

**PARENT & STUDENT
HANDBOOK
BODE MIDDLE SCHOOL
2023-2024**





Parent & Student Handbook

The Bode School Parent & Student Handbook is not a standalone document. It should be considered in conjunction with the **St. Joseph School District Parent & Student Handbook** (view link). Bode Middle School expectations will supplement SJSD guidelines.

[SJSD Parent & Student Handbook](#)

Attendance Matters

Please refer to the following dates when making appointments.

August 14	Fall Sports Practices Begin - Volleyball
August 14	Fall Sports Practices Begin - Football
August 21	First Day of School - Cross-Country
September 4	No School - Labor Day
September 22	No School - Staff PD Day
October 16	Winter Sports Practices Begin - Basketball/Wrestling/Cheer
October 20	No School - Staff PD Day
October 20	End of 1st Quarter
October 23	P/T Conferences 3:30-6:30
October 24	P/T Conferences 3:30-6:30
October 27	No School
November 22-24	No School - Thanksgiving Break
November 27	No School - Staff PD Day
December 21	End of 2nd Quarter
December 22 – Jan. 7	No School – Winter Break
January 8	No School - Staff PD Day
January 9	School Resumes 2024
January 15	No School - Martin Luther King Day
February 16	No School - Staff PD Day
February 19	No School - Presidents Day
February 26	Spring Sports Practices Begin - Track
March 15	End of 3rd Quarter
March 18	P/T Conferences 3:30-6:30
March 19	P/T Conferences 3:30-6:30
March 22 - April 1	No School – Spring Break
May 22	Last Day of School

Classes will begin promptly at 7:35am and dismiss at 2:45pm.



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Section 1: General Information

Contact Us

St. Joseph School District

925 Felix St., St. Joseph, MO 64501

Phone: (816) 671-4000

Fax: (816) 671-4470

<http://www.sjsd.k12.mo.us>

<Http://twitter.com/StJosephSchools>

Bode Middle School

720 N. Noyes Blvd. St. Joseph, MO 64506

Phone: (816) 671-4050

Fax: (816) 671-4473

Bode Administration

Principal - Mr. Mark Korell

Assistant Principal - Mrs. Misty Burright

Bode Counselors

Mrs. Emily Smith

Mrs. Maggie Lawrence

Activities/Athletics

Activities Director - Mrs. Misty Burright

Lyle Christensen - ImPACT Screenings/Athletic Trainer

Emily Swanson - Sport Physicals



Office Staff

Stephanie Crowley - Administrative Assistant

Roxy Ragsdale - Attendance

Fees & Accounts

Stephanie Crowley - General

Roxy Ragsdale - General

Shacinda Cook - Lunch Fees

Bode Social Media

Follow us on Twitter

@BodePatriots

Follow our Facebook Page

Bode Middle School

Bode Middle School Website

<https://bode.sjsd.k12.mo.us/>

School Traditions:

Pledge of Allegiance

The Pledge of Allegiance is a promise of loyalty to the United States. Bode Middle School will practice this tradition each day during announcements in Advisement. It is recommended that it be recited standing up, facing the flag, and with the right hand over the heart.



Pledge of Allegiance

I pledge allegiance to the flag
of the United States of America,
and to the republic for which it stands,
one nation under God,
indivisible, with liberty and justice for all.

Bode Pledge

...And I further pledge myself
as a Bode Patriot to be
Ready and Safe, Responsible,
and Respectful to all.

Bode Middle School & You

Visitors

In order to provide a safe environment for students and staff, entrances to Bode Middle School are locked during the school day. All visitors must enter through the (East) front doors.

Closed Campus

Middle school students may not leave the school building, campus, or other assigned areas during school hours. Students shall not open doors for anyone for safety reasons. Violators of the closed campus rule will result in disciplinary action.

ID Badges

Students should have their IDs in their possession at all times. If a student loses an ID, the student should request a replacement as soon as possible at the cost of \$5.00. Replacements may be purchased in the main office.



Hall Passes

A student must have a hall pass while classes are in session. Violations of this expectation could result in disciplinary action. Passes will not be granted to students during the first ten minutes or during the last ten minutes of class.

***A hall pass is not, under any circumstances, a permit to leave the school building/campus without permission from the main office.**

Cell Phones/Electronic Devices

Under board policy EHB -AP, the usage of personal technology including cell phones is restricted during the school day. [Bode Cell Phone Policy](#)

Cell Phones (Board policy EHB-AP)

Under board policy EHB-AP, the usage of personal technology including cell phones is restricted during the school day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Failure to comply with reasonable requests pertaining to cell phones may result in additional consequences. Given the importance and prevalence of cell phones for communication purposes the following expectations are outlined below.



Bode Middle School Cell Phone/Music Device Policy and Procedures

Intentions

At Bode Middle School and the SJSD, we strive to ensure that we provide a safe and productive learning environment for our students. Cell phone/music device use at school has been proven to be a distraction and does not allow our students and staff the appropriate opportunities to achieve these goals. Furthermore, since the district provides adequate means for technology by issuing student computers, the use of cell phones/music devices for academic success is unnecessary during school hours.

Bode's procedures below are in coordination with SJSD Board Policy, see [Student/Parent Handbook](#) pgs. 75-76.

Limits

- ★ Student cell phone/smartwatch/music device use is prohibited from 7:35am-2:45pm during class time and passing times.
- ★ If students bring cell phone/music devices to school, they must be concealed and put away in a bag or backpack while also being on silent or shut off. **If the phone/music device is seen or heard, it will be subject to confiscation.**
- ★ Cell phones/smartwatch/music devices can only be used prior to school (7:05am-7:35am), during the students lunch shift, and after school (2:45pm).
- ★ Students **MAY** use wired music/listening devices that attach to their SJSD issued device when prompted by the teacher.
- ★ Students with apps regarding medical concerns should contact the nurse so accommodations and notifications can be made.

Student/Family Communications During School Hours

- Parents and guardians should contact the office to communicate messages to their students or contact their student via email. Students have access to district email throughout the day.
- Bode has several phone lines that can be utilized for student communication during school hours.
- Families should not call, text, or video-conference students during classes. This will protect instructional time. Please limit student contact during the school day to only urgent messages.
- Students will be able to check their messages before school, **during their lunch shift**, and after school.

Consequences

Progressive consequences will accumulate per student, per year. Phones/Music devices will be secured in the office until retrieval. Bode and the SJSD are not responsible for accidents.

1st Offense	2nd Offense	3rd Offense	Subsequent
<ul style="list-style-type: none">● Confiscation● Parent Contact● Student Pick-up	<ul style="list-style-type: none">● Confiscation● Parent Contact● Parent Pick-up	<ul style="list-style-type: none">● Confiscation● Parent Contact● Detention● Parent Pick-up	<ul style="list-style-type: none">● Confiscation● Parent Meeting● ISS● Parent Pick-up

***NOTE:** If a student refuses to turn their cell phone/smartwatch/music device in due to a violation, the student will be subject to further disciplinary action for insubordination, **NOT** for the cell phone violation.



Please see additional information:

Students at Bode Middle School are allowed to use cell phones and musical technology before the tardy bell rings (before school), at the end of the school day, and during the lunch period in the cafeteria. Students are not allowed to use cell phones or music technology during the academic periods. All devices and earbuds should be out of sight during instructional time. This includes in the hallways, counseling center, library, advisement, restroom, or during instructional periods.

- Students are not to use cell phones or music technology during the academic advisement period and should be out of sight during the instructional time UNLESS directed by a teacher as a part of the instructional program. This includes the hallways, counseling center, library, gym, etc.
- In the event a student is using (or the device is visible) a cell phone, music device, gaming device, or other electronic device during the instructional period without permission, the device will be confiscated and a parent/guardian will need to retrieve the device after school is out.
- Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment.
- If a student is assigned ISS or sent to the office for disciplinary issues it is expected that the student turns off their phone and gives it to the adult supervisor.

The purpose of this policy is to facilitate the use of technology and to create a safe environment in which to use technology. The staff and administration feel it is more beneficial to instruct the use of cell phones and other wireless devices at Bode Middle School than to ban them. We are committed to wholeheartedly attempting to allow the students to follow these guidelines without consequence. We cannot, however, allow inappropriate use of these devices to disrupt the learning environment, and we feel that learning the rules for using wireless devices is more beneficial to a student as the transition into the work or college



environment. In the event this policy becomes abused, Bode administration has the right to ban all uses of these devices.

****Bode Middle School, the staff and the St. Joseph School District are not responsible for lost or stolen cell phones.**

Phone Calls

Only messages from a parent/guardian listed in PowerSchool will be accepted and given to students. Parents are encouraged to limit phone messages for students to family emergencies. Parents are asked to refrain from calling or texting students during school hours.

Student ID's

Students are required to have an ID at school for lunch and to check out library books. Students who do not have an ID will be required to wait at the end of the lunch line to expedite our lunch process.

Student Responsibilities

Please Monitor:

- Grades
- Attendance
 - Assignments due to absences
- MSHSAA Eligibility
- Eligibility for school sponsored events

Bode Middle School Digital Citizen Expectations

We strive to show students the safe, legal, and responsible use of information and technology. We embrace the following conditions or facets of being a digital citizen.

- **Respect Yourself.** I will select online names that are appropriate.
- **Protect Yourself.** I will not publish personal details, contact details, or



schedules of activities for myself or anyone else. I will check with my teacher before registering at any website.

- **Respect Others.** I will not use technologies to bully, harass, or tease other people.
- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** I will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** I will request to use the software and media others produce.
- **Respect Property.** I will neither deface, damage, nor destroy the property of the St. Joseph School District.
- **Protect Property.** I will ensure the proper handling and safety of property belonging to the St. Joseph School District

Nutrition Services

Lunchroom Expectations

- Students should use the same expectations during lunch as expected everywhere. Students are responsible for the cleanliness of their table after finishing their meal and preparing to leave.
- Students must report to the lunchroom at their assigned time and remain there throughout their entire lunch period. Leaving during lunch will result in disciplinary action.
- Students are required to have an ID at school for lunch. Due to efficiency, students who do not have an ID will be asked to wait and get into line last.

***Please do not have any fast food or carryout food brought in, ordered, or delivered by anyone.**



PowerSchool

PowerSchool is a web-based student information system that allows educators, parents and students to share information. PowerSchool allows parents access to their student's grades and attendance anytime. To create an account or update your information on PowerSchool, call Bode at (816) 671-4050. Refer to the [SJSD Parent & Student Handbook](#) (page 17).

Transportation/Pick-up Drop Off

Bus Transportation - School Sponsored Trips

Transportation for participants in school sponsored trips and competitive activities shall be by bus or school vehicle. Students are representing the school and must travel by means provided. There must be a faculty representative in each bus or other authorized vehicle. (The same rules and regulations governing student behavior while at school apply to those riding school buses.)

Refer to the [SJSD Parent & Student Handbook](#) (page 22).

Parent and Guardian Pick-up/Drop-off

- Parents shall use the South parking lot as a designated pick-up/drop-off location before or after school. Parents shall enter using the Southeast entrance and exit the lot to the West.
- Parents and Guardians who are picking up/dropping off during school hours should use the circle drive located in the (East) front of Bode Middle School.
- Following these guidelines will make for a safer and smoother transition before and after school.



Section 2: Student Achievement

Academic Achievement

Please refer to the [SJSD Parent & Student Handbook](#) Section 3 for policies regarding grading scales, academic screening and intervention, and promotion, placement, and retention.

Grading Policy

A 10% deduction is applied to any assignment that is not submitted on time. Assignments can be turned in up until progress report grades are submitted (3 weeks). After progress reports, missing work will no longer be accepted.

Section 3: Attendance Procedures

Attendance Guidelines:

Please refer to the [SJSD Parent & Student Handbook](#) Section 2 for attendance policies and procedures.

- **Daily Absence Reporting**
- **Makeup Work**
- **Attendance and Credits**
- **Parent Communication**

In addition:

- Parents should notify the school each day a student is absent. If the parent is unable to contact the office, the student should bring a dated, written note signed by a parent/guardian giving the reason for the absence upon return to school.
- Students should arrive at school in sufficient time to turn in note to the attendance secretary and be on time to first period by 7:25 AM
- Official attendance accounting begins the first day of school.



Tardy Policy

- Any student absent from class more than ten minutes without the knowledge or consent of a parent/guardian or the school is truant. After ten minutes of class time has been missed, the student will be marked with an absence for that class period. Truancy may lead to immediate consequences.
- Any student absent from class less than ten minutes without the knowledge or consent of a parent/guardian or the school is tardy. The student will be marked as tardy for that class period.
- Consequences (per Semester)
 - Five tardies will result in a 1 hour after school detention
 - Ten tardies and greater will result in at least one day ISS
 - Subsequent tardies will result in further disciplinary action, possibly extended ISS or OSS.
 - Failure to stay after school for detentions will result in ISS unless other arrangements have been made by the student/parent or guardian.

Tardies will be tracked collectively across all hours. A report will be run each day/week and students will be informed of consequences being assigned for additional tardies beyond the 1st hour.

Leave Permits/Partial Absences

It is preferred that parents send a note or notify the school when requesting a leave permit. Leave permits will be issued immediately upon receiving the written request (students should arrive at school in sufficient time to bring the note to the attendance secretary and still be in their first period class by 7:35 a.m.). Requests by phone will only be issued if verified that it is an actual parent/guardian request. Students who obtain leave permits for appointments



(doctor, dentist, and other) should return to school immediately after the appointment is concluded. Students must have their permit signed by the respective doctor in order to be excused. Students who leave school without prior parental consent and without checking through the office will be considered truant.

Leave permits should be kept to a minimum. Students and parents should be aware that leave permits negatively affect a student's attendance.

Patriot Pride, School Dances, and Bode Incentive Eligibility

PATRIOT PRIDE

Throughout the school year, students will have opportunities to become eligible for school incentives, for academics, behavior, and attendance. The attendance policy for these events will be based on minutes for being present at school regardless of parents phone calls, doctor notes, or "excused absences". Students must have at least 90% attendance to be eligible. The principal or its designee can make exceptions based on special circumstances.

SCHOOL DANCES

Bode Middle School will host three school dances during the school year. Students will be considered ineligible for the dances if any of the following have occurred.

- Cumulative Attendance is below 90% at the time of the dance (All absences count)
- Students are currently in ISS or OSS
- Students who have obtained 5 or more days of OSS



Attendance & Activities Eligibility

[Bode Athletic Handbook](#), [SJSD Athletic Handbook](#)

ATTENDANCE

All students who represent the school in activities must attend school for the full day of classes in order to participate.

Students must be in regular attendance for the full day of the activity scheduled unless the activity is in another city and it is necessary that the student is absent for travel and participation, or, if the activity is scheduled on a date when school is not in session.

A full day of attendance is defined as being in school prior to the end of the first class period of the day. If a student misses class without being excused by the principal, the student shall be considered ineligible on that date. Students in ISS or OSS are not eligible to participate in practice or contests.

An absence will prevent the student from participating on the day of the absence and it will prevent the student from competing or participating until a full day of classes has been attended.

Attendance at all practice sessions and games/contests for all team members is mandatory. If for some reason the student will be late or tardy for practice, he or she must personally speak to the coach or sponsor prior to the start of that practice. Students are also not permitted to leave practice early unless prior approval from the coach has been given. If a student is in school, they will be expected to attend practice unless he or she leaves during the day. Going home due to illness will disqualify a student for that day's practice. Students must attend a minimum of 14 practices per MSHSAA before they can compete in a MSHAA activity.

An **unexcused absence from practice** is defined as:

1. When the coach is not notified before the practice or game or the reason for being absent is not legitimate.
2. When a student is suspended from school or serving an In School Suspension
3. When a student misses a practice or a game to compete on a non-school team.



Consequences

- *1st and 2nd unexcused absence from practice or game – 1 game suspension
- *3rd unexcused absence from practice or game – automatic expulsion from team

GRADES

A 7th grade or 8th grade student must be currently enrolled in and attending the normal courses for that grade. A student must have been promoted from the 7th grade to 8th grade. Any student who fails more than one subject in the preceding Quarter shall be ineligible the following Quarter. This does not apply to students promoted from the 6th grade entering the 7th grade. Students who are enrolled in special education classes must be making standard progress in all classes in order to be eligible.

Grades checks will be conducted every week (Friday) and reported to coaches. Athletes can do a follow-up grade check no later than the following Monday at 3:00 pm and report this to the AD and coach if their grade has changed since the report on Friday. If the grade is a 60% or better on Monday by 3:00, the student will remain eligible for that week. If the student is still failing more than one class, they will remain ineligible for that week. No grade checks will be done after the deadline of 3:00 on Monday in order to determine eligibility. Athletes must report the updated grade to the Athletic Director and Coach no later than 3:00 on Monday.

1st Grade Check if a student is failing more than one course: Coach notifies athlete and develops a plan for action. The athlete is placed on academic probation and can still participate in practice and games that week at coaches discretion.

2nd Grade Check if a student is failing more than one course: Coach notifies athlete and parent that the student is ineligible to participate in games that week. Coach determines if the athlete practices that week or works on academics during practice.



3rd Grade Check if a student is failing more than one course: If a student has failed more than one course for 3 consecutive weeks the athlete will be ineligible to compete in contests for the remainder of the season. The coach will determine if the athlete can attend practices for the remainder of the season.

Once a student has at least a 60% in all but one course after grade checks they will be deemed eligible and the process for grade checks will start over.

If a student misses class on the date of a contest, competition, or after school event without being excused by the principal, he/she shall be considered ineligible to participate or attend on that date. The attendance and eligibility guidelines below can also be found in the SJSD Athletic Handbook.

All students who represent the school in activities must attend school for the full day of classes in order to participate. A full day of attendance is defined as being in school prior to the end of the first class period of the day. If a student misses class without being excused by the principal, the student shall be considered ineligible on that date. Students who represent the school in activities will now be required to be at school all day in order to participate in a school sponsored athletic event or school sponsored activity, including practice and events. A full day of attendance is defined as being in school prior to the end of the first class period of the day. **This requirement also applies for the day before a weekend scheduled event.**

Absences may only be excused with prearranged permission from administration or a doctor's note submitted to the office. Parent phone calls are not sufficient.

Additional Prerequisites for Activities and Eligibility

Students must have 95% or greater attendance to be eligible to: hold a position as a student body officer.



Section 4: Student Guidelines

General Student Behavior

Students are expected to demonstrate acceptable school behavior at all times. A violation of acceptable behavior will result in disciplinary action, which may include suspension. Students are urged to contact building administrators for prior clarification of acceptable behavior.

Please refer to the [SJSD Parent & Student Handbook](#) (Prohibited Conduct) for student discipline policies and procedures.

When school expectations apply:

The list of specific rules is not intended to be all-inclusive. Students will be subject to disciplinary action any time their behavior is disruptive, illegal, or inconsiderate of others. Specific consequences will be assigned by the school administration. Expectations apply at all times while students are:

- on campus and/or in proximity to campus;
- on school-sponsored field trips;
- on school buses, at school bus stops, and while traveling to or from school or school bus stops;
- at school sponsored events and activities;
- at any other time and place that their conduct may affect the safety or well-being of other students or staff.

Expectations for Classroom Behavior:

The classroom is certainly one of the most critical areas of an educational institution. Our expectations will be aligned to support classrooms conducive to teaching and learning at a high level. Building-wide expectations have been developed for classrooms. Additional expectations and procedures could be added by individual classroom teachers. Please see building-wide positive behavior expectations below.



BEHAVIOR MATRIX & NORMS



	READY & SAFE	RESPONSIBLE	RESPECTFUL
CLASSROOM	<ul style="list-style-type: none">• Be on time• Bring a charged computer, notebook, and writing utensil• Cell phones/earbuds put away	<ul style="list-style-type: none">• Listening & participate actively• Turning work in on time• Seek assistance as needed	<ul style="list-style-type: none">• Follow directions• Raise your hand• Use appropriate language & tone• Keep your hands & feet to yourself
GYM	<ul style="list-style-type: none">• Enter quietly and sit in assigned area until dismissed• All food/drinks should remain in cafe	<ul style="list-style-type: none">• Use technology appropriately during designated times• Remain seated in assigned area	<ul style="list-style-type: none">• Keep your hands & feet to yourself• Follow directions• Use appropriate language, tone, & volume
HALLWAY	<ul style="list-style-type: none">• Walk on the right• Cell phones/earbuds put away	<ul style="list-style-type: none">• Go straight to your destination• Keep your hands & feet to yourself• Pick up trash• Have a pass at all times	<ul style="list-style-type: none">• Observe personal space• Listen to adults in hallway• Use your quiet inside voice
CAFE	<ul style="list-style-type: none">• Remain seated after getting lunch• Have lunch card ready• All food/drinks should remain in cafe	<ul style="list-style-type: none">• Stay in designated area• Listen to adults• Clean up your eating area• Use technology appropriately	<ul style="list-style-type: none">• Follow directions• Exhibit good table manners• Keep food on your plate or in your mouth
RESTROOM	<ul style="list-style-type: none">• Have bathroom pass• Use during appropriate times• Cell phones/earbuds put away	<ul style="list-style-type: none">• Do your business and leave• Flush the toilet• Wash hands• Throw trash in the garbage	<ul style="list-style-type: none">• Respect the privacy of others• Keep facilities clean
BUS	<ul style="list-style-type: none">• Be at your bus stop on time• Remain behind white line while waiting	<ul style="list-style-type: none">• Stay seated while the bus is moving• Keep your body and belongings inside the bus	<ul style="list-style-type: none">• Follow directions• Listen to the bus driver• Use appropriate language
ALL SETTINGS	<ul style="list-style-type: none">• Keep hands, feet, and other objects to yourself• Keep personal possessions with you at all times• Report any unsafe conditions or actions	<ul style="list-style-type: none">• Follow staff directions• Know and understand all SJSD policies• Cell phones/earbuds only during lunch• Participate in class and turn in work on time	<ul style="list-style-type: none">• Use appropriate language and volume when speaking• Be an active listener• Use kind words and actions





CLASSROOM

BODE NORMS

Be a Patriot!



VOICE LEVEL 0/2

BE READY AND SAFE



- ★ Be on time
- ★ Bring a charged computer, notebook, & writing utensil
- ★ Cell phones, earbuds put away

BE RESPONSIBLE



- ★ Listen & participate actively
- ★ Turn in work on time
- ★ Seek assistance as needed



BE RESPECTFUL



- ★ Follow directions
- ★ Raise your hand
- ★ Use appropriate language & tone
- ★ Keep your hands & feet to yourself



GYM

BODE NORMS

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VOICE LEVEL 2/3

BE READY AND SAFE



- ★ Enter quietly & sit in assigned area until dismissed
- ★ All food/drinks should remain in canteen

BE RESPONSIBLE



- ★ Use technology appropriately during designated times
- ★ Remain seated in assigned area

BE RESPECTFUL



- ★ Keep your hands & feet to yourself
- ★ Follow directions
- ★ Use appropriate language, tone, & volume





HALLWAY

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VOICE LEVEL 1/2

BE READY AND SAFE



- ★ Walk on the right side
- ★ Cell phones/earbuds put away



BE RESPONSIBLE



- ★ Go straight to your destination
- ★ Keeps your hands & feet to yourself
- ★ Pick up trash
- ★ Have a pass at all times

BE RESPECTFUL



- ★ Observe personal space
- ★ Listen to adults in hallways
- ★ Use your quiet inside voice



CAFETERIA

BODE NORMS

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VOICE LEVEL 2

BE READY AND SAFE



- ★ Have lunch card ready
- ★ All food/drinks should remain in cafe
- ★ Remain seated after getting lunch



BE RESPONSIBLE



- ★ Stay in designated area
- ★ Listen to adults
- ★ Clean up your eating area
- ★ Use technology appropriately

BE RESPECTFUL



- ★ Follow directions
- ★ Exhibit good table manners
- ★ Keep food on your plate or in your mouth



RESTROOM

BODE NORMS

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VOICE LEVEL 1/2

BE READY AND SAFE



- ★ Have a bathroom pass
- ★ Use during appropriate times
- ★ Cell phones/earbuds put away

BE RESPONSIBLE



- ★ Do your business & leave
- ★ Flush the toilet
- ★ Wash hands
- ★ Throw trash in the garbage



BE RESPECTFUL



- ★ Respect the privacy of others
- ★ Keep facilities clean



BUS

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VOICE LEVEL 2

BE READY AND SAFE



- ★ Be at your bus stop on time
- ★ Remain behind white line while waiting



BE RESPONSIBLE



- ★ Stay seated while the bus is moving
- ★ Keep your body and belongings inside the bus

BE RESPECTFUL



- ★ Follow directions
- ★ Listen to the bus driver
- ★ Use appropriate language





ALL SETTINGS

BODE NORMS

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VOICE LEVEL 0/3



BE READY AND SAFE



- ★ Keep hands, feet, & other objects to yourself
- ★ Keep personal possessions with you at all times
- ★ Report any unsafe conditions or actions

BE RESPONSIBLE



- ★ Follow staff directions
- ★ Know & understand all SJSD policies
- ★ Cell phones/earbuds only during lunch
- ★ Participate in class & turn in work on time

BE RESPECTFUL



- ★ Use appropriate language & volume when speaking
- ★ Be an active listener
- ★ Use kind words & actions





Student Discipline:

At times, it will be necessary for teachers and/or administrators to assign consequences to students for behavior that is a violation of [SJSD Prohibited Conduct](#). Also, from time to time, if given reasonable suspicion, an administrator may need to search a student's belongings for possible inappropriate items. Lockers, computers, and other school issued equipment may also be searched or confiscated at any time deemed necessary by administrators.

Detention

Students may be assigned detention by the administration or any member of the faculty. Detention is for students exhibiting undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems.

Classroom detentions are to be served with the staff member assigning the detention. Failure to serve a classroom detention will result in additional consequences.

Students receiving office assigned detentions should report to the designated room at the time given for the day(s) assigned. Students are expected to serve detention **within one week** of the detention assignment. Failure to report at the proper time can result in additional detention time or suspension.

Dress Code Guidelines:

Proper School Dress

Student dress can have a significant effect on learning and behavior.

Please refer to the [SJSD Parent & Student Handbook](#) (Dress Code) for student information.

Dress Code

The Board of Education and Bode Middle School recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. It is district philosophy that student dress and grooming is the



responsibility of the individual and parents/guardians ([Board Policy JFCA](#) and [JFCA-API1](#)).

When in the judgment of the principal, or his or her designee, a student's appearance or mode of dress disrupts the educational process, constitutes a threat to health or safety or is otherwise contrary to the school's objective to maintain an environment that is free of offensive and hostile conduct, the student may be required to make modifications. Student dress that materially disrupts the educational environment is not permitted.

For example, but not limited to:

- Footwear must be worn at all times. Sandals are acceptable if safe and securely worn.
- Hoods and hats are not to be worn in the building at any time. Headgear that creates a distraction from student learning or engagement can not be worn. Headgear relating to religious practices or medical treatment is allowed.
- Clothing that advertises substances such as alcohol, cigarettes, drugs and violence is not permitted.
- Clothing and accessories that refer to sexual connotations, obscenities, or is suggestive in any way is not permitted.
- Any clothing that exposes undergarments, a bare midriff, shoulder or back, or is otherwise revealing, is not permitted.
- Overly long baggy jeans or shorts that are inappropriately short are not permitted. Sagging will not be permitted
- Heavy or lengthy chains are not to be worn at any time.
- For safety/student identification purposes, students may not wear hoods over their head while inside the school building during school hours.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. Failure to comply may result in disciplinary action.

Building administrators reserve the right to request a change of clothing when such interferes with the learning environment, welfare or safety.



Annual Notifications:

Class change requests will be reviewed based on the following criteria:

- Requests for class change will be submitted to the administrative office.
- Once received, the administrative team will review the course change request and make a final determination to either grant or deny the request.
- **Students requesting a change from an elective will not be granted a class change due to limitability.**
- Students will receive notification of the decision.
- If granted, the student schedule will be changed with as little inconvenience as possible. Keep in mind that a class change could affect the rest of the student schedule, including moving out of different classes.

Multiple considerations are made regarding course change requests. Students, their parents and guardians, should understand that not all course change requests will be granted. Any exception must go through administration.



Section 5: Appendices



2023-24 ACADEMIC CALENDAR

July '23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September '23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October '23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March '24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June '24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Important Dates	
August 9-10	New Teacher Training
August 9-11	Registration (All Grades)
August 15	Professional Development
August 16	Teacher Workday
August 17	1/2 Professional Development, 1/2 Teacher Workday
August 18	1/2 Professional Development, 1/2 Teacher Workday
August 21	First Day of School
September 4	No School - Labor Day
September 22	No School - Professional Development
October 20	End of 1st Quarter, 1/2 PD, 1/2 Workday (grades, NEE)
October 23-26	Parent/Teacher Conferences
October 27	No School
November 22-24	No School - Thanksgiving Break
November 27	No School - Professional Development
December 21	End of 2nd Quarter/1st Semester
December 22-January 4	No School - Christmas Break
January 5	No School - Professional Development
January 8	First Day of 3rd Quarter/2nd Semester
January 15	No School - Martin Luther King Jr. Day
February 16	No School - Professional Development
February 19	No School - President's Day
March 15	End of 3rd Quarter
March 18-21	Parent/Teacher Conferences
March 22	No School
March 25-March 29	No School - Spring Break
April 1	No School - Easter
May 19	High School Graduations
May 22	Last Day of School - 2 hr. Early Out
May 23	Teacher Workday/Meetings
May 27	No Summer School - Memorial Day
June 19	No Summer School - Juneteenth

Student/Teacher Days				
Aug	9/13	Jan	17/18	Teacher Workdays
Sept	19/20	Feb	19/20	Teacher PD Days
Oct	21/22	Mar	15/16	
Nov	18/19	Apr	21/21	1st Semester School Days
Dec	15/15	May	16/17	2nd Semester School Days
181 Teacher Days		169 Student Days		1145.5 Student Contact Hrs

High School Graduation	
Sunday, May 19, 2024	
Graduations will be held at the Civic Arena at the following times:	
1:00 PM - Central	
4:00 PM - Benton	
7:00 PM - Lafayette	

Color Key	
	First/Last Day of School
	No School
	Early Out
	Parent/Teacher Conferences
	Registration
	1/2 PD, 1/2 Workday
	Teacher Workday
	Teacher PD



BODE MIDDLE SCHOOL

DAILY SCHEDULE



Period	Time
ADV	7:35 - 8:05
1	8:08 - 8:58
2	9:01 - 9:51
3	9:54 - 10:44
4	7th/ 10:47 - 12:06 (7th LUNCH) 8th/ 10:47 - 11:37
5	7th/ 12:09 - 12:59 8th/ 11:40 - 12:59 (8th LUNCH)
6	1:02 - 1:52
7	1:55 - 2:45
Lunch	7th (1st) L 10:47 - 11:11 / C 11:14 - 12:06 7th (2nd) C 10:47 - 11:12 / L 11:13 - 11:37 / C 11:39 - 12:06 8th (3rd) L 11:40 - 12:04 / C 12:07 - 12:59 8th (4th) C 11:40 - 12:05 / L 12:07 - 12:31 / C 12:33 - 12:59 * L = lunch * C = Class



BODE MIDDLE SCHOOL

ASSEMBLY SCHEDULE



Period	Time
ADV	7:35 - 7:55
1	7:58 - 8:43
2	8:46 - 9:31
3	9:34 - 10:19
4	7th/ 10:22 - 11:38 (7th LUNCH) 8th/ 10:22 - 11:11
5	7th/ 11:41 - 12:29 8th/ 11:14 - 12:29 (8th LUNCH)
6	12:32 - 1:17
7	1:20 - 2:05
ASSEMBLY	2:10 - 2:45
Lunch	7th (1st) L 10:22 - 10:46 / C 10:48 - 11:38 7th (2nd) C 10:22 - 10:47 / L 10:49 - 11:13 / C 11:15 - 11:38 8th (3rd) L 11:14 - 11:38 / C 11:40 - 12:29 8th (4th) C 11:14 - 11:39 / L 11:41 - 12:05 / C 12:07 - 12:29 * L = lunch * C = Class



Department Directory

ADMINISTRATORS

Burright, Misty
Korell, Mark*

BUSINESS

Reichel, Chelsea

COMPUTER TECH

Gerhardt, Andrew
Vawser, Garrett

COUNSELING

Lawrence, Maggie
Smith, Emily*

ENGLISH LANGUAGE ARTS

Alkier, Elisabeth*
Bridges, Susan
Hughes, Jennifer
Miranda, Catherine
Pegram, Tia
Reinert, Beth Ann
Shoop, Kara

ESOL/ELD

Davis, Kelsey
Villegas, Gena*

FINE ARTS

Connors, Jackson
Frazee, Katie
Wootton - Strings
Lippencott, Chad
Saxton, Amanda*
Wootten, Lynnea

WORLD LANGUAGE

Simon, Robin

GIFTED

Byrd, Alison

INSTRUCTION

Colin Pettegrew*

ISS

Hansen, Scott

LIBRARY MEDIA

Hoskins, Elizabeth*

MAINTENANCE

Brady, Samuel
Duree, Austin
OPEN - Engineer
Habrock, Brian - Nights

MATHEMATICS

Angst, Ricky
Fidel, Ronnie
Jones, Haylie*
Lara, Malainie

NUTRITION

Allen, Hannah
Cook, Shacinda*
Koehnlein, Sherri
OPEN

PHYSICAL EDUCATION

Banks, Tyler
Hale, Jason
Kirschner, Taylor*

SAFETY and HEALTH

Czuprynski, Tereasa
Swanson, Emily

OFFICE STAFF

Crowley, Stephanie
Ragsdale, Roxy

SCIENCE

Figg, Breanna
Montgomery, Amy
Seibern, Deborah*
Trout, Sharyl

SPECIAL SERVICES

Cox, Tereasa
Dixon, Joanna
Ricafort, John
Sansonet, Charlie
Stone, Rebecca*

SOCIAL STUDIES

Aguilar, Dyan*
Holub, Kailee
O'Callaghan, Johanna
Silligman, Ashley

*Denotes Department Chair or Leadership Committee



Athletics/Activities & Coaching Staff

Academic Team (Winter)	Elisabeth Alkier (7th grade), Sharyl Trout (8th grade)
Basketball - Boys (Winter)	Ron Tyler Assistant:
Basketball - Girls (Winter)	Taylor Kirschner Assistants:
Cheerleading (Winter)	Emily Smith
Cross-Country (Fall)	Chelsea Reichel Assistants:
Football (Fall)	Bob Brandt - Bode/Robidoux Assistants: Ricky Angst - Bode Tom Corrington - Robidoux James McCord - Robidoux
Student Council (Year-long)	Jennifer Hughes
Track (Spring)	Taylor Kirschner, Assistants: Maggie Lawrence, Chelsea Reichel
Volleyball (Fall)	Taylor Kirschner Assistant: Maggie Lawrence
Wrestling (Winter)	Tarell Strader



Clubs and Sponsors

INTRAMURALS	
Basketball	Kaylee Holub, Haylie Jones, Colin Pettegrew
Soccer	Jennifer Hughes
Volleyball	Kaylee Holub, Haylie Jones
Weights	Ricky Angst
CLUBS	
Yearbook	Elizabeth Hoskins



SJSD Grading Periods

1. Grades will be recorded using PowerSchool.
2. Bode Middle School will submit formal three-week progress reports that will be distributed through Advisement.
3. Grade and Progress report posting dates are listed below. (Dates are approximate as unforeseen events could cause a change.)

Progress Reports	Grades Due 7:00 am	Distributed	Grade Reports	Grades Due	PTC/Mailing
1st Quarter	09/08/2023	9/11/2023	1st Quarter Grades	10/20/2022	10/27/2022
1st Quarter	09/29/2023	10/2/2023			
2nd Quarter	11/10/2023	11/13/2023	2nd Quarter Grades	12/21/2023	01/5/2024
2nd Quarter	12/1/2023	12/4/2023			
3rd Quarter	02/02/2024	02/05/2024	3rd Quarter Grades	03/15/2024	03/21/2024
3rd Quarter	02/23/2024	02/26/2024			
4th Quarter	04/12/2024	04/15/2023	4th Quarter Grades	05/22/2023	05/23/2023
4th Quarter	05/03/2024	05/06/2023			