

Klinger Middle School Student Handbook

We are a learning community that inspires excellence through innovation, curiosity, and risk-taking in a trusting environment.

School Year 2018-2019

www.centennialsd.org

215-364-5950

@Klinger_MS



CENTENNIAL SCHOOL DISTRICT MISSION STATEMENT

Public Education in Centennial Schools

*Inspiring Students
Building Intellect
Forging Partnerships*

*A Diverse Learning Community
Where Students Succeed
Through
Academics, Athletics, and the Arts*

The Centennial School District is an equal opportunity education service agency and will not discriminate on the basis of race, color, national origin, ancestry, sex, disability, age, or religion in its activities, educational and vocational/programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act of 1955 as amended. For information regarding civil rights or grievance procedures, contact the Coordinator of Human Resources, at Centennial School District, Administration Building, 433 Centennial Road, Warminster, PA 18974, 215-441-6000.

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Introduction

The faculty and staff at Klinger Middle School welcomes you! We look forward to another exciting and challenging school year. We want you to become an integral part of our Klinger Middle School traditions and activities.

Everything that is offered to you is meant to assist and lead you in reaching the following goals: to develop academic skills, to apply what you have learned to real world situations, to assist in the development of character and good citizenship, and finally, to develop physical well-being and social skills which will enhance the quality of your life and prepare you to participate successfully in the world of tomorrow. We are here to help you reach these goals in any way we can.

As middle school students, we encourage you to be active learners and participants in all that we do. We want the years you spend with us to be the best middle school experience possible. Our success as a group and your personal success depend on your efforts. The following pages in this handbook explain what you will need to know to make your year a success. Take time to go over these pages with your parents/guardians.

The opportunity to work with you as you prepare for your future is an opportunity that is important to all of us. We hope the experience we share here at Klinger Middle School will enrich your lives, and that the person you become will be better than the person you have been. Have a great learning year!

Centennial Diversity Pledge

“I pledge to treat everyone as I would like to be treated. I will be accepting of people from all backgrounds and show them respect. I pledge to learn about other cultures and develop an appreciation for everyone’s uniqueness.” Do your part to help make Klinger Middle School a friendlier, safer place. Think before you speak or act....and put yourself in the other person’s shoes. There is no place for “bullying” or “put-downs” at Klinger Middle School. *Any act that threatens, causes injury, property damage, or is abusive in any way, is unacceptable and will not be tolerated.*

School Communication

There may be times when your parent or guardian has a question or concern and would like to speak with a teacher or administrator. The following is a list of the telephone extension numbers for the school office personnel. The school phone number is 215-364-5950.

Principal - 13001
Security Desk - 13013
Asst. Principal’s Secretary - 13012
Counseling Office - 13040
Library - 13055

Assistant Principal - 13002
Principal’s Secretary - 13011
Attendance - 13040
School Nurse - 13025



Bell Schedules

Bell Schedule 2018-2019
(89 Minute Blocks / 43 Minute Class Periods)

1st Lunch			2nd Lunch			3rd Lunch		
Block 1 8:00-9:38	Period 1	8:00-8:52	Block 1 8:00-9:38	Period 1	8:00-8:52	Block 1 8:00-9:38	Period 1	8:00-8:52
	Period 2	8:55-9:38		Period 2	8:55-9:38		Period 2	8:55-9:38
Block 2 9:41-11:10	Period 3	9:41-10:24	Block 2 9:41-11:10	Period 3	9:41-10:24	Block 2 9:41-11:10	Period 3	9:41-10:24
	Period 4	10:27-11:10		Period 4	10:27-11:10		Period 4	10:27-11:10
Lunch		11:13-11:43	Block 3	Period 5	11:13-11:56	Block 3 11:56-12:42	Period 5	11:13-11:56
Block 3 11:46-1:15	Period 5	11:46-12:29		Lunch			11:59-12:29	Period 6
	Period 6	12:32-1:15	11:13-1:15	Period 6	12:32-1:15	Lunch		12:45-1:15
Block 4 1:18-2:45	Period 7	1:18-2:00	Block 4 1:18-2:45	Period 7	1:18-2:00	Block 4 1:18-2:45	Period 7	1:18-2:00
	Period 8	2:03-2:45		Period 8	2:03-2:45		Period 8	2:03-2:45



Half Day Bell Schedule

8:00-11:00 AM

***Blocks will alternate each half day**

***Students taking courses at WTHS still report to the high school**

Block	Period	Time
Block 1 8:00-9:29	1	8:00-8:43
	2	8:46-9:29
Block 2 9:32-11:00	3	9:32-10:15
	4	10:18-11:00

Block	Period	Time
Block 3 8:00-9:29	5	8:00-8:43
	6	8:46-9:29
Block 4 9:32-11:00	7	9:32-10:15
	8	10:18-11:00



2-Hour Delay Bell Schedule 2018-2019

*Students taking classes at WTHS report to KMS

1st Lunch			2nd Lunch			3rd Lunch		
Block 2 10:00-11:01	Period 3	10:00-10:29	Block 2 10:00-11:01	Period 3	10:00-10:29	Block 2 10:00-11:01	Period 3	10:00-10:29
	Period 4	10:32-11:01		Period 4	10:32-11:01		Period 4	10:32-11:01
Lunch		11:04-11:34	Block 3	Period 5	11:04-11:34	Block 3 11:04-12:07	Period 5	11:04-11:34
Block 3 11:37-12:40	Period 5	11:37-12:07		Lunch			11:37-12:07	Period 6
	Period 6	12:10-12:40	Block 3 11:04-12:40	Period 6	12:10-12:40	Lunch		12:10-12:40
Block 1 12:43-1:42	Period 1	12:43-1:11	Block 1 12:43-1:42	Period 1	12:43-1:11	Block 1 12:43-1:42	Period 1	12:43-1:11
	Period 2	1:14-1:42		Period 2	1:14-1:42		Period 2	1:14-1:42
Block 4 1:45-2:45	Period 7	1:45-2:13	Block 4 1:45-2:45	Period 7	1:45-2:13	Block 4 1:45-2:45	Period 7	1:45-2:13
	Period 8	2:16-2:45		Period 8	2:16-2:45		Period 8	2:16-2:45



Adherence to Policy/Procedures

One of the most important lessons that underlie education is adherence to policy/procedures. It is the shared responsibility of the home and school to accomplish this goal. This training develops self-control, character, organization and efficiency. Appropriate behavior is the key to good conduct and proper consideration for other people.

Students are expected to behave in an appropriate manner and follow all policies of the Centennial School District as well as the Klinger Middle School Code of Behavior. The policies are posted on the district's website. The Code of Behavior is included in this handbook. You should read the policies and the Code with your parents, giving special attention to the following:

- [218 Student Discipline](#)
- [218-ARs Student Discipline](#)
- [218.1 Weapons](#)
- [218.1-ARs Weapons](#)
- [218.2 Terroristic Threats](#)
- [218.2-AR Terroristic Threats](#)
- [222 Tobacco Use](#)
- [226 Searches](#)
- [227 Controlled Substances/Paraphernalia](#)
- [233 Suspension and Expulsions](#)
- [247 Hazing](#)
- [249 Bullying/Cyberbullying](#)

Thoughtfulness, cooperation, consideration for others, and a friendly attitude will help you get along with your classmates and teachers, and provide a suitable climate for learning. Your positive behavior and respect for the feelings of others will insure you the best possible school and learning environment for a successful year.

Athletics and Co-curricular Activities

In accordance with Pennsylvania Interscholastic Athletic Association (P.I.A.A.) rules, all 7th and 8th grade students will have the opportunity to try out for interscholastic sports. The following is the list of sports available for participation:

- Fall: Football, Field Hockey, Volleyball, Cheerleading, Tennis and Boys' Soccer.
- Winter: Boys' and Girls' Basketball, Wrestling and Cheerleading.
- Spring: Track and field, Baseball, Softball and Girls' Soccer.

Teams meet daily for practice and competition after school. To be eligible for interscholastic teams, you must be in seventh or eighth grade, maintain passing grades in your classes, and abide by all school and team rules.

In addition to sports, there are other activities (drama club/school play, intramurals, student council, etc.) that meet after school.

- *All students are encouraged to participate in afterschool activities. It is a great way to meet friends and show your school spirit.*



- *If you remain after school, you must be under the direct supervision of a faculty member who will escort you to the late bus.*
- *When attending after school events it is important to remember that all school rules still apply.*

Announcements

Announcements are broadcasted during first period every morning, and they are posted to the Klinger Middle School web page. You can access these announcements by [clicking here](#). Announcements will also appear on TV in the cafeteria and on TVs placed around the building. In addition, teachers may read and post other announcements. It is very important that students listen to all announcements, as this is the most effective method of learning important information about Klinger Middle School.

Attendance

School Attendance Enhances a Student's Performance and is a Pathway to Future Success.

Each student should realize that a good student is regular and punctual in school attendance. Absence is one of the causes of low grades and poor performance in school subjects. Your attendance record is accurately kept and recorded on your report cards and on your permanent record from the time you enter school until you graduate from high school. Students may not attend and/or participate in extra-curricular activities on the day on which they are absent or on a day when they leave school before 11:30 AM and do not return to classes.

Attendance by Students Not Living in Centennial School District

The Centennial Schools are operated for the benefit of residents of the Centennial School District. If, during the course of the school year, a student's residence changes to a place outside the boundaries of the Centennial School District, s/he must withdraw from Klinger Middle School immediately. Failure to do so will result in a tuition assessment for each day of attendance in a non-resident status.

If a student moves from the District after March 31 of the school year, his/her parents may request non-resident tuition status. The request must be made to the principal, in writing and the student may not attend school until the request is approved. Only requests from families moving from the District after March 31 will be considered.

Parents/guardians of students who can be expected to graduate as seniors and who attended William Tennent High in grades ten and eleven may request permission for the student to complete his/her senior year as a non-resident, non-tuition student. This request must be presented in writing to the high school principal. The student's academic and citizenship records at the school will be considered. If permission is granted, the parent/guardian will be responsible for transportation to and from school. No tuition shall be charged for seniors approved under these provisions.

Attendance in Class

When students are present in school, they may not be absent from any class or activity without the permission of a school staff member. If students are excused from attending a class to attend another activity, they must make up any missed work within the time limits defined by the teacher.



Board Policies that pertain to attendance

- [204 Attendance](#)
- [204.1 Family Trips Scheduled During the School Year](#)
- [204.1-AR Family Trip Request Form](#)

Early Dismissal from School

If a student has a valid reason to leave school before the end of the school day, s/he must submit a note requesting early dismissal, signed by a parent/guardian, to the security vestibule on the day requested between 7:50-8:00. Students will be issued an early dismissal pass with the time indicated. Valid reasons include medical appointments, family emergencies, and other similar situations. If a student must leave school early because of illness or another emergency s/he must visit the nurse and the nurse must inform the parent for the absence to be excused. The nurse will then make dismissal arrangements. Students may not use cell phones to contact parents to excuse them from school.

Family Trips and Vacations

When scheduling a family trip during school time, prior approval must be requested. The Principal/Assistant Principal may approve student absences due to a family trip up to but no more than three (5) days during the school year. Requests for approval must be submitted to the Guidance Office in writing prior to finalizing arrangements, but at least two (2) weeks prior to the scheduled trip. You should pick up a form in the Attendance Office or download it and have it completed by a parent or guardian. The document may be found by [clicking here](#):

Upon the completion of the form, it should be submitted to the Guidance Office for approval. Approved trips will be recorded as excused absences. Students will be responsible for arranging for the completion of assignments and make-up tests within five school days upon return to school. Students absent for a trip that is not approved will be subject to the provisions of the [Student Attendance Policy, Board Policy 204](#):

Lateness to Class

Students are expected to arrive on time for class; repeated lateness to class will result in disciplinary action.

Leaving School without Permission

Klinger Middle School is a closed campus. Once on school property, students may not leave prior to dismissal without the permission of the nurse or administrator, and parent. Students who leave Klinger Middle School without permission will be subject to disciplinary actions which may include a report to the Upper Southampton Police Department.



Making up Missed Work

When a student has an absence from school or from a class, s/he is responsible for contacting his/her teacher to make up the work. The work must be made up immediately and within the time period prescribed by his/her teacher. If a student is absent from school for an extended period of time (several days or weeks), s/he must make special arrangements with his teachers to make up missed work.

When a student is going to be absent for several days, he/she should contact his/her teachers through email for assignments and consult his/her Canvas account. If a student needs further assistance, contact the school counselor, who will gather the assignments. However, they must have at least 24 hours notice for this.

Procedures for Absence and Excused Absence—Collection of Absence Notes

Students should bring notes to the guidance office each morning between 7:55-8:00 AM. In order for absences to be excused, written notes must be received within 3 school days.

Unexcused Absences

Schools are required to treat all absences from school as unlawful until the school receives a written excuse explaining the reason for the absence. This information must be provided within three (3) school days of the absence. Failure to do so requires the school to permanently count the absence as unlawful.

Student school attendance is a legal requirement. A student's non-attendance in school and classes without lawful excuse is a violation of the Compulsory Attendance Law of the Commonwealth of Pennsylvania. The parents, guardians, and/or child of compulsory school age who is unlawfully absent from school is liable for the penalty imposed by law. In keeping with compulsory attendance law, students with unlawful or unexcused absences will be subject to a School Attendance Improvement Conference. At this meeting a School Attendance Improvement Plan (SAIP) after four (4) unlawful/unexcused absences, and will be subject to a court citation after six (6) unlawful/unexcused absences.

At the 11th absence from school a note from a doctor or practitioner of the healing arts is required. This is even if the absences 1-10 included parent notes, doctor's notes, or any combination of these two.

Unexcused Morning Tardiness

If a student arrives to school after 8:00 AM, s/he must report directly to the security vestibule before going to class. The tardiness is then recorded by the School Safety Officer. Tardiness will be excused if a parent/guardian provides a valid reason by (1) accompanying the student to the security vestibule; or, (2) providing him/her with a written note on the day of the tardiness.

Breakfast Program

Breakfast is served in the cafeteria daily from 7:35-7:55. Monthly menus are placed outside of the cafeteria and posted on the district [Nutritional Services](#) webpage.



Cell Phones and Electronic Devices

All CSD middle schools are a 1-1 Chromebook Environment, Cellular Phones and Electronic Devices may not be used during instructional time. Students may, with administrative approval use their devices in the cafeteria in a consistent manner that is outlined in Board Policies that are linked below. CSD middle schools provide wireless internet access for all students until 7:50 AM and after 2:45 PM. Those who choose to use their personal devices will accept responsibility for any charges incurred. Please see the Code of Conduct for consequences relating to inappropriate use of cell phones or devices. **The school is not responsible for the security of these devices.**

- [815 Acceptable/Responsible Use](#)
- [815.1 Social Media](#)
- [815.1-ARs Social Media](#)

Chromebooks/Computer Use

1:1 Google Chromebooks

Both CSD middle schools are a 1:1 school environment with Google Chromebooks. Each student will be issued a [Chromebook](#) to better engage with the content being taught, to create and produce evidence of mastery of content and skills taught in class, and to collaborate with other students, teachers, or even experts in the field beyond the walls of the classroom. The technology is extremely powerful and presents incredible potential for student growth and learning. Please reference our Frequently Asked Questions (FAQ) guide for [students](#) and [parents](#) for further information.

Centennial School District recognizes the importance of technology in the current world, and in the future of our students. The District has invested heavily in a wide array of computer related technologies. Each student will be provided with a district owned Chromebook at the beginning of the year. We also recognize that there are potential abuses of technology. [Policy 815](#), the acceptable use guidelines governing student use of the Internet and the district network, can be found by [clicking here](#), or by visiting the Centennial School District website. ***In signing for your student handbook you are acknowledging you understand, and agree to abide by, the provisions of these acceptable use guidelines.***

Counseling Services

The school counselors are people to whom you can always turn in case of personal or academic problems. Klinger Middle School counselors are trained to assist students of the middle school years in many important areas. Some of these areas include help with adjusting to a new school situation, interpretation of test scores, helping students establish realistic goals for themselves, acquainting students with career opportunities, and help with home, school, and/or social concerns.



Students wishing to visit their school counselor should stop by the guidance office to arrange for an appointment. Your parent/guardian may also have questions for your counselor. Your parents may reach the counseling office at **215-364-5950 ext. 13040**

Another function involving the counseling department is the Child Study Team (CST). This team meets regularly to discuss students with academic and/or behavioral problems to identify solutions.

Dress Code

Centennial School Board Policy 221-[Dress and Grooming](#)

Centennial School Board Policy 221-[AR-Dress and Grooming](#)

Elevator

If a student has an injury or physical problem that requires use of the elevator, a note from the student's doctor must be on file in the guidance office. A staff member will operate the elevator between classes for the student.

Emergency Closing/Late Openings

If weather or an emergency prevents the opening of school on any given day, that information will be accessible via the district webpage www.centennialsd.org as well as through an eAlert.

Food and Beverages

The eating and drinking of food and beverages is not permitted in school, except for in the cafeteria, during lunch and special events approved by the principal. Students are permitted to carry a clear, see through water bottle, that contains water. No other liquid or water bottles are permitted.

Guest Teachers

Students are to show guest teachers the same attention and respect as a classroom teacher. Serious disciplinary action will be taken with any student that does not show appropriate behavior towards any guest.



Harassment, Student Complaint Process, Bullying, Cyberbullying

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, gender identity/expression or religion when such conduct:

- Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
- Otherwise adversely affects an individual's learning opportunities.

Policies Relating to Harassment/Student Complaint Process

- [219. STUDENT COMPLAINT PROCESS](#)
- [219-AR-0. STUDENT COMPLAINT PROCESS](#)
- [249. BULLYING/CYBERBULLYING](#)
- [249-AR-0. BULLYING/CYBERBULLYING](#)

Homework

Students will be assigned homework on a regular and consistent basis. Homework is a natural extension of the educational program and is assigned for the student's benefit. It contributes to the development of independence and responsibility on the part of the student. [Please click here to review the Centennial School District Policy-130-AR-0. HOMEWORK ROLES](#)

Honor Roll

- **Distinguished Honors** - A numerical average of at least 95%, with no more than one grade below 90%.
- **High Honors** - A numerical average of at least 90%, with no grade less than 80%.
- **Honors** - A numerical average of at least 85%, with no grade less than 75%.

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%



Library

The library is a place intended to provide materials needed for class work and leisure reading. Klinger Middle School's library contains thousands of books selected to enhance your school program, introduce you to fine literature, and foster a love of reading. It is a privilege that we hope you will use and enjoy. The library is open every day from 8:00 a.m. – 3:15 p.m.

Lockers/Locker Time

It is the responsibility of each student to maintain the order and neatness of your locker. All students will be permitted at their lockers based on the schedule below. If you need to go to your locker outside of the prescribed times you will need teacher permission with a pass. Lockers are the property of the school and may be inspected at any time by school officials without notification or permission. Please see Board Policy 226 below. If you have a problem with your locker, report it to your teacher. We suggest you not bring valuables to school. If you do, secure them in your locker for safekeeping or bring the items to the main office. For questions pertaining to student lockers and student searches please review Centennial School District Policy-[226.SEARCHES](#).

- Do not share locker combinations with another student.
- Do not write combinations where other students can see it.
- Keep your locker locked at all times.
- Book bags must be kept in your locker

Student Locker Times

- Before 1st period
- After 4th Period/2nd Block
- Before and After Lunch
- After Period 6/Block 3
- After 8th/Block 4

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled twice a year. Your parent/guardian is encouraged to make every effort to attend. The parent conference dates are **November 20 & November 21, 2018**. Your teachers will be scheduling the conference for your parent on those days.

*****If your parents wish to meet with your teachers at other times during the year, they should call the guidance office to set up a meeting. *****



Progress Reports

Progress reports occur at the end of the fifth week in each of the four report periods during the school year. The Centennial School District no longer issues paper progress reports to all students as grades are available online via Skyward. If paper copies are desired, please contact Mary Godfrey at 215-364-5950 ext. 13040.

Safety Drills

Throughout the school year there will be several drills conducted to prepare the students in case of an emergency. These drills include fire, weather emergency and lock-in/lock-out drills. Students are to follow their teacher's directions in a silent and attentive manner. **Appropriate disciplinary action will be taken with any student that does not show proper behavior during any drill.**

School Nurse Services

The nurse's office is located at the bottom of the ramp, near the gym. If you are not feeling well during the school day, your teacher will give you a pass to see the school nurse. You will not be admitted to the health room without a signed pass from a teacher or administrator. Early dismissal due to illness will be handled by the Nurse's Office. The **nurse will contact** the parent/guardian to coordinate student pick up procedures.

All medication taken during school hours must be dispensed by the school nurse. Please see [Centennial School District Policy 210. USE OF MEDICATIONS](#) Prescription medication must be in the original container and hand delivered by a parent/guardian to the school nurse or principal. Your parent must also bring a note that includes the following: *student's name, name of medication and strength, dosage, date/time of administration, reason for the medication, possible side effects, the name of your doctor, and the doctor's phone number.* *Failing to store prescribed medication in the nurse's office is a violation of [Centennial School District Policy 227 Controlled Substances/Paraphernalia](#)*

If you are restricted from participating in school activities, including physical education, for one class period, you must present a note from your parent or guardian to the teacher-in-charge of the class or activity for that day. If you are restricted for three or more days, you must present a written request from your family physician to the guidance secretary describing the condition and advising the length, kind and type of restriction. This note will be forwarded to the school nurse and all required teachers.



Student Assistance Program (SAP)

The Student Assistance Program (SAP) is designed to help you. The team consists of trained school personnel and community agency staff who can provide information and services to students and parents. The goal of SAP is to help you succeed in school.

How do I become involved? Anyone can refer a student to the SAP Team. Some students are referred by teachers, other school personnel, a friend or a family member. Your school counselor may assist you.

Behaviors of concern include: depression, sudden drop in grades, acting aggressively, experimenting with drugs or alcohol, lying, needing money without an explanation, defying authority at home and at school, talking about suicide, unexplained physical injuries, changing friends, or withdrawing from family, friends and/or school.

Student Information

Please notify the counseling department whenever a change of address or phone number occurs. An emergency number should also be included with the information given to the counseling department.

Student Responsibilities

Students share with the faculty a responsibility to develop a climate within our school that encourages a positive learning environment. Students whose behavior disrupts the school day and the learning process shall receive appropriate attention from teachers, counselors and administrators.

Telephone Use

The office phones are available to students with the permission of the office staff. Students may not use their cell phone to call home.

Textbooks

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept covered and clean. **Destroying the textbook is unacceptable and will result in replacement fees.** Lost textbooks must be paid for immediately. All books must have the student's and issuing teacher's name inside the book.



Transportation

All students should understand that the school bus is an extension of the classroom. Therefore, students are expected to adhere to all school rules. This includes proper behavior while waiting for the bus and when exiting the school bus. Riding the bus is a privilege that may be denied in the event of misconduct. If you miss your bus at the end of the school day, you must report to the lower office. At that time, you may call a parent/guardian. If he/she is unable to pick you up at the school, you must remain in the main office and take the late bus home.

Bus Behavior - Student misbehavior on a bus will not be tolerated. Any student who is referred to the administration by a bus driver will be subject to disciplinary action including warning, assigned seating, loss of bus privileges or suspension from school.

Students are not permitted to take the bus home with a friend - Exceptions resulting from child care needs may be granted if parents complete and submit a **Child Care Arrangement Form** to the school's principal. Forms are available in the lower office.

Late Busses-There are busses available for student use if you are staying for an after-school activity. The late busses follow this schedule:

- 4:15 p.m. – Monday - Friday

Visitors

All visitors are required to check in with the front security desk when they enter the building. First time visitors will have their state issued ID scanned using the Raptor system. After presenting the ID and signing in, they will be issued a “**Visitor’s Pass**” to be **worn at all times while in the building**. Visitor badges must be returned to the front security desk prior to your departure.

Withdrawal from Attending School

Parents wishing to withdraw their students from school for any reason must submit a letter to the Assistant Superintendent. There is a withdrawal procedure that includes obtaining the signature of all of the student’s teachers and returning all books, materials, supplies, and equipment that belong to the school. School records will not be released until all obligations and debts are fulfilled. For more information, please see the Centennial School District policy [224.1 Student Indebtedness](#).



Klinger Middle School's School-wide Positive Behavioral Intervention and Support Framework

Administration, teachers, and staff recognize that a positive school climate is necessary to help students feel safe, supported, and ready to learn. An environment in which the behavioral expectations are well established, consistent, and reinforced in all educational settings is important to the educational process.

The Klinger Middle School staff will be employing a School-Wide Positive Behavior Intervention & Support Program (SWPBIS) to facilitate pro-social behaviors throughout the school. The SWPBIS Program is designed to encourage Klinger Pride by positively reinforcing desirable behaviors in all school environments. Thus, students are able to be recognized by all school staff for demonstrating behaviors leading to a positive learning environment for everyone. Students will be recognized for positive behavior with both verbal and tangible reinforcements. Positive behaviors will be reinforced through the Principal's 200 Club. Students will be rewarded with tickets that are distributed by teachers and staff. Students may also receive verbal praise, public acknowledgement, and/or parent notification of positive behavior.

As part of SWPBIS, Klinger Middle School students will be reminded of the following school-wide expectations:

WE ARE:

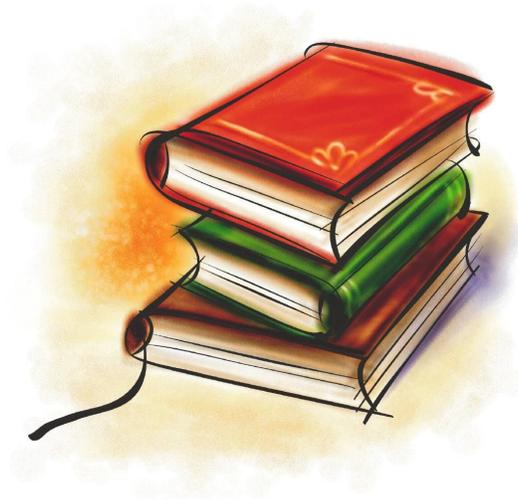
- **Respectful**
- **Responsible**
- **Reliable**
- **Safe**

In the fall all students will participate in school-wide training to establish behavioral expectations. We appreciate your commitment to your children and believe that a strong partnership between home and school is essential for student success. Please help us to maintain a safe environment in which students can become respectful, responsible, reliable and safe learners. Your cooperation is greatly appreciated.



Klinger Middle School Code of Behavior

This information can also be found on our school's website



A positive educational environment requires the cooperation of students, parents, teachers and administration. Each student is responsible for his or her own behavior. The emphasis is on developing self-discipline. The expectation is that students will behave in an orderly and respectful manner.

Disruptions and disrespectful behavior will not be tolerated at any time. Rules for appropriate behavior apply from the time you leave your home in the morning to walk to school or to the bus stop, on the bus to and from school, hallways, cafeteria, athletic fields as well as the classroom, until you reach your home in the afternoon.

Consequences vary depending on the offense and may include: teacher detention, administrative detention, Saturday detention, in-school suspension or out-of-school suspension.



Detentions

Detentions are usually served Mondays through Thursdays from 7:15 AM-8:00 AM or 2:55 PM to 4:10 PM. This will be left up to administrative discretion. The late bus will take you home or students may be picked up.

Saturday Detentions

For more serious and/or repeated offenses, detentions on Saturday will be assigned at William Tennent High School. Parents are responsible for transportation to and from the high school. The hours are currently 8:30 a.m. to 11:30 a.m. for the program.

Suspensions

Suspension is reserved for the more serious offenses or for repeated minor offenses. A suspension may be served "in-school" or out-of-school. When a student is suspended out of school, he/she may only return to school with a parent or a conference about his or her behavior the day. Most suspensions are for one day to an indefinite period of time as determined by the administration. While on suspension, a student may not attend any school district function. The student is responsible to make up any assignments. Teachers will not penalize a student academically for the suspension. The student will be given a reasonable amount of time to make up work or take a test. Please see [Centennial School Board Policy 233, Suspension and Expulsions](#) for further information.

A suspension may be given for various infractions. The following list is not all-inclusive, but shall be used as a guideline:

- Theft of school or personal property
- Physical attack or threat to a student or staff member
- Smoking on school property or during school activities, or possession of cigarettes
- Misbehavior in a guest teacher's class
- Use of obscene or abusive language
- Chronic cutting of school or class
- Chronic lateness to school or class
- Verbally threatening or abusing a staff member or student
- Willful damaging of school or personal property
- Refusing to serve administrative detention
- Possession, use, distribution of illegal substances including tobacco, alcohol, drugs
- Forgery
- Lying
- Willful disruption of the normal operation of school
- Leaving school grounds without permission



- Use of any explosive device such as “poppers” or “snappers”, firecrackers, etc.
- Any activity performed on school property or during school activities which is considered criminal under local, state or federal laws
- Refusing to comply with reasonable instructions of a staff member

MIDDLE SCHOOL DISCIPLINE CODE BELIEF STATEMENT

We believe that all students, parents, teachers, and staff shall create and maintain a safe environment of respect and responsibility and reliability for themselves, one another, their school, and their Centennial School District Community.

This environment, free of distractions and disruptions, shall foster opportunities for students to learn and for teachers to teach.

STATEMENT OF AGREEMENT

1. **Respectful** - We agree to respect others and ourselves. We agree to not to devalue or discount others and ourselves.
2. **Responsible** - We agree to demonstrate responsibility in all our interactions within the school community.
3. **Reliable** - We agree to demonstrate reliability through punctuality, follow-through on commitment, and adhering to our daily schedule.
4. **Safe** - We agree to be safe and follow rules in specific areas.

Teacher Level:

We believe:

- Discipline issues should be handled at the teacher level whenever possible.
- The teacher is an important part of this process.
- The teacher should use all of the options available to them when dealing with problems on an individual basis.
 - These include but are not limited to the following:
 - phone calls to parents
 - parent conferences
 - peer mediation
 - counselor involvement
 - lunch detention
 - after school detention
 - referral to administration.



- The teacher and every adult in the school community are responsible for modeling and teaching appropriate behavior to our students.
- Role of Counselors:
 - At various times in the disciplinary process guidance counselors can play a valuable role.
 - The role of the counselor within the discipline code is not to be that of a disciplinarian, but rather that of a support person for students, faculty, administrators, and parents.

EXAMPLES OF OCCURRENCE	1ST – 3RD OCCURRENCE
Misconduct / Excessive Talking	Teacher Action w/documentation
Late to Class (1-4)	Teacher Action w/documentation
Non-Defiant / Passive Insubordination Non-Confrontational	Teacher Action w/documentation
Abusive Language / Obscene Language and / or Vulgar Language / Obscene Gesture	Teacher Action w/documentation
Electronic Device Violation (Using the device when not permitted per the Electronic Device Policy) (1-3)	Teacher Action w/documentation
Lying/Forgery	Teacher Action w/documentation
Pass Violation	Teacher Action w/documentation
Disruptive Attire or Attire Advertising or Promoting Alcohol, Drugs, Tobacco Products, or which is Sexually Oriented	Teacher Action w/documentation
Displaying of wearing of chains and / or jewelry accessories, which have the potential to inflict injury to self or others.	Teacher Action w/documentation
Eating at unauthorized times or places	Teacher Action w/documentation
Failure to return school forms (attendance, emergency contact, guidance, etc.) within the required number of days.	Teacher Action w/documentation
Public displays of affection	Teacher Action w/documentation
Teacher Action – phone call to parents, parent conferences, peer mediation, counselor involvement,	



behavior contract, possible confiscation of device, loss of class privileges, student conference, lunch detention, after-school detention or referral to administration. 4th occurrence – possible referral to administration

Tardiness to class – (up to 10 minutes) after 10 minutes consider class cutting

- Teacher Level I
 - 1-3 times teacher warning with parent phone call home
 - On the 4th late the teacher will record in Skyward and call home
- Administrative Level with referral
 - 4 times 1 Detention plus parent contact
 - 5 times 2 Detentions plus parent contact
 - 6 times 1 Saturday Detention plus parent conference
 - 7 times 1 Day Suspension - in or out, and required parent conference

Please see Appendix A – Unexcused Lateness Policy to School / Class on page 3. NOTE: Tardiness to school is not handled by the teacher.

Administrative Level I

Level I infractions are those that disrupt the learning environment as a result of their seriousness or are chronic misbehavior unchanged to previous team intervention or consequences. These infractions require the intervention of an administrator. The building principal or their designee shall determine the level of infraction based on incident circumstances, student discipline history, and progressive discipline practices. Examples of level I infractions and possible consequences may include but are not limited to:

EXAMPLES OF OCCURRENCE	FIRST OCCURRENCE	SECOND OCCURRENCE	THIRD OCCURRENCE	FOURTH OCCURRENCE
Habitual and continual misbehavior unchanged by previous teacher action.	Teacher referral (5) Counselor contact. Detention, Saturday School, and/or In-school suspension, Phone call to parent by administration; Conference may be requested.	Teacher referral (10) Counselor contact. Saturday School, In-school or out of school suspension (1-3).	Teacher referral (15) Counselor contact. In-school or out of school suspension (4-10).	Teacher referral (20 or more referrals) Out of school suspension – 10 days. Referral to
Unauthorized/Inappropriate use of	Loss of privileges, confiscation of device,	Loss of privileges, after school	Loss of privileges, Saturday school,	Loss of privileges and becomes a Level 2



cellular phones / electronic devices	and parent contact	detention/Saturday School, and parent contact	parent must pick-up the device	Offense, and parent must pick-up the device
Bus Infractions	Warning and Parent contact	Assigned Seat/Suspensions (1-5 days)/Parent Contact	Assigned Seat/Suspensions (6-10)/Parent Contact	Becomes a Level 2 Offense
Chronic Tardiness to school	1-4 days-Warning	5-7 days-1 Detention plus letter, which includes copy of attendance policy. Counselor contact.	8-10 Saturday School, plus letter, counselor/social worker/administrator/parent conference with Student Attendance Improvement Plan	11+-In-school Suspension (1-3) plus letter, counselor/social worker/administrator/parent conference with Student Attendance Improvement Plan review and adjustment
Cutting Class	Detention/Saturday School, In-School Suspension, Phone call and/or letter to parent by administration	Saturday School/In-School Suspension, Phone call and/or letter to parent by administration	In-School Suspension plus parent conference. Counselor contact	In-School/Out of School Suspension plus parent conference. Counselor contact.
Damage of School Property (Minor = less than \$100)	Detention/Saturday School, Parent Conference, Restitution, Police Contact	Saturday School/1-2 In-school suspension, Parent Conference, Restitution, Police Contact	1-2 In-school suspension/Out of school suspension, Parent Conference, Restitution, Police Contact	Becomes a level 2 offense
Detention Cutting	Make up 1 and 1 additional detention	1 day in-school suspension and makeup detention	2 day in-school suspension and makeup detention	Out of school suspension, detention makeup, counselor/parent conference
Defiant insubordination Confrontational words or gestures.	Detention/Saturday School/1 in-school suspension, phone or letter to parent by administration.	Saturday School/1 day in-school suspensions. Counselor contact.	1-2 days in-school suspension plus parent conference.	In-school / out of school suspensions. (1-3) Counselor contact.
Horseplay/Throwing Objects	Warning/Lunch Detention/After-School Detention	Detention/Saturday School	Saturday School/In-school suspension	In-school suspension
Serious Misconduct	Detention or in-school	2 day in-school	3 day in-school	In-school / out of



	suspension. Phone call to parents.	suspension. Parent conference.	suspensions plus parent conference. Counselor contact.	school suspensions. (4-10)
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Administrative Level II

Level II infractions are those acts directed against persons or property, but do not seriously endanger the health or safety of others in the school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Where appropriate, legal action may be taken. Restitution of property and damages will be made when the situation warrants. The building principal or their designee shall determine the level of infraction based on incident circumstances, student discipline history, and progressive discipline practices. Examples of level II infractions and possible consequences may include but are not limited to:

EXAMPLES OF OCCURRENCE	FIRST OCCURRENCE	SECOND OCCURRENCE	THIRD OCCURRENCE
Repeated Level 1 Offenses	Saturday School, counselor/parent conference	Saturday School/In-school suspension, counselor/administrator/parent conference	In-school/Out of school suspension, counselor/administrator/parent conference
Physical Altercation (shoving, name calling, threats, no blows)	Detention, plus parent contact. Counselor contact.	In-school suspension (1-3). Parent contact. Counselor contact	In-school suspension/Out of School Suspension (1-3) Parent Contact Counselor contact
Damage of School Property (Major)	<ul style="list-style-type: none"> ● Saturday School/In-school suspension (1-3). ● Parent contact. ● Counselor contact ● Restitution ● Police Contact ● Referral to Child Study ● Removal from co-curricular activity ● Loss of Privileges ● Community Service 	<ul style="list-style-type: none"> ● In-school suspension (1-3)/Out of School Suspension (1-3). ● Parent contact. ● Counselor contact ● Restitution ● Police Contact ● Referral to Child Study ● Removal from co-curricular activity ● Loss of Privileges ● Community Service ● Behavior modification contract 	Becomes Level 3 Offense



	<ul style="list-style-type: none"> Behavior modification contract 		
Vandalism/ Computer vandalism	Detention / in-school or out of school suspension plus phone call or letter to parents by administration, loss of privilege	In-school /out of school suspension. Parent conference. Loss of privilege	Becomes a level 3 offense
Harassment Verbal, physical, or sexual torment of an individual.	Detention / in-school or out of school suspension plus phone call or letter to parents by administration	In-school / out of school suspension. Parent conference	Becomes Level 3 Offense
Verbal harassment of obscene nature to staff or faculty.	In-school/Out of school suspension. (1-3 days)	Out of school suspension (3-5 days)	Becomes Level 3 Offense
Stealing	In school / out of school suspension plus phone call or letter to parent by administration, restitution, police contact	In school / out of school suspension. Parent conference, restitution, police contact	Becomes Level 3 Offense
Leaving School Grounds	1 day in-school suspension. Phone or letter to parent by administration	2 day in-school suspension. Counselor contact.	3 day in-school suspension plus parent conference. Counselor contact.

Administrative Level III

Level III infractions are acts which result in violence to another’s property or to another person and which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they ALWAYS require administrative action, which results in the immediate removal of the student from the school, the intervention of law enforcement authorities, and action by the board of school directors. The building principal or their designee shall determine the level of infraction based on incident circumstances, student discipline history, and progressive discipline practices. Examples of level III infractions and possible consequences may include but are not limited to:



EXAMPLES OF OCCURRENCE	FIRST OCCURRENCE
Repeated Level 2 Offenses	<ul style="list-style-type: none"> ● Refer to Assistant Superintendent ● Out of School Suspension (5-10 days) ● Serious Incident Report (SIR) ● Student Assistance Program Referral ● Police Contact ● Pre-expulsion hearing
Fighting (exchange of blows, damage to person and / or property resulting in outside medical attention and/or police involvement)	
Possession, use, sale, or distribution of tobacco, drugs, or alcohol during school or a school activity	
Possession of Weapon (regardless of intent)	
Computer/Network Violations	



Klinger Middle School Code of Behavior Acknowledgement

My child and I have read and discussed the Code of Behavior (<http://www.centennialsd.org/domain/984>). We understand that it is the expectation that each student at Klinger Middle School, including my child, will agree to abide by the Code.

Parent Name (Printed) _____

Parent Signature _____

Date _____

I pledge to take responsibility for my actions at Klinger Middle School. I understand by following the guidelines contained in the Code of Behavior, I will enjoy all the privileges of a student at Klinger Middle School and will be helping to create a safer learning environment for all.

Student Name (Printed) _____

Grade _____ HR Teacher _____

Student Signature _____

Date _____

*****After reading the Code of Behavior and completing this acknowledgment form with your parents, please submit it to your homeroom teacher by September 14, 2018.*****

