy
 - The length of the shirt must be reasonable; no super-sized or above the waist shirts
 - Central Middle School shirts are always acceptable, **excluding hoodie sweatshirts**
- Sweatshirts and Sweaters
- Plain pull-over, solid white, black, or navy sweatshirts are permitted over the collared uniform shirt
 - **Hoodies are NOT allowed**
 - Jackets or coats of any kind are not allowed other than travelling to/from the portable

classrooms Pants, Shorts, Skirts

- All pants, shorts, or skirts must be solid black, khaki, or navy
- **NO jeans are allowed**
- **NO sweats, tights, yoga pants, stretch pants, or leggings/jeggings are allowed**
- No logos, emblems, or designs are to be on the uniform pants, shorts, or skirt
- Shorts and skirts must be as close to the knee as possible; anything more than 2" above the knees is not allowed
- Slits in skirts must not exceed the knee Shoes
- Students may not wear sandals, flip-flops or slides. Shoes must cover the foot
- Students may wear headdress only if it is part of one's religion or culture
- Hats are not allowed unless for medical reasons

NOTE: Students new to Central will be allowed a 2-week grace period during which they must obtain uniform clothing

Dress-Down Days Students are permitted to dress out of uniform on the last Friday of every month.

Dress Down Guidelines Students are responsible for dressing in a manner that is appropriate for school. It should not interfere with the educational process or cause disruption.

- Clothing must comply with requirements for health and safety
- Attire must be modest and may not be obscene, profane, lewd, vulgar, indecent, or offensive
- Shorts, skirts, and dresses must be no more than 2" above the knee
- Clothing may not have holes
- Outer garments must conceal undergarments; no sagging, no shirts displaying midriff or cleavage
- Tops for girls with spaghetti straps are not allowed
- Hats are not to be worn inside the building at any time
- Tights or yoga pants are not allowed
- Attire must not show evidence of gang membership or affiliation
- Attire must not display anything related to drugs, alcohol, tobacco, or sexual conduct, and must not include phrases/double meaning related to drugs, alcohol, tobacco, or sexual conduct
- Hoodies of any sort are not allowed
- Jackets are not allowed
- Additional guidelines may be established by the school's administration

Drug-Free Schools KCKPS Board Policy JDDA: "Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The possession, use, sale or distribution of illicit drugs and alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited."

Entering the Building/Metal Detectors Our physical address is 925 Ivandale, but the main entrance to Central Middle School is on Gilmore Avenue, on the south side of the building. Students may enter the

building beginning at 7:15 am and will be directed through the school metal detectors in order to ensure school safety. Procedures for going through the metal detectors will be taught at the beginning of the school year. Throughout the day, visitors to the building will be allowed to enter through the secure entry on Gillmore and they will also be required to proceed through the metal detectors. **ALL OTHER DOORS** to the building must remain closed and locked at all times. Students should NOT prop doors open , as that is a serious violation of school safety.

Students arriving to school after 8:00 am are required to sign in at the Main Office with a parent/guardian present and WILL NOT be admitted without the parent/guardian.

Family Advocacy Program Family Advocacy (FA) is an advisory period that meets at the beginning and end of every school day. The FA Teacher will serve as an advocate and communication hub for the students in his/her FA. The FA Teacher will assist with tracking grades, communicating with the home, scheduling Student Success Meetings, and supporting positive behavior. During FA students will be provided with social-emotional and character development instruction using the Second Steps curriculum. In addition, the FA period will be used for frequent intervention and enrichment activities. Finally, student Chromebooks will be distributed in FA at the beginning of the day, and returned in FA at the end of the day.

Fundraising Periodically the school and certain activity groups like the Student Council, for example, will conduct fundraisers. Students who participate in fundraisers must turn in all money collected and/or unsold products according to established deadlines. When a student takes possession of a fundraising product, he/she accepts responsibility for money raised or unsold product. Outstanding money due for fundraising will be added to the student's debt record along with any fines/fees due.

GPA and Honor Roll Grade Point Average (GPA) will be calculated each semester in order to determine the level of Honor Roll for students as follows: Gold Honor Roll: 4.00 GPA Silver Honor Roll: 3.50 - 3.99 GPA Bronze Honor Roll: 3.00-3.49 GPA

Grading Scale According to School Board Policy, the standard grading scale below is used at Central:

F = 59% or below; D = 60-69%; C = 70-79%; B = 80-89%; A = 90 and above

Hall Passes/Hallway Traffic/Passing Periods A set of hall passes for each Quarter is included in your student planner. The hall pass page must be completed properly in order for the student to travel during class periods. Any student who is in the hallways during class without his/her planner pass will be required to return to class immediately.

During passing periods, students are expected to walk to and from one classroom to the next in a quick and orderly manner. Traffic should flow on the right side of the hallway, and students should "keep on keepin' on" rather than stopping to socialize. Teachers will provide active supervision during passing periods and keep traffic flowing. Please comply with the requests of ANY adult who asks you to keep moving.

Library/Media Center (LMC) Come down to check out books, do research, read in comfy chairs, create, and so much more! The LMC is open from FA to FA, but not before or after school. Books are due every

two weeks. Look for the book drop attached to the trophy case for a convenient way to return your books.

P.R.I.D.E. Framework At Central Middle School we use the acronym, **P.R.I.D.E.** , to guide all our actions and decisions: Perseverance, Respect & Responsibility, Integrity, Determination, and Engagement. You will learn more about this in your Advocacy/Advisory Class!

School Safety - Emergency Drills In order to secure a safe learning environment, we will conduct several school-wide emergency drills throughout the year in order to practice in different scenarios. Students are expected to participate fully in drills as if they were live emergencies, following the instructions of any adult supervising them . These drills will consist of: fire, tornado, intruder/active shooter. Students not participating appropriately will face disciplinary consequences. Classroom teachers will give specific instructions regarding our Standard Response Protocol for school emergencies.

Social-Emotional and Character Development Instruction We believe that social-emotional and character development (SECD) instruction lays the foundation for academic learning. It is our goal to help students in every way, and students must be “ready to learn” socially and emotionally to start every day. We use the Second Step curriculum for SECD at Central. Learn more at www.secondstep.org .

Student Council and School-Wide Leadership Roles Students are invited and encouraged to participate in school leadership opportunities. Student Council is a leadership organization that helps raise funds, provide input to the school’s administration regarding policies/procedures, and organize school events. In addition to the Student Council, students may serve as Announcement Readers, Morning Greeters, and Student Ambassadors.

Student Insurance The KCKPS District does not provide health or accident insurance for injuries sustained at any school event. However, information will be provided at the beginning of the school year about cost effective policies that parents/guardians may purchase at their own expense.

Transportation Bus transportation is provided to students who stay after school for tutoring and/or participation in athletics/activities. Students are allowed to utilize this transportation on the condition that they are a normal bus rider to and from school, they follow the district’s rules, and behave appropriately at school. The KCKPS Transportation Department and the school’s administration have the right to revoke this privilege for any misconduct.

3:30 pm Tutoring Bus Students who stay after school for tutoring may remain until 3:30 pm and must have a tutoring pass in order to obtain a bus pass.

5:30 pm Athletics/Activities Bus Students participating in an extracurricular activity may ride the 5:30 pm bus ONLY if they are remaining at school for a supervised activity. Those students will be provided a laminated bus pass for the duration of the season/activity in which they are participating.