

Raytown Central Middle



This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

Student Planner 2018-2019

RAYTOWN CENTRAL MIDDLE SCHOOL

Name: _____ Grade: _____
 Bus #: _____ Locker #: _____

How to Use This Planner

This plan book is one of the most important educational tools you will use for school. It can be used to keep you organized, provide you with good communication with teachers, and help you achieve good grades.

This planner should be carried to all classes each day.

1. Take this planner to every class along with your book, pen/pencil, paper, notebook, and other required materials.
2. Record the assignment each hour as soon as the teacher announces it.
3. Use abbreviations to save time and space.
4. Use the “notes” column to list all tests or major projects for the week or put an * by them as a reminder.
5. Check the planner at the beginning and end of the day to make sure assignments are completed.
6. You will receive a grade in your Advisory class for successfully completing and using your planner.
7. Take the planner home to share.

If the planner is lost or misplaced, a new one must be purchased in the office for \$7.00 in a reasonable time.

Daily Schedule			
Hour	Times	Class	Room #
Advisory	_____	_____	_____
1st	_____	_____	_____
2 nd	_____	_____	_____
3 rd	_____	_____	_____
4 th	_____	_____	_____
5 th	_____	_____	_____
6 th	_____	_____	_____
7 th	_____	_____	_____
	Lunch (Mondays, Thursdays, Fridays)	In _____	Out _____
	Lunch (Tuesdays)	In _____	Out _____
	Lunch (Wednesdays)	In _____	Out _____

I have read over the policies and guidelines in this planner and have discussed them with my child.

Parent/Guardian Signature _____ **Date** _____

The Raytown C-2 School District does not discriminate on the basis of race, color, national origin, sex, age, or disabling condition. This policy regards admission/access to treatment/employment in its programs and activities. This notification is made to: applicants for admission and employment; students; parents of elementary and secondary students; employees; sources of referral of applicants from admission and employment; and all unions or professional organizations holding collective bargaining or professional agreements. Any person having inquiries concerning Consolidated School District No. 2 compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact Shirley Early, 6608 Raytown Rd., Raytown, Missouri 64133 (816-268-7000).

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Raytown C-2 Web Site.

<http://www.raytownschools.org>

Dr. Allan Markley, Superintendent

Dr. Brian Huff, Assoc. Supt. of Curriculum & Instruction

Dr. Steve Shelton, Associate Supt. of Operations

Dr. Anthony Moore, Asst. Supt. of Instructional Learning

Mrs. Kim Bielawski, Asst. Supt. Of Instructional Learning

Mrs. Amy Cusumano, Director of Special Services

Dr. Travis Hux, Asst. Supt. of Support Services

Dr. Marlene DeVilbiss, Asst. Supt. of Human Resources

Dr. Kristie Collins-Delarber, President, Board of Educ.

Bus Transportation.....268-7170

24-Hour Message Line.....268-7001

Administration Office.....268-7000

6608 Raytown Road

Raytown, Missouri 64133

Raytown Central Middle School

10601 East 59th Street

Raytown MO 64133

Main Office268-7400

Attendance.....268-7404

Fax number268-7405

Principal.....Dr. Jaime Sadich

Assistant Principal (A-L).....Mrs. Jackie Garmon

Assistant Principal (M-Z).....Mr. Matt Showman

Counselor(A-L).....Mrs. Melissa Bardwell

Counselor (M-Z).....Mrs. Kendra Cerveny

School Nurse.....Mrs. Kayla Lee

Media Center.....Mrs. Dana Smith

School Office Hours.....7:15 AM - 3:45 PM

Bus release/depart.....7:40 AM - 3:02 PM

Student School Hours.....7:55 AM- 2:57 PM

Wed. Early Release Day.....7:55 AM – 1:27 PM

Early Dismissal Day.....7:55-11:10 AM

Important Middle School Calendar Dates for 2018-2019

Aug. 15.....First Day of School
Sept. 3.....Labor Day (No School)
Sept. 11.....Early Dismissal(11:10am)
Sept. 21.....First Trister (27 days)
Oct. 12.....Professional Workday (No School)
Oct. 18-19.....Parent-Teacher Conferences (No School)
Oct. 15-18 PK-12 Parent Teacher Conference Window
Oct. 30..... Early Dismissal(11:10am)
Nov. 2Second Trister (27 days)
Nov. 21-23.....Thanksgiving Vacation (No School)
Dec. 21.....Winter Break begins (Early Dismissal)
Dec. 21.....End of First Semester (32 days)
Dec. 24-Jan. 4.....Winter Vacation (No School)
Jan. 4.....Professional Workday
(No School for Students)
Jan. 7.....Begin School Following Winter Vacation
Jan. 21.....Martin Luther King Day (No School)
Feb. 14-15..... Enrollment Conferences(No School)
Feb. 11-14 PK-12 Parent Teacher Conference Window
Feb. 15.....Fourth Trister (27 days)
Feb. 18.....Presidents' Day (No School)
March 18-22.....Spring Vacation (No School)
April 5.....Fifth Trister (29 days)
April 19..... Good Friday (No School)
May 22.....Last Day for Students (Early Dismissal)
May 22.....End of Second Semester (32 days)
May 23-31.....Inclement Weather Make-Up Days

Admissions

Student Admissions

All persons seeking admissions must satisfactorily meet all residency, academic, age, immunization, health, and other eligibility prerequisites as established by Board policies, rules, and regulations, and by state law and will be required to present proof in a form acceptable to the district. Missouri Statutes provide that in order for a pupil to register with the parent or legal guardian of the student, or the student himself or herself shall provide at the time of registration proof of residency in the District. Proof of residence, as defined by the Statute, means that a person both physically resides within the District and is domiciled (residing) within the District, i.e., is a resident of the District with the present intention to remain there. Further, the Missouri Statutes provide that the domicile of a minor child shall be the domicile of a parent, military guardian pursuant to a military issued guardianship, court appointed legal guardian or have completed a request of waiver with Superintendent of Schools or designee. ***If the student and/or parent***

misrepresent his/her legal residence or enrollment information, the student may be immediately withdrawn from school and may be charged tuition in accordance with Board Policy Admissions-Tuition.

No student may enroll in Raytown during a suspension or expulsion from another district if it was determined upon attempt to enroll that the student's conduct would have resulted in suspension or expulsion in this district

Student Withdrawal from School

A student's parent or guardian must contact the school either by phone, in person or by writing. The student must get a withdrawal form from the counseling center that needs to be signed by all of his/her teachers and librarian. All obligations must be met before records are sent, including return of textbooks.

Athletics and Activities

Athletic/Activity Eligibility

Though interscholastic sports are open only to 7th and 8th graders, any student may participate in the other school-sponsored club activities. Students who earn more than one academic grade of "F" in any course will be ineligible to participate in athletics/activities/clubs during the following grading period or be able to attend their respective "Activity Afternoon". Students are expected to be in attendance a full day to participate in any school event or athletic contest.

Students who spend their day in ISS (in school suspension) **may** attend practice after school, but **may not** attend a game/performance/event. Students who are serving OSS (out of school suspension) **may not** attend practices, games, or school activities of any kind.

Activity Attendance, Participation, and Fees

Attendance at and participation in after-school activities is a privilege. Students may be restricted from activities if they do not follow school rules. The following guidelines apply to all students attending athletic events or activities at RCMS.

1. Students must leave school and return no more than 10 minutes before game time.
2. Students who serve detentions on the day of the game are NOT eligible to attend the game the same day.
3. Students are expected to watch the game and not loiter. They will not be allowed to reenter once they have left the building or stands.
4. While cheering is encouraged, students should not boo the opposing team.

5. Students who attend games must be picked up promptly at the end of the game. Students not picked up within 10 minutes of the scheduled pick up time will lose privileges to attend games for the remainder of the season.
6. Students whose behavior does not adhere to school rules or the above guidelines will lose privileges to attend games.
7. Fees will be charged for tournaments, Purple/Silver games, and RMS, RSMS games.

C-2 students participating on an athletic team will pay a fee of \$25.00 per year, not to exceed \$50.00 per family per year. All middle school students participating in clubs will pay a fee of \$25.00 per year, not to exceed \$50.00 per family per year.

Attendance

Regular school attendance is a good habit and an essential component for student success. Research shows that the two major reasons students do poorly in school are inconsistent attendance and lack of effort.

If a student will not be at school, parents must call the Attendance Secretary (268-7404) on the day the absence occurs, preferably before 9:00 A.M. Accumulations in excess of **ten** (10) "unexcused absences" are routinely reported to juvenile authorities. Parental requests will not always assure the student of an excused absence; excused and unexcused absences will always be determined by school personnel. If your child has an appointment, please submit a note from the medical/dental office so that the absence can be coded as excused.

A student who knows he/she is going to be absent for personal reasons should submit a written request to the principal from a parent or guardian several days prior to the absence. The student must take the request to each teacher whose class will be missed and then submit it to the attendance office.

Attendance and participation are part of a successful learning experience. Please refer to Board policy JED-AP2 for a more detailed description of Attendance Standards for students in grades 6-8. Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Students will have (1) day for each day missed plus (1) day to make up daily work; for example, a student missing two (2) days will have three (3) days total to make up work. If the daily work is not completed within this timeframe, no grade or credit can be given for that part of the course. It is the student's responsibility to collect the make-up work from each teacher.

Late Arrival and Leaving School for Appointments

A student who arrives at school after 7:55 A.M must sign in at the front desk where the "time in" and "reason for late arrival" are recorded. If a student signs in between 7:55-8:20, he/she will be considered late. Students who arrive after 8:20 will be considered unexcused for that time period unless the reason for being absent is excused by the school. If a student is habitually late to school, he/she will be referred to administration.

If a student must be dismissed before 2:57 P.M., the parent or guardian will be required to sign the student out at the office Attendance window. This procedure is used to ensure student safety; no child will be allowed to leave unless in the company of an approved responsible adult.

Make-up Work Following an Absence

Make-up work is available for absences. When a student is absent, **it is his or her responsibility to request make-up work from each teacher.** Students have one day to collect work and one day allotted for each day absent. When absent, students are expected to log into Google classroom to check for assignments and /or email their teachers for missing work.

To request homework collection for extended absences, parents/guardians should contact the counseling secretary.

If a student is unable to participate in P.E. classes for three days or less, a parent's note of excuse is acceptable. If a student is physically unable to participate in P.E. classes due to medical reasons for more than three days, a doctor's note is required. A student who is unable to participate will be given another assignment in lieu of physical activity.

Bus Transportation

Students receive a copy of bus regulations in their registration packets and are expected to read and observe bus rules. Bus regulations are enforced by school officials to ensure the safety of all riders. If a student does not follow rules, drivers issue a "bus conduct" slip with copies to the school principal, the parent, and the district Director of Transportation. These slips could result in school discipline and/or bus suspension. If you have questions regarding the buses or bus procedures, contact the transportation office at 268-7170.

Cafeteria

Breakfast

Breakfast is offered daily in the cafeteria from 7:30–7:53 AM at NO cost.

Breakfast Expectations

(Walkers/Car Riders/Early Arrivers)

- At 7:30 students are expected to come into the cafeteria, get their breakfast, eat, and visit quietly. (IF you come in during this time, this is the ONLY time you will be allowed to get breakfast).
- At 7:40 students are expected to clean up their trash and food, throw items away, and exit the cafeteria in a quick and orderly process. Students are expected to go to class, loitering will not be tolerated.
- Students will be dismissed from buses at 7:40 and allowed to get breakfast and take it to their Advisory class to eat.
- Students will NOT be allowed to reenter the cafeteria; therefore they need to exit closest to their advisory class.

(Bus Riders/Late Arrivers)

- Students are expected to exit the bus and come DIRECTLY into the cafeteria to get breakfast before socializing or going to the locker.
- Students are to walk counterclockwise around the cafeteria to get into the breakfast line.
- Students are expected to stay in line order.
- Students are to line up against the wall, winding around, and out the cafeteria.
- Once students have their breakfast it is expected that students will exit the cafeteria in a quick and orderly process. Students are expected to go to class, loitering will not be tolerated.
- Students will NOT be allowed to reenter the cafeteria; therefore they need to exit closest to their advisory class.
- Cafeteria will close at the warning bell.

Lunch

Student lunches cost \$2.25. Lunches may be purchased on a daily or prepaid basis. To prepay, students should take lunch money to the cafeteria before school. The cafeteria utilizes an automated system in which students are given a PIN number. Students will need to use the PIN number on all purchases made in the cafeteria whether they have money in their accounts or not.

Parents may check current school menus by checking the district web page.

Free and reduced lunch applications are available during schedule pick up and are mailed to every student's home. If you did not receive one, you may pick one up at the school office.

Unfortunately, the RCMS cafeteria space does not allow for students to move freely around the cafeteria; socializing is limited to the area in which the student's class is assigned seating. Due to space limitations, parents choosing to eat lunch with their student will be given an alternate location to eat. Students are supervised by teachers who address individual student questions or needs. Students are expected to take care of their lunch trays and trash before leaving the cafeteria. We ask that all food and drink be consumed in the cafeteria before leaving. Students are asked to remain seated until dismissed by an adult. Each class is escorted to and from the cafeteria by an adult.

**Meal prices subject to change (with Board approval).*

Cell Phones and Other Electronic Devices

Electronics are to be used to assist in the instructional process at the DIRECTION OF THE TEACHER. Phones/Devices are not allowed to be used to take pictures or record video or audio during school hours or on the bus unless specifically directed to do so by a teacher or administrator as part of the instructional process. This includes all personal electronic equipment including, but not limited to cell phones, video/camera phones, tablets, Ipods, MP3 players, video or audio recorders, and video game devices. If the cell phone or other device is being used inappropriately, it will be confiscated and turned into the main office.

- 1st offense:** Confiscation. Student may pick the device up at the end of the day from the front office.
- 2nd offense:** Confiscation. Parent/guardian must pick up.
- Subsequent offenses:** Confiscation. Parent/guardian pick up. This policy applies for the FULL YEAR and does NOT start over at semester.

Refusal to hand over a phone or electronic device to an adult could result in disciplinary action.

Contacting Parents/Guardians and Students

Emergency/work numbers where parents/guardians may be reached during the day are extremely important. **Please keep phone numbers and addresses current by reporting changes to RESIDENCY at 268-7035.**

Telephone Calls

Telephone messages for students will be delivered only in cases of emergency at the beginning or the end of the hour. Students must have permission and a pass from their current teacher to use the office phone. We ask that you make transportation arrangements in advance. The office gets very busy toward the end of each day and we

cannot guarantee your message regarding how your child is to get home will get delivered in time.

How Do I Deliver Books/Materials to My Student?

Items may be delivered to the main office. Students will be called down to pick up the item(s) during passing time.

Office will not accept student deliveries for special occasions such as food, flowers, balloons... as this disrupts the learning environment and items cannot be taken on school buses.

Disciplinary Model

Positive Behavior Interventions and Supports (PBIS)

Positive Behavior Intervention and Supports, or PBIS, is a framework for schools to support the success of all students. It is a school-wide and prevention-based way of helping all students to achieve important academic and social goals. We know that when good behavior and good teaching come together, our students will excel in their learning.

Staff will establish several clear rules for the behavior we expect in all areas of our school. We will explicitly teach those expectations to the students and recognize them frequently for appropriate behavior. The expectations for all student behavior will be clear throughout our building.

Behavior Intervention Support Team (BIST)

The Raytown School district believes that success is possible for all children and that some traditional forms of discipline are not as effective in changing a child's inappropriate behavior. One avenue that has been found to be successful in helping teachers help children is through the use of the BIST model.

Under the BIST model, a "**think sheet**" may be given when a student has demonstrated inappropriate behavior. The think sheet is used to assist students in the reflection of their behaviors and designed to help them change that behavior. Students will need to complete the think sheet correctly and process with the sending teacher before they will be allowed to return to class.

A "**safe seat**" is a designated area in the regular classroom where a student can go to deal with his/her emotions. A child may request to go to a safe spot, or he/she may be asked by an adult to use the safe spot if

it becomes evident that he/she is not able to handle the general classroom environment.

The "**buddy room**" is the next level of intervention in the recovery process and is used when removal from a specific classroom environment is necessary. A buddy room is simply another classroom where students can go to re-group and manage their feelings and behaviors.

A "**recovery area**" is a non-judgmental place where a child can go to help him/herself stop acting out and to calm down to avoid getting into trouble. While in the recovery area, the student will be responsible for taking ownership of his/her behavior and for developing a plan to avoid similar problems in the future.

When a student has demonstrated a pattern of misbehavior, he/she may be asked to meet with a teacher to "**process**". Processing is an opportunity for the adults to clearly communicate their concerns and observations and for the student to be involved in creating a workable solution to deal with his/her own problem.

It is during processing that "behavior plans" may be created and implemented. A behavior plan generally lists the specific behavior(s) that continue to get the student in trouble and expectations for students, staff and parents to help solve the problem.

**PBIS and BIST will support one another as systems of support for all students. For further information about either of these approaches, feel free to contact your school's administrator or see www.pbis.org and www.bist.org.*

Dress Code

It is our goal to maintain an orderly and pleasant educational environment for everyone, therefore all students are asked to help themselves and their school to maintain a clean, neat, tastefully dressed student body. **Violators of the dress code will not be allowed to attend class until they change their clothing and comply with school rules.** Students should wear clothing that is appropriate for school and is not distracting, revealing, offensive, uncomfortable or dangerous. Additionally, clothes are to be worn the way they are designed to be worn.

1. Clothes should not display anything sexual in nature; advertise or promote drugs, alcohol, tobacco or gang affiliation; display violence; suggest put-downs toward any ethnic group or promote any other material deemed harmful, distracting, or offensive.
2. Students may not wear spaghetti straps, halter tops, see-through tops, tube tops, off-the-shoulder, or midriff tops. All undergarments, e.g.

- bras and bra straps are to be covered. Students will be asked to change to appropriate dress.
3. Students may not wear low cut or revealing tops or jeans. All undergarments are to be covered.
 4. Pants, shorts, jeans, etc. must be worn so that the waistband is at your waist. ***Sagging is not permitted.***
 5. Hems on shorts, skirts, and dresses must be school appropriate.
 6. Coats, overcoats, gloves, hats, sunglasses, hair picks and other outerwear are to be placed in lockers upon arrival to school.
 7. Regular backpacks that are worn on the shoulders **WILL BE ALLOWED**. All other bags -duffle bags, tote bags, rolling backpacks...must be kept in locker.
 8. Any apparel/jewelry that could cause injury to others will not be permitted. Examples: wallet chains, spiked jewelry, etc.. , Apparel/jewelry must not be dangerous, distracting, oversized or promote drugs, sex or tobacco.
 9. Students may not wear pajama pants or slippers and may not carry blankets or pillows during school hours.
 10. Clothing with holes is not appropriate for the school environment. If holes reveal skin and are present above fingertip length the student may be asked to change.
 11. Students may not wear headgear – hats, hair picks, crowns - that disrupt the educational environment. These items must be placed in a locker/out of sight.

Whether attire is deemed appropriate or inappropriate will be left to the discretion of the building administration.

Field Trips

Students who have demonstrated the ability to behave in a responsible manner during the school day may attend these special events. Administrators will determine if students are not eligible to attend a field trip. Trip information will be sent home by teachers/teams.

Grades

RCMS has six grading periods in a school year. Trister grades serve as a status report on the student's progress for each semester and will be provided to students in all core classes. The student's counselor can also collect immediate grades if there is a concern during grading periods.

RCMS uses the following standardized grading scale, and grade point average (GPA) is figured on a 4-point scale:

	A	95 - 100%
4	A-	90 - 94%
4	B+	87 - 89%
3	B	83 - 86%
3	B-	80 - 82%
3	C+	77 - 79%
2	C	73 - 76%
2	C-	70 - 72%
2	D+	67 - 69%
1	D	63 - 66%
1	D-	60 - 62%

GPA = total points divided by # of classes

Grade cards and mid-terms are distributed to students. If you do not receive a grade card, please call your student's counselor for a grade report.

Honor Roll

The scholastic honor roll is based on GPA.
 Academic Honor Roll.....3.0-3.9
 GPA
 Principal's Honor Roll.....4.0
 GPA

Purple and Silver Incentive Cards

All students have the opportunity to earn a Purple or Silver Incentive Card each trister. These cards are an incentive for students with overall positive school behavior. The following qualifications must be met in order to receive a Purple or Silver card.

Qualifications for Purple Raven Card:

- Must have 3.5 GPA
- No tardies
- No ISS, OSS, detentions
- No D's or F's

Possible Purple Raven Card Rewards

- Leave early for lunch
- Lunch in the courtyard
- Open Gym

Qualifications for Silver Raven Card:

- Must have 2.5 GPA
- Two or fewer tardies
- No ISS, OSS, detentions
- Academic grades-No F's or D's

Possible Silver Raven Card Rewards

Open Gym

Student qualifications will be checked periodically by Raven Class teachers. If a student falls below the qualifications of their card, the student card will be taken away. Students must have the cards at all times to use the rewards. If a student loses his or her card, another can be purchased in the office for \$3.

Health Services

The clinic maintains facilities for first aid. Students requiring medical attention must receive a clinic pass from a teacher. Students are not to go to the clinic without a pass from their teacher unless it is an emergency. Should a student be too ill or injured to remain at school, the clinic nurse will contact the parent and make the necessary arrangements to have the child picked up from school. **Students are not to call home and ask for someone to remove them from school on their own.**

Health Procedures

In accordance with the Missouri Department of Health, no pupil shall attend school while affected with any contagious or infectious disease or while liable to transmit such disease after having been exposed to the same. The school district may require a student suspected of having a disease or of being able to transmit a disease be examined by a physician and to provide a written statement of health before reentering school. Any pupil not complying may be excluded from school. Students will be sent home for the following:

1. Temperature 100 degrees and over
2. Vomiting and diarrhea
3. Question of a communicable disease
4. Injury which may require medical attention.

Please provide a note from your physician/dentist if your child misses school due to an appointment. Doctor's notes allow the absence to be coded as excused.

Medications

All student medications, including over the counter medications, MUST be brought to the clinic by an adult. All medications must be in the original container and clearly labeled with the child's name, date, name of doctor, current medication, and current dosage

instructions. A "Medication Permit" must be filled out and signed by a parent or guardian for each medication that is kept in the clinic for a student. School clinic personnel cannot administer this medication without a signed consent form from the parent/guardian. Students who carry medication in their possession will face disciplinary action.

Immunization Requirements

All students must present an immunization record to the school and all immunizations must be up to date before a student will be permitted to attend classes. Homeless children are allowed special consideration in accordance with Federal Legislation.

Insurance

It is the responsibility of parents to carry appropriate insurance on their student to cover accidents/injuries that may occur on school grounds or at school functions. RCMS does not carry any type of insurance on students.

Late Work

Penalties may occur for work turned in after the due date. Individual teacher and classroom late work policies will be explained in detail on the classroom syllabus provided at the beginning of each year.

Lockers

Each student is issued a locker equipped with a lock that has a new combination each school year. Only the teacher and the student know the locker combination. Because of the many problems that can arise, students are not to share their lockers or combinations.

Each student is responsible for the use and contents of the locker issued to him/her. The locker is to be kept clean. Lockers are the property of the Raytown School District and under joint control of both the student and the school administration. Administrators may conduct periodic locker checks.

Locker Room

Students are not permitted in the locker rooms that are unsupervised by a teacher/coaching staff member. Failure to comply may result in truancy or defiance and be subject to disciplinary action. **Students may not possess or use cameras or recording devices in the locker room area.**

Lost and Found

Teachers may collect lost and found items, or students may go to the office to turn in or look for a lost item. It is strongly recommended that students label all personal belongings and leave valuable items at home.

Media Center

The Media Center offers extensive support services including computers and Internet access. Students may check out three items at a time. Overdue materials are fined five (5) cents per day.

School Closing

(due to Inclement Weather or Emergencies)

Severe storms road conditions, or other emergencies, which create safety hazards, may make it necessary to cancel classes and other scheduled school activities. Local TV and radio stations are notified by using the Emergency School Message Center as soon as a decision to cancel classes is made, and patrons are urged to monitor these stations for information. Information is also available on the school district web page and by calling the 24-Hour Message Line, 268-7001. **Please do not call your school**--it is important for the school phone to remain open.

School Visitors

We encourage and advocate that all parents are involved in the lives of our students. However, classroom visitors can create a disruption to the regular educational environment, so we do ask that classroom visits be kept to a minimum. Custodial parents or legal guardians wishing to visit classrooms need to obtain permission from the administration at least one day in advance. Administration reserves the right to deny visitors to the classrooms. Students are not permitted to bring guests from other schools.

We believe it is our responsibility to provide a safe learning environment for all students. To provide for this type of climate we ask that all parents/legal guardians be escorted in the building and follow the procedures listed below.

1. Sign in and out when entering and exiting the building. Read and sign Board Policies KK and KK-AP.
2. Respect classroom instruction.
3. Classroom visits are not for conferencing with the teacher, but rather to observe your student in the classroom setting. We expect you to respect the privacy of other students in the classroom.

**Conferences with individual teachers should be arranged by calling the teacher and scheduling an appointment with them. Telephone conferences can be arranged during teacher's plan times.

Blue Cards (Technology Misuse)

Blue cards are issued when students have abused or misused technology at school. Once a student has received three (3) blue cards, these are referred to the office for the following disciplinary consequences:

First packet (3 cards total).....5 lunch detentions
Second packet (6 cards total)..... 10 lunch detentions
Third packet (9 cards total)..... 1 Day of ISS
Fourth packet (12 cards total)..... 3 Days of ISS
Fifth packet (15 cards total).....5 Days of ISS

Student MAY also lose the use of their Chrome Book for an extended period of time if deemed necessary.

Consequences for blue cards start over at semester.

Lunch Detentions

When a student is assigned a lunch detention, several means are used to ensure the student clearly understands why a lunch detention was assigned, how to serve the lunch detention, and when the lunch detention must be served. Parents are notified through email and a paper copy is also sent home with the child. The process is as follows:

1. A staff member conferences with the student personally and shows him/her why the lunch detention is being assigned.
2. The student signs and dates the form for which the lunch detention was assigned.
3. The student receives a form letter stating his/her name, reason for lunch detention, and due date.
4. Parents will be notified through email and a paper copy sent home with their child.

Students should arrive in a reasonable amount of time, and must serve the entire time to complete their obligation.

If there is a problem serving the detention, students and/or parents need to contact administration prior to the due date. Unserved detentions or failure to successfully complete detentions are referred to the administration. Lunch detentions will be rescheduled one time and then failure to serve results in an after school detention.

In-School Suspension (ISS)

When a student is assigned to ISS by a principal, the ISS teacher receives notice and collects the student's assignments. On days ISS is served, students should go to locker and gather all supplies/materials needed and then report directly to ISS in a timely manner.

While in ISS, students are expected to complete their class assignments, for which they receive full class credit. No talking, socializing, or leaving the room is allowed, except for scheduled necessity breaks.

A student assigned to ISS is to leave the building/grounds at dismissal and may not attend any school function (home or away games/events) or appear on any Raytown C-2 District premises (i.e. high school programs) during the suspension period unless it adversely impacts his/her grades. Students are expected to SUCCESSFULLY serve all assigned days and complete their schoolwork. If students are NOT successful in ISS, additional days of ISS may be added or the remaining time may be served as OSS.

With the implementation of BIST, students may now be assigned "Re-Focus," in which they serve their suspension with their teachers in a designated location in a regular classroom. However, the rules of ISS remain in effect, and students are expected to comply as they would in a separate ISS room.

Out of School Suspension (OSS)

A student's right to attend the Raytown C-2 School District carries with it responsibilities to attend school regularly and to comply with district policies, rules and regulations. Safe and orderly conduct is essential for permitting others to work productively at school. Therefore, the administrative prerogative to remove a student from the school setting shall be permitted because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students/staff, or the property of the school, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school.

A student may be suspended for conduct which negatively affects good order and discipline in school or impairs the morale or good conduct of students.

Notice of suspension shall be given to the student, parent or guardian and to the superintendent.

Students who are suspended from school are not to be on any C-2 district premises or attend any school function during the period of suspension.

Tardy Policy

The RCMS tardy policy is designed to develop good decision-making skills for students and to ensure the educational integrity of each class period. During middle school years, students are maturing and making more independent choices that affect their lives. Using and organizing their time wisely is a necessary lifelong skill.

Students are to be in the classroom when tardy bell sounds.

All students are given several days to adjust to their class schedules before teachers start counting tardies. The office announces to the student body when this "grace period" for tardies will end. Adjustments are made, as needed, for late buses.

Consequences for excessive tardies:

- 3 Tardies - Formal Warning
- 4 Tardies - 1 day of lunch detention will be assigned and will need to be completed SUCCESSFULLY
- 5 Tardies - Loss of Hall Time for One Week (Student will be given a paper pass. If they do not follow their plan they will lose hall time for the Trister)
- 6 Tardies - Loss of Hall Time for the Trister (Student will be given a paper pass. If they do not follow their plan they will be placed in Tardy Refocus)
- 7+ Tardies - Administrative Consequences (If student is late to a class they will go to Recovery and stay there until that hour the next day. Consequences are not limited to this action.)

Students accumulating excessive tardies will be reviewed for further intervention.

Hall Sweeps will be conducted periodically. Teachers will shut doors when the tardy bell rings. If a student is in the hall without a pass, he/she is to report immediately to the main office. The student will be assigned an automatic lunch detention.

Students on School Grounds (Before/After School) and Neighboring Property

For their own safety, students are not to be dropped off or arrive at school before 7:30 AM. Students are to enter the building when they arrive, and they are not to leave the building without school approval until dismissal at 2:57 P.M. Only students who have particular school business (i.e. tutoring, athletics,

detention) are allowed in the building after 3:05 P.M. No loitering is permitted in the building or on school grounds.

Raytown Central Middle School is a neighborhood school and we believe in being a good neighbor. No trespassing, loitering, or otherwise disturbing area residents, their property, or pets will be tolerated. RCMS administration and teachers pursue any complaints, including complaints by our students.

Textbooks and Supplies

Most classes use a classroom set of texts and teachers may check out individual texts on an “as needed” basis. Each assigned textbook is barcoded, will be scanned and checked out in the child’s name. Students are strongly discouraged from “loaning” or “sharing” books with others. If the book is lost or damaged, the student who checked out the book is responsible for replacement or repair costs.

Teachers will list the particular materials needed for their classes at each grade level in the enrollment packet. This information is also available on the District website.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

Enforcement

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district’s discipline policy and any interpretations necessary to implement the provisions of this policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

BOARD OF EDUCATION POLICY ON STUDENT DISCIPLINE

STUDENT DISCIPLINE POLICY: JG

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the moral or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district’s comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent’s office during normal business hours.

Application

Regulation: JG-R1

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition

of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off school district property. The district may also discipline students for off campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Raytown C-2 School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district’s policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student’s Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, regardless of location, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student’s access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with the law, any student who is suspended for any offense listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student’s parent, legal guardian, custodian or another adult designated in advance, in writing, to the student’s principal by the student’s parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition in this section, he or she may be suspended or expelled in accordance with the offense, “Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences,” listed below.

Academic Consequences

Students who are suspended from school will be expected to complete course work assigned during the term of suspension. Students will receive full credit earned for the work they completed and returned in accordance with district policy JED: Student Absences and Excuses.

Prohibited Conduct

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student’s discipline file pursuant to law and Board policy.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person’s work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	In-school suspension, no credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1 – 180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1 – 180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

- Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense:	Principal/Student conference, detention, in-school suspension, 1 – 180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1 – 180 days out-of-school suspension, or expulsion.

- Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10 – 180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

Automobile/Vehicle Misuse –Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1 – 9 days out-of-school suspension.

Bullying and Cyber bullying (See Board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense:	Detention, in-school suspension, or 1 – 180 days out-of-school suspension.
Subsequent Offense:	1 – 180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct (See Board policy JFCC) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, transportation privileges may be suspended or revoked.

First Offense:	1 – 5 days of bus suspension.
Subsequent Offense:	6 – 15 days of bus suspension. Restriction of bus privileges.

Dishonesty – Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention or in-school suspension.

Disrespectful Speech or Conduct - (See Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, confiscation, detention, in-school suspension, or 1 – 9 days out-of-school suspension.
Subsequent Offense:	Detention, referral to care team/grade level support team, in-school suspension, 1 – 180 days out-of-school suspension, or expulsion.

Disruptive Speech or Conduct(See Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or that materially and substantially disrupts classroom work, school activities or school functions, or that jeopardizes the personal safety of others. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, confiscation, detention, or in-school suspension, or one to nine days out-of-school suspension.
Subsequent Offense:	Detention, referral to care team/grade level support team, or in-school suspension, one to 180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (See Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	Principal/Student conference, confiscation, detention, in-school suspension, or 1 – 9 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1 – 180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	Exclusion from school activities, in-school suspension or 1 – 180 days out-of-school suspension.
Subsequent Offense:	1 – 180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1 – 180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1 – 180 days out-of-school suspension, or expulsion.

First Offense:	Exclusion from school activities, in-school suspension or 1 – 180 days out-of-school suspension or expulsion.
Subsequent Offense:	1 – 180 days out-of-school suspension or expulsion.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1 – 9 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1 – 180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but

not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Restricted privileges, Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Consequences of Suspension, Expulsion and Other Disciplinary Consequences.”

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s disciplinary policy.

First Offense:	Verbal warning, loss of privileges, detention, in-school suspension, 1 – 180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1 – 180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (See also “Threats or Verbal Assault”) – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

Fighting (See also, “Assault”) – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1 – 180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1 – 180 days out-of-school suspension, or expulsion.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcome of activities, assignments, contest and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, referral to care team/grade level support team, detention, or in-school suspension.

Harassment, including Sexual Harassment (See Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:	Principal/Student conference, detention, in-school suspension, 1 – 180 days out-of-school suspension or expulsion.
Subsequent Offense:	In-school suspension, 1 – 180 days out-of-school suspension or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling the genital areas, breasts or undergarments, regardless of whether touching occurred through or under clothing; pushing or fighting based on protected characteristics.

First Offense:	In-school suspension, 1 – 180 days out-of-school suspension or expulsion.
Subsequent Offense:	1 – 180 days out-of-school suspension or expulsion.

Hazing (See Board policy JFCG) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing can occur even when all students involved are willing participants.

First Offense:	Loss of privileges, in-school suspension or 1 – 180 days out-of-school suspension.
Subsequent Offense:	1 – 180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices use to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation. Warning, Principal/Student conference, detention, in-school suspension, or 1 – 10 days out-of-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1 – 10 days out-of-school suspension.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.

Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing, hugging and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Detention or in-school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Report to appropriate authorities. Principal/Student conference, detention, referral to care team/grade level support team, or in-school suspension.
Subsequent Offense:	Confiscation. Report to appropriate authorities. Detention, referral to care team/grade level support team, in-school suspension, or 1 – 180 days out-of-school suspension, or expulsion.

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Report to appropriate authorities. Principal/Student conference, loss of privileges, detention, referral to care
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	team/grade level support team, in-school suspension, or 1 – 180 days out-of-school suspension.
Subsequent Offense:	Report to appropriate authorities. Loss of privileges, detention, referral to care team/grade level support team, in-school suspension, 1 – 180 days out-of-school suspension, or expulsion.

Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1 – 10 days out-of-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1 – 10 days out of school suspension.
First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1 – 180 days out-of school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1 – 180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including instructional class time, unless it is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of

personal electronic devices.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1 – 9 days out-of-school suspension.

4. Use of audio or visual recording equipment in violation of Board policy KKB. Using video or audio equipment on district property or at district activities except: if required by a district-sponsored class or activity; at performances or activities to which the general public is invited such as athletic competitions, concerts and plays; at open meetings of the Board of Education or committees appointed by or at the direction of the Board; or as otherwise permitted by the principal.

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1 – 180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1 – 180 days out-of-school suspension or expulsion.

Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1 – 180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1 – 180 days out-of-school suspension, or expulsion.

Tobacco

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of prohibited product. Detention, in-school suspension, or 1 – 9 days out-of-school suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used

in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1 – 3 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited product. In-school suspension or 1 – 9 days out-of-school suspension.

Truancy or Tardiness (See Board policy JED and procedures JED-API and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time for class or school begins as determined by the district.

First Offense:	Principal/Student conference, detention, or 1 – 3 days in-school suspension.
Subsequent Offense:	Detention or 3 – 9 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1 – 180 days out-of-school suspension.
Subsequent Offense:	1 – 180 days out-of-school suspension or expulsion.

Vandalism (See Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1 – 180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1 – 180 days out-of-school suspension, or expulsion.

Weapons (See Board policy JFCJ)

1. Possession or use of any weapons as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense:	In-school suspension, 1 – 180 days out-of-school suspension or expulsion.
Subsequent Offense:	1 – 180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18

U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense:	One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

3. Possession or use of ammunition or a component or a weapon.

First Offense:	In-school suspension, 1 – 180 days out-of-school suspension or expulsion.
Subsequent Offense:	1 – 180 days out-of-school suspension or expulsion.

BULLYING POLICY: JFCF

General

In order to promote a safe learning environment for all students, the Raytown C-2 School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause

exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this

policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

HAZING

POLICY: JFCG

In order to promote a safe learning environment for all students, the Raytown C-2 School District prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.



Additional Board Policies

For more information regarding the following Board Policies, please refer to raytownschools.org.

Policy AC & AC-AF1: Non-discrimination

Policy ADF, ADF-AP1, EFB, EF-AP1: Nutritional Standards, Free and Reduced, Past Due Meal Charges

Policy EBAB-AP1: Hazardous Material – Asbestos Control

Policy EBC: Emergency Drill - Earthquake

Policy GBH: Staff/Student Relations

Policy GBL: Title 1 Teacher Qualifications

Policy IGAEB: Sex Ed Curriculum

Policy IGBA: Special Education Services

Policies IGBCA, IGBCB, IGBH: Homeless, Migratory, ESL

Policy IL: Assessment Program

Policy JFG & JFCI: Searches/Drug Testing

Policy JGA: Corporal Punishment

Policy JGE: Discipline for Students with Disabilities

Policy JGF: Discipline Reporting and Records

Policy JHCB: Immunizations in Preschools/Daycares

Policy JHCD & JHCD-AF2: Meds and Forms

Policies JHC, JHDA, KI: Student Health Services, Surveying, Analyzing, or Evaluating Students, Public Solicitations/Advertising in District Facilities

Policy JHDF: Suicide Awareness and Prevention Policy

Policies JO & JO-AP1: Student Records

Policy KB-AP1: Accountability Report Cards / MO Healthnet for Kids Program

Policy KLA: Concerns & Complaints Regarding Federal Programs

Policy IKF/IKFA: Graduation Requirements/Early Graduation Requirements



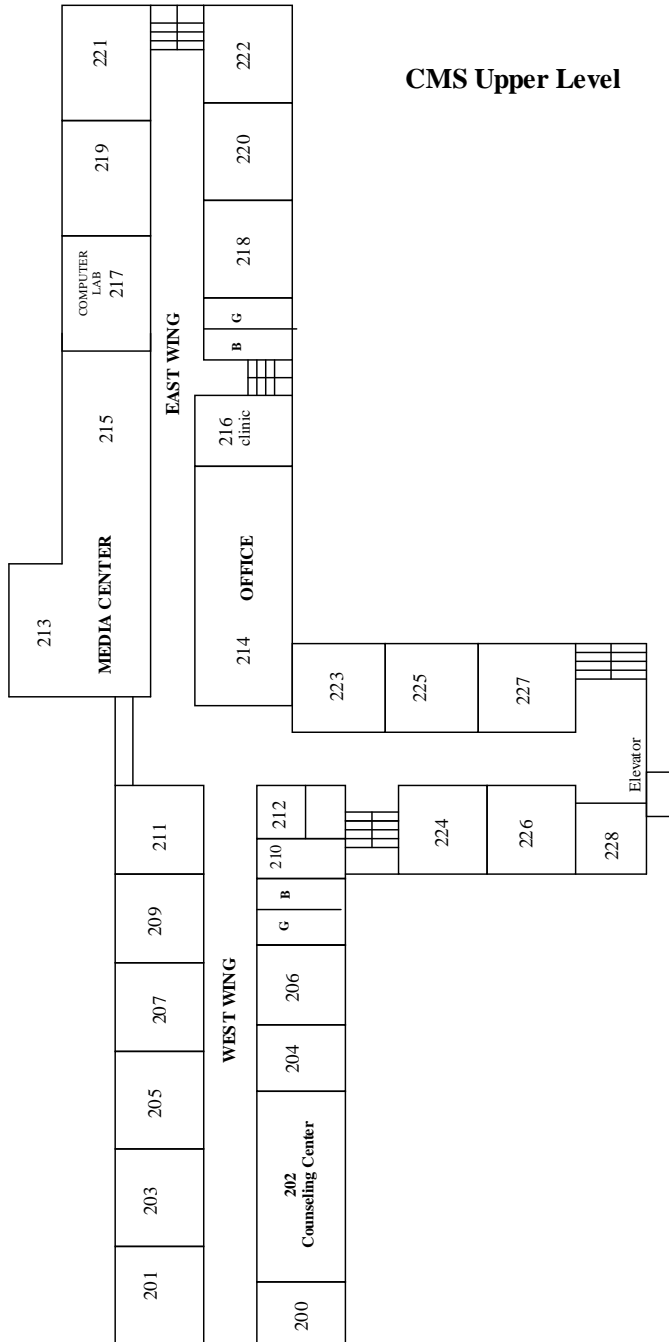
Raytown Central Middle
BELL SCHEDULE 2018-2019



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Advisory 7:55-8:15 am	Advisory 7:55-8:35 am	Advisory 7:55-8:35 am	Advisory 7:55-8:15 am	Advisory 7:55-8:15 am
PERIOD 1 8:19-9:09 am	PERIOD 1 8:39-10:03 am	PERIOD 2 8:39-10:03 am	PERIOD 1 8:19-9:09 am	PERIOD 1 8:19-9:09 am
PERIOD 2 9:13-10:03 am			PERIOD 2 9:13-10:03 am	PERIOD 2 9:13-10:03 am
PERIOD 3 10:07-10:57 am	PERIOD 3 10:07-12:01 pm <i>LUNCH</i>	PERIOD 4 10:07-12:01 pm <i>LUNCH</i>	PERIOD 3 10:07-10:57 am	PERIOD 3 10:07-10:57 am
PERIOD 4 11:01-11:51 (6th) 11:01-12:13 (7th/8th) <i>7th/8th grade LUNCH</i>			PERIOD 4 11:01-11:51 (6th) 11:01-12:13 (7th/8th) <i>7th/8th grade LUNCH</i>	PERIOD 4 11:01-11:51 (6th) 11:01-12:13 (7th/8th) <i>7th/8th grade LUNCH</i>
PERIOD 5 11:55-1:07 (6th gr) 12:17-1:07 (7th/8th gr) <i>6th grade LUNCH</i>	PERIOD 5 12:05-1:29 pm	PERIOD 6 12:05-1:27 pm	PERIOD 5 11:55-1:07 (6th gr) 12:17-1:07 (7th/8th gr) <i>6th grade LUNCH</i>	PERIOD 5 11:55-1:07 (6th gr) 12:17-1:07 (7th/8th gr) <i>6th grade LUNCH</i>
PERIOD 6 1:11-2:01 pm			PERIOD 6 1:11-2:01 pm	PERIOD 6 1:11-2:01 pm
PERIOD 7 2:05-2:57 pm	PERIOD 7 1:33-2:57 pm	EARLY RELEASE	PERIOD 7 2:05-2:57 pm	PERIOD 7 2:05-2:57 pm

PBIS Building Matrix

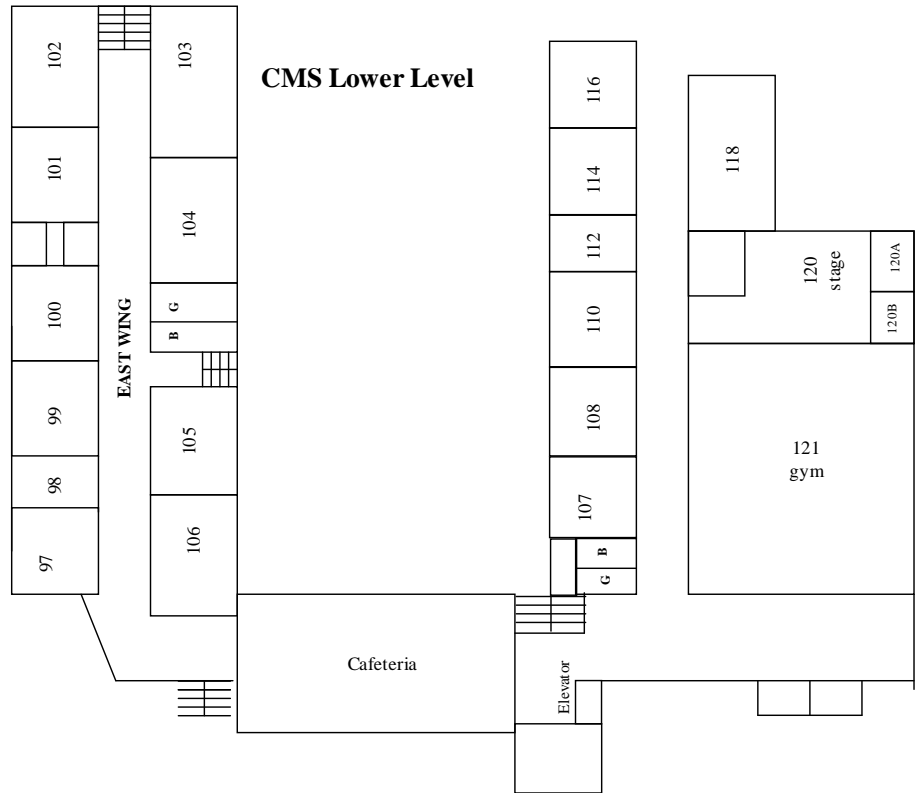
	SAFE	RESPONSIBLE	RESPECTFUL
All Settings	<ul style="list-style-type: none"> • Be aware of people around you • Walk 	<ul style="list-style-type: none"> • Accept outcomes of your behavior • Follow the “mine, not mine” rule • Admit mistakes, say you’re sorry, make it right 	<ul style="list-style-type: none"> • In your conversational voice, use positive remarks when speaking • Follow dress code rules • Use manners; accept compliments with a thank you
Arrival/ Dismissal	<ul style="list-style-type: none"> • Be aware of people and vehicles around you • Enter and exit building in an orderly manner and through appropriate door • Walk to and from transportation area in a timely manner 	<ul style="list-style-type: none"> • Upon arrival, go to destination with purpose • Hats and hoods off and all electronics in locker • At dismissal, go to your transportation area 	<ul style="list-style-type: none"> • Use conversational voice and appropriate language • Respond appropriately to adult greetings • Self-check that you dressed appropriately
Classrooms	<ul style="list-style-type: none"> • Stay in assigned seat or area • Keep belongings under seat and walkways clear 	<ul style="list-style-type: none"> • Stay on task at all times • Fill out planner every hour • Come to class on time and with all necessary materials 	<ul style="list-style-type: none"> • Follow classroom routines/procedures • Use a polite tone of voice and words • Raise hand and quietly wait to be called upon
Passing Time	<ul style="list-style-type: none"> • Use only your assigned locker • Stay on the right side of the halls and stairs and only two students wide 	<ul style="list-style-type: none"> • Move quickly and with purpose to your destination • Report issues to adults • Use passing time for restroom breaks 	<ul style="list-style-type: none"> • Keep traffic moving • In your conversational voice, use positive comments when speaking to others • Allow others to reach their locker
Cafeteria	<ul style="list-style-type: none"> • Get in line quietly and calmly • Sit in assigned area • Leave food and drinks in the cafe 	<ul style="list-style-type: none"> • Keep your eating area clean and report any spills • Keep lunch account current • Quietly drop off tray 	<ul style="list-style-type: none"> • Be polite to peers, staff, and lunch staff • Respect other’s food and personal space • Wait your turn patiently and listen to the adults in charge
Gym/Locker Room	<ul style="list-style-type: none"> • Keep locker combinations to yourself • Enter and exit in an orderly fashion • Remain in gym/locker room until dismissed 	<ul style="list-style-type: none"> • Participate appropriately • Follow rules • Lock up all belongings in your locker 	<ul style="list-style-type: none"> • Be a good sport • Encourage others’ effort and participation
Assemblies	<ul style="list-style-type: none"> • Use stairs and handrails to sit in assigned section • Enter and exit the gym following teacher directions • Walk at all times 	<ul style="list-style-type: none"> • Participate at appropriate times • Be a good audience 	<ul style="list-style-type: none"> • Listen and react properly • Keep eyes and ears on speaker/presenter
Fire/Tornado Drills	<ul style="list-style-type: none"> • Walk single file and facing forward 	<ul style="list-style-type: none"> • Listen for adult directions • Walk quietly • Remain quiet for length of drill 	<ul style="list-style-type: none"> • Follow adult directions
Restrooms	<ul style="list-style-type: none"> • Report problems to an adult • Keep windows closed 	<ul style="list-style-type: none"> • Wash hands with soap and water • Use the restroom quickly and quietly 	<ul style="list-style-type: none"> • Clean up after yourself • Use paper towels appropriately • Allow others the right to their privacy



CMS Upper Level

Raytown Central Middle School
 10601 E. 59th St.
 Raytown, MO 64133



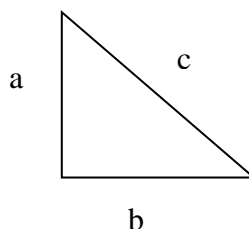


Mathematics Reference Sheet

Formulas

Square	$Area = s^2$
Triangle	$Area = \frac{1}{2}bh$
Rectangle	$Area = lw$ $Perimeter = 2l + 2w$
Trapezoid	$Area = \frac{1}{2}h(b_1 + b_2)$
Circle	$Area = r^2$ $Circumference = \pi d$ or $Circumference = 2\pi r$
Pi	$\pi = 3.14$
Fahrenheit to Celsius	$C = \frac{5}{9}(F - 32)$
Celsius to Fahrenheit	$F = (\frac{9}{5}C) + 32$
Simple Interest	$I = prt$

Rectangular Solid	$Volume = lwh$
Right Cylinder	$Volume = \pi r^2 h$
Sphere	$Volume = \frac{4}{3}\pi r^3$
Right Cone	$Volume = \frac{1}{3}\pi r^2 h$
Square Pyramid	$Volume = \frac{1}{3}lwh$
Distance	$d = rt$
Pythagorean Theorem	$a^2 + b^2 = c^2$



where a and b are the legs of the triangle and c is the hypotenuse

Standard Form:	$Ax + By = C$
Slope-Intercept Form:	$y = mx + b$
Point-Slope Form:	$y - y_1 = m(x - x_1)$

CONVERSIONS

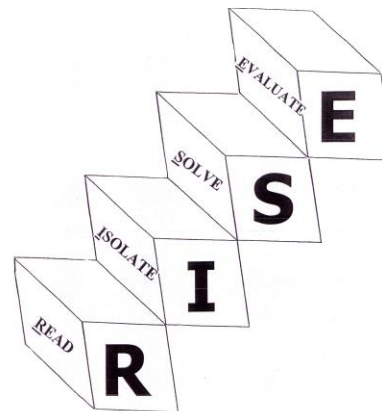
1 yard = 3 feet = 36 inches	8 fluid ounces = 1 cup	1 kilometer = 1000 meters
1 mile = 1760 yards = 5280 feet	2 cups = 1 pint	1 meter = 100 centimeters
1 acre = 43,560 square feet	2 pints = 1 quart	1 centimeter = 10 millimeters
60 seconds = 1 minute	4 quarts = 1 gallon	1 kilogram = 1000 grams
60 minutes = 1 hour	16 ounces = 1 pound	1 liter = 1000 milliliters

RAYTOWN RESOURCE TOOLS FOR SUCCESS



Multiple Choice Strategy

- **B**egin by reading the question twice.
- **L**isten for what the question is asking.
- **I**dentify possible answers.
- **N**arrow the list by reading each choice.
(To eliminate: think about prior knowledge, key words, or the visual/passage.)
- **G**o for it and mark the best answer!



Problem Solving Strategy

Constructed Response Strategy



- **R**estate the question.
- **A**nswer all parts completely.
- **S**upport with details.
- **P**ronouns - don't use them.

RISE

Constructed Response Strategy



- **R**ead the problem through. What is it asking?
- **I**solate the important information.
- **S**olve by selecting an appropriate strategy and work through the problem.
- **E**valuate the solution.



Signal Words (Larry Bell's 12 Words)

Analyze- break apart; study in pieces
Compare- all the important ways they are alike
Contrast- all the important ways they are different
Describe- tell about it; tell all about it
Evaluate- judge in your own words
Explain- tell how; put it in your own words

Formulate- put together; create
Infer- a good guess; read between the lines
Predict- make a guess; what will happen next
Support- give the facts; back up with details
Summarize- sum it up; give the short version
Trace- list the steps; outline



Technology 1 to 1 Program

Research shows that students’ access to technology increases engagement and positively impacts student achievement. Teachers will use computer technology for instruction, assignments, projects, research, and assessments.

The District’s 1 to 1 computer initiative will provide laptops to students in grades 6-11 for the 2017-2017 school year. 1 to 1 devices will follow students throughout their educational career in Raytown. Students in grades 2-5 will continue to have access to 1 to 1 devices in the classroom. 12th grade students may not receive 1 to 1 computers; however, they will continue to have access to laptops in the classroom. All participating students and their parents will be expected to sign a Loan Agreement prior to receiving their 1 to 1 device. Parents will sign this agreement as part of online enrollment and students will as part of the back to school process. The full 1 to 1 Handbook, Loan Agreement, and signature page can be found on the District website.

Program Key Points:

- Each student in the 1 to 1 program will be loaned either a Chromebook (middle school) or Windows Laptop (high school), charger, and carrying sleeve upon completed enrollment in the District.
- Devices will be checked out at the beginning of the year and returned at the end of the year or when the student withdraws from the District.
- Students will be responsible for the device loaned to them and take good care of it.
- Students may not alter the appearance of the device, including adding stickers, or other embellishments.
- Students are responsible for all damage to the device as outlined in the Student Fee & Charges and the Device Repair Charge schedules, which can be found on the District website.
- Lost, stolen or non-returned devices will result in a charge of the full replacement value of the device.
- Students are expected to follow all Board policies, procedures, and district handbooks regarding the care and use of the device.
- Students are expected to practice safe and responsible technology use.
- Devices must be charged and brought to school each day.
- The loaned device remains the property of the District and is subject to inspection at any time without notice; there is no expectation of privacy while using District’s technology resources.

Student Fees & Charges:

	Fee Per Student	Family Maximum
Full Pay Lunch	\$20	\$40
Free/Reduced Lunch	\$10	\$20

Student Damage Repair Cost:

Students are responsible for caring for the device checked out to them and for following the Technology Usage Policies and Administrative Procedures (EHB, EHB-AP1). If an accident occurs, additional costs may be incurred as outlined in the Device Damages & Charges schedule on the District website. If the student technology usage fee is NOT paid prior to the damage, all damage will be assessed a charge of 100% of the cost of replacement.

Repair Cost	1st Incident	2nd Incident	Additional Incidents	Lost/Stolen Device
Up to \$50	no charge	50% parts cost	100% parts cost	MS: \$159.00 HS: \$489.60
Over \$50	up to \$25 deductible	50% parts cost	100% parts cost	MS: \$159.00 HS: \$489.60

Acceptable Use: Each year, as part of enrollment, students and parents sign the District’s Technology Use Agreement. The Technology Use Policy (EHB), Procedure (EHB-AP1) and Agreement (EHB-AF1 & EHB-AF2) are documents that outline how the District expects students to behave with technology. They define what is deemed acceptable behavior for users of District technology, including the use of loaned devices, online communication, and the Internet. District policy states that “a user does not have a legal expectation of privacy in the user’s electronic communications or other activities involving the District’s technology resources.” In addition, “use of technology resources in a disruptive, inappropriate or illegal manner impairs the District’s mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the District’s technology resources.” Technology violations may result in additional discipline in accordance to Board policy JG, Student Discipline and associated policies and administrative procedures.

In particular, these agreements state:

- You are responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all applications accessed via your assigned device.
- Students are always responsible for their loaned device, including all activity on their device or on other devices using their district log-in.
- Your device is only for creation of, access to, and consumption of school-related and school-appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with your device.
- You are prohibited from taking photos or videos at school without prior approval from a teacher or administrator.
- You must keep your login and password information private.
- You will use safe searching practices and not search for unacceptable content.

- You will only use online resources approved by the District; in addition, you will not fill out any form or sign up for anything online without permission.
- You will use appropriate language in all digital products and communications.
- You will not use your device to bully, harass or intimidate others.
- You will not attempt to avoid or bypass a content filter installed by the District.
- If you identify or know about a security problem, you are expected to convey the details to your teacher without discussing it with other students.
- You will not develop programs to harass others, hack, bring in viruses, or change other individual's files.
- District technology users have no expectation of privacy while using the District's technology resources as outlined in BOE policy EHB, this includes student loaned device.

In addition, students are expected to follow the following expectations for use of district provided devices and accounts at both at home and school:

- The loaned device remains the property of the Raytown Quality Schools and the device is subject to inspection at any time without notice.
- You can only install district approved software or apps.
- You will use appropriate language in all digital products and communities.
- You will follow internet use guidelines as outlined in Board Policy EHB and Administrative Procedure EHB-AP1.
- You will not use pictures with offensive language and/or materials.
- You will not be permitted to install software.
- You will not loan your device or charging cords to other individuals.
- You will follow all directions given by the teacher regarding laptop use.
- Your device is labeled in a manner specific to district defined procedures. Under no circumstances are students to modify, remove or destroy these labels or etchings.
- You will not provide personal information to anyone online without the permission of a teacher/parent/guardian.

Protecting Students at School

Student safety remains a priority with our Online Safety curriculum. As a certified Common Sense Media District, our online safety program is derived from the Children's Internet Protection Act (CIPA) recommended guidelines established through CommonSenseMedia.org. For more information on online safety and resources you can use at home, see the Online Safety resources on the District website.

All student devices will be filtered at home by the same software used in district. As with all content filters, it is important to remember that no filter is foolproof. The District has curriculum for all students that teach online safety. We encourage families to also discuss online safety. The District's technology page has links to online safety and digital citizen resources for parents to use at home.

Board Policy EHB and EHB-AP1 allows for the monitoring of all District technology. As with all devices, the District has the ability to access the activity of any student/device regardless of if the activity is done on the district network.

Laptop Rules & Guidelines: The following are highlights from the Laptop Rules & Guidelines. The complete document can be found on the District website.

- Log in on your device using only district provided account.
- Do not share passwords.
- Carry your device with both hands or in provided sleeve.
- Always set your device on flat surface to use it.
- Keep food and drinks away; don't eat or drink while using your device. Instead, take a study break.
- Never place heavy object on your device or place your device in a backpack with textbooks, this can cause your screen to crack over time.
- Keep your device clean; use the provided cleaning cloth to wipe your screen.
- Charge your device every night; look for the charging light.
- Keep your device away from pets.
- Do not swap or share with another student.
- You are solely responsible for your device, keep it safe at all times.
- You are only allowed to download or install any software or other materials approved by district.
- Do not record video, audio or photos on school property without district permission.
- Do not leave items, such as headphones, inside the laptop when closing.
- Do not leave your device in a car.
- Do not store your device with the lid open.
- Do not remove district asset tags or stickers; this will result in a damage charge.
- You are encouraged to save all your work to Google Drive.

More information on the District 1 to 1 Program, including the 1 to 1 Handbook and District Policies & Procedures, can be found on the District website at www.raytownschools.org.

August, 2018

Dear RCMS Students and Parents/Guardians:

The student handbook has been implemented at the middle school to enable students to develop and refine organizational skills and to provide important information to students and parents regarding school policies and procedures.

To insure that all students and parents/guardians have been informed of school policies and procedures, we are asking parents/guardians to please initial each section as you read it with your child. This letter must be signed and returned to your student's Advisory Class teacher for a grade. Please be aware that students will be given a grade for parent signature on their planner. If you have any questions or concerns, please do not hesitate to contact any member of the RCMS Administrative team at 268-7400.

Initial:

- _____ We have read and I understand school contact information, school calendar and important information about school hours (p 3-4)
- _____ We have read and discussed the information on Athletics and Activities (p 4)
- _____ We have read and discussed the information on Attendance and Cell Phones (p 5-6)
- _____ We have read and discussed the information on Dress Code and Grades (p 7-8)
- _____ We have read and discussed the information on Health Services (p 9)

- _____ We have read and discussed the information on Student Discipline as well as District Discipline Policies (p 12-21)

- _____ We have read and discussed the information on ISS, OSS and Tardies (p 11)
- _____ We have read and discussed the information on Textbooks (p 12)
- _____ We have read and discussed information on Technology 1 to 1 Program (p 28-29)

I have read, understand, and discussed the information concerning ALL of the school policies in the Raytown Central Middle School Handbook. This page needs to be signed and returned to the student's Advisory teacher.

Date: _____ Student's Signature: _____

Date: _____ Parent's Signature: _____