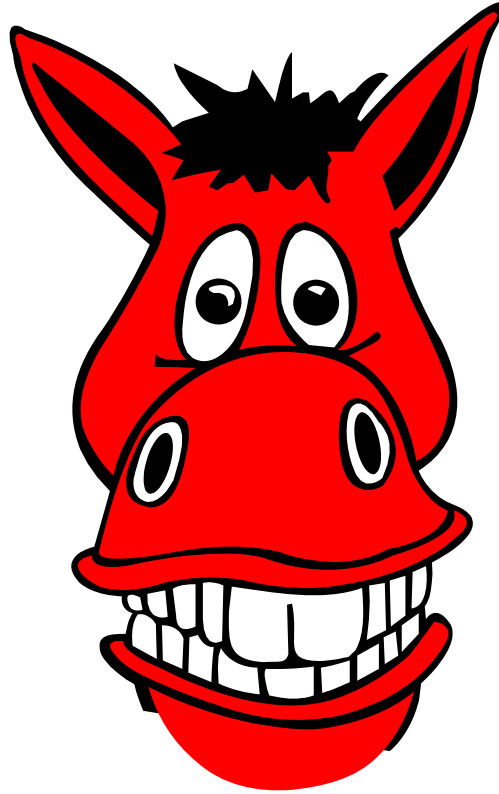


**Ward Middle School  
Student Handbook  
2007-2008**



*• Academics • Discipline • Pride •*

## **Welcome!**

Welcome to Ward Middle School – a school with academics, discipline, and pride. You can have a great year at Ward Middle School, especially if you follow the rules, meet our high expectations and do your best. This is your student handbook, which you can refer to for any questions about being a student at Ward Middle School. If you can't find the answer you are looking for in the handbook, don't hesitate to ask an adult.

## **Traditions**

Ward Middle School is rich with traditions. Our colors are red and white and we are known and feared in the sports community as the Crowley County Mustangs. We have lots of dances and fun days. Our school always puts learning first, friends second and fun third. This way we all know what we believe in and why we're here at school in the first place. Once we get learning underway, the friends and fun are even that much better.

## **School Wide Discipline Plan**

In order to maintain a safe and orderly environment that is conducive to student learning and achievement, Ward Middle School expects all students to follow this school wide discipline plan. Students are expected to obey the following rules:

1. Students will not be destructive in the hallways, classrooms, and bathrooms. Students must behave appropriately on the playground or during school activities.
2. Students will demonstrate respect towards each other, their teachers and other adults in the building.
3. No student will exhibit any gang-related activities or beliefs through clothing, attitude or any form of communication.
4. No controlled substances such as tobacco, alcohol or drugs will be allowed in school or be used by students before school activities begin. Attempts to disseminate any drugs to other students will be considered a ground for automatic expulsion.
5. No weapons of any kind, including small knives, sharp objects, chains or firearms are allowed in school. Possession of any item will result in automatic expulsion.
6. Students must attend school on a regular basis and attempt to meet the academic expectations of Ward Middle School and the Crowley County School Board.
7. Students must stay on campus at all times.
8. Students must follow Ward Middle School dress code at all times.
9. No student may sexually harass, bully, intimidate or tease any other student during school hours or on school activities. The principal will investigate all such abuses and appropriate punishment will be given.

### **Consequences**

1. The first visit to the principal's office will result in an immediate phone call home to parents and, once offense is verified by principal, 2 days of after school detention from 4:00 – 4:30.
2. The second visit to the principal's office will result in an immediate phone call home to parents and, once offense is verified by principal, 3 days of in-school suspension – which is served in a separate building situated near the high school and elementary.
3. The third visit to the principal's office will result in an immediate phone call home to parents and, once offense is verified by principal, more days of in-school suspension or 3 days of out of school suspension. Parents will also be required to come to the school for a visit with the principal and possibly staff to develop a plan to ensure their student can be successful in school.
4. The fourth visit to the principal's office will result in an immediate phone call home to parents and, once offense is verified by principal, 3 – 5 days of out of school suspension. In order for the student to return to school, both the student and parents must come to school and sign a behavior plan.

An offense past a fourth occurrence may result in continued suspension or a review by Crowley County School Board on whether or not the student should be expelled.

### **Severity Clause**

Any student engaged in any activity or event that is considered severe may receive immediate in school suspension, out of school suspension or expulsion. For examples of severe activities please refer to the Code of Student Conduct.

### **Ward Middle School Dress Code**

Ward Middle School requires that students follow a school-wide dress code. The Ward Middle School Dress Code is as follows:

No pierced lips, eyebrows, noses or tongues. Pierced ears are acceptable as long as they are not a distraction to the learning environment.

Shorts, dresses and skirts must reach past the fingertips when students hold their hands at their sides.

No chains that hang on side of pants.

No shirts or pants with inappropriate language, references, images or logos that support alcohol, drugs, tobacco products or other illegal activities.

No shirts that expose the stomach or that hang down low in the armpits. Shirts should not be made of see through material.

All straps on sleeveless shirts must be at least 1 inch wide.

No gang related clothing or clothing that supports or imitates gang-related activity.

No sagging pants and a belt should be worn that fits well and does not hang down in front of the student.

No hats, bandanas, skullcaps or wraps.

### **Romancing**

Students are reminded that Ward Middle School has a “hands off” policy. This means no arms around one another, holding hands, kissing, or other displays of affection. Students will receive one verbal warning; the second time students will receive punishment.

### **Student Searches**

The school administration retains control over lockers and desk space loaned to the students and regulated admission of persons on school property. Principals have the right and duty to inspect and search students’ lockers and desks, if the principal reasonably suspects that drugs, weapons, dangerous items, illegal or prohibited matter, or stolen goods are likely to be found. The student’s person may be searched in exercise of the school’s duty to enforce discipline and protect the health and safety of the offending student and/or student body. The fruits of such search may be turned over to the police and the offending student may be subject to criminal or juvenile court prosecution and/or school disciplinary proceedings.

### **Student Absences**

If a student must be absent from school, the following is required:

- A) It is the responsibility of the parent/guardian of the student to promptly notify the school of the student absence. Failure to notify the school will result in direct contact by school officials to determine the nature of the absence.
- B) The student is required to bring a note from home or the doctor for the absence from school.
- C) If a parent fails to send a note, the absence will be unexcused.

The following absences will be excused:

- A) A student who is temporarily ill or injured or whose absence is pre-approved by the administrator of the school or attendance.
- B) A student who is absent for an extended period of time due to physical, mental or emotional disability.
- C) A student who is attending any school-sponsored activity or activity of an educational nature with advance approval by the administration.
- D) A student who has a family emergency or crisis.

### **Student Tardiness**

Students tardy from or to class are given detention after the third tardy. Habitual tardiness will result in more detention or ISS.

### **Student Truancy**

Truancy includes students who also leave school during normal school hours; cutting classes or not following proper procedures for absence will result in discipline action.

First offense – 3 days of ISS

Second offense – 3 days of ISS

Third offense – possible recommendation for expulsion

### **Make-up Work**

Make-up work is allowed for excused absences. Unexcused absences will not allow a student to make-up work or tests. It is the responsibility of the student to pick-up assignments permitted and return assignments completed when he/she returns or in a time determined by the teacher. One day to complete assignments for every day absent is the common rule.

### **Leaving Campus and/or Returning to Campus**

If students leave campus before the school day is over, they must be excused in advance from the office and sign-out before leaving the school grounds. If a student returns to campus before the school day is over, they must sign-in before returning to class.

### **General Student Information**

**Deliveries:** The office will attempt to deliver clothing and other items brought to the office for students in a reasonable time. Students will not be pulled out of class for deliveries since it interferes with educational time.

**Hall Passes:** Hall passes are required during class time. A pass must be obtained from the teacher upon leaving a room and submitted to the teacher with any appropriate signature upon return.

**Telephone Use:** The office telephone is for school business and students may use it only on an emergency basis and then only with permission of the secretary or administrator. Parents are asked to avoid repeated calls and messages for their students since such messages interrupt the educational process. Students will not be pulled from class for messages during the school day unless it is an emergency. Request for delivery of telephone messages after 2:30 PM may not be delivered to students before school is over. Students will not be allowed to make telephone calls or return messages during class periods, unless ill. Non-parents or guardians will not be allowed to contact students unless cleared by school records.

### **Important Telephone Numbers**

District Office	267-3117
Ward Middle School	267-9880
Ward Middle School Fax	267-9881

### **Student Lockers**

Locker assignments are made in the office and may not be changed without permission. Students should keep their possessions locked in their assigned locker. Bags left in the hallways will be brought to the office and parents will be notified that students are not using lockers appropriately. No bags that have external frames or rolling wheels will be allowed since they do not fit into school lockers. Lockers must be locked all the time. Students who lose locks will be charged a \$5.00 fee for a replacement lock. Do not bring large amounts of money or valuables to keep in lockers. All valuables, including clothes should be labeled to avoid theft. The school is not responsible for lost or stolen personal items.

### **Parties and Dances**

Ward Middle School does not allow for individual parties during school. This includes birthday parties. Middle school dances begin at 6:00 PM and end at 9:00 PM. Only Ward Middle School students are allowed to attend dances. This means no high school or students from other schools are allowed to participate in dances. Dances are also usually eligibility dances and students who only have non-failing grades are allowed to attend the event.

### **Textbooks**

All textbooks are furnished by the school district free of charge for your responsible use. Abuse of textbooks or neglect will result in parents being called and fined if damage is severe. Students or parents who refuse to pay for fines will not be allowed to participate in sports, dances or other extracurricular activities.

### **Cafeteria Regulations**

Ward Middle School is a closed campus and all students must report to the cafeteria during lunchtime. Students are to remain in the cafeteria until they are excused by the bell for lunch recess. Students must also leave all food in the cafeteria and are not allowed to take any food outside on recess. Federal law prohibits pop or soda in the cafeteria one hour prior, during, and one hour after the lunch period. Soda or pop may be purchased during break or after school. There are no sodas or pop allowed in the classroom unless the teacher makes special arrangements with the principal. Teachers may allow food and drink in classrooms only after approval from the school administrator. Drinks and food should be seen as a privilege, not a right.

### **Lunch Fees**

Lunches at Ward Middle School cost \$1.60 per lunch. For adults that are non-staff such as parents, lunch cost \$5.00. Students and adults will not be allowed to charge any lunches or meals. Parents must either complete a free and reduced application or prepay for lunches. Students who do not have credit on their account for lunches will not be allowed to eat a regular lunch. They will be provided a different lunch which consists of a peanut butter sandwich and milk.

## **Health Services**

**Medication:** Medications are rarely necessary for students during the school day. They are justified for some chronic health conditions or temporary illnesses. Students are not permitted to take medication while at school unless the school nurse or a school employee trained in giving medicine gives such medicine to them. All students taking a medication at school must have a completed Medication Permission Form filled out and signed by the student's doctor. You can obtain one of the forms at the school office. Medication must be in a pharmacy labeled bottle.

**Immunizations:** All students are required to have certification of immunization upon admission to school. Failure to have proper certification may result in suspension from school until immunization is completed. Students entering 7<sup>th</sup> or 8<sup>th</sup> grade are required to have a second MMR and Hepatitis B Series.

**Physicals:** All students who participate in sports must have a completed and current physical signed by a doctor.

**School Nurse:** The school nurse will visit Ward Middle School on a scheduled basis. Students can only see the nurse through the school office.

**Illness at School:** If a student becomes too ill to attend school during school hours, every attempt will be made to notify his/her parents to come pick him/her up from school.

## **Change of Address or Phone Number**

For record keeping and school safety, it is imperative for parents to notify the school office when their address or phone number changes. It is also imperative that parents provide an emergency contact phone number and name of a person to contact in case of an emergency to the school secretary. This is especially important if a student who may be ill or hurt might not be able to tell us the new number.

## **Lost & Found**

Lost items may be checked immediately after school or during another appropriate time when classes are not in session. Lost clothes and other items are thrown away or donated to Salvation Army at the end of each semester.

## **Student Activities**

**Student Eligibility:** All students who elect to participate in sports will be subject to the eligibility rules found in the athletic handbook. All students will be subject to eligibility rules to determine participation in other activities sponsored by the middle school and approved by the Crowley County School Board. Eligibility is checked each Thursday throughout the school year and apply for the following week's activities. A student is considered not eligible to compete in sports or participate in other activities if they have three or more D's or one F. A student who is not eligible will still be required to attend practice.

**Student Trips and Fun Days:** Those students who are ineligible will not be allowed to participate in field trips or student fun days until they have brought their grades up to a passing level.

**Student Meetings:** All students or class meetings must be requested in writing by the sponsor at least a week before the meeting date. The request will be submitted to the principal.

**Visitors:** Ward Middle School does not allow students to bring friends, family or students from other schools to attend school with them for the day. Such guests will be sent home if they come to school with students.

### Academics

**Cheating:** Academic dishonesty will not be tolerated at Ward Middle School. Any student cheating will receive 2 days of after school detention and must redo the assignment they cheated on.

**Grading System and Report Card:** The following grading system is approved by the Crowley County School Board of Education:

A	90-100	.....	Excellent
B	80-89	.....	Good
C	70-79	.....	Average
D	60-69	.....	Poor
F	Below 60	.....	Failing

**Student Progress Reports:** Progress reports are mailed home at the mid-point of each grading period. Reports reflect student grades at that time. Parents have every right and responsibility to contact the school at any time requesting a progress report on their child's academic progress at school. All teachers are required to update grades on Thursday of each week.

**Homework:** Ward Middle School believes in the importance of homework as an academic tool. Students are expected to complete all homework on time and in a neat and orderly manner. Sixth grade students should not have over an hour of homework a night. Seventh and eighth grade students should not have more than 1.5 hours of homework in a night. Homework is only given as review/practice of a skill learned in school, to prepare for next day's lesson or to explore topics further and should not require help from a parent. Parents are encouraged to check with students each night to make sure that homework is completed. **Students who habitually do not turn in assignments will be assigned academic detention. Assignments not turned in on the due date will receive zero credit. The student will be allowed one week to turn in said assignment for 50% of earned credit. After the one week grace period no late work will be accepted.**

### School Internet Policy

Ward Middle School must have a signed Internet policy before students are allowed to use the computer lab or go into the Internet in any class.

### Tobacco, Alcohol and Drug Free Schools

In accordance with federal regulations, Ward Middle School is tobacco, alcohol and drug free. Students, parents and staff are not allowed to use any controlled substance at school. Smoking is not permitted on any school ground or during any sporting activity.

### Equal Opportunity Employer

Crowley County Ward Middle School is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex or disability or in admission or access to or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may be referred to the Office of the Superintendent, 117 West 3<sup>rd</sup> Street, Ordway, CO 81063, (719) 267-3117 or to the Office of Civil Rights, US Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd, Suite 310, Denver, CO 80204, (303) 844-2991.