

**Haysville Middle School**

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

Student Handbook 2021-2022

This agenda book belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

In case of an emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

HMS is a member of the Patriot League. The Patriot League includes: East Division – Ark City, Augusta, Circle, El Dorado, Haysville, Winfield; West Division – Clearwater, Haysville West, Mulvane, Prairie Hills, Rose Hill, Wellington. Information about our league can be found at [www.patriotleague.org](http://www.patriotleague.org)

<https://www.patriotleagueks.org/>



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.usd261.com](http://www.usd261.com) and go to the middle school link.

**Haysville Middle School - Parent's Page – 2021 - 2022 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 7:00 a.m. and report to the cafeteria for breakfast or to the commons until 7:15 a.m. otherwise. Students are to be out of the building by 3:00 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.
- **School Messenger**
  - HMS uses this computerized program to make telephone calls, emails and text messages 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.

**Welcome Hawks!**

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 and parent/guardians 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

**Administration**

Dr. Michael Maurer – Principal  
Mrs. Samantha Glover – AP  
Ms. Dawn Blue– AP/AD

Mrs. Cindy Williams – Principal’s Secretary  
Mrs. Cathy Branum – Attendance  
Mrs. Jessica Cooper – Athletic Secretary

**Office/Secretarial Staff**

**Counseling Office Staff**

Mrs. Sharon Streit - Counselor  
Mrs. Deborah Whitfield – School Psychologist

Mr. Robert Taylor - Counselor  
Mrs. Susan Bohanan – Secretary/Registrar

**Board of Education Members**

Mrs. Jennifer Bain  
Mr. Jeremy Bennett  
Mr. Jerome Crawford  
Mrs. Paige Crum

Mr. Greg Fenster  
Mr. Tom Gibson  
Dr. Susan Norton

**School Telephone Numbers**

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

**USD 261 Mission Statement**

The mission of the Haysville Public Schools is: “The relentless pursuit of excellence.”

**USD 261 Vision Statement**

The vision of the Haysville Public Schools is: “To equip learners with 21<sup>st</sup> Century Skills to achieve excellence in a continually-changing world”

**USD 261 - We Believe:**

- Student success comes first.
- Learning is enhanced in a safe and caring environment.
- Students need a rigorous, relevant, and world-class curriculum.
- Exploration, collaboration, and innovation are essential.

**USD 261 – Our Goals**

- Student Learning and Success. To support staff through the systematic development and implementation of instructional tools, practices. And technologies to ensure student learning.
- Financial. To pursue and develop the financial resources to support the goals of the district.
- Community Partnerships. To strengthen community pride through strategic partnerships.
- High Quality Workforce. To recruit, develop, and retain a high quality workforce.
- Facilities and Infrastructure. To create and enhance modern, safe learning facilities to achieve excellence.

**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 or 30 “Hawk Bucks”

**I lose my planner?**

Purchase a new planner from the office at a cost of \$10.00 or 50 “Hawk Bucks”

**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 or during passing period prior to 5<sup>th</sup> hr. **NO MONEY MAY BE PLACED ON A STUDENT’S LUNCH ACCOUNT DURING 5<sup>TH</sup> HOUR.**

**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. Halling, 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.

## **Continuous Non-Discrimination Statement**

Haysville Unified School District 261 does not discriminate on the basis of race, color, national origin, sex, disability, military status or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Michael Clagg, Assistant Superintendent for Human Resources, 1745 West Grand, Haysville, Kansas 67060 Office Phone: (316) 554-2206, Email: [mclagg@usd261.com](mailto:mclagg@usd261.com)

### **General Information**

#### **Absences**

K.S.A. 72-3121. Same; noncompliance; duties of boards of education, secretary for children and families, county and district attorneys; agreements between secretary and county or district attorneys, duties; notification of absence to parents. (a) Each board of education shall designate one or more employees who shall report to the secretary for children and families, or a designee thereof, or to the appropriate county or district attorney pursuant to an agreement as provided in this section, all cases of children who are less than 13 years of age and are not attending school as required by law, and to the appropriate county or district attorney, or a designee thereof, all cases of children who are 13 or more years of age but less than 18 years of age and are not attending school as required by law. The designation shall be made no later than September 1 of each school year and shall be certified no later than 10 days thereafter by the board of education to the secretary for children and families, or the designee thereof, to the county or district attorney, or the designee thereof, and to the commissioner of education. The commissioner of education shall compile and maintain a list of the designated employees of each board of education. The local area office of the Kansas department for children and families may enter into an agreement with the appropriate county or district attorney to provide that the designated employees of such board of education shall make the report as provided in this section for all cases of children who are less than 13 years of age and are not attending school as provided by law to the county or district attorney in lieu of the secretary, or the secretary's designee. If such agreement is made, the county or district attorney shall carry out all duties as otherwise provided by this subsection conferred on the secretary or the secretary's designee. A copy of such agreement shall be provided to the director of such area office of the Kansas department for children and families and to the school districts affected by the agreement.

(b) Whenever a child is required by law to attend school, and the child is not enrolled in a public or nonpublic school, the child shall be considered to be not attending school as required by law and a report thereof shall be made in accordance with the provisions of subsection (a) by a designated employee of the board of education of the school district in which the child resides. The provisions of this subsection are subject to the provisions of subsection (d).

(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 school attendance of such child.

(2) Each board of education shall adopt rules for determination of valid excuse for absence from school and for determination of what shall constitute a "significant part of a school day" for the purpose of this section.

(3) Each board of education shall designate one or more employees, who shall each be responsible for determining the acceptability and validity of offered excuses for absence from school of specified children, so that a designee is responsible for making such determination for each child enrolled in school.

(4) Whenever a determination is made in accordance with the provisions of this subsection that a child is not attending school as required by law, the designated employee who is responsible for such determination shall make a report thereof in accordance with the provisions of subsection (a), provided that the report would not violate the terms of the memorandum of understanding approved by the superintendent of the school district pursuant to K.S.A. 72-6143(i), and amendments thereto.

(5) The provisions of this subsection are subject to the provisions of subsection (d).

(d) (1) Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary for children and families or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.

(2) Whenever a law enforcement officer assumes temporary custody of a child who is found away from home or school without a valid excuse during the hours school is actually in session, and the law enforcement officer delivers the child to the school in which the child is enrolled or to a location designated by the school in which the child is enrolled to address truancy issues, the designated employee of the board of education shall serve notice thereof

upon a parent or person acting as parent of the child. The notice may be oral or written and shall inform the parent or person acting as parent of the child that the child was absent from school without a valid excuse and was delivered to school by a law enforcement officer.

(e) Whenever the secretary for children and families receives a report required under this section, the secretary shall investigate the matter. If, during the investigation, the secretary determines that the reported child is not attending school as required by law, the secretary shall institute proceedings under the revised Kansas code for care of children. If, during the investigation, the secretary determines that a criminal prosecution should be considered, the secretary shall make a report of the case to the appropriate law enforcement agency.

(f) Whenever a county or district attorney receives a report required under this section, the county or district attorney shall investigate the matter. If, during the investigation, the county or district attorney determines that the reported child is not attending school as required by law, the county or district attorney shall prepare and file a petition alleging that the child is a child in need of care. If, during the investigation, the county or district attorney determines that a criminal prosecution is necessary, the county or district attorney shall commence such action.

(g) As used in this section, "board of education" means the board of education of a school district or the governing authority of a nonpublic school. The provisions of this act shall apply to both public and nonpublic schools.

History: L. 1969, ch. 316, § 2; L. 1972, ch. 254, § 1; L. 1973, ch. 279, § 1; L. 1976, ch. 145, § 231; L. 1982, ch. 182, § 141; L. 1986, ch. 158, § 3; L. 1989, ch. 215, § 1; L. 1991, ch. 221, § 1; L. 1995, ch. 29, § 3; L. 1996, ch. 229, § 122; L. 1997, ch. 157, § 2; L. 2000, ch. 150, § 32; L. 2006, ch. 200, § 113; L. 2014, ch. 115, § 286; L. 2016, ch. 46, § 56; July 1, 2017.

Source or Prior Law:

72-1113.

Revisor's Note:

Section was not amended in the 1997 session.

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 7:35 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 72-3121. Students less than 13 years of age who are in violation of this law will be reported to DCF, Department of/for Children and Families. 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. 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.

### **Absences and Excuses**

### **BOE Policy (JBD)**

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by parent(s) or the student.

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook. (For the most part, School Messenger is used to contact parents of children absent at specific times throughout the school day)

#### **Procedures:**

1. On the day of an absence, a parent should contact the school office.
2. If a parent does not contact the office, the student should report immediately to the office when returning to school with absence verification.

#### **Excused Absences:**

1. Personal illness, family illness, weddings and/or funerals of family, doctor and/or dental appointments, court proceedings, religious observances, and school activities.
2. Other absences that are deemed necessary by the parents and approved by the administration.
3. Two (2) school days are given to make up work for each day of excused absence. Students may be required to make up tests scheduled in advance upon their return to school.

#### **Unexcused Absences:**

1. Examples of unexcused absences are oversleeping, hair appointments, missing the bus, car trouble, running errands, personal business, job interviews, and staying home to work on homework.
2. Leaving school without permission and/or skipping school.
3. No make-up work will be allowed for unexcused absences.

4. Any student who is absent for a significant portion of a school day without a valid excuse for three consecutive days, five (5) days in a semester, or seven (7) days in a school year are considered truant and will be reported to the district or county attorney.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

#### **Significant Part of a School Day**

An absence of four or more hours in any school day shall be considered an absence for a significant part of the school day.

#### **Make-Up Work**

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

#### **BOE Approved KASB Recommendation: June 20, 2016**

An absence is simply a loss of the opportunity to gain the knowledge for that specific day. Regardless of the reason, if your child is not in attendance, they miss out on the educational opportunity being presented. It is critical, that your child is in school.

#### **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](http://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.

#### **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 \$10.00 or 50 "Hawk Bucks".

#### **Announcements**

Announcements are read daily during Guided Study.

#### **Arrival and Departure**

Students are to arrive at school no earlier than 7:00 a.m. and report to their assigned gymnasium; Grade 6 – Gym 1, Grade 7 – Gym 2, and Grade 8 – Gym 3. Students may report to the cafeteria to participate in the breakfast program at approximately 7:10 a.m. Students are to remain in either of these locations until 7:25 a.m. when they will be allowed to enter the hallways and prepare for their first hour class. Students are to be out of the building by 3:00 p.m. each day. Exceptions to these times are athletic practices, other extracurricular activity practice, detentions or tutoring. In the event COVID-19 protocols are still in place, students will report to their first hour classroom if not participating in the breakfast program.

#### **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.
- Courtesy and proper conduct must be maintained at all times.

**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.

**School Messenger®**

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. This would also include an accurate email address.

**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.

**Chromebook Policy**

**Haysville Middle School**

**1:1 Chromebook Policy and Agreement**

**2021 - 2022**

The focus of the USD 261 one-to-one (1:1) Chromebook initiative is to prepare students for their future in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology be readily available and seamlessly integrated throughout the educational program. Increasing student access to technology is essential and one of the current learning tools available is the Chromebook.

Student learning results from continuous interaction with educators, students, parent/guardians, and the extended community. Technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrate technology into the curriculum anytime, anyplace. Individual use of Chromebooks supports student empowerment to engage in their personalized learning before, during and after school, maximizing their potential to become lifelong learners and productive, responsible citizens. It is the expectation that the Board of Education, district staff, and community members together, will continue to play a key role in making highly effective educational experiences available to all students. To further this goal, USD 261 will issue a Chromebook for instructional use during the school year to all high school students. This is an exciting opportunity for our students to have access to digital learning resources both during the school day and outside of the school day.

The policies, procedures and information contained in this document apply to Chromebooks and all other technology devices used by students within Haysville Public Schools. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms. The Chromebook and other district-issued devices, email/Google accounts, are the property of the Haysville Public School District and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook, their Google Drive, Gmail account, or any other district accounts. Supplied devices are an educational tool and not intended for personal use. Parents/guardians and students MUST read and sign the District's Acceptable Use Policy and Chromebook Policy and Agreement each year, before a Chromebook will be issued. USD 261 reserves the right to revoke or modify this handbook and/or its policies and procedures at any time.

### **About the Chromebook**

Chromebooks are laptop digital devices which run Chrome OS by Google as its operating system. They are designed to be used while connected to the Internet. All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. Chromebooks seamlessly integrate with the G Suite for Education (GSFE) suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheet), Slides (Presentations), Drawings, Sites, Forms and Classroom. There is no checkout fee for the Chromebook. The only cost a student and his or her family may be liable for is covered in the 'Damages, Repairs and Warranties' section below.

### **Distribution and Collection of Chromebooks**

- Chromebooks will be distributed within the first two weeks of each school year. Each student will also receive an AC charger and a protective case to use with their Chromebook. Before a Chromebook will be issued to the student, parents/guardians and students must have a completed Chromebook Policy Agreement on file in the school office.
- If a student withdraws from the District, the student must turn in the Chromebook and accessories on the last day of attendance.
- If upon inspection of the device, there is evidence of abuse, neglect or intentional damage, the student/parent/guardian will be charged a fee for needed repairs. Failure to turn in the Chromebook and accessories will result in the student/parent/guardian being charged the full replacement cost. If payment is not received, the matter will be turned over to a collection agency. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

### **Responsible Care**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the media center for repair. A loaner Chromebook will be checked out to the student while the Chromebook is being repaired. Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance. Self-repairs are not allowed.

### **When a Student Forgets to Bring Their Chromebook**

Students who have been issued a Chromebook but fail to bring their Chromebook to school, those that choose not to check out a Chromebook for home use, and those with Chromebook issues, (as well as other issues as deemed necessary by administration) will be issued a 'day loaner' Chromebook for the day. **Students must report to the In-School-Suspension Room to check out a loaner Chromebook from Mr. Womack.** Students are held to the same policies with the day loaner as they are with their device that was issued to them for the entire year. Because the Chromebook backs up to the cloud, all the student's work will be immediately accessible on the day loaner Chromebook. **Day loaner Chromebooks must be turned in by 3:30 the same day they were signed out, and this will happen during Guided Study.** Failure to return the device may result in the student being held liable for replacement or repair cost.

### **No Expectation of Privacy**

No one should have any expectation of privacy or confidentiality regarding any usage of a Chromebook issued by the District, regardless whether the usage happens for school-related purposes or not. During school hours, without prior notice of consent, the District may access, supervise, view, monitor and record student use of Chromebooks at any time for any reason related to the operation of the District. Chromebook browsing history is always logged. From time to time, the District may conduct random checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use. School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school during school hours. All images, documents, files, and apps downloaded onto the Chromebook become the property of USD 261 as allowable by law. The built-in webcam will not be used to monitor students.

### **Chromebook Care: Protecting and Storing Your Chromebook General Care and Precautions**

- Chromebook battery must be fully charged before the start of each school day.



- Do not remove the identification tag or barcode from the Chromebook.
- Leave the provided case attached to the Chromebook at all times!
- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Chromebooks must never be left in an unlocked car or any unsupervised area in or outside of school. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should be immediately reported to the main office.

### **Chromebook Screen Care**

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

- Do not lift Chromebooks by the screen. When moving a Chromebook support it from the bottom with the lid closed.
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks, ear buds).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not wedge the Chromebook into a book bag or place anything in the carrying case that will press against the cover as this will damage the screen.
- Do not poke the screen.
- For screen adjustment do not grasp screen by wrapping hand around screen; your thumbs can shatter the screen.

### **Carrying Chromebooks**

- Leave your case attached to the Chromebook.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Do not transport Chromebook with the power cord inserted.

### **Storing Your Chromebook**

- Chromebooks should never be left in vehicles or a location that is not temperature controlled.
- Chromebooks should always be stored safely, especially during extra-curricular events.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile or wedged into a book bag as this may break the screen.
- Never store your Chromebook in your carry case or backpack with the power cord inserted.

### **USD 261 Labels**

- All Chromebooks will be identified as USD 261 property.
- District labels may not be covered, modified or otherwise tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with labels.

### **Damages, Repairs and Warranties**

All Chromebook problems must be reported to the media center staff. The district will repair or replace damaged equipment resulting from normal use. Students will be asked to complete a work order.

#### **Repairs for damage**

Students are responsible for any of their actions that void the warranty (i.e. take the Chromebook apart; remove its parts, self-repair, etc.). Students will be held responsible for the full cost of any parts replaced and associated labor costs due to such actions up to and including the cost of total replacement of the Chromebook.

#### **Repair costs for damage and loss**

- The district will charge for the entire repair or replacement cost of the Chromebook and/or power adapters or protective cases if damage or loss occurs due to the student's, parent's/guardian's, or other third party's intentional acts or as the result of their negligence in handling the device. See current fee schedule.
- Students are responsible for any losses or damages resulting from attempts to harm or destroy data of another person as outlined in the Acceptable Use Policy.

- In case of theft, vandalism or other criminal acts, whether at school or off campus, a police report **MUST** be filed with the local police department and a copy submitted to district technology director at 1745 West Grand Ave., Haysville, Kansas 67060.
- Replacement of a Chromebook at no cost to the student is at the discretion of school administration.

#### **Current Fee Schedule - DELL 3100 Parts List**

- Screen - \$70.00
- Palmrest with Keyboard & Touchpad - \$55.00
- Keyboard - \$25
- Motherboard - \$150.00
- Daughterboard USB Ports - \$30.00
- Battery - \$40.00
- Top Cover - \$32.00
- LCD Back Cover - \$32.00
- Touchpad - \$22.00
- Power Adapter - \$20.00
- Case - \$20.00
- Complete Replacement - \$250.00

#### **Using Your Chromebook**

##### **Managing and Saving Your Digital Work**

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Files that are stored on the Chromebook's local hard drive are not backed up to the G-Suite.
- Students should remember to save frequently when working on digital media.
- The district is not responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work.
- Students are expected to save/back up their classroom work to their Google Drive. Students should save ALL assigned classroom work to their Google Drive.
- Students will not have access to printing systems at school from their Chromebooks. All classroom work will be accepted electronically as stated above.

##### **Privacy of Content Backed Up to Cloud Storage**

Content students' backup to cloud based storage cannot be guaranteed the same privacy as paper assignments that students turn in to teachers. Such content is subject to the policies of Google and/or Microsoft, which may not meet guidelines of Protection of Pupil Rights Amendment (PPRA), Family Educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Act (COPPA). By signing the Chromebook use agreement, parents are waiving their rights to the above guidelines for material that is backed up to the cloud.

##### **Rights and Responsibilities**

Use of district technology is a privilege and not a right. Actions performed on any district-owned computer, network or electronic communication device may be monitored by school authorities. Inappropriate use of district technology will result in the associated disciplinary action as identified in the student handbook, 1:1 Deployment Handbook, district administrative procedures and Board policies.

##### **Student Rights/Responsibilities**

- The student will treat the Chromebook with care.
- The student will always maintain possession of the Chromebook.
- The student will only use pre-approved applications and resources.
- The student will not install peer-to-peer file sharing programs.
- The student will not remove programs or files from the Chromebook.
- The student will follow all board policies and administrative procedures when using the Chromebook both at and away from school.
- The student will use discretion when giving personal information when using the Internet. (College applications, FAFSA, creating teacher approved academic content)
- The student will not attempt to repair the Chromebook.
- The student will report damage or needed repairs immediately.
- The student will recharge the Chromebook each night.
- The student will bring the Chromebook to school every day.
- The student understands that all Chromebook use with the given login credentials will be monitored.
- The student will submit to a Chromebook audit when requested.

## Parent Rights/Responsibilities

- The parent/guardian will support the Chromebook policy at home.
- The parent/guardian will not attempt to repair the Chromebook.
- The parent/guardian will not load or delete any software from the Chromebook.
- The parent/guardian understands that all Chromebook use with the given login credentials will be monitored.
- The parent/guardian has the right to contact the school at any time should questions arise.

## Digital Citizenship

Students will complete digital citizenship education as a part of the 1:1 Chromebook curriculum.

## Student Conduct

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- **Protect Yourself:** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts and resources.
- **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not enter other people's private spaces or areas.
- **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property:** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

## Acceptable Use

- The District's technology resources will be used for learning, teaching and administrative purposes consistent with the District's mission and goals. Areas associated with acceptable use include:
- Student Generated Work: All student work created on district equipment or posted to online courses is the property of the school district.
- Network Access: A student's assigned network access and use of district provided e-mail is to be used only for identified educational purposes, both at home and at school.
- Cyber bullying/Social Networking: The District, as part of its age appropriate Internet safety curriculum, educates staff and students about appropriate online behavior, including rules of interaction with other individuals on social networking websites, cyber bullying awareness and response.
- Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each school's media center and in Board of Education policy.
- User Security Responsibilities: Usernames and passwords should be protected from unauthorized use at all times and should not be posted where others can view it.
- Equipment Use: Students will not store files on hard drives or network drives unless directed to do so by a teacher or district staff person. Student owned devices will not be used to download files or material for personal use.

## Inappropriate Use Examples

- **Adding or deleting software or changing standardized district settings including but not limited to changing or modifying computer background images.**
- Attempting to repair hardware.
- Inappropriate web browsing or games
- Leaving equipment unattended or exposed to extreme heat or cold.
- Using the system for any illegal purpose.
- Using the network for financial gain or political activity.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account information without their permission.
- Pretending to be someone else when sending or receiving messages.
- Posting personal information about yourself or others (such as address and phone numbers).

- Downloading or using copyrighted information without permission from the copyright holder or plagiarizing content accessible through the Internet or electronic media.
- Intentionally introducing a virus to the system.
- Cyber bullying - posting messages or accessing materials that are abusive, obscene, sexually oriented, harassing, threatening, damaging to another's reputation or illegal.
- Responding to suggestive, obscene or threatening messages. Show such messages to an adult/teacher immediately.
- Gaining unauthorized access to restricted information or resources.
- Theft or abuse of school files (computer and electronic equipment).
- Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and/or password.
- Use of computing facilities or other communication devices to interfere with the work of another student, faculty member, or school office staff.
- Use of computing facilities or other communications equipment to send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the school computing system.

#### **Consequences for Inappropriate Use May Include**

- Suspension of access to the system.
- Revocation of the computer system account or other disciplinary or legal action in accordance with Board of Education policies and applicable laws.
- Assessment of the cost of damages to hardware/software.
- Disciplinary action as assigned by school administration.
- Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including expulsion from school.

#### **Q&A**

##### **Can I use my own mobile device instead of the school issued device?**

No. USD 261 has a robust content filtering capacity that helps to ensure that district owned devices are used for educational purposes. Devices that are not owned by the district are not able to be filtered to ensure they will not become a distraction in the classroom. In addition, software used by teachers in their classrooms cannot be pushed to non-school devices

##### **What if we do not have Wi-Fi at our home?**

The Wi-Fi on the Chromebooks will work at all school buildings in the district, so staying after school to do schoolwork is an option. Other options are the public library and many public retail locations, which provide free Wi-Fi. If this is still an issue, please consult with your classroom teacher for a workable solution.

##### **What should I do with my Chromebook during after school activities?**

The Chromebook should be stored in a locked location during practices/after school activities (such as a bus or a locker).

##### **Can I lend my Chromebook to my friend/brother/sister/parent/etc.?**

No. Once you have been assigned a Chromebook, you are responsible for the care and safekeeping of the device. The device should be in your possession or in a locked location at all times.

**USD 261 1:1 Campus High School Connect  
Student and Parent/Guardian Chromebook Loan Agreement**

**Student Name** \_\_\_\_\_ **Student ID** \_\_\_\_\_  
Printed

**Student Agreement for Chromebook use:**

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery for school each day.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble or have disassembled any part of my Chromebook or attempt any repairs by myself or a third-party.
8. I will be responsible for all damage or loss caused by neglect or abuse.
9. I will use my Chromebook in ways that are appropriate, that meet Haysville Public Schools expectations, and that are educational.
10. I will not install or use any software or apps other than those owned or approved by the district and made available to me in accordance with this agreement.
11. I will not deface the serial number or Chromebook sticker on the Chromebook.
12. I will keep my Chromebook in the district provided case at all times.
13. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Haysville USD 261.
14. I will follow the policies outlined in the Chromebook Policy, Procedures, and Information Handbook and the Acceptable Use of Computer Networks/Computers and Resources Policy while at school, as well as outside the school day.
15. I understand that my use of the Chromebook is subject to all applicable District policies and regulations, as well as any applicable provisions of the Student Handbook.
16. I agree to return the District Chromebook and all accessories in good working condition.
17. I will be a proactive digital citizen when using my Chromebook.

**Student and Parent/Guardian Agreement for Chromebook use:**

1. We understand our responsibilities with respect to the care and maintenance of the Chromebook.
2. We understand that students will be allowed to take Chromebooks home in the evenings for school-related use and understand that students must have Chromebooks in school every day.
3. We understand that Haysville USD 261 reserves the right to conduct unannounced inspections of Chromebooks.
4. We understand that the use of Chromebooks will be governed by all terms and conditions of Haysville USD 261 policies and regulations, including but not limited to, the Acceptable Use and Computer Policy.
5. We understand that the Chromebook and accessories may need to be returned to the school upon administrative request. Students who graduate early, withdraw, or terminate enrollment in the Haysville School District for any other reason must return their Chromebook and accessories on the date of termination. Failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.
6. We understand that any problems or damage must be reported to the school in accordance with school procedures and will be charged replacement cost for any intentional, negligent or repeated damage to, loss of, or failure to return the Chromebook and/or accessories.
7. We are aware that the electronic device may record or collect information on the activity/activities or the use of the device if the device is equipped with a camera, global positioning system, or any other feature capable of recording or collecting information on my activity or use of the device. Haysville USD 261 shall not use any of these capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.
8. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including expulsion from school.

***I have read and agree to the conditions listed above. I have also read the 1:1 Chromebook Policy Handbook and agree to abide by its terms and all other USD 261 Board of Education Policies and administrative regulations.***

Parent/Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Student ID \_\_\_\_\_

## **Computer Use**

The USD 261 Haysville Public School district complies with federal and state Children's Internet Protection Act (CIPA) laws and promotes Internet safety for all students through a curriculum that addresses cyber bullying and appropriate interaction with other individuals on social networking websites and chat rooms. It shall be the responsibility of all members of the USD 261 Haysville Public school staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with the CIPA laws.

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.

Personally owned Internet devices such as, smart phones, laptops, and tablets may be used by staff and students during the school day as approved by administration and in accordance with the Haysville USD 261 Board of Education Internet and Computer Use policies.

Students who do not have access to a personal device to use as part of an instructional program or lesson will not be penalized and alternate modes of participation will be available.

## **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. At times, HWMS and St. Cecilia students are allowed to attend, and they MUST also have a current school ID. 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 2:50 - 3:20 p.m.
- If a student does not show up for their assigned detention, they will be placed in ALC for a whole day.
- 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.

### 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 information is on the top of the next page.

**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. 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. “Sagging” is not an acceptable practice at HMS.
- 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, and/or any 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.
- Students will not wear these items once they enter the building and will refrain from doing so until they exit the building.
  - hats, bandanas
- Common sense and good judgment is to prevail in all modes of dress.
- Some items of clothing such as but not limited to, are considered inappropriate
  - Halter tops - Bare midriffs – Spaghetti strap shirts -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.
- For safety and security reasons, students are to store jackets/coats and bags in their lockers. Backpacks, purses, handbags, blankets and jackets/coats are not to be carried or worn from class to class. Exceptions may be made on an individual by individual basis. Students are to utilize passing periods to store and retrieve needed classroom materials.



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, other crisis, 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.

### **Critical Incident Drills:**

#### **Standard Response Protocol**

- **Student Safety**
  - **A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.**
- **SRP**
  - **Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate directions will be called on the PA.**
- **Lockout** – “Secure the Perimeter”
- **Lockdown** – “Locks, Lights, Out of Sight”
- **Evacuate** – “To the Announced Location”
- **Shelter** – “For a Hazard Using Safety Strategy”
- **Hold!** – In your classroom, Clear the halls.
- All drills will be preceded by an announcement of such drill no earlier than five minutes prior to the drill. In the event an announcement is not made, this is an indication to the staff and students that the opportunity at hand is real. If not, then an announcement after the fact will be made informing building occupants that the alarm sounding is a drill.

### **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 be preceded by an announcement of such drill no earlier than five minutes prior to the drill. In the event an announcement is not made, this is an indication to the staff and students that the opportunity at hand is real. If not, then an announcement after the fact will be made informing building occupants that the alarm sounding is a 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 present 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.

**Flag Salute** - Participation in the flag salute is not mandated, yet highly encouraged.

### **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**

This period will be during 8<sup>th</sup> hour of the day and separated into two 24-minute blocks of time. One 24-minute block will be dedicated to Guided Study, which is a time for students to complete homework. The other 24-minute block will be called Hawk Time and be used to complete the many different district mandated initiatives currently in place. Both periods will be held sacred to the intent in which they have been established. All assemblies will be held during this period, so instructional time is not lost.

### **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 nurse **DOES NOT** diagnose any condition.

Requirements to take over the counter (OTC) medications in school:

- An OTC medication form is completed and signed by the guardian.
- Medication is provided the original container.
- Medication will be given per package instructions. Any dosing that is different than package instructions will require a physician order.
- Medication will be stored in a locked cabinet in the health room. If you would like your child to self-carry medication a separate form and physician order will be required.

\*Aspirin and oral homeopathic medications will continue to require a physician order\*

She/he administers over the counter or prescribed medication in the original container, Medication forms are available in the health room or the physician's order may be faxed to the school. The health nurse 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 nurse.** Students who are too ill to remain in the classroom will be sent home. The health nurse will determine if the student is too ill to remain in school. (See medications at school)

#### HMS Bell Schedule

<b>1<sup>st</sup> hour</b>	<b>7:35 a.m.</b>	<b>8:21 a.m.</b>	<b>46 minutes</b>	
Passing Period	8:21 a.m.	8:24 a.m.	3 minutes	
<b>2<sup>nd</sup> hour</b>	<b>8:24 a.m.</b>	<b>9:10 a.m.</b>	<b>46 minutes</b>	
Passing Period	9:10 a.m.	9:13 a.m.	3 minutes	
<b>3<sup>rd</sup> hour</b>	<b>9:13 a.m.</b>	<b>9:59 a.m.</b>	<b>46 minutes</b>	
Passing Period	9:59 a.m.	10:02 a.m.	3 minutes	
<b>4<sup>th</sup> hour</b>	<b>10:02 a.m.</b>	<b>10:48 a.m.</b>	<b>46 minutes</b>	
Passing Period	10:48 a.m.	10:51 a.m.	3 minutes	
<b>5<sup>th</sup> hour</b>	<b>10:51 a.m.</b>	<b>12:40 p.m.</b>	<b>109 minutes</b>	
	10:51 a.m.	11:16 a.m.	25 minutes	<b>Lunch A</b>
	11:16 a.m.	11:19 a.m.	3 minutes	<b>Transition</b>
	11:19 a.m.	11:44 a.m.	25 minutes	<b>Lunch B</b>
	11:44 a.m.	11:47 a.m.	3 minutes	<b>Transition</b>
	11:47 a.m.	12:12 p.m.	25 minutes	<b>Lunch C</b>
	12:12 a.m.	12:15 p.m.	3 minutes	<b>Transition</b>
	12:15 p.m.	12:40 p.m.	25 minutes	<b>Lunch D</b>
Passing Period	12:40 p.m.	12:43 p.m.	3 minutes	
<b>6<sup>th</sup> hour</b>	<b>12:43 p.m.</b>	<b>1:29 p.m.</b>	<b>46 minutes</b>	
Passing Period	1:29 p.m.	1:32 p.m.	3 minutes	
<b>7<sup>th</sup> hour</b>	<b>1:32 p.m.</b>	<b>2:18 p.m.</b>	<b>46 minutes</b>	
Passing Period	2:18 p.m.	2:21 p.m.	3 minutes	
<b>8<sup>th</sup> hour</b>	<b>2:21 p.m.</b>	<b>2:50 p.m.</b>	<b>48 minutes</b>	<b>Guided Study</b>

#### 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 as deemed appropriate by the classroom teacher and approved by the building principal. As a

general building rule, the only homework a child may have is work that is not completed in the classroom. There may be an occasional exception to this guideline and must be approved by an administrator.

### **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 have their photo ID in their possession at all times 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 must be replaced at a charge of \$5.00 or 30 "Hawk Bucks" per card. ID cards are required for admittance to all school activities.** The student ID may be downloaded to a smartphone if the child has a valid working email address. This provision works in the same manner as the actual ID card. 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.

### **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 its 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**

**Access to lockers by students will take place before school, during 5<sup>th</sup> hour (lunch), and after school. Hallways will be monitored during passing periods, and students will not be allowed access to lockers at any time not listed above.**

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 must 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 the main commons area near the counseling 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. An additional acceptable means for lunch line speed is the physical placement of the child's bar code on their cell phone for scanning purposes. This does not include a picture of the ID card or bar code on the phone itself. **Lunch Funds** - Money may be placed on the student ID card before school from 7:10 – 7:35 a.m. No money may be placed on a student's lunch account during 5<sup>th</sup> hour. Students 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. 3) Have ID or money ready
  - Respect – 1) Demonstrate proper manners. 2) Respect ALL authority
  - Integrity – 1) Clean up all messes and throw away all trash. 2) Be honest and sincere
  - Discipline – 1) Control hands, mouth, and feet. 2) Sit at assigned table. 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](http://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 or their planner is 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.

Requirements to take over the counter (OTC) medications in school:

- An OTC medication form is completed and signed by the guardian.
- Medication is provided the original container.
- Medication will be given per package instructions. Any dosing that is different than package instructions will require a physician order.
- Medication will be stored in a locked cabinet in the health room. If you would like your child to self-carry medication a separate form and physician order will be required.

\*Aspirin and oral homeopathic medications will continue to require a physician order\*

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. 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."

### **Permission to Possess and Self-Administer Medication:**

To permit a student to carry and self-administer medication the following conditions must be met:

- A Request by Student to Possess and Self-Administer Medication form must be completed. The form must be signed by the parent and the physician.
- The medication must be in a protective manner that it cannot be accidentally left or forgotten. Should the medication be located or found outside of the student's possession the permission to carry medication may be revoked.
- Controlled medications are excluded and may never be carried by the student. If you are unsure if a medication is controlled contact your pharmacy or the health room.

## Parental Rights

Parental rights concerning access to student records –KAR 91-12-44, 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)

## Nine Week Student Grade Check

A two-page document for grade check/tracking by the student, has been included at the back of the agenda.

## 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. 2) Be to class on time.
  - Respect – 1) Demonstrate proper manners. 2) Respect ALL authority.
  - Integrity – 1) Do what is right even when no one is watching. 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. Students can be in possession of a cell phone at HMS. Cell phone use during the school day is restricted to the classroom rules of the individual teachers. As a rule, **cell phones are to be turned off and in the student's locker from 7:35 to 2:50.** 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.**

Personally owned Internet devices such as, smart phones, laptops, and tablets may be used by staff and students during the school day as approved by administration and in accordance with the Haysville USD 261 Board of Education Internet and Computer Use policies.

## 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. 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. Also due to safety concerns, jewelry is not permitted to be worn in any P.E class. Wearing the P.E. uniform as normal clothing for the day is not an acceptable practice. 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 and/or school nurse will be acceptable for only one day. After the first day, a doctor, RN or

LPN note will be required or by administration 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.

### **Staff - Student Social Media Guidelines**

The Haysville USD 261 board of education encourages positive, appropriate staff-student relations and communications. Staff-student relations and communications via digital means shall be positive and appropriate.

### **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 Tardies**

Students will be counted tardy if they are not in the classroom before the bell rings for the start of class. On the 3<sup>rd</sup> 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. 6)

### **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. School Reach 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](http://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.

### **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.

### **Emergency Safety Interventions – BOE Policy GAAF**

- The board of education is committed to limiting the use of Emergency Safety Intervention ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.
- This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

### **Definitions**

- "Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.
- "Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.
- "Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.
- "Incident" means each occurrence of the use of an emergency safety intervention.

- “Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.
- “Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.
- “Mechanical Restraint” means any device or object used to limit a student’s movement.
- “Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.
- “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- “Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

### **Emergency Safety Interventions GAAF-2**

- “School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.
- “School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.
- “Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.
- “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

### **Prohibited Types of Restraint**

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, except:
  - o Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;
  - o Any device used by a certified law enforcement officer to carry out law enforcement duties; or
  - o Seatbelts and other safety equipment when used to secure students during transportation.

### **Use of Emergency Safety Interventions**

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student’s behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

### **ESI Restrictions**

- A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.
- Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

### **Use of Seclusion**

- When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.
- All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.
- A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

### **Training**

- All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.
- Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### **Notification and Documentation**

- The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.
- Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.
- The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

### **Law Enforcement, School Resource, and Campus Security Officers**

- Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.
- If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

### **Documentation of ESI Incidents**

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,

- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

#### **Reporting Data**

District administration shall report ESI data to the state department of education as required.

#### **Parent Right to Meeting on ESI Use**

- After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.
- For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.
- For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting, the private school shall help facilitate such meeting.
- For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.
- The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

#### **Local Dispute Resolution Process**

- If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.
- The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.
- If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.
- Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.
- Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.
- If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Unless otherwise noted all of the following policies were re-adopted July 16, 2018.  
BOE Reviewed and Approved KASB Recommendation: August 15, 2016  
BOE Reviewed and Approved: KASB Recommendation: August 19, 2013  
BOE Reviewed and Approved: KASB Recommendation: August 17, 2015

### **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 on 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.

**JCAC-R Interrogations and Investigations****JCAC-R-3**

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.

**Student Academic Dishonesty Policy**

Academic dishonesty, a basis for disciplinary action, includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to



the source or sources). The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic assignment in question. The building administration should be advised of any action taken by the faculty member regarding academic dishonesty. The student has the right to appeal the charge of academic dishonesty; to initially begin with the faculty member issuing the charge, and then with one of the building administrators. In the event this chain of command does not rectify the issue, an appeal may be made to the Superintendent of Schools and then to the Board of Education.

One definition, cited from <http://legal-dictionary.thefreedictionary.com/Plagerism> - "The act of appropriating the literary composition of another author, or excerpts, ideas, or passages therefrom, and passing the material off as one's own creation." In simpler terms, Plagiarism is the use of someone else's words, ideas, theories, and/or writing without explicitly giving credit to that source. The intent to plagiarism may be purposeful as in taking another student's essay, changing the name on it, and submitting it as your own. This instance is unforgivable. Very often, however, the act of plagiarism is due to a lack of knowledge about what constitutes plagiarism - specifically how to paraphrase correctly.

### **HOW TO CITE SOURCES –In order to Prevent “Plagiarism”**

For the sake of example, the following text will be used to examine what constitutes appropriate and inappropriate paraphrasing:

Driscoll, M. P. (2000). *Psychology of learning for instruction*. Needham Heights, MA: Allyn & Bacon, (p. 43).

When individuals perceive that their actions have little effect on aversive events, they, too, begin to exhibit symptoms of learned helplessness. In the context of learning, experiencing repeated failure or constant belittlement of their efforts can lead students to say, "I can't do this. I'm not a good reader" (or writer, or test-taker, or what have you).

Changing only a few words and/or phrases is still plagiarism: When individuals' actions have little effect on aversive events, so they start to show symptoms of learned helplessness.

Notice the difference in meaning: "when individuals perceive their actions ..." and "when individuals' actions have no effect..." What's more problematic is that no source is credited.

An appropriate paraphrase: When students continue to experience failure despite numerous attempts, and their efforts are not acknowledged, they begin to believe that they are incapable of being successful at a particular task, an indication of learned helplessness (Driscoll, 2000).

Another method: According to Driscoll (2000), individual's exhibit signs of learned helplessness when they sense their attempts at a specific task will remain unsuccessful, or be criticized.

A direct quote must also provide a page number: "In the context of learning, experiencing repeated failure or constant belittlement of their efforts can lead students to say, "I can't do this. I'm not a good reader" (or writer, or test-taker, or what have you)." (Driscoll, 2000, p. 43)

From these examples, you should note that it is extremely important to paraphrase without changing the writer's original meaning, AND credit your source OR quote directly giving credit where credit is due.

Final note: Plagiarism also extends to the use of information such as graphs, charts, statistics, etc.

Helpful Websites: <http://poynter.org/column.asp?id=52&aid=70742>  
<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

### **Suspension and Expulsion: KSA 72-6114**

Grounds for suspension or expulsion; who may suspend or expel. The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

- (a) Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- (b) conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- (c) conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- (d) conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- (e) conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or

(f) disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

History: L. 1970, ch. 300, § 1; L. 1994, ch. 307, § 1; May 12.

Source or Prior Law:

72-8901.

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 the appropriate BOE approved policy, and as directed by statute.
- 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.

### **Reverse Suspension Provision**

On an individual by individual case, the administration may propose to the parent/guardian that the assigned in-school and/or out-of-school suspension may be modified if the parent/guardian comes to school with their child for the duration of the assigned consequence. No exceptions shall be made to the parent/guardian provision.

### **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 & JCDA)**

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.

### **Visitor's to District Property/Events - (Public Conduct on District Property)**

The Board encourages parents and other members of the public to visit district buildings and attend district events and activities; however, inappropriate behavior or conduct will not be tolerated.

Examples of inappropriate conduct include, but are not limited to:

1. Possessing or being under the influence of any alcoholic beverage or illegal substance.

2. Possessing a weapon in violation of Board policy.
3. Violating Board policy or the posted or stated rules of the event.
4. Fighting or otherwise striking or threatening another person.
5. Failing to obey the instructions of a security official or school district employee.
6. Engaging in any illegal or disruptive activity.

The principal may seek to deny future admission onto district property to any person by verbally notifying them or mailing a notice by first-class mail and by certified mail with return receipt requested. The notice should contain:

1. A description of the conduct.
2. The proposed time period for which admission to district events will be denied.
3. Instructions regarding the procedure for requesting to address the Board.

Unless the principal notifies the visitor otherwise, the visitor may be on district property for the limited purposes of:

1. Attending open public meetings of the Board of Education and its committees.
2. Transporting his or her child to and from school and school activities.
3. Attending scheduled conferences or meetings with district personnel pertaining to the visitor's child.

The principal will notify appropriate district staff of any individuals who are prohibited from being on district property, including the dates of the ban and any applicable exceptions.

Once a decision has been made to ban a person from district property, building principal or designee is authorized to file a trespassing complaint with local law enforcement if the person enters district property.

### **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, wrestling and track. Cheerleading is available to students during football, both basketball and wrestling seasons. 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 five hours (sixth through tenth 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 semesters of eligibility in 7<sup>th</sup> grade and two semesters of eligibility in 8<sup>th</sup> 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.

**Transfer (Rule 18)**

- **TRANSFER PURPOSE**—The purpose of the Transfer Rule is to protect students from being displaced by those who change schools for interscholastic activity reasons. It is devised to eliminate “school shopping” after a student has initially chosen the school of his/her choice. This avoids transfers when the motivation is for activity purposes and prohibits recruitment. Students transferring who do not meet the criteria or one of the exceptions listed in Sections 1, 2, or 3, would otherwise be taking the place of a student in interscholastic competition who has met those requirements.
- **NOTE:** In addition to the transfer rule, the student must meet all other rules and regulations, such as Age, Scholarship, Bona Fide Student in Good Standing, etc.

**First Nine Weeks Grade Tracker**

	W-1	W-2	W-3	W-4	W-5	W-6	W-7	W-8	W-9	Extra
ELA										
Math										
Science										
Social Studies										
Reading										
Elective										
Elective										
Elective										
Guided Study - Hawk Time										

**Second Nine Weeks Grade Tracker**

	W-1	W-2	W-3	W-4	W-5	W-6	W-7	W-8	W-9	Extra
ELA										
Math										
Science										
Social Studies										
Reading										
Elective										
Elective										
Elective										
Guided Study - Hawk Time										

**Third Nine Weeks Grade Tracker**

	W-1	W-2	W-3	W-4	W-5	W-6	W-7	W-8	W-9	Extra
ELA										
Math										
Science										
Social Studies										
Reading										
Elective										
Elective										
Elective										
Guided Study - Hawk Time										

**Fourth Nine Weeks Grade Tracker**

	<b>W-1</b>	<b>W-2</b>	<b>W-3</b>	<b>W-4</b>	<b>W-5</b>	<b>W-6</b>	<b>W-7</b>	<b>W-8</b>	<b>W-9</b>	<b>Extra</b>
<b>ELA</b>										
<b>Math</b>										
<b>Science</b>										
<b>Social Studies</b>										
<b>Reading</b>										
<b>Elective</b>										
<b>Elective</b>										
<b>Elective</b>										
<b>Guided Study - Hawk Time</b>										