



# **CHASE MIDDLE SCHOOL**



## **Student and Parent Handbook 2023 - 2024**

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## Table of Contents

MISSION STATEMENTS

The Chase Way – Behavior Expectations

ACTIVITIES

ADVISOR BASE PROGRAM

ASSEMBLIES

ATTENDANCE

BUILDING HOURS

CHANGE OF ADDRESS, TELEPHONE OR EMERGENCY CONTACT PERSON

CRISIS PLAN

COMPUTER NETWORK USE POLICY

CI3T – Parent and Student Expectations

BOYS TOWN SOCIAL (LIFE) SKILLS

EMAIL

GRADES/HONOR ROLL

SUBSTITUTE TEACHERS

HOMEWORK AND CLASSWORK

LOST and FOUND/MISSING ITEMS

LUNCH

MEDIA CENTER/LIBRARY

PERSONAL BELONGINGS

STUDENT MANAGEMENT and DISCIPLINE POLICIES

STUDENT SERVICES

STUDENT TRANSPORTATION

STUDENT VISITORS

TELEPHONE CALLS

TEXTBOOKS

WEATHER

FEDERAL AND STATE NOTIFICATIONS FOR PARENTS

## Mission Statements

### Topeka Public Schools

The mission of the Topeka Public School is **ENGAGE** students in the highest quality learning; **PREPARE** students for responsible, productive citizenship, and **INSPIRE** excellence for a lifetime.

### Chase Middle School

Through the implementation of the Comprehensive, Integrated, 3-Tiered System of Supports (CI3T), all staff will guide students to succeed at their highest potential academically, socially, and emotionally.

**SCHOOL COLORS:** Navy Blue and Orange    **MASCOT:** “Carlos the Cougar”

## The Chase Way – Be Responsible, Be Respectful, Be Compassionate, Be Self Aware

### General Statement of Rules, Policies, and Requirements

The purpose of this parent/student handbook is to give you a guide that will assist in making your years at Chase successful. It would be impossible to list every rule and policy in this handbook. Common sense and reasonable expectations should be the standard one should follow. The Chase administration has the right, duty, and obligation to determine what actions conflict with the safety and order of the students at school. Chase has adopted Topeka Public Schools Character Principles as a baseline for the standard of acceptable conduct. Chase reserves the right to enhance or further define the Character Principles to support Chase’s developing system of tiered support for academics and behavior.

### Topeka Public Schools Character Principles

#### 1) Self-Awareness

- ✓ Practice self control
- ✓ Set goals and work toward them
- ✓ Strive for personal improvement
- ✓ Identify thoughts, emotions, personal qualities, and boundaries

#### 2) Compassion

- ✓ Be kind to myself, others and the environment
- ✓ Help others in need
- ✓ Be forgiving

#### 3) Responsibility

- ✓ Do what I am suppose to do
- ✓ Always do my best
- ✓ Be accountable for words, actions, attitude, and choices

#### 4) Respect

- ✓ Honor self and others because of our inherent worth as human beings
- ✓ Demonstrate integrity

## The CHASE Way Behavior Expectations

	<b>BE SELF-AWARE</b>	<b>BE COMPASSIONATE</b>	<b>BE RESPONSIBLE</b>	<b>BE RESPECTFUL</b>
	Practice self-control Strive for personal improvement Aware and in control of self (emotions, tone, actions)	Be kind to myself, others, and the environment Help others in need Be forgiving	Do what I am supposed to do Always do my best Be accountable for words, actions, attitude, and choices	Honor self and others because of our inherent worth as human beings Demonstrate integrity
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to self</li> <li>Stay on-task</li> <li>Ask for help</li> <li>Ask permission</li> </ul>	<ul style="list-style-type: none"> <li>Greet others</li> <li>Make apologies</li> <li>Accept apologies from others</li> </ul>	<ul style="list-style-type: none"> <li>Follow instructions</li> <li>Accept criticism and consequences</li> <li>Accept "no" for an answer</li> <li>Keep backpack in your own table/desk area</li> <li>Keep backpack for school supplies, binder and water bottle</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice tone</li> <li>0- testing and emergency drills</li> <li>1- partner work</li> <li>2- group work</li> <li>3- teacher voice</li> <li>4- too loud</li> <li>Use school appropriate language</li> <li>Get the teacher's attention appropriately</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to self</li> <li>Walk straight to class</li> <li>Walk on right side of the hallway</li> <li>Respect personal space of others</li> </ul>	<ul style="list-style-type: none"> <li>Give help to others when needed</li> </ul>	<ul style="list-style-type: none"> <li>Must have a hallway pass</li> <li>Report bullying or dangerous situations</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice tone Level 1</li> <li>Use respectful language</li> <li>Use cuss-free language</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and other objects to self</li> <li>Give people privacy</li> <li>Notice when the capacity limit is met and wait in the designated hallway space</li> </ul>	<ul style="list-style-type: none"> <li>Make sure to flush toilet after use</li> <li>Wash hands and keep water in sink</li> </ul>	<ul style="list-style-type: none"> <li>Put paper towels in garbage can</li> <li>Report bathroom problems to office immediately</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice tone Level 1</li> <li>Use school appropriate language</li> <li>Return promptly to class (no wandering)</li> </ul>
<b>Arriving &amp; Leaving School</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit the building calmly and quietly</li> <li>Greet others as you enter building</li> </ul>	<ul style="list-style-type: none"> <li>Walk on sidewalks</li> <li>Avoid using bikes and skateboards when on school property</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice tone Level1</li> <li>Use school appropriate language</li> </ul>
<b>Library/ Media Center</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Take care of the materials and technology you borrow and that others use</li> </ul>	<ul style="list-style-type: none"> <li>Return books in the same condition you borrowed them</li> <li>Take care of the technology you use</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice tone Level1</li> <li>Use school appropriate language</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Be respectful to parents, children and guests who may be visiting</li> </ul>	<ul style="list-style-type: none"> <li>Tell the secretary who I am and why I am in the office</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice tone Level1</li> <li>Use school appropriate language</li> </ul>
<b>Breakfast/ Lunch</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to self</li> <li>Dump tray and return to seat promptly following blue cafeteria floor lines</li> <li>Take only what you will eat</li> </ul>	<ul style="list-style-type: none"> <li>Involve everyone at your table in the conversations</li> <li>Clean up your table and throw away trash</li> <li>Get adult help for any spills</li> </ul>	<ul style="list-style-type: none"> <li>Sit at assigned table</li> <li>Stay in seat until dismissed to dump tray/go to class</li> <li>Get all utensils, etc. when first going through the line</li> <li>Raise hand to receive assistance</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice tone Level1</li> <li>Use school appropriate language</li> </ul>

<b>Emergency Drills</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and other objects to self</li> <li>• Walk in a single file line during the entire drill</li> </ul>	<ul style="list-style-type: none"> <li>• Give help to others when needed</li> </ul>	<ul style="list-style-type: none"> <li>• Follow instructions</li> <li>• Wait for the "All Clear" signal to return to class</li> </ul>	<ul style="list-style-type: none"> <li>• Be quiet and listen during the entire drill Level 0 voice</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to self</li> <li>• Sit in assigned area as directed by staff</li> </ul>	<ul style="list-style-type: none"> <li>• Applaud when appropriate</li> <li>• Make eye contact with presenter</li> </ul>	<ul style="list-style-type: none"> <li>• Walk into gym/commons in a quiet single file line</li> <li>• Wait for dismissal instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Use school appropriate language</li> <li>• Remain quiet unless called on for response- Level 0</li> </ul>

### **REDUCING THE SPREAD OF COMMUNICABLE DISEASES (COVID-19/INFLUENZA)**

As we continue to work to reduce the spread of communicable diseases, such as COVID-19 and influenza, the school has established plans and protocols to reduce the risk of exposure to students and staff while in school buildings. While we hope many precautionary measures can be reduced or eliminated this school year, we ask for your cooperation in following any that are put in place for everyone's safety.

To aid the school and community in fighting the spread of communicable diseases, please read and adhere to the following **DO's** and **DON'Ts**.

- **DO NOT** come to school if you have tested positive for COVID-19, have been asked to quarantine due to exposure to COVID-19, or are exhibiting any symptoms of COVID-19 or other communicable disease.
- **DO** follow any safety protocols that have been put in place, including, but not limited to, distance learning, staggered attendance, social distancing in classes and hallways, mask wearing, and other precautionary measures.
- **DO** wash your hands often.
  - o Wash your hands often with soap and water for at least 20 seconds.
  - o It's especially important to wash:
    - Before eating food;
    - Before touching your face;
    - After using the restroom;
    - After blowing your nose, coughing, or sneezing; and/or
    - After handling your cloth face covering.
- **DO NOT** touch your eyes, nose and mouth with unwashed hands.
- **DO** cover coughs and sneezes
  - o Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
  - o Throw used tissues in the trash.
  - o Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## ACTIVITIES

Research has shown that participation in activities plays a vital role in the successful development of young people. At Chase, we are proud of the high degree of student participation in the numerous extra-curricular activities that have been offered.

### **Athletics**

Competitive athletics are available to all 7<sup>th</sup> and 8<sup>th</sup> grade students.

#### **Leadership**

Student Leadership Team  
Community Service Projects  
5<sup>th</sup> Grade Orientation Guide

#### **Academic**

Spelling Bee  
Math contests  
MLK Competition

#### **Social**

School Dances (see below)  
Advisor Base  
Family Fitness Night (District event)  
Family Academic Nights

#### **Arts**

Art Contests  
Musical Performances  
School Plays

**School Dances:** All school conduct rules apply while attending school dances. Students must be passing all classes to attend. School dances are from 3:00-4:15 pm. If students leave school and return, they will not be allowed back in for the dance. All Chase school dances are closed to friends and relatives.

With all athletics and extracurricular activities, students must be picked up **no later than 15 minutes after an event is over** or the student will not be able to attend other events. Students who are not staying after school for academic or extracurricular activities must be off school grounds by 3:15 pm. Exception is if a student has to pick up a sibling from State Street. This must be documented and verified.

### **Athletics/Extra Curricular Activities:**

Competitive athletics are available to all 7<sup>th</sup> and 8<sup>th</sup> grade students. Students may participate in football, basketball, track, soccer, tennis, volleyball, and cross country. 7<sup>th</sup> and 8<sup>th</sup> grade students who desire to participate in inter-school athletics must have a physical examination after May 1 of the previous school year. Athletes must complete the Athletic packet which includes: physical form, concussion form, head injury form, athletic trainer consent form and emergency card all signed by parents and athletes and turned into Ms. Soldani, Activities Coordinator, prior to participation in the sport. This packet is available in the school office or from Ms. Soldani.

Proper attitude is probably the most important aspect of a successful athletic program. The coaches will work hard and spend as much time as possible to continue this success. Each student, though, must come into the athletic program with a desire to be competitive and to display good citizenship at all times.

Studies have shown that students who participate in after school activities will have a higher grade

point average(GPA) and do better overall in school than those students who do nothing.

The following are some advantages you can expect when participating in athletics:

- Provides opportunity to develop your physical powers to the fullest.
- Develop responsiveness to group discipline.
- Develop lasting friendships.
- Develop self-confidence.
- Develop respect for rules and authority.
- Provide opportunities for development of cooperation, sportsmanship, initiative, and unselfishness.
- Gives a sense of belonging.

#### **Guidelines for Athletics and Extracurricular Activities**

1. Students are expected not to have any discipline problems while they are participating in the activity.
2. Any student having time assigned after school is expected to attend practice AFTER s/he has served the detention time.
3. Students must be in school at least one-half (5 class periods) of the day to participate on that day.
4. Students who have been placed on suspension (out-of-school) are eliminated from participation in school activities, which occur during the day(s) of the suspension.
5. Only those students passing five (5) classes for the previous quarter may participate in extracurricular activities and/or athletics during the next quarter.
6. Any student excused from P.E. class for medical reasons will not participate in any after school sport on the day(s) s/he is excused from P.E. class.
7. Removal from the athletics and/or extracurricular activities will occur for any illegal substance possessed by a student or for any behavior that we feel does not represent our school in a positive manner.

**Athletes must be in good academic standing (No F grades) in order to participate in weekly games. Grade reports are updated prior to events and the timing of this will be announced to athletes. These students may still practice but are not allowed to participate in games or events until they have passing grades.**

#### **Emergency Cards**

Students are required to have an emergency card on file with their coach if they participate in sports.

#### **Insurance**

The district does not provide group accident insurance for students in school activities. Accident insurance policies may be purchased by parents/guardians for the benefit of the individual student(s) at the start of the school year. Information will be available in the school office for interested parents/guardians.

#### **Physicals**

All students participating in interscholastic athletics must have a KSHSAA physical form signed by a doctor, a parent, and the student on file in the main office before the student will be allowed to

practice/participate in any sport. The form must be dated after May 1 of the previous school year.

### **Practice Schedules**

Occasionally, a previously scheduled practice will need to be canceled or changed, usually because of inclement weather for outdoor sports. If practice is canceled it is the student's responsibility to notify his/her parents/guardian. The office telephone will be available for student use for this purpose. Sometimes it is necessary to hold some practices before school.

### **Required Equipment**

Students are required to provide all personal items for sports, including shoes, mouthpieces, etc. The school provides uniforms.

### **Spectators/Students**

- Admission to all athletic events is \$2.00 except for tournaments, which varies by the type and place of the tournament. All football games at the schools are free. All games/activities at Hummer are \$2.00.
- Students may not attend extracurricular activities **if they have failing grades**.
- Students will wait outside the gym doors until a staff member allows them to enter the gym. This will usually be by 3:00 p.m. Students MAY NOT enter the event after 3:30 p.m., unless accompanied by a PARENT or with a pass from a teacher.
- Students are to enter the gym quietly, pay admission, sit down and watch the event. Students must sit in the "Cougar Den".
- Once students enter the gym, they are in the bleachers until half time or a break in play occurs. If students leave at any other time, they MAY NOT reenter.
- Students asked to leave a game for any reason will not be allowed to attend any more games for the remainder of the season.
- DON'T wait to call after the event is over! Rides should be at school on time to pick you up.
- All student spectators must be picked up no later than 15 minutes after the game or event (plays, dances or any other extra curricular activity) or risk not being allowed to attend any more activities.
- All student spectators attending away game events at other schools and facilities MUST BE ACCOMPANIED BY A PARENT. If the parent leaves the student must leave with the parent.
- Clapping or cheering for a good play is encouraged.
- **GO COUGARS!!!!**

### **Parents**

- There may be parent meetings for each sports season which will be required for student athletic participation. These meetings will outline safety, sportsmanship, district, school and KSHSAA guidelines.
- KSHSAA Guidelines prohibit any spectator from entering the "field" of play during athletic events. Violations are reported to KSHSAA and offenders must take a KSHSAA sportsmanship online course before they can attend further events. This course has a cost.
- At Chase, an emphasis is placed on courteous and positive interaction with officials, opponents and all coaching staff.

### **Sportsmanship**

- Be courteous to all: participants, coaches, officials, staff, and fans.



- Know the rules; abide by and respect the officials' decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, your team, and your school.
- Permit only positive, sportsmanlike behavior to reflect on your school or its activities.
- Do nothing that will embarrass you, your school, your team, or your coach.

## **ADVISOR BASE PROGRAM**

Each student at Chase Middle School is assigned to an advisor base. The advisor base experience will include activities during the year such as orientation to Chase, explanation of school rules and procedures, presentation of new ideas and skills that will help you to adjust to middle school, explicit teaching of positive social skills, anti-bully program and intervention/enrichment activities. As a member of an advisor base, you will have responsibilities to both your advisor and to your group as well as to yourself. Community Service Projects and other academic and social competitions will be done through the advisor base system. Students will be expected to carry a binder every day with their planner, goal sheet, and classwork to class. Regular Advisor Base activities are on Mondays and Fridays. On Tuesdays, Wednesdays and Thursdays, interventions and special groups will be during Advisor Base time.

**Parent Teacher Conferences** are scheduled with the Advisor Base teacher who is an ongoing liaison for academic questions and monitoring. These are held twice a year, in October and February.

## **ASSEMBLIES**

Assemblies are scheduled throughout the school year to inform the student body or enhance the school curriculum. Students will sit in their designated area, listen attentively, and act respectfully and appropriately. If a student is unable to follow the guidelines for courtesy, he/she will lose the privilege of attending the next assembly or school function.

## **ATTENDANCE**

Regular attendance, punctuality, and success in school are closely related. The primary responsibility of good attendance at the middle level rests with students and their parents/guardians. Patterns of good attendance are usually established early in the school year. It is necessary for a parent/guardian to notify the school the day of the student's absence. If no phone is available, a note may be sent with the student on his/her return to school. **Parents will be contacted in the evening by an automated dialing system when their student has an unexcused absence or tardy.**

In order for an absence to be excused, **the parent/guardian must notify the office each day of absence** or have the student bring a note to the office excusing him/her upon returning to school. When a student's illness extends beyond three (3) consecutive school days, a physician's statement verifying the necessity of the absence is required, giving permission to return to classes, and/or requesting restricted activity. When a student has accumulated 2 unexcused absences, a pre-truancy advisory letter will be sent. When a student accumulates 10 or more absences a doctor or a medical professional's note will be required to excuse further absences. If no note is provided, the absence is considered unexcused. Truancy status may result in a loss of transfer status if a student is attending Chase on a transfer.

## **Truancy**

Chase Middle School complies with all State of Kansas truancy laws. *All cases of truancy* will be reported to the School District's Truancy Officer. When a student accumulates three (3) consecutive unexcused absences, five (5) cumulative unexcused absences in a semester, or seven (7) cumulative unexcused absences in a school year, the principal may file a Truancy Report verifying the dates and extent of such absences with the Truancy Officer for USD 501. The report will then be forwarded to Court Services for processing.

Any student who leaves school for any reason during school hours must have parent/guardian's permission and must sign out in the office before leaving the building. Upon returning to school, a student must check in at the office for a pass to class. If this should involve a doctor's appointment, etc., please have your parent call or send a note stating where you are going and what time you should be excused. Your parent could also come to the office in person. A student will not be allowed to leave school without prior notification from parent/guardian.

## **Tardies**

Regular attendance, punctuality and success in school are closely related. Being on time for school is a behavior that will benefit students not only while in Chase Middle School, but will also prepare them for high school and the world of work.

### **UNIVERSAL SIGN FOR SILENCE: "GIVE ME 5"**

An adult will raise one arm and state "Give me 5". Students are to raise one arm, stop talking, and pay attention to what the adult has to say.

### **PLEASE BE ADVISED:**

1. Frequent tardiness results in loss of learning for students. Students with high tardy rates TO SCHOOL may receive a letter of warning, a parent meeting may be called and a schedule change may be necessary.
2. Tardies between classes will result in a lunch detention. Multiple tardies in a day may result in ISS.
3. Frequent tardiness to school may result in loss of transfer status if applicable.

## **BUILDING HOURS**

The school building will be open to students at 7:20 a.m. Prior arrangements need to be made if students need to meet with an individual teacher or work in the media center. Students who do not have school business or are in the after school program are to be out of the building by 3:00 p.m. Parents are asked to contact the principal if there are reasons why students need to arrive at school prior to 7:20 a.m. or remain later than 3:00 p.m. Students are to be off campus by 3:15 p.m. unless other arrangements are made with the administrative staff. Breakfast will be served from 7:20-7:42 a.m. Students must be in their classroom by 7:50 a.m. Students are tardy for school if they are not in their classroom by the 7:50 a.m. bell.

## **CHANGE OF ADDRESS, TELEPHONE OR EMERGENCY CONTACT PERSON**

It is **extremely important** that we maintain accurate and timely information on each student, so we can make contact in case of an emergency. Please make changes in Synergy Parent Portal or call the office to report all changes in telephone numbers, addresses, emergency contacts and e-mail addresses.

## **CRISIS PLAN**

Chase Middle School has a crisis plan which delineates procedures for fire, tornado, secure campus, lockdown, power failure, and other civil defense issues. Parents should understand that there is a plan related to releasing students during a crisis, and students will be released only to their parent/guardian during a time of emergency. All middle schools have a School Resource Officer (SRO) placed in their school. The officer works with the school community to ensure safety and provide resources to staff and students.

According to State guidelines, Chase Middle School will conduct fire and tornado drills throughout the year. During these drills students are to remain silent going both to and from the secure location. A fire drill is signaled by the intermittent sounding of a horn or buzzer in the halls. A tornado drill is signaled over the intercom system. Students who are disorderly during drills will receive serious consequences.

## **COMPUTER NETWORK USE POLICY**

Chase Middle School offers students the opportunity to use the computer network system provided by USD 501. We expect students to use the Internet and email only for educational purposes approved by classroom teachers. We may discipline or take away network privileges if abused. Students are responsible for their own actions while they are on the network. Students are also accountable for any online activities that occur by others because the students have allowed them to use their account. **\*Families will be responsible for all damages done to Chromebooks.**

### **Network Computer Usage**

In order to use a networked computer, students must have an official "ACCEPTABLE USE POLICY" on file. These are handed out on the first day of school. Students are then issued a "login" and "Password" that provides them access to certain networked programs. Log-ins and passwords should be kept confidential by students. In addition, students will be issued a district Chromebook & charger upon completion of checkout form. Students/Parents are responsible for taking care of the Chromebook. Students are also responsible for charging Chromebooks each night at home and bringing them to school ready for instruction daily. Students not complying with the standards set forth in the district technology policy can be suspended and/or deleted from the system and will be unable to use networked computers and/or Chromebooks.

### **Parent Responsibilities**

Your son/daughter has been issued a Chromebook computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son's/daughter's use of the Chromebook laptop while at home.
- I will discuss our family's values and expectations regarding the use of the Internet at home

and will supervise my son's/daughter's use of the Internet.

- I will not attempt to repair the Chromebook.
- Chromebooks will be filtered off site.
- I will report to the school any problems with the Chromebook
- I will make sure that my son/daughter recharges the Chromebook battery nightly.
- I will make sure my son/daughter brings the Chromebook to school every day.
- I agree to make sure that the Chromebook is returned to the school when requested and upon my son's/daughter's withdrawal from Topeka Public School District.

### Student Responsibilities

Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook laptop home each day, you must be willing to accept the following responsibilities:

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of the Topeka Public Schools especially the Student Code of Conduct and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- My Chromebook is my responsibility and will stay in my possession at all times.
- I will not modify any software on the Chromebook.
- I will honor my family's values when using the Chromebook.
- I will not release personal information to strangers when using the Chromebook.
- I will bring the Chromebook to school every day.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will clean my Chromebook using only the cleaner provided by the district.
- I will recharge the Chromebook battery each night.
- I will return the Chromebook when requested and upon my withdrawal from Topeka Public Schools.
- I will place the Chromebook in my binder when not in use and when it is being moved.

### CI3T – Parent and Student Expectations

#### PARENT RESPONSIBILITIES

Area I: Academics Responsibilities	Area II: Behavior Responsibilities	Area III: Social Skills Responsibilities
<b>Parents:</b> <ul style="list-style-type: none"><li>● Track student progress throughout the year</li><li>● Respect instructional time</li><li>● Have student/s to school on time</li><li>● Attend parent-teacher conferences and school events</li><li>● Maintain open communication with</li></ul>	<b>Parents:</b> <ul style="list-style-type: none"><li>● Use school website &amp; Google Classroom as resources</li><li>● Communicate with teachers to support positive behavior and student needs with appropriate staff</li><li>● Reinforce Boystown and the Chase Way behavior expectations</li></ul>	<b>Parents:</b> <ul style="list-style-type: none"><li>● Know which staff members to contact and communicate with and how to advocate social concerns (bullying, exclusion, fear of attending school)</li><li>● Read newsletters, link, or information regarding which social skills are</li></ul>

<p>student/s and staff including updating demographic information</p> <ul style="list-style-type: none"> <li>● Check assignments weekly in student information system</li> <li>● Help your student stay caught up with instruction when absent</li> </ul>	<ul style="list-style-type: none"> <li>● Show involvement when able by attending scheduled meetings and student events</li> </ul>	<p>being taught in school</p> <ul style="list-style-type: none"> <li>● Model positive and respectful interactions</li> <li>● Contact staff members according to chain of command, starting with teachers</li> </ul>
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## STUDENT RESPONSIBILITIES

<p><b>Area I: Academics Responsibilities</b></p>	<p><b>Area II: Behavior Responsibilities</b></p>	<p><b>Area III: Social Skills Responsibilities</b></p>
<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>● Bring necessary classroom supplies to class</li> <li>● Ensure technology is charged</li> <li>● Ask for help for technology repairs when needed</li> <li>● Turn in classwork and homework in timely manner</li> <li>● Be actively engaged by participating in discussions and work</li> <li>● Ask clarifying questions</li> <li>● Attend 90 minutes of core content &amp; related arts instruction</li> <li>● Monitor grades and use Google Classroom for assignments</li> </ul>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>● Be responsible for learning</li> <li>● Follow school wide expectations (The Chase Way)</li> <li>● Report unsafe behaviors to adults</li> <li>● Demonstrate respect for the learning environment and classroom materials</li> <li>● Keep your space clean</li> <li>● Take ownership for your actions</li> <li>● Follow up with Synergy Google Classroom when absent from class</li> <li>● Seek help when needed</li> </ul>	<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>● Participate in Second Step social skills lesson</li> <li>● Demonstrate appropriate social interactions with peers and adults</li> <li>● Take responsibility when you fail to meet social skill expectation</li> <li>● Participate in Naviance Lessons to prepare for post-secondary life</li> </ul>

At Chase Middle School, we share the philosophy with The Boys Town Education Model and Methods, that students can succeed in both school and life by learning to use sixteen social (life) skills in their everyday life. These social, or life, skills are a set of behaviors that help students interact with adults, teachers, peers, etc. These skills, when practiced, can help students adapt to the everyday challenges they may face at the middle school level. They are taught several times during the year and are practiced in our classrooms regularly. Skills are also integrated into the Second Step Social Skills Curriculum used with each grade level. The 15 social skills we focus on are listed below. Those highlighted in yellow will be a focus at CMS.

<b>Following Instructions</b> <ul style="list-style-type: none"> <li>Look at the person.</li> <li>Say "Okay".</li> <li>Do what you've been asked right away.</li> <li>Check back.</li> </ul>	<b>Disagreeing Appropriately</b> <ul style="list-style-type: none"> <li>Look at the person.</li> <li>Use a pleasant voice.</li> <li>Tell why you feel differently.</li> <li>Give a reason.</li> <li>Listen to the other person.</li> </ul>	<b>Asking for Help</b> <ul style="list-style-type: none"> <li>Look at the person.</li> <li>Ask the person if he or she has time to help you.</li> <li>Clearly explain the kind of help that you need.</li> <li>Thank the person for helping.</li> </ul>	<b>Working with Others</b> <ul style="list-style-type: none"> <li>Identify the task to be completed.</li> <li>Assign tasks to each person.</li> <li>Discuss ideas in a calm, quiet voice and let everyone share their ideas.</li> <li>Work on a task until completed.</li> </ul>
<b>Accepting Criticism or a Consequence</b> <ul style="list-style-type: none"> <li>Look at the person.</li> <li>Say "Okay".</li> <li>Stay calm.</li> </ul>	<b>Making an Apology</b> <ul style="list-style-type: none"> <li>Look at the person.</li> <li>Use a serious, sincere voice.</li> <li>Say "I'm sorry for.." or "I want to apologize for.."</li> <li>Explain how you plan to do better in the future.</li> <li>Say "Thank you for listening."</li> </ul>	<b>Asking Permission</b> <ul style="list-style-type: none"> <li>Look at the person.</li> <li>Use a calm and pleasant voice.</li> <li>Say "May I...?"</li> <li>Accept the answer calmly.</li> </ul>	<b>Listening</b> <ul style="list-style-type: none"> <li>Look at the person who is talking and remain quiet.</li> <li>Wait until the person is finished talking before you speak.</li> <li>Show that you heard the person by nodding your head, saying "Okay," or "That's interesting," etc.</li> </ul>

<b>Accepting “No” for an Answer</b> <ul style="list-style-type: none"> <li>Look at the person.</li> <li>Say “Okay”.</li> <li>Stay calm.</li> <li>If you disagree, ask later.</li> </ul>	<b>Accepting Compliments</b> <ul style="list-style-type: none"> <li>Look at the person.</li> <li>Use a pleasant voice.</li> <li>Say “Thank you”.</li> </ul>	<b>Staying on Task</b> <ul style="list-style-type: none"> <li>Look at your task or assignment.</li> <li>Think about the steps needed to complete the task.</li> <li>Focus all of your attention on the task.</li> <li>Stop working only when instructed.</li> <li>Ignore distractions and interruptions from others.</li> </ul>	<b>Appropriate Voice Tone</b> <ul style="list-style-type: none"> <li>Listen to the level of the voices around you.</li> <li>Change your voice tone to match.</li> <li>Watch and listen for visual or verbal cues and adjust your voice as needed.</li> </ul>
<b>Greeting Others</b> <ul style="list-style-type: none"> <li>Look at the person</li> <li>Use a pleasant voice.</li> <li>Say “Hi” or “Hello”.</li> </ul>	<b>Having a Conversation</b> <ul style="list-style-type: none"> <li>Look at the person.</li> <li>Use a pleasant voice.</li> <li>Listen to what the other person says.</li> <li>When there is a break in the conversation, ask a question or share your thoughts.</li> </ul>	<b>Getting the Teacher’s Attention</b> <ul style="list-style-type: none"> <li>Look at the teacher.</li> <li>Raise your hand and stay calm.</li> <li>Wait until the teacher says your name.</li> <li>Ask your question.</li> </ul>	

## EMAIL

Chase Middle School frequently communicates with parents and students through the School Messenger Email System. It is important for students and parents to check their email often to be informed on school happenings and important information.

## GRADES/HONOR ROLL

Students and parents are encouraged to check grades frequently and communicate with teachers and counselors regarding their students’ academic progress. Students with a grade point average from 3.0 - 4.0 will be recognized each quarter at an assembly. Grade points are figured on the following basis: A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

## SUBSTITUTE TEACHERS

When the regular classroom teacher is absent, students will have a guest teacher. This person may be a Chase faculty member or a district guest. In either case, student behavior is expected to be of the highest level. Students must remember that when a guest teacher is in their class, that person is in charge, and has the same authority as the regular teacher. Inappropriate behavior with guest

teachers makes all of the Chase community look bad. Misbehavior and mistreatment of guest teachers will not be tolerated and serious consequences will result.

## **HOMEWORK AND CLASSWORK**

With the addition of chromebooks and the move to the Google platform, students have their homework information available at all times. Absent students may go to their individual teacher's Google Classroom for lesson plans and classwork, homework and resources. Students may also email their teachers with questions and send their assignments as needed. In rare situations, different arrangements can be made through the child's administrator or counselor.

Teachers set due dates for classwork and homework. It is the responsibility of the student to make sure work is turned in on time. In the case of absences, the Board Policy provides for 2 days for each day of absence in order to turn work in. Some teachers give additional time and this is determined by each individual teacher. **Most failing grades are a result of missing assignments.** It is encouraged for parents to check student grades frequently and encourage students to get work turned in on time.

## **After School Program**

An after school program will be offered at least four days a week from 2:45 until the activity bus comes. The after school program's purpose is to provide classwork completion assistance, remediation in math and ELA and to provide enrichment to students. Students must have a permission form filled out prior to attending the After School Program. Students are expected to comply with the program's expectations for attendance and all Chase policies and expectations apply during the After School Program. Bussing is only available to students who qualify to ride the school bus to and from school.

## **LOST and FOUND/MISSING ITEMS**

Chase Middle School has a lost and found. If an item is missing, students can check to see if it was turned in. Students should not take from lost and found if the item is not theirs. Items that are found should immediately be turned in to any staff member. If students "find" something and fail to promptly turn the item over to a staff member, they are guilty of theft. Students who "borrow" without permission are also guilty of theft. **Chase Middle School is not responsible for personal items brought to school and lost.** Students are strongly discouraged from bringing items from home to school.

## **LUNCH**

All of the district's middle schools have a closed lunch period. Students may not leave the school grounds for lunch. The lunch period is 30 minutes. Students also have the option of bringing a sack lunch. Parents are discouraged from taking their student out of the building for lunch; however, should they do so, they are encouraged to observe the 30 minute time because any additional time is taken away from the instructional period. Students may also purchase A la Carte (Extras) items with cash only. These items must be consumed during the lunch period and may not leave the lunch area.

Students must get a tray to use with *any food item* so that crumbs, spilled drinks, or melted ice cream do not get on the tables and/or floors. All food should be consumed while students are seated. No food from the lunchroom can be brought into classes. Students will clean their area before being dismissed. **No outside food, candy, or drinks** (other than during the lunch period) are allowed at school.



## **MEDIA CENTER/LIBRARY**

During class hours students are admitted with passes issued by their teacher. Students are expected to be quiet, courteous, and to use the media center materials in a responsible manner at all times. Students may check out books to be taken home during the school year. Books and materials checked out must be returned to the media center on the designated due date. The student must pay for lost or damaged books.

## **PERSONAL BELONGINGS**

**Chase Middle School takes no responsibility for lost, stolen or broken personal items.** We discourage students from bringing **ANY** electronic devices (including **cell phones and wireless earpods**), toys or games to school and they must remain OFF in the classroom. Lasers are not allowed in school. Electronic devices including cell phones and wireless earpods used during the school day will be brought to office by an administrator and secured until the end of day.

**Cellular phones and electronic devices are not needed at school and must be stored in the student locker during the school day.** **No student cell phones can be out in the classroom or hallways during school hours. Wireless earpods cannot be used at school for any reason.** If a staff member sees a student's cell phone or wireless earpods, the student will be asked to put them in their locker. If the student refuses, **an administrator will be notified to come take the cell phone or earpods to a secure location** in the office. Parents will be contacted to come pick up the item(s). Multiple violations of this policy may result in additional consequences.

Sharpies or other permanent markers are not allowed on school property and will be confiscated and not returned. We discourage parents from sending presents, balloons, flowers etc to their children at school. We do not have a safe place to store these during the day. Our school will not take responsibility for these items.

## **STUDENT MANAGEMENT and DISCIPLINE POLICIES**

School discipline and management are fundamental issues for any school. **At Chase Middle School our philosophy is that a safe, respectful, and orderly environment must exist in order for learning to take place.** Students have a responsibility to behave in a manner that supports this philosophy.

When students are sent to the office for disciplinary reasons, parents may be notified by telephone or email. If the student continues with negative behavior, the student may receive a more severe consequence.

### **STUDENT ID BADGES**

Students are expected to wear their student ID badge daily during the school day. The badge is required in order to have passes out of class and to attend extra-curricular activities. In addition, badges are used at lunch and to check out library materials. Students will be provided one free badge at the beginning of the school year. If badges are lost or damaged, students will be required to replace the ID badge. Replacement fee is \$5.

### **Possible Consequences/Disciplinary Actions**

Depending on the inappropriate behavior, unique student and situation, the following consequences could be taken:

**Recovery:** The use of recovery is to give the student a chance to regain his/her control, and to avoid being sent to the office. Some teachers will have a recovery area in their own room while others may use another teacher's classroom. If a student refuses to go to recovery, continues to argue with the teacher, or is disruptive in recovery they will receive a discipline referral to the office.

**After School Detention:** Detentions can be assigned and supervised by office staff or with classroom teachers and will last up to 45 minutes after school. Students must report by 2:50 p.m. to begin their detention. When assigned a detention, students have the option of doing the detention that day or the next day in order to inform their parents that they will be late home from school.

**Lunch Detention/Silent Lunch:** Students who disrupt learning may be assigned a silent lunch. Students in Silent Lunch eat in a designated room without talking. They will not miss any instructional time. Students can receive silent lunch for not having their binders/planner with them at school, for not meeting lunchroom expectations, for tardies or other discipline concerns.

**In-School Suspension (ISS):** In School Suspension (ISS) is used when students behave in a manner which is not acceptable or tolerable in a school setting. Placement in ISS is a serious matter. **REFUSAL TO GO TO ISS CAN RESULT IN AN AUTOMATIC OUT OF SCHOOL SUSPENSION. If students continue to be disruptive and unruly, they will be suspended out of school and may be required to finish their ISS time when they return to school.**

**Out of School Suspension (OSS):** Suspensions out of school are very serious matters and are the final disciplinary means available to the school administration. Students involved in actions of a violent and/or threatening nature may be placed on OSS rather than ISS for the safety of others and themselves. When possible, parents will initially be notified of the suspension by a phone call which will be followed by a written notice. You can expect to be suspended up to ten (10) days with a possible long-term suspension/expulsion for repeated offenses. Suspensions are excused absences and students are expected to make up their work during the time of the suspension to prevent them from falling behind academically. **Parents must talk with an administrator and have a re-entry conference when personal contact has not been made before the suspension.**

### **Spreading Rumors**

is not tolerated. It is defined as passing unwanted, untrue, or hurtful information about other students and staff members verbally, in writing, e-mail, or by repeating and/or encouraging rumors by receiving rumors (verbally or in writing). Frequently, extreme conflicts, threats of violence, or violence are a result of rumors.

### **Emotional & Physical Violence**

is not tolerated. It occurs when anyone inflicts or threatens to inflict physical or emotional injury upon another student's body or feelings.

### **Bullying**

The Topeka Public Schools' Board of Education is committed to providing a positive and productive learning and working environment. Bullying, hazing, harassment, intimidation, or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. The Board of Education hereby prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The superintendent of schools shall propose, and the Board of Education shall review and approve, a plan to address bullying on school property, in school vehicles or vehicles of contracted transportation providers or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the Board of Education. Threatening, harassing behavior is considered to be bullying when it is intentional, repeated, and one-sided. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Individuals who violate this policy may also be referred to law enforcement officials.

### **Fighting**

Fighting in school, on school grounds, or at any school activity is a violation of school policy. **ANY STUDENT INVOLVED IN A FIGHT CAN BE SUSPENDED, REGARDLESS OF WHO INITIATED THE ACTION.**

The first time students are involved in a fight, they can be suspended up to ten (10) days. Subsequent fighting may result in a hearing with a recommendation for long-term suspension or expulsion.

Students that contribute to fights through rumors, video recording or other actions may also receive consequences that could include ISS or OSS.

### **Gang Activity/Gang Dress**

No student on or about school property or at any school activity shall:

- Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items that evidence or reflect membership in, or affiliation with, any gang. (This includes "sagging," "do-rags")
- Engage in any act, either verbal or non-verbal, including gestures or handshakes, showing membership or affiliation in any gang. The school reserves the right to define what reflects gang affiliation.
- Engage in any act in furtherance of the interests of any gang or gang activity, including but not limited to: a) Soliciting membership in, or affiliation with any gang. b) Soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other prohibited act. c) Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school or personal property or on self. d) Engaging in violence, extortion, or any other illegal act or other violation of school policy. e) Soliciting any person to engage in physical violence against another person.

Students who violate this policy shall be subject to the full range of school measures, in addition to applicable criminal and civil penalties.

### **Gang Activity/Gang Dress – Consequences**

- ✓ 1<sup>st</sup> Offense – Meeting with SRO and Social Worker and
  - (Parent Notification Form Sent).
- ✓ 2<sup>nd</sup> Offense – 1 Day ISS
- ✓ 3<sup>rd</sup> Offense – 1 Day OSS, meeting with parents.
- ✓ 4<sup>th</sup> Offense – 3 Days OSS.
- ✓ 5<sup>th</sup> Offense - 5 Days OSS with hearing to discuss possible long term suspension or alternate

placement

### **“Just Playing”/Horseplay**

Many times students have been suspended for fighting and the students say they were “just playing” and then someone got angry. Pushing/shoving/horseplay can and does lead to much more serious problems. People have been accidentally injured by others who were “just playing”. **At Chase, “just playing” goes against the philosophy of a safe and orderly environment and those students involved in these types of incidents will face disciplinary action.** Students involved in horseplay get one warning, sign an Anti-Horseplay policy, and further incidents of horseplay may result in ISS or OSS.

### **Profanity**

Profanity is not acceptable in the learning environment and may result in removal from class. Profanity directed at staff or peers can result in ISS or OSS.

### **Public Displays of Affection**

Public displays of affection are not acceptable in the learning environment and may result in removal from the learning environment. This behavior could also violate the sexual harassment policy and may result in discipline action and/or counseling.

### **Smoking, Alcohol and Other Drugs**

Smoking, vaping, consumption of alcohol, or the use of illegal drugs by students on school grounds, at school functions or activities is strictly forbidden and will result in discipline up to and including out-of-school suspension. Evidence of a consultation with a substance abuse specialist will be provided before the student can return to school. Students are not to bring smoking materials, lighters, alcohol, drugs, or other drug paraphernalia to school.

### **Sexual Harassment**

All students, regardless of age or gender, have the right to be free from sexual harassment and strong action will be taken against those who violate that right. The Topeka Public Schools has a policy regarding sexual harassment. Sexual harassment is considered to be a serious action and such behavior will not be tolerated. Sexual harassment may include the following: derogatory remarks of a sexual nature, unwelcome verbal sexual advances, request for sexual favors, unwelcome touching, or other verbal or physical conduct of a sexual nature. Such misconduct should be reported to a teacher, counselor, or an administrator. Students who knowingly make a false sexual harassment allegation will also face disciplinary action.

### **Sexting**

A thorough understanding of sexting and all of the ramifications within school and within the Kansas legal system should be understood and reviewed regularly at home with all students. Sexting is the illegal transmission of nude photos using electronic devices. Involvement in sexting, whether the recipient or the initiator, can have long reaching consequences. This may include formal legal charges that can lead to your placement on a sex offender registry, and other legal consequences are possible. In addition, the school will also follow up to provide support and ensure restitution as appropriate.

### **Threats of Violence**

**ALL THREATS** (verbal and written) will be taken seriously and investigated. Any student involved with

such threats MAY face school disciplinary actions for threats including risk assessments, suspension or criminal charges filed with Topeka Police Department.

## **Dress Code**

**The Board of Education has adopted the following policy (#8150) regarding student dress:**

“A student shared with his/her parent (s) the right to dress according to personal preference except where such dress is dangerous to the student’s health and safety or to the health and safety of other or is unsanitary, **distractive, or indecent to the extent that it interferes with the learning and teaching process.** Grooming and neatness are also the primary responsibility of students and their parent (s). Standards of grooming and dress may be prescribed for participation in certain extracurricular activities.”

The purpose of a dress code is to encourage students to dress tastefully. A general statement of our dress code may be defined with three words: **NEAT, CLEAN, AND APPROPRIATE** for the job of being a student!

**Not Acceptable-** halters, half-shirts, midriiffs or short tops not covering the stomach area, spaghetti straps, oversized armholes, bare feet, slippers, short shorts/skirts, sagging pants, as well as any other clothing, belt/buckles, notebooks or tote bags designed to make references to illegal drugs, alcohol, violence, gangs, profane statements, or otherwise determined inappropriate by the school administration will not be permitted. Sagging pants are not permitted. The wearing of linked metal chains (non-jewelry) is prohibited, as well as jewelry or clothing with sharp or pointed appendages that could physically injure others (i.e. collars or bracelets with spikes, etc.).

**Other Guidelines:** Pant legs must be uniform (you may not have one pant leg rolled up, etc.); hats, sunglasses, combs, and gloves are NOT to be worn in the building. Ripped Jeans, where most of the legs are showing, are not appropriate for school. Administration will determine if a student in question will need to make changes.

Jackets/coats designed for outside wear are to be in lockers and not worn in classrooms. Sweatshirts/sweaters/hoodies may be worn in cool classrooms, **HOWEVER, hoods must remain down while inside the building. Students will be asked to comply with this or may have consequences for failure to comply.**

**Coats, hats, bandanas, book bags, string bags, and purses will be placed in student lockers. Backpacks, bookbags, string bags, and purses will not be allowed to be carried around to classes.**

**This list does not include every possible clothing description that may be deemed inappropriate. School administration reserves the right to determine what is acceptable or appropriate dress at Chase Middle School.**

## **Clothing Consequences**

In all cases in which students are wearing inappropriate clothing, they will first be given the option of correcting the situation. If they refuse, it will become a disciplinary matter and a consequence will

result.

### **Gum/Candy/Food**

Gum is permitted in the school building. However, some classrooms and the cafeteria have established a NO GUM policy. Students MUST follow these policies or disciplinary action will take place.

### **Hall Procedures**

Hallway expectations include: walking/talking quietly, staying to the right of the hallway, respecting personal space of others, carrying a pass when needed, traveling directly to destination, and keeping body/behavior under control.

### **Eligibility for Athletics, Dances, Parties, Field Trips, Activity Days and Play Nights**

A point system will be used to determine the eligibility of students to participate or attend school activities. The office will keep a point total based upon your referrals to the office. **Each student will begin each quarter with 10 points**, and points will be reduced in the following manner. When students reach zero (0) points, they will no longer be eligible to participate or attend extra-curricular activities or assemblies.

**Point system for determination of eligibility of participation or attendance at school functions each quarter:**

**Points will be deducted from the total on the following criteria:**

- Office Referral = -1 point
- In-School-Suspension= -1 point (partial day); -2 points per day
- Out-of-School Suspensions = -3 points per day

### **Topeka Public Schools Safe Schools Board Policy #2360**

The Topeka Public Schools shall maintain a safe and nurturing educational environment where students can learn, teachers can teach and where parents and patrons can meet and recreate without fear. The Topeka Public Schools will not tolerate violence or injury to staff or students, nor will weapons be tolerated at any school activity or on any school district property.

The Board of Education policies pertaining to school safety and student discipline shall be fairly and firmly enforced, criminal misconduct shall be reported to the proper law enforcement authority and school district staff shall cooperate with any subsequent criminal prosecution. The provisions of K.S.A. 21-4204, as amended, prohibiting firearms on school property shall be strictly enforced.

**Violations may result in expulsion of 186 school days.** "Weapons" as defined by the Board of Education Policy is any device, object, or substance that, in fact, or under the circumstances and manner in which it is used, can reasonably be considered sufficient to cause serious property damage or to cause serious bodily harm. Example of weapons include, but are not limited to, the following:

Rifles/shotguns/pistols/pellet guns/BB Guns/Air Rifles/Orbeez guns, whether any of these are operable or not. Knives, Antique Firearms, Bullets, Firearm Silencer or Muffler, Poison Gas, Missiles having an explosive incendiary of more than one fourth ounce, Bombs, Grenades, Clubs, Aerosol Cans, or Ammunition of any kind.

## **STUDENT SERVICES**

Chase Middle School has 2 full-time counselors. Chase also has a full-time social worker and nurse. Students can use these services by filling out a digital request on a google form. Staff will then send a “call slip” when they are available to see the student.

### **Medication at School**

When medication (prescription or nonprescription) is to be taken during the school day, the parent or guardian is responsible for submitting a “Request and Permission to Supervise the Taking of Medication at School” form, prior to staff members administering medication. Most medications require that a doctor sign the appropriate form before the medication can be administered by staff members and all medication must be turned in to the nurse/office. (Forms available in the office.)

## **STUDENT TRANSPORTATION**

**Bicycles** Bicycle racks are located at the front of the building for students to park their bikes. It is highly recommended that all bicycles are locked. Bicycles are not to be ridden on school grounds.

### **Skateboards/Rollerblades**

Some students use skateboards/rollerblades as a means of transportation. While this is permissible, they are not allowed to be ridden on school grounds and must stay in lockers during the school day.

### **Bus Transportation**

Students who live in the Chase attendance area and meet District distance guidelines are eligible to ride the bus. For the safety of all people riding the bus, there are regulations that must be followed. If a student displays disregard for these regulations, suspension of bus privileges may result. Chronic disregard for these regulations may result in a complete loss of riding privileges.

### **Bus Regulations (Applies to before/after school, field trips, activity bus, etc.)**

- Passengers must respond promptly to instructions given by the bus driver and/or bus paraprofessional.
- The use of tobacco, food or drink on the bus is prohibited. Animals and oversize objects, as well as glass containers are also prohibited.
- Ordinary conversation is expected and permitted. Horseplay, unruly behavior, abusive and obscene language or gestures is prohibited.
- All parts of the body are expected to face the front of the bus.
- All parts of the body are expected to stay inside the bus, not outside the windows.
- Students are expected to remain seated while the bus is in motion.
- Anyone who creates damage on the bus will be required to reimburse the bus company.
- Parents and students are expected to adhere to the bus schedule. The bus cannot wait for tardy passengers.
- Students are to wait at the proper pick-up points and exit the bus at the proper drop-off points.
- Students are expected to stay out of the streets before and after pick-up or drop-off.
- Students are expected to follow the driver’s instructions and signals when entering and exiting the bus as well as when crossing in front of the bus.
- Friends are not allowed to ride to and from school on a school bus with regular riders.

## **Bus Consequences**

**Riding on the bus is a privilege and not a right. Appropriate behavior is expected.** The school will follow up on any disciplinary referral and the student will receive a warning, detention, bus suspension or school suspension as warranted. When a student receives a disciplinary bus write up, the incident will be investigated and disciplinary consequences will be taken up to and including Out of School Suspension, short or long term bus suspension as determined by the investigation and severity of the incident.

## **STUDENT VISITORS**

Student visitors (students still attending K-12 schools) are not allowed during the school day. This includes friends and relatives. The only exception is parents and/or guardians wanting to visit their student.

## **TELEPHONE CALLS**

Students must get permission from the office staff before using the telephone. **We strongly discourage parents from calling or texting their students on their cell phones during the school day as students are not to have their phones out in class or hallways during school hours.** If a parent needs to contact their student, please call the school and we will help get a message or, in the case of an emergency, call the student to the office.

## **TEXTBOOKS**

Lost or damaged textbooks are student responsibility. Students should treat their textbooks with extreme care. PARENTS or GUARDIAN WILL BE REQUIRED TO PAY FOR ANY DAMAGED OR LOST TEXTBOOKS. All debts towards textbooks could cause students to miss school dances.

## **WEATHER**

**Inclement Weather:** If school is closed by the superintendent due to inclement weather, it will be announced on the radio and television stations early in the morning. Coaches may cancel outdoor practices because of inclement weather or move the practice inside.

**Tornado Watch:** After school activities scheduled to be held at Chase in the event of a Tornado Watch will be canceled if these activities are scheduled to bring in pupils from other schools or “out of school” spectators or participants. Our participation in any school sponsored activities away from Chase will be canceled during a Tornado Watch. Parents may come for their students when threatening weather exists.

# **FEDERAL AND STATE NOTIFICATIONS FOR PARENTS**

## **Notice of Non-Discrimination**

The Topeka Public Schools, Unified School District No. 501 is committed to affirmative action and equal opportunity. No person shall, on the basis of age, race, color, creed, religion, sex, sexual orientation, gender, gender identity or expression, disability, national origin or ancestry be denied lawful access to any appropriate educational service, program or activity provided by the school district. The Title IX compliance coordinator is the executive director of administration. The Section 504 compliance coordinator is the general director of special services. For employment, the EEO/AA officer is the general director of human resources. All



compliance coordinators may be contacted at 624 SW 24th Street, Topeka, KS 66611-1294, (785) 295-3000. The clerk of the Board of Education has been designated to receive and redirect or handle inquiries regarding nondiscrimination policies, regulations and procedures. The clerk may be contacted by calling (785) 295-3045 or by writing to 624 SW 24th Street, Topeka, Kansas 66611-1294.

### **Discriminatory Harassment: Students**

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, sexual orientation, gender, gender identity or expression, including sexual harassment; discrimination on the basis of race, color or national origin, including racial harassment; and discrimination on the basis of disability, including of harassment on the basis of disability. Discrimination on the basis of religion, including harassment on that basis is also prohibited. Harassment on any of these grounds of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

### **Title I School Federal Requirement Regarding Qualifications of Staff:**

Parents can request the professional qualifications of their student's teachers anytime by contacting the building administrator.

Any parent can request information about any teacher of their child. Under federal law, parents have the right to know:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or another provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- the qualifications of a paraprofessional providing instruction to a student and being reassured of the fact that all paraprofessionals work under the direction of a licensed teacher.

### **EMERGENCY SAFETY INTERVENTIONS (ESI)**

The use of seclusion or physical restraint is considered to be an "emergency safety intervention (ESI)" and shall be used only when a student presents a reasonable and immediate danger of physical harm to the student or others with the present ability to effect such physical harm.

**Restraint** is defined to include the following:

- a) "Chemical restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement. This term does not include prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments.
- b) "Mechanical restraint" means any device or object used to limit a student's movement. This term does not include those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seat belts and any other safety equipment when used to secure students during transportation.
- c) "Physical restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

### **Restraint Restrictions**

The use of chemical and mechanical restraint is prohibited, except as allowed in the above limited

circumstances. Physical restraint may only be used when a student presents an immediate danger to self or others.

### **Reports of Emergency Safety Interventions**

In the event an emergency safety intervention is used with a student the parents/guardians will be notified the same day that the ESI was used. All ESI events are reported to the Kansas State Department of Education.

For detailed information go to our website and click the Departments tab. Click on the Emergency Safety Intervention link where you will find additional ESI Information.

### **Student Privacy Law - FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Student educational records are any information gathered by our school which would include attendance, grade, disciplinary, contact, health records gathered by the school, student transcripts, etc. Our school is diligent in protecting the privacy of students and safeguarding the confidentiality of their educational records.