Haysville Middle School

900 W. Grand
Haysville, KS. 67060
(316) 554-2251
Fax: (316) 554-2258

Student Handbook 2009-2010

This agenda book belongs to:

Name: _____

Address: _____

City/State: _____ Zip Code: _____

Phone: _____

In case of an emergency, please notify:

Name: _____ Phone #: _____

The HMS mascot is the Hawk and the school colors are red and white. HMS is a member of the Pioneer League. The Pioneer League includes: Division I: Derby Red, Derby White, Hutchinson, Maize South, and Newton; Division II: Goddard Eisenhower, Robert Goddard, Maize, Prairie Hills, and Valley Center; **Division III: Andover, Andover Central, Ark City, Haysville, Haysville West, and Winfield**; and Division IV: Augusta, Circle, El Dorado, Mulvane, Rose Hill, and Wellington. Information about our league can be found at www.pioneerleague.org .

Haysville Middle School - Parent's Page - 2009-10 School Year

Student Name: _____
(Please remove this page from the agenda book and place near your home telephone for easy reference.)

- **Arrival and Departure**
  - Students are to arrive at school no earlier than 7:15 a.m. for breakfast services, or 7:25 a.m. otherwise. Students are to be out of the building by 2:55 p.m. each day. Exceptions to these times are athletic practices or other extracurricular activity practice. There may also be periods of time during the school year where the facility is opened earlier, those situations will be determined as deemed necessary by administration.
- **Lunch**
  - HMS has a closed lunch period. Checking a student out for lunch counts against his/her classroom attendance.
- **Absences**
  - Parents will be held responsible for contacting the school by telephone or personal visit within 24 hours of the absence. Call: 554-2251 and leave your message with one of the office staff. Excessive absences may require a note from a physician.
- **Call-Em-All**
  - HMS uses this computerized program to make telephone calls in a matter of minutes to our population. In order for this program to be successful, it is vital that the office has an accurate contact number at all times.
- **Change of Address or Telephone**
  - Inform the main office of any address or telephone number changes immediately. The office must maintain current information in the event of an emergency.
- **Parent-Teacher Conferences**
  - Conferences will be conducted on the same dates with similar schedules for the elementary and middle schools, with the high school being slightly different. Please refer to the district's school calendar for scheduled fall and spring conferences.
- **Telephone**
  - Due to the overwhelming number of calls the office receives, we request that you please make all arrangements with your child prior to school. In the event of an emergency, to be determined by the administration, it is possible that a message may be delivered to your child. HMS will not impede the educational process and call your child out of class to take a telephone call.

Parent Return Form - (Please remove by cutting on the dotted line, and return this to your first hour teacher.)

Student Name _____

I have read and discussed the parent/student handbook with my child. I understand that any questions I have should be addressed to Haysville Middle School Administration. I understand that the rules and procedures in this handbook are for the purpose of promoting a safe and orderly environment in which my child can learn and succeed.

(Parent Signature) _____ (Date) _____

Principal's Message

On behalf of the teachers and staff of Haysville Middle School, I would like to welcome you to a new school year. We recognize that this is both an exciting and challenging time for you as you develop interests, attitudes, and personal standards that will direct your behavior in the years ahead. We want to provide you with the best education that we can; however, this cannot be done without your help. One way you can help is by accepting responsibility for your education by making a commitment to attend school daily, completing assignments on time, and behaving appropriately. In doing so, you are also making your transition from the grade school to the secondary setting a successful one.

The first step in accepting this responsibility is to become familiar with this agenda book. It provides information on rules, procedures, activities and services at our school. I encourage you to read this handbook carefully and discuss it with your parents. **All students are responsible for knowing the contents of this handbook**. We also believe the student agenda is a valuable study skills tool. By consistently using the agenda book daily to record assignments, projects, and tasks, you will find yourself more successful with the academic challenges you will face.

We want your time with us at the middle school to be enjoyable as well as educational. Our concern for you goes beyond your academic success, so if there is any way we can be of assistance to you throughout the upcoming school year, please let us know.

Respectfully,
Dr. Michael Maurer, Principal

This handbook has been prepared to enable students and their parents or guardians to know and understand the procedures, policies, and regulations of Haysville Middle School. It is not intended to be an all-inclusive listing of rules and regulations. **Items that fall outside those listed in this handbook will be handled at administrative discretion**. To the best of our ability, every effort will be made to recognize the human dignity and worth of each individual student attending Haysville Middle School. It is the responsibility of each student/parent to become familiar with the contents of this handbook. This handbook can be accessed online at www.hmsnetkids.com or at www.usd261.com and go to the middle school link.

Administration
Dr. Mike Maurer – Principal
Mrs. Samantha Glover – Assistant Principal
Mr. Clint Shipley – Assistant Principal – Athletic Director

Board of Education Members
Mr. Glenn Crum
Mr. Greg Fenster
Mr. Forrest Hummel
Mr. Phil Harris
Mrs. Regina Schutt
Mrs. Susan Walston
Mrs. Barbara Walters

Office/Secretarial Staff
Mrs. Pam Burkett – Athletic Secretary
Mrs. Tami Schlereth – Attendance - Receptionist
Mrs. Cindy Williams – Principals Secretary - Finance

Counseling Office Staff
Mrs. Julie Dombo - Counselor
Mr. Brad Johnson – School Psychologist
Virginia Plett - Counselor

School Telephone Numbers

HMS Office	554-2251	HMS Fax	554-2258
Campus	554-2236	Freeman	554-2265
Haysville West	554-2370	Nelson	554-2273
Oatville	554-2290	Prairie	554-2350
Rex	554-2281	Ruth Clark	554-2333
Superintendent's Office	554-2200	Transportation	554-2213

USD 261 Mission Statement
The mission of the Haysville Public Schools is "To advance learning for all through the relentless pursuit of excellence."

USD 261 Vision Statement
The vision of the Haysville Public Schools is "To equip learners with 21st Century Skills to achieve excellence in a continually-changing world"

USD 261 Statement of Beliefs

We Believe to accomplish the mission and vision:

- Our primary responsibility is teaching and learning
- Students come first
- All members of our learning community add value
- Relevance + Relationships + Rigor = engaged learning
- School, community and business partnerships enrich student learning
- Learning is enhanced in a safe and caring environment
- In quality staff committed to excellence
- In exploration, innovation, collaboration and growth
- In integrity of word and deed
- Students need a rigorous, relevant world class curriculum
- In data-driven, continuous improvement for all
- Diversity is as asset
- Modern technology is an essential tool for teaching and learning
- In fiscal responsibility

What should I do if . . .

I lose my ID card?
Check with the office to see if found, if not, purchase a new ID for $5.00

I lose my planner?
Purchase a new planner from the office at a cost of $8.00.

I forgot my locker combination?
Check with the main office.

My locker is jammed?
Report to class so as to not be counted tardy, then ask to be allowed to report to the office.

I need to check in or out of school?
Report to the main office.

I am feeling sick?
Ask your teacher for a pass to the health room.

I need to place money on my lunch account?
Go to the cafeteria before school. If this is not an option, you will have to be at the end of the line for your specific class as they proceed through the line.

Something gets stolen?
Make a Crime Stoppers report by dropping a note in the Crime Stoppers box located in F Hall (main hall).

I have a question about athletics and/or activities?
Report to Mr. Shipley, assistant principal, or the appropriate coach and/or sponsor.

I need to report harassment?
Report to the office; the appropriate paperwork will then be given to the grade level assistant principal.

I have lost my Powerschool Password?
Report to the office and the secretaries will obtain that information for the student.

Notice of Non-Discrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements with Unified School District #261 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission to, access to, treatment of, or employment in its programs and activities. Any person having inquiries concerning Unified School District #261 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Superintendent of Schools or his/her designee, 1745 W. Grand, Haysville, Kansas, 67060, 316-554-2206. The Superintendent of Schools or his/her designee, has been designated by Unified School District #261 to coordinate the institution's efforts to comply with the regulations

implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

General Information

Absences

Parents will be held responsible for contacting the school by telephone or personal visit within 24 hours of the absence. Call: 554-2251 and ask to speak to any of the office staff. **Notes from parents will not be accepted**. Students who arrive at school after 7:40 a.m. must report to the office to sign in. Students who are habitually late to school will lose their opportunity to be excused. Students with inexcusable absences will be reported to the proper authorities as per KS 72-1113. According to the State of Kansas law 72-1113 (c) (1) "Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the attendance of such child." Students less than 13 years of age who are in violation of this law will be reported to Social and Rehabilitation Services. Students 13 or more years of age but less than 16 years of age who are in violation of this law will be reported to the appropriate county or district attorney. Students who are absent because of illness will not be allowed to participate in activities or to attend social functions on the day that they are ill. Students should return to school after dental or doctor appointments whenever possible. Anytime parents take their child to the doctor during school time; a doctor's note is needed to excuse the absence. Only illness or some serious emergency at home should keep a student away from school. **Parents may obtain make-up work for extended absences by contacting the school office at 554-2251.** In general, two days are allowed for each day of excused absence to complete make-up work. A maximum of five (5) days will be allowed for any extended absence. The individual classroom teacher can make exceptions to this time limit rule. Students taking vacations or trips with parents must make up the work in advance. With the instructor's permission, homework can be turned into the teachers no later than the first day back in class. Students who are suspended must turn in their work on the day that they return from their suspension.

Academic Check Sheet

A grade check will be done once a week on **Monday** in **Guided Study** to check on the students' academic achievement.

- **Academic Success** – 0-1 missing assignments
- **Academic Warning** – 2 or more missing assignments
- **Academic Contract** – 3 or more weeks on Academic Warning
    - A student will be placed on contract after three academic warnings.
    - The contract states that parents will allow their student to automatically stay after school to attend academic academy on Tuesday, Wednesday, and Thursday.
    - A grade check needs to be done daily for those students on contract.
    - Student athletes will be expected to attend academic academy until 3:30, and then will be released to practice. Student athletes will be allowed to participate in games/meets.
    - The student will only stay if they have missing work.
    - They will be on contract until the end of the semester.

Activities

An athletic director is available for scheduling and organizing athletic events and related school-sponsored activities. The athletic director also has the necessary form and information concerning student participation and eligibility for interschool athletics and academic competitions. A well-rounded program of activities is available for grades 7 and 8. In order to be eligible to participate in school activities an individual must:

- Demonstrate satisfactory work in all subject matters and be in good standing.
- Demonstrate proper conduct in and out of school. Your sponsor will explain to you the specific requirements as to proper conduct and citizenship.
- Have on file in the office a completed physical form, (may be obtained at www.usd261.com) provided by the Kansas State High School Activities Association and signed by both a doctor and a parent. Physical exams must occur after May 1 each year to be valid for the following school year.

Attending activities is considered to be a privilege. Students, who are asked to leave a school-sponsored activity for violations of any nature, may not be allowed to attend future events.

Activity/Athletic Trips
All students who ride the bus on activity and/or athletic trips must return on the bus. Any exceptions must be cleared through the athletic director 24 hours prior to the activity. If the activity should fall on a Monday, notice needs to be given to the athletic director on the previous Friday. Parents must also make contact with the coach after the game to pick up their student. No exceptions can be, nor will be made to the provision that all participants must ride district provided transportation to the event in question. All students who do ride the bus back to school must be picked up at the school within 30 minutes of arriving at school. Any student that has been suspended from the bus by the transportation department may not participate in any school activity that requires bus transportation.

Activity Bus
An activity bus will be available at 5:15 p.m., Monday through Friday, for students participating in an activity after school. Students will not receive the same door-to-door delivery service associated with the regular routes. Drop off locations will be established and students may be required to walk a few blocks. Only students involved in school athletics, activities, or tutoring may ride the bus.

Agenda Books
All teachers require students to have their HMS agenda book with them and use it daily. The agenda book is a requirement. The agenda book, a learning and organizational tool, is intended to enhance academic performance. The agenda book also contains the Parent/Student Handbook. Replacement cost for each agenda is $8.00.

Announcements
Each day, announcements will be read from the Daily Bulletin in Powerschool during Guided Study. All items must be submitted to the office for inclusion in the daily bulletin in PowerSchool by noon daily. As necessary, announcements will be made using the intercom system. Parent/Guardians can view the daily bulletin @ www.usd261.net/public

Arrival and Departure
Students are to arrive at school no earlier than 7:15 a.m. for breakfast services, or 7:25 a.m. otherwise. Students are to be out of the building by 2:55 p.m. each day. Exceptions to these times are athletic practices, other extracurricular activity practice, detentions or tutoring.

Assembly Conduct
Assemblies are presented during the year at times advantageous to the student body. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In keeping with good school spirit the following rules will be observed:

- Students will sit in groups as assigned by the teacher or administration.
- All students will enter and leave the auditorium promptly, quietly, be seated and refrain from unnecessary noise.
- Hand clapping is the only acceptable kind of applause.
- Courtesy and proper conduct must be maintained at all times.

Bell Schedule

1st hour	7:40 – 8:25	5th hour	10:56 – 12:20	(Lunch included)
2nd hour	8:29 – 9:14	6th hour	12:24 – 1:09	
3rd hour	9:18 – 10:03	7th hour	1:13 – 1:58	
4th hour	10:07 – 10:52	Guided Study	2:02 – 2:45	

Bicycles – Skateboards – Scooters - Etc.
Before you enter the school grounds, dismount from your bicycle/scooter/skateboards. Bikes must be pushed to and parked at the racks provided about the building. Leave your bike upright. It is your responsibility to lock your own bike. Scooters/skateboards need to be carried as soon as you reach the school grounds. When you leave, push or carry your bike/scooter/skateboard to the street before getting on. Remember to be courteous, cautious, and alert so as to protect others as well as yourself. The school is not responsible for lost or stolen items.

Bus Schedule and Regulations
Bus transportation will be provided to and from school for those students who qualify. Students must observe the rules and regulations adopted by the board governing student transportation. Students will also be subject to the school's behavior code while riding school buses. Reports of unacceptable behavior may result in parental contact. Consequences for receiving a school bus discipline referral will be determined by the transportation supervisor and implemented by the school administration. At any time during the process

when there is a question about the incident, the administrator will refer the parent to the transportation supervisor. Transportation can be reached at 316-554-2213.

JGGA Use of Video Cameras (See JR and JRB) JGGA

The district may use video cameras to monitor student activity. Video cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility. Videotapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The videotape shall be considered a student record and shall be subject to current law for the release of student record information.

Call-Em-All

HMS uses this computerized program to make telephone calls in a matter of minutes to our population. In order for this program to be successful, it is vital that the office has an accurate contact number at all times.

Care of Property

Students should refrain from marring desks, tables, hall lockers, wall, or floors and other destructive acts that destroy public property. Students are responsible for all books and materials checked out to them. Any acts of vandalism or destruction of school property may result in suspension from school and payment for damaged property.

Change of Address or Telephone

Inform the main office of any address or telephone number changes immediately. The office must maintain current information in the event of an emergency.

Character

Good character involves understanding, caring about, and acting upon core principles such as caring, honesty, fairness, responsibility, attitude, tolerance, citizenship, trustworthiness, leadership, and respect for self and others. HMS believes today's students need to learn life skills to successfully manage tasks, form relationships, solve everyday problems, and adapt to the demands of simply growing up. We stand committed to character development for every student's academic, emotional and social growth.

Computer Use

Computer systems and networks are for educational and professional use only. Violations of this policy would include, but are not limited to the following: sending or displaying offensive messages or pictures; using obscene language; damaging computers, computer systems or networks, including creating, uploading or downloading computer viruses; violating copyright laws, or loading personal software on district computers; harassing, insulting, or attacking others via computer networks; using others' usernames and passwords; trespassing in others' folders, work, files or networks; intentionally wasting limited resources; employing district computers and networks for commercial purposes; and giving out personal information over the Internet, such as full name and address.

The district retains the right to discipline any student, up to and including expulsion, for violations of this policy.
Students shall have no expectation of privacy when using district e-mail, instant messaging, Internet access, or other official communication systems. The school district retains the right to duplicate any information on district computer systems or on any hard drive. Any e-mail, instant messaging, Internet access, computer application, or information in district computers or computer systems is subject to monitoring by the administration.

Email, instant messaging, and Internet access shall be used primarily to conduct approved district business, educational research, and educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Students shall not install software on district computers or computer systems.

Counseling Services

A staff of two counselors provides guidance services. Their purpose is to aid in solving problems, making adjustments to various situations they meet such as personal problems, academic difficulty, schedule changes, and interpret various assessments.

Crime Stoppers Hotline

Students with information helpful in solving crimes at HMS may call the HMS Crime Stoppers Hotline with their anonymous tip. Call 554-2251, and then enter extension 91525.

Crisis Plan
The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crisis from emergency response for dangerous weather and natural disaster to bomb threats and intruders in the building. From time to time, drills will occur to better prepare students and staff members in the event of a crisis. Persons wishing to know more about the crisis plan should contact their building administrator.

Dances
Only HMS students will be allowed to attend HMS dances. Students must have the current year's ID for admittance. In the event that a dance will be held allowing both middle schools' students to attend, each student will be required to have the current year's ID from their specific school for admittance. In the event that a fifth grade dance is sponsored by HMS, then only current USD 261 fifth grade students will be allowed to attend. **Students MUST have a current HMS student photo ID for admission to all dances**. Admission prices for dances will be determined as dances are scheduled. All school policies concerning behavior and dress codes apply.

Delivering – Bringing Flowers, Balloons and other Items to School
In order to limit the distraction and additional difficulties created by the delivery or bringing of certain items to schools, HMS places the following restrictions on such items:

- The school strongly discourages the delivery of flowers, balloons, or other gifts.
- **Latex** deliveries of any kind **WILL NOT** be accepted.
- The internal distribution of items by students or faculty groups must be approved in advance by the principal.
- The commercial delivery of food will only be allowed with prior administrative approval.

Detention Procedures
Detentions can be assigned for both academic and disciplinary purposes.

- Detentions may be served on Tuesday and/or Thursday from 7:00- 7:35 a.m. If a student is late to morning detention they will have to serve a one hour detention after school.
- If an hour detention is to be served, it must be served after school from 2:50-3:30 p.m.
- If the student must attend an afternoon detention to fulfill the hour requirements, they will then have to wait outside till their parents come to pick them up or till the activity bus runs at 5:15 p.m.

Directory Information
USD 261 will be releasing information and photos to the media throughout the coming school year of various activities and programs. For purposes of the Family Educational Rights and Privacy Act (FERPA), USD 261 as designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study, and photographs. Such information may be used in publications such as yearbook, honor roll lists, playbills, web-site, media releases, and newsletters.

OPT OUT – If you do not want USD 261 to disclose directory information from your child's education records, you must notify the District in writing by September 7, 2009. Send such notification to: Superintendent of Schools, 1745 W. Grand, Haysville, KS. 67060. If the refusal is not filed, USD 261 assumes there is not objection to the release of the above mentioned information designated. Annual notification is given per District policy JRB approved by BOE on July 7, 2003.

Distribution of Grade Cards
Grade cards are distributed at the conclusion of each grading period. Grade cards are mailed home following the conclusion of the fourth grading period. This distribution takes place as quickly as possible following the conclusion of each grading period.

Dress Code
The Haysville Middle School Dress Code is to enhance the educational atmosphere in which students may develop to their greatest individual potential. Pupils should develop acceptable standards that reflect appropriateness for the occasion, which do not create a disturbing influence in the educational setting, and which are not contrary to public good taste.
Proper clothing and good grooming play an important part in the educational growth and development of all age students. The guidelines provided will help students evaluate their appearance. The following is to be used by students and administration (when it becomes necessary) to make judgment on the acceptability of students' appearance.

- Clothing is expected to fit properly and be worn in good taste.

- Footwear is to be worn at all times.
- **Dress displaying messages contrary to school supported programs and ideals will not be considered appropriate.**
- Items of apparel displaying alcoholic beverage, drug advertisements, sexual suggestive language, association with gang involvement or racially motivated issues are all considered inappropriate for school dress.
- Unnatural hair color is strongly discouraged.
- Face painting will not be allowed.
- Skirt or short length must extend to the fingertips.
- Students will not wear hats, bandanas, or scarves during the school day. Students will be encouraged to not wear these items once they enter the building, and to refrain from until they exit the building.
- Common sense and good judgment is to prevail in all modes of dress.
- Some items of clothing such as but not limited to:
    - Halter tops - Bare midriffs
    - Muscle shirts - Net t-shirts
    - Pajamas
    - Slippers
    - Showing of cleavage on young ladies, and low pants on young gentlemen is not allowed.
    - Showing of undergarments is not acceptable.
- **This list is not intended to be all-inclusive. Students will be given the option of changing or calling home to get different clothing.**
- **For safety purposes, shoes that contain wheels are highly discouraged.**

Students who are in violation of the dress code will receive consequences ranging from being asked to change, alter their clothing, or suspension. Students whose clothing violates the district racial harassment and intimidation policy will receive a three day out-of-school suspension for the first infraction, three to five day out-of-school suspension with a possible expulsion hearing for the second offense, and suspension from school pending an expulsion hearing for a third violation.

Drills

Tornado, fire and building evacuation drills are held on a regular basis for students' safety. The school follows established procedures from the state fire marshal's office and the district crisis plan for these drills.

In the event of an actual emergency, parents/guardians may pick up your child at the designated evacuation site outlined in your school's information packet. We will not release children to other adults or by telephone calls from parents.

Fire Drills:

- All personnel and students will participate in all fire drills.
- Drills will be held at regular intervals during the school year.
- Fire drills will not be announced in advance after the first drill.
- If a stairway or door is blocked, use the alternate route as assigned.
- At the sound of the fire alarm, students will leave all work immediately. All books and notebooks will be left on desks.
- When fire drills occur, the safety of the occupants of the building should be considered above all else. Everyone should move at least 100 feet away from the building.
- The teacher will be responsible for closing the classroom door and windows in addition to turning out all lights when the last student has made his/her exit. All teachers should take their laptops and follow their groups in the fire drill. Teachers should take role when arriving at their destination outside of the building.
- An announcement will be made to signal the all clear and okay to return to class. Do not enter the building until the all clear signal has sounded.

Tornado Drills:

- All students shall move with their classes, following the designated procedure as outlined for the specific class they are in at the time of the alert. Students not in a class (such as in the hall or going to the media center) shall proceed to any designated assigned area.
- Under no condition shall students run, but shall walk rapidly. Remain calm, alert, and quiet so announcements can be heard. When the tornado alert is lifted, an announcement will be made. Remain in designated areas until the all clear is given. All teachers should take their laptops and follow their group.

Family Educational Rights and Privacy Act

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights that include:

- The right to review and inspect all of your educational records except those that are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
    - We have prior written consent for disclosure;
    - The information is considered directory information and you have not objected to the release of such information, and
    - Disclosure without consent is permitted by law.
- The right to request your educational records is amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may preset evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 261 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
- The right to obtain a copy of USD 261 policies for complying with FERPA. A copy may be obtained from your school office or by contacting the Human Resources Office at 1745 W. Grand in Haysville, or at 554-2200.

Fundraising
The purpose of fundraising is to raise money for projects and activities of an organization, club, or class to benefit student activities beyond what is allowed by the Board of Education subsidy. School organizations provide an important extracurricular opportunity to develop student leadership and involvement through the attainment of worthwhile goals designed to accomplish the organization's purpose--fund raising should not be for individual gain, membership parties, etc. Guidelines encourage student involvement with "checks and balances" designed to provide accountability and protection for all parties handling fundraising products and monies. They also recognize the need for funds by "many" organizations operating in a limited market.

Grading System
There will be a total of four formal grading reports during the year.

Guided Study
As the final period of each school day, a 43 minute period has been established to give each student the opportunity to complete homework, tests, and/or receive help from a teacher prior to being released for the day. Students will be required to have a pass from a teacher if they are traveling to a different classroom during this time. Guided Study is also used to check grades and organize student portfolios.

Hall Behavior and Passes
When permission is granted to be away from a classroom, students MUST use the passes provided in their agenda book. Such passes must be fully attached and intact to the agenda book. Students are not to use other students' agendas. The student must comply with the above regulation; otherwise he/she may not be granted permission to leave the classroom. When permission is granted, the student must report back to his/her teacher before the end of the period. No student is to be in the halls without their agenda.

Hallway Expectations
Always walk to the right side of the hallways. Running, pushing, shoving, and yelling are completely unacceptable. Students are cautioned against this type of activity as it may endanger their own safety as well as the safety of others. Students are to remain in hallways where they have classes or hallways that are the most direct route to their next class. (See PBIS pg. 13)

Health Services
The school health aide advises and assists the principal and teachers in planning and carrying on a school health program. The school health aide **DOES NOT** diagnose any condition. She/he administers over the counter or prescribed medication in the original container, **ONLY** with specific physicians' order and parents' written consent. Medication forms are available in the health aide's office or the physician's order may be faxed to the school. The health aide plans, schedules, and assists with all school screening examinations she/he interprets and follows up on all matters pertaining to the health of the pupil.
In order to protect students from possible serious complications and to protect other students from possible exposure to diseases, students who are ill should not come to school. It is the duty of the school to exclude any child who appears to be ill or is suspected of having an infectious or contagious disease. It is the responsibility of the parent to make such arrangements that the ill or injured student be picked up by a parent, or by the person designated to do so. Students are not allowed to walk home, ride their bike or drive themselves home. School health rooms are to care for those pupils who become ill or injured at school and the school can only offer **TEMPORARY** care and first aid.

Except in emergencies, students should always report to class first, obtain a pass and then go directly to the health room when ill. Students are not to stop between classes unless given permission by the health aide. Students who are too ill to remain in the classroom will be sent home. The health aide will determine if the student is too ill to remain in school. (See medications at school)

Homebound
Homebound instruction is designed to help students maintain educational progress during the time they are physically and/or emotionally incapable of attending school. It is available to students whose medical condition prohibits attendance in a regular or alternative school program and who are under medical care for an illness or injury. A physician's order must be submitted to the principal as a prerequisite to any potential homebound services will be provided.

Homework
Students are responsible for completing and returning homework assignments on time. Allowing students to NOT turn in assigned homework is not an acceptable practice at HMS. Zeros are not acceptable. However, late work will receive a penalty, deemed appropriate by the classroom teacher.

Honor Roll
Honor rolls are determined on the 4.0 point system. The Academic Excellence honor roll is for students that have a 4.0 grade point average (GPA). The Principal's honor roll is for students who accumulate a 3.7 to 3.99 GPA. The Academic honor roll is for students with GPA's of 3.0 to 3.69. Any student with a grade of an "F" on their grade card will not be eligible for any of the honor roll programs.

ID Cards
It is required by administration that the student photo ID be visibly displayed on the outside of outer clothing during school hours. Student photo ID cards are used, to check out books from the media center, and as the student lunch card. **Lost, defaced, or destroyed student photo ID cards <u>must</u> be replaced at a charge of $5.00 per card. ID cards are required for admittance to all school activities**. Labels for student agendas will be provided and distributed by staff for use in the event the student does not have their photo ID. Lost, defaced, or destroyed label must be replaced at a charge of $1.00 per label. These labels can only be used with an intact agenda, and only in the media center and cafeteria. The use of the label in student handbooks is not an acceptable form of ID for school activity entrance. (See Detention Procedures Pg. 8)
Consequences for ID infractions will be assigned as follows:

- 1st- ID Infraction – Log entry will be made
- 2nd ID Infraction – Log entry will be made
- 3rd ID infraction – Log entry will be made, and a phone call home will be made.
- 4th ID Infraction – 30 minute Detention
- 5th ID Infraction – 1 hour Detention
- 6th ID Infraction – 1 day in ALC and a phone call home by administration
- 7th ID Infraction – 2 days in ALC and a student/parent/administration meeting
- Any ID infraction thereafter will result in OSS

Insurance
Any injury or accident that occurs while on school property or at a school activity, must first be filed on the parent/guardian insurance plan. HMS does not carry an accident insurance policy on it students. Parents are encouraged to review the student accident package available through the school district and to enroll their child. Low-cost plans are available for the school day alone or 24-hour coverage. Information is available in the main office of the school.

Lockers
The lockers in the district schools shall be under the supervision of the building administration and/or designee, and assigned to the student for the storage of school materials and personal belongings. Each student will be assigned a locker. Combination locks are built into lockers. **Students should not share lockers or combinations**. A charge of $2.00 will be assessed each time that a combination has to be changed. Requests for a change in the combination should be made in the office. **Students are not permitted to switch lockers with other students**. The school reserves the right to search a student's locker to maintain the integrity of the school environment and to protect other students. **Each individual student is responsible for the contents of his/her locker at all times. Students will be held accountable for the contents of their assigned locker**. If a student is issued a PE lock, the student is responsible for returning the lock at the end of the semester. If it is not returned, the student will need to pay the replacement cost of

$7.50 per lock. If a student is issued a key lock, the student is responsible for returning the key at the end of the school year. If the key is not returned, the student will need to pay the replacement cost of the lock in the amount of $10.00.

Lost, Stolen, and Found
Any articles found should be turned into the lost and found immediately. Lost or stolen articles should be reported to the office immediately. The lost and found is located in B hallway near the main office. Items that are not claimed are periodically donated to some charitable organization.

Lunch
Lunch is served and priced by the USD 261 Food Service entity. HMS has a closed lunch period. Checking a student out for lunch counts against his/her classroom attendance. Free or reduced lunches are available by application through Food Service, 554-2219. Per federal regulations, free and reduced lunch cards may only be used for the published meal only, may only be used by the person owning the ID card, and only be used once per day. In the event any student does not have their ID card, or their planner so as to purchase a lunch, an alternative lunch may be served. **Lunch Funds** - Money may be placed on the student ID card before school from 7:20 – 7:40 a.m.. Student may also place money on their card if they are at the end of their line as their class proceeds through the lunch line. **Lunch Food Delivery** - Delivery of food to a student must go through the main office.

- **Lunch Room Behavior – HAWK Pride**
  - Preparation – 1) Stand Quietly in designated line, 2) Make meal selections quickly, and 3) Have ID or money ready
  - Respect – 1) Demonstrate proper manners, and 2) Respect ALL authority
  - Integrity – 1) Clean up all messes and throw away all trash, and 2)Be honest and sincere
  - Discipline – 1) Control hands, mouth, and feet, 2) Sit at assigned table, and 3) Once seated, remain seated
  - Excellence -1) Keep cafeteria clean, quiet, and orderly
- **Lunch Balance for students may be found at www.usd261.com/parents by logging into PowerSchool. Parents must have their username and password information to be able to log onto the system to utilize this feature.**

Media Center
The Library Media Center is open to students from 7:25 until 2:50 daily. Students may come in before 7:25 if they have permission from a teacher or the librarian. The library contains a wide variety of books and other materials to help students succeed. Students come to the media center each week at a regularly scheduled time with their language arts teacher. Student ID cards are required in order to check out materials. However, if the card photo is not recognizable or the barcode cannot be scanned, the student will not be allowed to check out materials. Books are checked out for two week periods. Students are not fined for late materials; however, students will be charged for any materials that are lost or damaged. At the time of checkout, a card is placed in the front pocket of the book/magazine. If the card is not returned with the book, there will be a .25 charge to replace the card. If you misuse computers, or other electronic equipment in the Library Media Center, you will be subject to disciplinary actions, according to building and district policies.

Medications at School
Prescribed medication is given at school only upon written request from both the lawful custodian and the pupil's local attending physician or dentist. These written requests are required before administration of either short term or maintenance medications are initiated. Prescription medication that is being administered by the school must be in the original container, be properly labeled and be properly authorized by the written order of a licensed medical person. Only oral medications should be administered except in emergency situations. Any changes in type of drugs, dosage and/or time of administration shall be accompanied by physician's orders and parental permission and a newly labeled pharmacy container.
No medications, including over-the-counter medications (e.g., aspirin, cough syrup, and cough drops) will be maintained on school premises except when prescribed. Over-the-counter medications shall not be supplied by school employees or kept in athletic areas. Deciding whether any drug is needed is a form of diagnosis, and dispensing medication is a form of treatment. Unauthorized administration of un-prescribed medications shall not be practiced by any school personnel including school nurses/health aides. As stated on all prescription medication labels, “Federal law prohibits the transfer of any prescription drug to any person other than the patient for which it was prescribed.” Requests to allow a student to possess and self-administer prescription medication can only occur through an official appeal to the Board of Education.

Parental Rights
Parental rights concerning access to student records –KAR91-12-44, 45, 56.

- Right to inspect and review records; or to have their representative inspect and review records; and possibly make copies of those records;
- Right to be informed of all types and locations of records being collected, maintained or used by the agency;

- Right to a response to reasonable request for an explanation of any item in the records;
- Right to ask for an amendment of any record on the grounds it is inaccurate, misleading or violates privacy rights;
- Right to a hearing if the agency refuses to make a requested amendment;
- Right to enter into records your comments or reasons for disagreeing with the hearing decision;
- Right to restrict access to their child's records by withholding consent to disclose records;
- Right to be informed before information in their child's file is to be destroyed;
- Right to be told to whom information has been disclosed; and,
- Student's Rights Policy – The rights accorded to the parent and the rights of permission and consent are accorded to only the student provided that he/she:
    - Is married or declared emancipated by the court, or
    - Has attained 18 years of age and has not been legally adjudicated to be an incapacitated person.

Upon request, the District discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll. (1996 FERPA Regulations - November 21, 1996)

Parent – Teacher Conferences
Conferences will be conducted on the same dates with similar schedules for the elementary and middle schools, with the high school being slightly different. Please refer to the district's school calendar for scheduled fall and spring conferences.

PBIS – Positive Behavior Interventions and Supports

- **Classroom and Hallways – HAWK Pride**
    - Preparation – 1) Have appropriate materials, and 2) Be to class on time
    - Respect – 1) Demonstrate proper manners, and 2) Respect ALL authority
    - Integrity – 1) Do what is right even when no one is watching, and 2) Be honest and sincere
    - Discipline – 1) Control hands, mouth, and feet
    - Excellence – 1) Keep hallways clean, quiet, and orderly

Personal Property
Students should not bring personal items such as; laser pointers, wallet chains, digital cameras, skateboards, or electronic games to school unless they have been requested by a teacher and are a useful part of their class work. This list is not meant to be all inclusive and additional items of concern will be dealt with on an individual basis by the principal. Cell phones are to be turned off and in the student's locker from 7:40 to 2:45. Students who are in violation of the above policy will receive consequences ranging from being asked to put items in their locker to parents being required to pick items up. **The district is not responsible for loss or damage to any personal property even if personal property is lost, stolen, or damaged on school grounds. Use of electronic devices including those with cameras, text messaging, etc. at school or school activities that violate privacy laws, result in sexual or racial harassment, or classroom cheating may result in suspension and/or expulsion for school**.

Physical Education
All HMS students are required to be enrolled in a minimum of one semester of P.E. each year. Students may elect to enroll in more. Requirements for all students participating in Physical Education classes are as: All 7th and 8th grade students enrolled in P.E. need to have a uniform which can be purchased at HMS at a cost of $15.00, white socks and gym shoes which are not worn out-of-doors on a regular basis. Sixth grade students are not required to change clothing for P.E. class. Due to safety concerns, shoes need to be worn properly at all times. Effective use of daily deodorant is suggested for good personal hygiene. If any middle school student is unable to participate in gym class because of an illness or accident, a parent's note will be acceptable for only one day. After the first day, a doctor's note will be required for the student to be given permission not to participate. An alternative assignment may be given to the student to complete for points, if parent or doctor notes are given to the teacher.

Promotion and Retention
The HMS staff assumes the responsibility for designing and providing the educational plan for each and every student enrolled at Haysville schools. Included with this responsibility is the need to either "promote" or "retain" individual students for the following school year. Students shall be required to successfully complete these requirements:

1. **Three of the four core classes** (language arts, math, science, and social studies), and
2. **Reading** (unless student is exempt from, then this would be considered as an additional elective), and
3. **One of the two electives*** enrolled in for the school year. (Could be *two of the three electives if exempt from Reading)

If the above criteria are not met, successful completion in six of the seven classes, the student will not be considered for promotion and will be scheduled for retention in the next school year. Guided study period will not be a graded consideration for promotion and/or retention purposes. Summer school may be an option offered for a fee. **Eighth grade students who have not met the**

requirements to be promoted to the 9th grade or who have outstanding obligations/fees will not be allowed to participate in the 8th grade recognition/promotion night.

School Resource Officer
The SRO is a full-time law enforcement officer who is in the school to help create and maintain a safe educational environment for students, teachers, and staff. The SRO fulfills five roles:

- Positive Role Model – for children who are not exposed to many such role models in today's society.
- A Law-Related Teacher – who can provide class length presentations on various topics.
- A Resource - acting as a link to support services in and out of the school setting.
- An Advisor - providing guidance regarding law enforcement questions.
- A Law Enforcement Officer – whose primary purpose is to "keep the peace."

School Violence Hotline
The State of Kansas, in conjunction with all local Kansas schools, has established a statewide school safety hotline. The hotline will be staffed by the Kansas Highway Patrol and is designed to allow students or parents to report impending school violence. The caller will be interviewed over the phone, and all information will be forwarded to the local police. It is important to remember that the phone calls are directed to the Kansas Highway Patrol and must be legitimate in nature. The hotline number is: **1-877-626-8203**

Sportsmanship "High Five"
Participants:

- Accept the responsibility and privilege of playing for your school and community.
- Treat opponents with respect as they are your guests.
- Exercise self-control at all times.
- Accept both victory and defeat with pride and compassion, never being boastful or bitter.
- Live up to the high standards of sportsmanship established by your coach.

Fans:

- Help develop a community reputation for good sportsmanship.
- Give encouragement to athletic teams and recognition of good plays by everyone.
- Be a role model by being positive in every manner possible.
- Support those playing, coaching and officiating.
- Respect the judgment and strategy of the coach.

Everyone:

- Show respect for the opponents at all times.
- Show respect for the officials.
- Know, understand and appreciate the rules of the contest.
- Maintain self control at all times.
- Recognize and appreciate skill in performance regardless of the affiliation.

Student Relations
Students are expected not to show their affection to others while on school premises. These behaviors are not appropriate for the educational environment. This includes school sponsored activities.

Student Tardy
Students will be counted tardy if they are not in the classroom before the bell rings for the start of class. On the 3rd tardy, and each tardy thereafter, the student will receive an "ODR". Consequences for tardies will be assigned as follows:
Detentions will be held in ALC either before or after school.

- 3rd and 4th Tardy- 30 minute Detention
- 5th and 6th Tardy- 1 hour detention
- (See Detention Procedures Pg. 8)

Student Transfer Request
Transfers are based on the following stipulations:

1) All secondary students (grades 7-12) who transfer from one school to another shall be subject to all eligibility rules of the Kansas State High School Activities Association (KSHSAA) and the Haysville Board of Education. Questions should be addressed to the sending school's administration.
2) Students' schedules may vary depending on class availability at the new school.

3) Transportation services will not be provided to students attending a school outside their designated attendance areas.
4) Requests for transfers for all students must be submitted annually. It should be noted that approval one year is not a guarantee for future approvals.
5) An approval of transfer for a student does not automatically apply to siblings. Siblings need to apply separately for transfers and will be subject to the same stipulations as all other transfers.
6) Parents are responsible for requesting any refunds of enrollment fees that may be applicable.
7) Transfer applications, approvals or denials will be communicated via the U.S. mail.
8) All requests for upcoming school year are due before May 1 for priority consideration. The requesting party will be notified in writing of the decision by June 15.
9) All requests received after May 1 will be reviewed in August after the August enrollment period ends, and will be analyzed on a space available basis.
10) Complete sections A & B of this document and forward the form to the sending school principal of the current attendance center.
11) The Haysville School District reserves the right to suspend or revoke a transfer request approval at any time for student truancy and/or student misconduct.
12) Failure to sign this form will result in not being considered for transfer approval.

Telephone Use
Due to the overwhelming number of calls the office receives, we request that you please make all arrangements with your child prior to school. **In the event of an emergency, to be determined by the administration, it is possible that your child may be called out of class; however, the preferred means of communication would be a message to be delivered to your child**. HMS will not impede the educational process and call your child out of class to take a telephone call. The telephones at Haysville Middle School are for business purposes only.

Visitors
All visitors to HMS must check in at the office and register for a visitor badge. Student visitors will not be allowed unless there is a special school activity requiring their attendance.

Weather
When inclement weather causes the school to close, it will be announced on the following radio stations between the hours of 6:00 a.m. and 8:00 a.m. Radio stations are KFDI AM 1070 & FM 101.3, KTHR 107.3, KZCH 96.3, B98 98.3, and KZSN 102.1. Television stations KAKE-TV 10, KWCH-TV 12, KSN-TV 3 will also announce school closing for our district. A Call-EM-All will go out to all students for notification of the closing. All scheduled extra-curricular and co-curricular school activities will be cancelled on days when school is closed for inclement weather. School closing information can also be found at www.usd261.com/services and click on the **School Closings** link.

HMS Behavior & Discipline Policy

School-wide Discipline Plan
All student conduct expectations noted in this section apply to students while they are on school district property and at any school sponsored activity, including those contests being held at another school. The HMS discipline policy is based on mutual respect among administrators, staff, teachers, students, and parents while grounded in the philosophy of Positive Behavior Intervention Support (PBIS) system. The primary purpose of this discipline policy is to ensure a safe and orderly environment so that learning and teaching are maximized. As this primary purpose is accomplished through procedures that support a positive atmosphere, the staff of HMS teaches and models the expected behaviors. Students have the responsibility to respect other students and the HMS staff, to comply with school and classroom rules and policies, and be ready to accept the consequences of their actions if they violate these rules or policies. Adults should serve as positive role models. It is their duty to objectively determine accurate facts in discipline situations and listen attentively to students before administering disciplinary measures. HMS students are rewarded through the PBIS program for demonstrating the expected behaviors throughout the building.

The foundation of PBIS (Positive Behavior Interventions and Supports) is to **define**, **teach**, and **support** appropriate student behaviors in order to create a more positive school environment. These definitions, teachings, and supports must be consistent throughout the entire building. Our district chose the acronym P.R.I.D.E. (Preparation, Respect, Integrity, Discipline, Excellence) to help focus our efforts in teaching appropriate social and academic behaviors. Each building was then given the challenge to determine what PRIDE looked like in specific areas of their own buildings. Those expectations are taught and reinforced on a regular basis. Unacceptable behavior will be recorded by the teacher on the classroom behavior management form.

Safe Schools Act
The Kansas School Safety and Security Act (K.S.A. 72-89b03) requires school personnel to report all felony and misdemeanor crimes committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information that indicates a crime (felony or misdemeanor) may have been committed, the administration is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement) or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) suspect during school hours, the building administration shall make reasonable attempts to contact parents, guardians or representatives of the student prior to questioning. To the extent possible, reasonable request of parents, guardians or representatives shall be observed. Notification or attempted notification of parents, guardians or representatives shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or certified staff member shall be present. This is in accordance with BOE policy JCAC and JCAC-R. The decision to arrest a student and remove that student from the school jurisdiction is the prerogative of law enforcement and not under the authority of school personnel.

Student Conduct
A basic right of each student is the right to learn without interference by the behavior of another student. Every student has the basic right to study, receive instruction, and learn, without interference from others. Students who disrupt the learning of others will not be tolerated. Social adjustment, including attitude, is the basic responsibility of the home. The basic responsibility of the school is for skill development and continued learning. Students are expected to maintain standards of behavior that are acceptable to school personnel at all school sponsored activities both home and away. Any unacceptable pattern of conduct will be dealt with in a manner deemed necessary by the school administration.
Basic expectations for **ALL** staff and students of HMS classrooms include:
Pride – Respect – Integrity – Discipline - Excellence
Substitute teachers are guests at Haysville Middle School and are to be treated with the same respect as the regular classroom instructor.

Alternative Learning Center (ALC)
Placement of students into ALC has been designed for students who have violated policies to the extent that exclusion or suspension from regular classes and extracurricular activities is warranted. The purpose of the ALC placement is to minimize the loss of academic learning during exclusion or suspension. Student behavior that is unacceptable while in ALC may result in an out-of-school suspension. Students who are assigned to the ALC room will be given their regular classroom assignments and are due as assigned. No extra time will be given for completion.

Classroom Disruptions – Positive Behavior Intervention Supports (PBIS)
If as a parent or student you are aware of a situation where the learning environment in the classroom is not productive, please contact your school administrator. Each classroom teacher will establish expectations that will be enforced within their classroom. Students who choose to disrupt the learning environment within the classroom will be dealt with in the following manner:

- **Major Disruptions**: This type of disruption will be referred to the ALC (Alternative Learning Center) room with a "Office Discipline Referral (ODR)". Consequences for these behaviors could include conferencing with the student and in many cases the parent, in-school suspension, out-of-school suspension, and out-of-school suspension with a due process hearing scheduled. The consequences at this level will be at the discretion of the administrator. The classroom teacher will contact the parent/guardian for each "Office Discipline Referral (ODR)" that he/she writes.
- **Minor - Repetitive Disruptions**: These are the behaviors which continually diminish the quality of education in the classroom. The teacher will document the student behaviors and the strategies that he/she has used to correct them. The teacher will determine when it is appropriate to schedule a conference with the student to determine future expectations for the student in the classroom. The teacher will notify the parent of the problem and let him/her know that future problems will result in a teacher assigned in-school suspension from his/her classroom. Should an in-school suspension be enforced, a conference will be held during the time of the suspension to establish a probation procedure to be followed for the remainder of the class. Please note that this conference will be held during the school day. The parties to be present during this conference will include the student, parent/guardian, teacher, and administrator. A contract will be written during this conference which outlines future consequences for the student disrupting the classroom.

Students will start over on classroom discipline every semester. Students who reached the "step" levels on the behavior management form during the first semester will have a reduced number of incidents allowed during the second semester.

Complaints **BOE Policy (JCE & KN)**

Students who have concerns about the application of any school rule or regulation may file a complaint through procedures established in the board's rules and regulations (see BOE policy JCE). Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The Superintendent of Schools or his/her designee at 1745 W. Grand, Haysville, Kansas, 67060, Telephone # 316 554-2200, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator. Any student may file a complaint of discrimination with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

Damage of School Property

Vandalism, defacing, or destroying school property, the property of any school employee, or other students on school premises or at school-sponsored events will not be tolerated. Disciplinary action will be initiated in any act of vandalism and, where warranted, charges may be filed with the Police Department. The justifiable value of school property lost, damaged or destroyed by a student will be charged to that student.

Educational Testing Program **BOE Policy II (See JR et seq.)**

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

Test Integrity

The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

Reporting Test Results

The superintendent shall report annually in writing to the board the results of the district's academic achievement testing program. State required test results shall be disaggregated as required by current regulation and shall be reported annually to the board, district patrons and the State Board of Education.

Fighting – Hazing - Bullying

No student and/or employee shall conspire to commit any act that injures, degrades or disgraces a fellow student and/or employee. Disciplinary procedures and/or consequences may be necessary and will be determined an individual basis as needed. As KASB develops additional language addressing all components of the bullying legislation, an addition to this handbook may be necessary.

Inappropriate Language

Inappropriate language has no place in or around an educational institution. This type of behavior can bring nothing but discredit to the school and the individual. The use of inappropriate language and/or profanity will result in disciplinary action, which may include in-school and/or out-of-school suspension(s).

Interrogations and Searches **BOE Policy (JCAC-R & JCAB-R)**

JCAB Searches of Property JCAB

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

JCAB-R Searches of Property JCAB-R

Search of Lockers

Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search, which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.
(Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative.")

JCABB Searches of Students JCABB

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

JCABB-R Searches of Students JCABB-R

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal or designee will make an attempt to contact the student's parents/guardians and may call law enforcement. Items, which the principal or designee believes may be connected with illegal activity, shall remain in the custody of the principal or designee unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal or designee may take disciplinary action and/or seek assistance from law enforcement. (See JDD and JCAC)

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal or designee shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal or designee shall receive and file a receipt for items turned over to law enforcement officials.

If the principal or designee believes a student is in possession of an object, which can jeopardize the health, welfare, or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

JCABB-R Searches of Students JCABB-R-2

A written report of each search shall be made by the principal or designee and submitted to the superintendent. The superintendent shall keep a copy of the written report on file.
(Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative.")

JCAC Interrogation and Investigations Conducted in the Schools JCAC

It shall be the policy of the district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain order.
They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The district's administrators shall at all times act in a manner which protects and guarantees the rights of students and parents and shall cooperate with law enforcement officials as provided in JCAC-R.
School staff members shall be informed of the contents of this policy and rules at least annually.

JCAC-R Interrogation and Investigations JCAC-R

Initiated by School Administrators and Conducted by Law Enforcement Officers

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal shall be present.

JCAC-R Interrogation and Investigations JCAC-R - 2

Initiated and Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. (See GAAD) Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason,

the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

Information on criminal conduct shall be turned over to law enforcement officials. (See EBC)

Taking Students Into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or SRS. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody.

Narcotics, Alcoholic Beverages, and Stimulant Drugs BOE Policy (JCDA-R)

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

- On the school grounds during or immediately before or immediately after school hours,
- On the school grounds at any other time when the school is being used by any school group, or
- Off the school grounds at a school activity, function, or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. In all cases where students are suspected of unlawfully using or possessing drugs or narcotics on the school premises, the building principal shall conduct an investigation to ascertain any available facts. Upon the finding of any facts that support a reasonable belief that the suspicions are warranted, the principal shall immediately suspend the student(s) from school for a period of five (5) days. Such suspension shall be administered in accordance with the policies of the board of education. The proper law enforcement authorities shall be notified of the drug or narcotic violation.

Racial Harassment BOE Policy (GAACA & JGECA)

District employees shall not racially harass, or permit racial harassment of a student by another employee, student, non-employee or non-student. Neither shall a student racially harass another student or students. Violations of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Racial harassment shall include, but not be limited to:

- Treatment of a student differently on the basis of race, color, or national origin in the context of an educational program or activity without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities or privileges provided by the recipient.
- Harassing conduct (e.g., physical, verbal, graphic or written) that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by a recipient.
- Treatment, which effectively causes, encourages, accepts, tolerates or fails to correct a racially hostile environment.

Any student who believes he or she has been subjected to racial harassment should discuss the problem with his/her principal, building Title VI coordinator, counselor, or another certified staff member. Initiation of a racial harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

- In general, incidents of racial harassment shall result in:
- 1st offense - warning
- 2nd offense - 1 day in-school suspension
- 3rd offense - 3-day out of school suspension

- 4th offense - 5-day out-of-school suspension with a due process hearing scheduled with recommendation for long-term suspension/expulsion

It should be noted that the step process could be jumped at any time based upon the seriousness of the offense and the need for immediate action to prevent further incidents of harassment.

Repeated Violations of School Rules

Repeated student assignments to the Alternative Learning Center (ALC) are not an acceptable educational environment. In the event that this materializes, alternative means of education may be pursued any of the parties involved.

Sexual Harassment **BOE Policy (GAAC & JGEC)**

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violations of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Sexual harassment shall include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity; or
- Sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

In general, incidents of sexual harassment shall result in:

- 1st offense - warning
- 2nd offense - 1 day in-school suspension
- 3rd offense - 3-day out of school suspension
- 4th offense - 5-day out-of-school suspension with a due process hearing scheduled with recommendation for long-term suspension/expulsion

It should be noted that the step process could be jumped at any time based upon the seriousness of the offense and the need for immediate action to prevent further incidents of harassment.

Suspension and Expulsion: Kansas Law 72-8901 (summary)

The Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel, any pupil or student guilty of any of the following:

- Willful violation of any published, adopted student conduct regulation;
- Conduct, which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges upon or invades the right of others;
- Conduct which constitutes the commission of a felony;
- Conduct which constitutes the commission of a misdemeanor; or
- Disobedience of an order of a school authority if the disobedience could reasonably be anticipated to result in disorder, disruption, or interference with school operation or substantial and material impingement upon or invasion of the rights of others.

The following violations may result in a short-term suspension, a long-term suspension, expulsion or other disciplinary measures:

- Vandalism and destruction of property.
- Use or possession of tobacco products.
- Use, possession, or distribution of alcohol or other drugs, simulations of drugs, or drug paraphernalia.
- Disrespect, intimidation or harassment toward teachers, students, and other staff members and/or defiance of teachers or staff members.
- Fighting.
- Discharging or possession of fireworks, explosive devices, other incendiary devices, or simulations thereof.

- Throwing food, containers, utensils or other items.
- Inappropriate use of fire alarms.
- Possession or use of matches or lighters.
- Setting or attempting to set any fires.
- Use of inappropriate language or inappropriate language directed toward any staff members.
- Committing an act that is dangerous or potentially dangerous to students or staff members.
- Stealing or possession of stolen items.
- Repeated violations of school policies.
- Carrying or possessing a weapon or simulation of a weapon on USD #261 property or at any school-sponsored activity.
- The use of a weapon or simulation of a weapon on USD #261 property or at any school sponsored activity with the intent of harassment, intimidation or defense.
- Participation in any student strike, walkout and/or student demonstration will result in out-of-school suspension.
- Computer violations.
- Assault and/or battery to another student or a staff member.
- Terroristic threats.

This list is **not intended to be all-inclusive**. Acts outside of this list will be handled on an individual basis.
Students who are suspended or expelled cannot be on school property or at school activities. During the time of suspension or expulsion, violation of this policy will be considered criminal trespassing and will be handled by the police department.
Students who are placed on long-term suspension during the first semester will automatically be placed on a disciplinary probation during the second semester.

Thefts
Any student who steals materials from the classroom, from other students, or who obtains money or other valuables by force or threat of force, will be subject to removal from classes and a disciplinary conference with the administration to determine appropriate action taken in each case. Theft may be treated as a crime according to State Law.

Tobacco Products, Possession Of, or Use Of **BOE Policy (GAOC & JCDAA)**
The use of tobacco products is prohibited at all times in or on all district owned or leased personal or real property. At no time are students permitted to possess or use tobacco products on school property. Students participating in school sponsored activities, regardless of the location, are prohibited from the possession or use of tobacco products. Students are not to carry lighters or matches at any time. If any of these products are displayed, they will be asked for and confiscated. The use and/or the possession of tobacco will warrant a parent contact, police contact, potential for ticket from the Haysville police department, and a suspension.

Weapons **BOE Policy (JCDBB)**
A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.
Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to Social Rehabilitation Services or the Commissioner of Juvenile Justice.
As used in this policy, the term “weapon” and/or destructive device means: Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described in the preceding example; any firearm muffler or firearm silencer; any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device; any weapon which will, or which may be readily converted to , expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; any bludgeon, sand club, metal knuckles or throwing star; any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

Athletics

Age (Rule 17)
Any student, who reaches fourteen on or before September 1, shall be ineligible for seventh grade competition. Any student, who reaches fifteen on or before September 1, shall be ineligible for eighth grade competition. Any student, who reaches the age of sixteen on or before September 1, shall be ineligible for any middle school competition.

Amateur Rule (Rule 21)
Ineligibility under this rule holds for the entire time the student is in middle school, unless the Executive Board reinstates him. A student who uses his or her athletic skill or knowledge for gain, or who plays with a professional team, or who competes for a cash prize, shall be ineligible for that sport. A student who receives pay for participation in athletics is ineligible in that sport under the provisions of this rule. The acceptance of merchandise, jackets, sweaters or other wearing apparel, athletic equipment, pay for pitching a game, remuneration for scoring a certain number of goals or making base hits, etc., or any other forms of cash merchandise award, is a violation of this rule. Neither may the foregoing be accepted as pay to cover necessary expenses.

Athletics/Activities
Competitive athletics are available to all seventh and eighth grade boys and girls. Boys may participate in cross-country, football, basketball, wrestling, tennis, and track. Girls' sports include cross-country, volleyball, tennis, basketball, and track. Girls may also participate in cheerleading during football, boys' basketball and girls' basketball. Students who have been placed on suspension are eliminated from participation in school activities, which occur during the time of their suspension. The sport specific rules may include additional suspension of games and/or removal from the team. You, as an individual involved in an activity offered at our school, are recognized as an official representative of the school and our community. Your conduct and sportsmanship, on and off the school premises, should display the highest possible standards.

Attendance
In order for a student/athlete to participate in an athletic practice, the student/athlete must be in attendance the final four hours (fifth through eighth hours) of the school day, unless administratively excused.

Bona Fide Student (Rule 14)
In order to be eligible for participation, the student must be a bona fide undergraduate member of that school and in good standing. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the administration, is not in good standing and is ineligible for a period of time as specified by the administration. A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing. A student who uses anabolic steroids would be ineligible for interscholastic competition until such time as medical evidence can be presented that his/her system is free of that drug. If a student competes under an assumed name, he or she shall be ineligible in all sports.

Lettering Policy
Student athletes who finish the season in good standing, with the coaches and academically, will receive a letter, sport emblem, and certificate for the first year of participation. In the second year of participation in the same sport, the student athlete will receive a bar and certificate for lettering.

Outside Competition (Rule 22)
A student who is a member of a school athletic team, scholars' bowl or debate squad effective Tuesday following Labor Day through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport, scholars' bowl or debate activity. A student becomes a member of a school's athletic squad, scholars' bowl or debate team when he or she first participates in a practice session. A student ceases to be a squad member after his or her last contest for the school's athletic squad, scholars' bowl or debate team or when the membership on a squad is terminated.
Participation on outside teams has limitations set forth by the KSHSAA. Any student athlete interested in competing on an outside team should contact the athletic director's office to receive a copy of these limitations as set forth by the KSHSAA.

Physical Examination Parental Consent
Students are not eligible to represent their school in interschool athletics, spirit or spirit competition groups until there is on file with the athletic director's office, a signed statement by a practicing physician or a registered physician assistant, certifying the student has passed an adequate physical examination and is physically fit to participate in interschool athletics, spirit or spirit competitions. This statement shall also be signed by a parent or legal guardian, stating the student has permission to participate. The Executive Board of the Kansas State High School Activities Association (KSHSAA) has approved a new Pre-Participation Physical Examination (PPE) form. The form is discussed in the Student Athlete Handbook. All students, (7-12) participating in KSHSAA interscholastic activities

must have an annual physical examination on file in their school's office prior to the first practice in that activity. **May 1 is the earliest date to obtain a physical examination for the next school year.**

Regulations for Competing in Middle School Interscholastic Activities
Academics:

- Students who fail more than one class at semester shall be ineligible for the following semester
- Students who fail more than one class at quarter shall be ineligible for the following quarter.
- Students with more than one failing grade at mid-quarter shall be ineligible for competition until such time as the student is passing all classes.
- Students shall have only 2 semester of eligibility in 7th grade and two semester of eligibility in 8th grade; students repeating grades shall not be eligible.

Discipline:

- Out of School Suspensions shall result in reduced playing time in accordance with team policies.
- Extended In-School Suspension (ALC) assignments shall result in reduced playing time in accordance with team policies.
- Students must complete all ALC placements to be considered "in good standing" and regain eligibility. Students with outstanding ALC placements shall not be considered "in good standing" and shall be ineligible until such time as they are "in good standing."

Absences:

- Students are expected to attend all practices and contests. Written verification of excused absences may be required. Students may be required to make up excused absences in accordance with team policies.
- Students may be required to make up unexcused absences in accordance with team policies. Unexcused absences shall result in a loss of playing time in accordance with team policies.

Playing Time:

- Reasonable efforts will be made to provide playing time to all participants in good standing; however, playing time shall be solely at the coach's discretion.