

**MIDDLE SCHOOL PARENT HANDBOOK**  
**TABLE OF CONTENTS**

WELCOME .....	2
MISSION STATEMENT .....	2
MANHATTAN-OGDEN GOALS .....	2
USD 383 LEARNER OUTCOMES.....	3
GUIDELINES/SERVICES	
ABSENCES AND EXCUSES & TRUANCY .....	3-4
ANNOUNCEMENTS .....	4
BELL SCHEDULE .....	4
BULLYING BY STUDENTS .....	5
BULLYING BY PARENTS .....	5
CAFETERIA FOOD AND DRINK.....	5
CLOSED CAMPUS.....	5
COMMUNICATION WITH SCHOOL .....	6
COMPLAINTS JCE .....	5-6
COMPUTER USE IIBG .....	6
COUNSELOR/GUIDANCE PRGRAM .....	6
DRESS CODE .....	6-7
DRUG FREE SCHOOLS JDDA .....	7
ELECTRONIC DEVICES .....	7
EMERGENCY SAFETY INTERVENTIONS .....	7-9
FIRE AND TORNADO DRILLS.....	9
GANG ACTIVITY .....	9
GUM .....	9
HEALTH OFFICE.....	9
HOMEROOM PROGRAM .....	9
HOMEWORK .....	9-10
HONOR AWARDS.....	10
HONOR ROLL.....	10
IMMUNIZATIONS .....	10
LEAVING SCHOOL EARLY .....	10
LIBRARY/MEDIA CENTER .....	10
LOCKDOWNS.....	10-11
LOCK OUTS .....	11
LOCKERS .....	11
LOST AND FOUND .....	11
LOST OR DAMAGED BOOKS .....	11
NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT.....	11-12
NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT .....	12
PARTIES .....	12
PHYSICAL EDUCATION UNIFORM .....	12
RACIAL AND DISABILITY HARASSEMTN: STUDENT .....	12-13
REPORTING TO LAW ENFORCEMENT .....	13
SEXUAL HARASSMENT .....	13-14
SOCIAL WORKERS/PSYCHOLOGIST .....	14
SPECIAL EDUCATION RECORDS .....	14
SPEECH THERAPIST .....	14
SPORTS/ATHLETICS .....	14-15
STUDENT CODE OF CONDUCT.....	15-17
STUDENT COUNCIL (STUCO).....	17-18
STUDENT GRIEVANCE PROCEDURE .....	18
STUDENT INSURANCE.....	18
SUSPENSION AND EXPULSION PROCEDURES.....	19-20
TECHNOLOGY POLICIES .....	20-21
TELEPHONES/TELEPHONE CALLS/CELL PHONES .....	21
TOBACCO AND ELECTRONIC CIGARETTE USE .....	21
TRANSPORTATION/AFTER-SCHOOL EVENT PICK UP POLICY .....	21
WEAPONS.....	22
WEATHER RELATED SCHOOL CLOSING.....	22
YEARBOOK .....	22

**SAFE SCHOOLS HOTLINE NUMBER**

An anonymous free phone hotline is provided for students and parents/guardians to call if they have information about potential school safety issues or concerns. The number to call is 1-877-626-8203

## To Eisenhower Middle School Students

Welcome to Eisenhower Middle School! An exciting year of new experiences and learning opportunities await you. Our teachers, counselor and staff want you to take full advantage of each opportunity that is presented to you this year.

This student handbook/assignment notebook will help you understand and adjust to our school expectations and procedures. In order to create a pleasant learning environment and protect each student's rights, certain expectations and procedures are necessary. With every right, there is a responsibility; this is the cornerstone of freedom. Please take the time to learn our rules so that you will develop responsible habits. We expect you to attend school regularly, be attentive learners, complete your assignments, have a set time each night for homework and test review, display good citizenship, and respect the rights of others. Good habits learned now will provide you with a solid foundation for success in the future.

If you choose to participate in Eisenhower Middle School activities, not only will you gain confidence in yourself, but you will also help make our school even better. We wish you much success this year. If you have any questions or problems, please contact any member of our school staff for assistance.

The Eisenhower Staff

### DWIGHT D. EISENHOWER MIDDLE SCHOOL MISSION STATEMENT

**"The mission of Dwight D. Eisenhower Middle School is to achieve academic excellence and to develop lifelong learners who are responsible, productive global citizens."**

The community recognizes the challenge of preparing children for the 21st Century. Middle level education in USD 383 is directed toward the accomplishment of this mission.

Recognizing that all students can learn, Manhattan middle level education provides a broad-based curriculum built on a common core of knowledge. This education enables students to face the challenges of adolescent years and fosters partnerships with parents/guardians and community.

Manhattan middle level educators are dedicated to providing a compassionate environment for learning that promotes a feeling of belonging for all students.

### NOTICE OF NON-DISCRIMINATION GAAA

*The board shall hire all employees on the basis of ability and the district's needs. The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, national origin, sex, sexual orientation, gender identity, disability, or age.*

*Inquiries regarding compliance may be directed to: Director of Human Resources, Robinson Education Center, 2031 Poyntz Ave., Manhattan, Kansas 66502, 785-587-2000 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. Executive Director of Special Services, Robinson Education Center 2031 Poyntz Avenue, Manhattan, Kansas 66502, 785-587-2000, has*

*been designated to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990 or to:*

Equal Employment Opportunity Commission  
400 State Ave., 9th Floor  
Kansas City, KS 66101  
(913) 551-5655

or

Kansas Human Rights Commission  
900 SW Jackson, Suite 568-S  
Topeka, KS 66612-1258  
(785) 296-3206

or

United States Department of Education  
Office for Civil Rights  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, Missouri 64106  
(816) 268-0550

Approved: 8/06; 1/16

### MANHATTAN / OGDEN USD 383 GOALS

*The mission of the Manhattan-Ogden School District is to educate each student to be a contributing citizen in a changing, diverse society.*

### GOALS

1. The education of all students will be based on high academic standards.
2. Curricular standards will be implemented consistently across the district.
3. Basic skills, thinking skills, core knowledge, multicultural understanding, and personal and civic responsibility will be the foundation of an integrated curriculum.
4. Assessment of student learning will be aligned with district curriculum and appropriately balanced with instructional time.
5. The district will provide support of programs through existing and new resources.
6. Schools will accommodate the needs of individual learners while being guided by high expectations for all students.
7. Lifelong learning experiences will be offered for pre-kindergarten through adult regardless of age, gender, ability, race, religion, or economic status.
8. The district will implement policies and practices to attract and retain quality staff. Regular, formal, and timely evaluation procedures will be used to improve the effectiveness of instruction and the performance of personnel.
9. Schools will provide their staffs with adequate time and resources to engage in productive professional planning and development.
10. The appropriate use of technology for learning, instruction, communication, and management will be supported.
11. The district and the schools will provide a safe and orderly environment.
12. Schools will involve families in the education of their students.
13. The district and the schools will increase the frequency and effectiveness of communication with their staff, students, parents/guardians and community patrons.
14. Partnerships will be maintained and expanded with the broader communities.

## USD 383 LEARNER OUTCOMES

The mission of the Manhattan-Ogden School District is to educate each student to be a contributing citizen in a changing, diverse society.

We will know our students are contributing citizens for a changing, diverse society when they are:

**EFFECTIVE COMMUNICATORS**, who clearly express ideas and effectively communicate with diverse audiences, through a variety of mediums, and for a variety of purposes.

**SELF-DIRECTED LEARNERS**, who create a positive vision for themselves and their future, set priorities and achievable goals, create options for themselves, monitor and evaluate their progress, and assume responsibility for their actions.

**COMPLEX THINKERS**, who identify, access, integrate, and use available resources and information to reason, make decisions, and solve complex problems in a variety of contexts, and translate issues and situations into manageable tasks that have a clear purpose.

**QUALITY PRODUCERS**, who create intellectual, artistic, practical, and physical products which reflect originality, high standards, and the use of advanced technologies.

**COLLABORATIVE WORKERS**, who use effective leadership and group skills to develop and manage interpersonal relationships within culturally and organizationally diverse settings.

**COMMUNITY CONTRIBUTORS**, who contribute their time, energies, and talents to improving the welfare of others and the quality of life in their diverse communities.

*This handbook is meant to be an abbreviated version of Manhattan-Ogden USD 383 policies, rules and regulations. Should a discrepancy between board policy and any language in this handbook arise, district policy supersedes this handbook.*

## MANHATTAN-OGDEN USD 383 BOARD OF EDUCATION

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Darell Edie, 2800 Illinois Ln., Manhattan, KS 66502 785-539-1904 [darellje4@gmail.com](mailto:darellje4@gmail.com)

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Katrina Lewison, 1025 Mill Valley Cir., Manhattan, KS 66503 785-477-0762

### BOARD OF EDUCATION MEETINGS

Meetings of the Board of Education are held twice a month. The Manhattan Mercury and local radio stations announce these meetings in advance. The public is invited to attend these meetings.

Board of Education policies referenced in this handbook can be found at the district website [www.usd383.org](http://www.usd383.org).

## GUIDELINES/SERVICES

### **ABSENCES AND EXCUSES & TRUANCY**

We believe that academic success and school attendance go hand in hand. High-achieving students attend school regularly and are punctual to their classes. Research indicates that students with poor attendance patterns in early grades are much more likely to drop out of school in the upper grades. We want to work with parents/guardians to encourage students to be on time and present to school everyday, unless a bona fide illness or family emergency prevents attendance. Parents/Guardians must Contact the school by 9:00 am each day their child will be absent from school. If the school has not received a call by 9:00 am, the school will attempt to contact the parent/guardian to make sure they are aware the student is not present. If the school initiates this call, and no contact is made, the absence will be recorded as unexcused.

If a student is absent from school for a bona-fide appointment, he/she will need to submit a professional documentation of the appointment in order for the appointment to be excused.

### **Absences and Excuses 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 the parent(s) or the student.*

### **Absences and Excuses JBD-R**

*Procedures for notifying parents/guardians on the day of a student's absence shall be published in the student handbook.*

### **Excused/Unexcused Absences**

1. Personal illness and professional appointments.
2. Serious illness or death of a member of the family.
3. Emergencies calling for the student's services or presence at home.
4. Obligatory religious observances.
5. Participation in a district-approved or school-sponsored activity.
6. Absences prearranged by parents/guardians and approved by the principal.

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

*A significant part of a school day is defined as an absence of three or more periods (3 hours) during any one school day.*

### **Make-Up Work**

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

Approved: 5/05

### **Truancy JBE**

*The building principal shall report students who are inexcusably absent from school to the appropriate authority.*

*Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of any school day shall be considered truant.*

*Prior to reporting to either Department for Children and Families (DCF) (if the student is under 13) or the county or district attorney (if the student is 13 or over), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.*

### **Waiver of Compulsory Attendance Requirements**

*Students 16 or 17 years of age may be exempted from compulsory attendance regulations if the parent(s) or person acting as parent/guardian attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the child earns a GED; or if the student is exempted from compulsory attendance requirements pursuant to a court order.*

### Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.

### Reporting to Parents/Guardians

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

### Absences

All absences are recorded as excused or unexcused. When a student accumulates a certain number of absences, the school will take the following steps:

- When a student accumulates **8 total absences** (excluding absences for school events or bona fide medical illnesses), a letter will be sent informing parents/guardians of school concerns about the student's absences.
- When a student accumulates 12 total absences or 3 unexcused absences (excluding absences for school events or bona fide medical illnesses), a letter will be sent informing parents/guardians of the additional absences.
- If a student continues to accumulate absences, an Attendance Conference will be scheduled with school administration, parents/guardians, and community truancy monitors to discuss the student's attendance issues and to develop a plan for improving attendance.
- Truancy: When a student accumulates unexcused absences for 3 consecutive days, 5 days in a semester, or 7 days in a school year (whichever occurs first) they are considered Truant and the school will file Truancy Reports with the Riley County Attorney's office (for students age 13 or older) and with DCF (for students age 12 and younger).

It is the goal of the school to work cooperatively with families to ensure that regular school attendance is a priority. Through these means of communication, parents/guardians will be kept informed of the school's concerns regarding their student's inconsistent attendance and the steps being taken to encourage improved attendance. In cases of Truancy, it is the responsibility of the school to report excessive student absences (as defined by law) to the appropriate legal agencies.

### Make-up Work for Absences

For absences other than school-related activities, students will be given two days for each day absent to make up assignments. Any exceptions to this should be discussed with and agreed to by the individual teacher and student. Requests for assignments, due to absences, may be made by contacting the school.

Students who know in advance they are going to be absent should contact Student Services so teachers may be notified and work may be made up. It is preferable that students complete work prior to departure.

### Tardies to School

The school day begins promptly at 7:42 am. It is expected that all students will be in their first-hour class at this time. If a student is late to school, they must sign-in at the main office and receive a tardy slip to be admitted to their first hour class. Upon an accumulation of six excused or four unexcused tardies to school within a semester, students will be assigned in-school consequences when they are tardy. These consequences may include lunch detention and/or after-school detention. It is the goal of the school to encourage prompt and consistent punctuality and preparedness for school. Parent/Guardian support is needed to ensure that this behavior is achieved. Communication with parents/guardians regarding their student attendance will be maintained throughout the school year. Parents/Guardians should check the Parent Portal regularly to monitor student attendance and punctuality.

### Tardies to Class

A four-minute passing period is utilized at the middle school. Students are expected to move efficiently through their daily class schedule within this timeframe. Each teacher maintains a record of class tardies and, at his or her discretion, upon four tardies for an individual student, can refer that student to the office for administrative intervention. When a referral is received, administrators may have a conference with a student, assign lunch detention, after school detention, and/or alternative educational setting (AES) for students. Parents/Guardians are requested to encourage their student to be on time and prepared for each class.

### Activity Eligibility

If a student is ill/absent for any portion of the school day, he/she will not be allowed to participate in the day's events for that entire day which includes after-school and evening activities. However, if a student is absent from school for a bona-fide medical appointment, he/she may participate in after school and evening activities, with a doctor's note or other documentation. Any student who is suspended for all or any part of the day will not be allowed to participate in activities. This includes activities after school and in the evening.

### Weekly Eligibility

We believe that extracurricular activities are a vital and important part of the middle school educational experience. However, we also know that it is the school's obligation to place a higher priority on learning, academic achievement, and appropriate school behavior. To ensure that all students are maintaining the proper balance between academics and extracurricular participation, a weekly academic check is conducted by the school administration. Results of this weekly check determine a student's eligibility status for the following week. Students with one F on the weekly grade check are placed on a probationary status for the week and may attend after school study hall sessions to get their failing grade back up to passing. During this week of probation, the student is allowed to attend events provided they attend academic help sessions. Students who receive two or more F's on the weekly academic check are deemed ineligible and will not be allowed to attend athletic events, dances, plays and performances. Repeated weeks of failure in the same class will result in the loss of the right to attend events for that week.

The goal of this policy is to encourage students to maintain a high level of motivation and effort so that they will avoid missing out on social opportunities due to ineligibility. The afternoon and evenings when events are occurring are an excellent time for students to be at home working to get caught up on their academics. Upon receiving all passing grades on the Weekly Eligibility report, students will again be welcomed back to after-school/extracurricular activities the next week of school.

Ineligible students who attempt to attend an after-school/extracurricular activity will be asked to leave the event. Parents/Guardians will be notified to come and pick up the student.

### ANNOUNCEMENTS

Announcements issued each day provide important information for upcoming events. Those wishing to have an announcement included should submit them to the Principal's Secretary in the office by 9:00AM. on the day the announcement is to be made. Announcements that are not related to school business or are from outside organizations must be approved by an administrator.

### BELL SCHEDULE

#### Regular Schedule

7:42 – 8:27	1 <sup>st</sup> Period	10:58 – 12:13	5 <sup>th</sup> Period
8:31 – 9:16	2 <sup>nd</sup> Period	12:17 – 1:02	6 <sup>th</sup> Period
9:20 – 10:05	3 <sup>rd</sup> Period	1:06 – 1:51	7 <sup>th</sup> Period
10:09 – 10:54	4 <sup>th</sup> Period	1:55 – 2:40	8 <sup>th</sup> Period
		A Lunch – 10:54 – 11:24	
		B Lunch – 11:43 – 12:13	

## **BULLYING BY STUDENTS JDDC**

*The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.*

*Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.*

*Approved: 11/07; Revised: 8/13; 1/16*

## **BULLYING BY PARENTS KGC**

*Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.*

*Approved: 8/13; 1/16*

**Anonymous Resources for Bullying Prevention** 24-hour parent and youth resource hotline – 1-800-332-6378 or email/text to [1800children@kcsd.org](mailto:1800children@kcsd.org).

## **CAFETERIA FOOD AND DRINK**

The cafeteria is open each day to serve meals to the students and faculty members. Well-balanced meals are planned by the cafeteria staff. Individual meals may be purchased each day with cash or with money on their lunch account. Payments may be made directly to the Food Service cashier or online at [www.mypaymentplanplus.com](http://www.mypaymentplanplus.com).

Individual students are welcome to bring lunch from home and eat it in the cafeteria. Milk or juice may be purchased to drink with a sack lunch. No food items should be brought into the building other than the students' regular lunches brought from home or those previously approved by administration. Snacks should not be eaten during school. Beverages brought to school are only to be consumed in the cafeteria during breakfast or lunch. Only beverages in sealed containers such as cans and cartons will be allowed. (Water in see-through containers may be permitted at the discretion of each classroom teacher) Meals purchased at a fast food outlet to be consumed at school must not be brought to school in their original containers. **An administrator must approve delivered meals such as pizza and other fast food items in advance.**

Cafeteria seating is utilized at Eisenhower Middle School. Administration reserves the right to move any student from their selected table and assign them to a different table for the length of time as determined by the administration. Students are expected to behave appropriately at their table or they may be reassigned.

### **Cafeteria Expectations**

1. Have your money or number ready when you reach the cashier.
2. All food items are to be consumed in the dining area.
3. All students must report directly to the cafeteria unless permission to do otherwise has been received first from the principal's office.
4. Inappropriate behavior during the lunch period may result in an assigned seat or Alternative Education Setting.
5. Cutting in line or holding places in line, creates conflicts with other students, is inappropriate and not allowed.
6. Students will remain in the cafeteria when they have finished eating.
7. Students may be required to clean their areas of the cafeteria at the discretion of the supervisor.
8. Students should remain seated while eating. Wandering from table to table for social purposes is not allowed.

9. The Code of Conduct for student behavior includes the cafeteria.
10. Students are not to use another student's lunch account.
11. Sharing food items and/or drinks is discouraged because of the possible spread of infectious diseases, etc.
12. No glass containers

Vending machines are operational only after school hours.

## **CLOSED CAMPUS**

Middle schools have a closed campus. Students arriving in the morning by foot, car, bus, or any other transportation are required to remain on campus throughout the day including before school, noon, and prior to busses departing after school. Any exception to this will require parents'/guardians' permission.

## **COMMUNICATION WITH SCHOOL**

Communication between teachers, students, and parents/guardians is crucial to overall student success. At the middle school, we offer many ways for students and parents/guardians to stay informed about student progress and school activities. These include: Back-to-School Night, Parent-Teacher Conferences, Academic Core Team time, Infinite Campus messages, Text Alerts, School Website, *The Eagle Eye* newsletter, and daily announcements. Parents/Guardians may also contact teachers and administrators via email or telephone. All staff email addresses are listed on the school website. In addition, all parents/guardians and students are encouraged to register for access to Infinite Campus Parent and Student Portal. This is our district web-based student information system that allows parents/guardians to check on their child's grades and attendance. Parents/Guardians are also encouraged to sign-up for USD 383 *InTouch*, which sends out important school announcements and updates via email. For more information about registering for Parent and Student Portal or *InTouch*, contact the school office.

## **COMPLAINTS JCE**

*The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.*

*Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.*

*Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Director of Human Resources, Robinson Education Center, 2031 Poyntz Avenue, Manhattan, Kansas 66502, 785-587-2000 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. Executive Director of Special Services, Robinson Education Center, 2031 Poyntz Avenue, Manhattan, Kansas 66502, 785-587-2000, has been designated to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.*

*Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedures. (See KN)*

### **Complaints About School Rules**

*Any student may file a complaint with the principal concerning a school*

rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

Approved: 8/06

## **COMPUTER USE IIBG**

### Use of District Computers/Privacy Rights

District issued computer systems and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

### Copyright

Any request for new software shall be submitted on the district's Software Approval form and signed as approved by the Director of Technology (or designee). Software acquired by staff, using either district or personal funds installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

### Hardware/Software

The Director of Technology (or designee) will approve the purchase of hardware or software. Staff shall not install unapproved hardware on district computers or make changes to software settings that support district hardware.

### Installation

No software, including freeware and shareware, or other applications may be installed on any district computers or electronic device until cleared by the Director of Technology (or designee). The Director of Technology (or designee) will verify the compatibility of the software or application with existing software and hardware, and prescribe installation and de-installation procedures. Students shall not install software on district computers or computer systems. Program files must have the Director of Technology's (or designee) approval to be installed on any district server or computer.

### Equipment Connected to the Network

Non-approved district equipment (e.g., laptop, e-reader or other wireless device) will not be connected to the network or computing system without the signed Technology Code of Conduct by parent/guardian or responsible adult. This Code of Conduct will outline the responsibilities of the user and the district with respect to these devices. Any network device (e.g., printer, server, access point, hub/switch) is not to be installed without the prior approval of the Director of Technology (or designee).

### Audits

The Director of Technology (or designee) may conduct periodic audits of hardware or software installed within the district to verify legitimate licensing and use.

### Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail systems or other official district communication systems. Any district e-mail, computer application, information in district computers, or computer systems is subject to monitoring by the administration. Only district business shall be conducted on district e-mail systems.

The district Information Technology department may remove faculty/staff information from district systems without notice (e.g., computers, laptops or servers) to allow for proper functioning of these systems. It is the responsibility of the faculty/staff member to maintain a backup of their information.

### Ownership of Employee Computer Materials

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on

school time shall be the property of the board. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

### Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members may be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

Approved: 2/13

### Children's Internet Protection Act IIBGA

The district shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act.

Such plan shall include measures to address the following issues:

- (1) Access by minors to inappropriate matter on the Internet and World Wide Web,
- (2) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,
- (3) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- (4) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (5) Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is 18 years of age or under. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students.

This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

Approved: 2/13

### **COUNSELOR/GUIDANCE PROGRAM**

The counselor's role concerns helping students obtain information about themselves, vocational and educational interests, aptitudes and abilities, and then are able to use this information when making decisions. The counselor works closely with her/his students with the goal of knowing them as individuals. The counselor is a good listener and the students' confidences are respected. Students who want to see the counselor should fill out an appointment card with the counseling secretary. The counselor will then call you at her/his earliest convenience.

Parents/Guardians may contact the counselor by calling the school, 587-2880. If the counselor is busy, the secretary will arrange for a callback or may set up a conference.

### **DRESS CODE**

In an effort to provide the best possible learning environment for the diverse population at the middle school, a representative group of students, parents/guardians, teachers and administrators has endorsed the following set of guidelines for student appearance. Students, parents/guardians and school staff are responsible for appearance that promotes safe, modest, non-disruptive student behavior. In recognition of the interrelationships between good appearance, proper behavior and educational success, the guidelines for appearance will encourage students to become positive community contributors.

1. Outer headwear such as ball caps, hats, bandanas, stocking cap, skull caps, must be removed upon entering the building, during school hours and until the end of the school day. Hoods are not to be worn on the head during the school day. All EMS students will be expected

to remove their hats when they come indoors for an after school activity. Hoods on sweat shirts are not to be worn over the head. Ball caps may be worn at all outdoor after school activities. If administration deems any headwear as disruptive, it must be removed.

2. Clothing that is inconsistent with the goals and purposes of middle school and is prohibited includes items that:
  - a. advocate or encourage violence.
  - b. promote the use of or make references to alcohol, drugs, tobacco products, or which use sexual innuendoes.
  - c. contain abusive, rude/profane/obscene or indecent language, pictures or symbols.
  - d. demean or ridicule others, including sexually suggestive or racially offensive material.
  - e. are inappropriate or that expose the chest or shoulder area, mid-section or buttocks. This includes bare midriffs, fishnet shirts, sheer clothing, halters, strapless, spaghetti straps or one-strap tops and short shorts or skirts. Clothing should cover the entire back and front when arms are raised in the air or the student is leaning forward at a desk or lunch table.
  - f. sagging is not allowed. (Waist Band of pants must be worn at the hipbone level.) Clothing that is designed or intended to be worn as underclothing should be completely covered.
  - g. leggings, stretch pants, or tights must be covered from the waistline to below the buttocks with some other apparel such as a shirt, sweater or skirt.
3. Shoes must be worn at all times.
4. When groups represent their middle school in public activities, the coach, director or sponsor will determine what is appropriate with regard to grooming and attire.
5. The classroom teacher may ask that students change when their dress interferes with safety, or performance in a particular class.
6. Apparel associated with initiation or gang type activities will not be allowed.
7. Chains, trench coats, long outer garments and other items that impact safety and/or learning are not permitted in the building. Light jackets or hoodies are allowed, although some class activities may require students to remove them for safety reasons.
8. When health, medical, or religious reasons require exceptions to the guidelines for an individual student, a parent or guardian should contact an administrator.
9. Backpacks are not allowed in the classroom; they should be stored in the student's assigned locker, unless approved by administration.

## **DRUG FREE SCHOOLS JDDA**

*Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, designer drugs, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited. Unauthorized use of over-the-counter medications or inhalants is similarly prohibited in the aforementioned locations.*

### Definitions:

*“Designer drug” means a synthetic version of a controlled substance (such as, but not limited to, heroin) that is produced with a slightly altered molecular structure to avoid having it classified as an illicit drug.*

*“Unauthorized use” means use in a greater quantity, at a higher frequency, or for purposes other than as specified on the product's label. Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:*

*Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;*

*In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and*

*Used, if at all, in accordance with label directions.*

Approved: 4/07; Revised: 5/15

## **DRUG FREE SCHOOLS JDDA-R**

### Curriculum:

*All the district's students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs, non-medically authorized prescription drugs, non-medically authorized inhalants, alcohol, and that the unlawful possession and use of these items is both wrong and harmful.*

*The Board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.*

### Student Conduct

*As a condition of continued enrollment in the district, students shall abide by the terms of this policy.*

*Students shall not manufacture, distribute, dispense, possess, use, sell, or be under the influence of illicit drugs, controlled substances, designer drugs, or alcoholic beverages nor engage in unauthorized use of over-the-counter medications or inhalants at school on or in district property, or at any school activity, program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions (offenses are cumulative within each of K-6, 7-8, and 9-12 grades):*

*A student who is found to be in violation of this policy will be subjected to one or more of the following consequences: suspension, expulsion, and/or revocation of the privilege to participate in and/or attend school activities.*

*Upon returning to school, the student will be required to meet with the Drug and Alcohol Prevention Coordinator, Social Worker, or Counselor for mandatory education.*

*Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol education and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.*

*A list of available programs along with names and addresses of contact persons for the program is on file in the principal's office. Parents or students should contact the directors of the programs to determine the cost and length of the program.*

*A copy of this policy will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.*

Approved: 4/07; Revised: 5/15

## **ELECTRONIC DEVICES**

Unless students have been given permission by a classroom teacher to bring electronic devices to his or her class for educational purposes, all electronic/communication devices including, but not limited to cell phones, kindles and Ipods or MP3's are to be **silenced/power off and secured in the student's personal locker** during school hours (7:42 AM to 2:40 PM) as they interfere with the learning environment. **The EMS staff or administration is not responsible for searching for or finding lost or stolen items.** Students engaging in unauthorized use of these devices or in unauthorized audio or video taping on school grounds or activities, or with school equipment on or off school grounds, are subject to school consequences up to and including suspension or expulsion. Recordings, audio or visual, made in violation of board policy or school rules are the sole property of USD 383, and may be used only with permission of the Superintendent of the district.

## **EMERGENCY SAFETY INTERVENTIONS GAAF**

*The board of education is committed to limiting the use of Emergency Safety Interventions (“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.

#### **Definitions** (See K.A.R. 91-42-1)

"Emergency Safety Intervention" is the use of seclusion or physical restraint.

"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.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement

"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; or (6) a student who has reached the age of majority or is an emancipated minor.

"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.

"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.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

#### **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 by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, **except**:
  - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - Any device used by law enforcement officers to carry out law enforcement duties; or
  - Seatbelts and other safety equipment 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.

#### **Seclusion Restrictions**

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. 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.

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 and shall be 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 the use of emergency safety interventions. 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 documentation regarding the training that was provided and a list of participants.

#### **Notification and Documentation**

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used 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, once it has been developed, 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 involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, 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 intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent 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.

#### **Three (3) Incidents of ESI for Same Student**

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet



within ten (10) days following the third incident to 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, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education 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 after a third ESI incident shall be invited to attend the meeting. 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 who has not had three ESI incidents in a school year.

### **Local Dispute Resolution Process**

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. 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 ESI.

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 and recommended action 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 30<sup>th</sup> 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. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: 8/13; Revised 1/14; 7/15

### **FIRE AND TORNADO DRILLS**

State law requires at least one fire drill per month and three tornado drills per year. Procedures for each room are posted near the exit in the classrooms. During each drill, students should go to the designated areas quietly and quickly to ensure their safety and allow for an accounting of all students.

### **GANG ACTIVITY JHCAA**

Gang activities which threaten the safety or well-being of persons or property on school grounds or at school activities, or which disrupt the school environment, are prohibited.

The superintendent shall establish procedures and regulations for disciplinary action to be taken against any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in gang-related activities. (See JCAC, JCDA, JCDBB and JDD)

District staff may be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

Approved: 5/05

### **GUM**

Chewing gum can create a problem in some classrooms. It is the decision of each middle school to set rules concerning gum in the classroom. Chewing gum is absolutely forbidden by all students while participating in Physical Education or athletic practices or games. This is a serious health and safety issue and can lead to choking.

### **HEALTH OFFICE**

The health office is located in the counseling office. The health office is a place for students who come in ill or are injured during the school day. Students who wish to visit the clinic should ordinarily receive office or teacher permission. Parents/Guardians will be notified in extenuating situations which involve injury or illness involving their student. The Health Office may be contacted at 587-2880, the main office.

The school medication policy complies with Kansas guidelines:

1. Written permission from a professional (physician, dentist, orthodontist, nurse practitioner, or physician assistant) and the parent or guardian must be received before any medication can be given at school.
2. Prescription and non-prescription medication must be in original, appropriately labeled containers.
3. All medications must be stored in the nurse's office.
4. Medications must be given between 11am and 1pm, unless otherwise indicated in writing by the physician for prescription medication or parents/guardians for non-prescription medication.
5. A form must be completed and signed by the physician (for prescription medication) or parent/guardian (for non-prescription medication) for each different series of medications a child takes.
6. A new form must be completed for each school year.

### **HOMEWORK**

Middle school teachers recognize that homework has a definite place in the educational program. The general purpose of homework should be to reinforce and provide practice for what has already been learned. It may also be enrichment in nature, providing the student with an opportunity to discover and to apply knowledge. It can also serve to create and stimulate interest on the part of the student, and to help the student become more self-reliant, responsible, and disciplined by learning to work independently.

The use of homework as a means to discipline students is prohibited. Homework shall be assigned as needed and shall never exceed the student's capacity to complete within a reasonable time. An average overnight homework assignment should not take more than 15 minutes for any class. Homework assignments that are intended to take more than one night to complete should still average 15 minutes of work each night for the length of the project. Students having difficulty with the length of assignments should contact the classroom teacher.

Students will be expected to complete any late work. The timeliness of late work may result in the deduction of points.

Students, parents/guardians, and teachers should each play a part in completing homework as listed below.

#### **Students**

- Students will be expected to complete homework in every class assigned.
- Every effort should be made to complete and turn in homework assignments by the due date.
- Communicate with the teacher to make arrangements for completing missed or late assignments.
- Students are expected to bring and use their assignment planner to

each class. Record assignments or class activities every day.

- Ask for teacher assistance with assignments you do not understand.

#### Parents/Guardians

- Assist your student in developing good study habits by providing a specific time and place for study which is free of distraction.
- Monitor your student's assignment planner.
- Show an active interest in your student's homework.
- Provide necessary supplies to complete homework assignments.

#### Teachers

- Teachers will state the purpose of each assignment and strive to make homework meaningful for students.
- Homework assignments will be designed to be approximately 15 minutes per night for any class.
- Teachers will take time to review homework assignments and assist students in the use of the assignment planners.
- Teachers will provide a set location in the room for posting or listing homework assignments.

#### **HONOR AWARDS**

Those students having a grade point average of 3.00 - 3.49 at the end of the 3<sup>rd</sup> quarter will receive certificates of award and honor pins. Students with averages of 3.50 - 3.99 will receive certificates of awards and high honor pins. Students with averages of 4.0 will receive high honor pins and certificates as well as a Presidential certificate and pin.

#### **HONOR ROLL**

Three honor rolls are computed for each grade level at the end of each grading period.

- Principal's Honor Roll 4.00
- Green Honor Roll 3.50 – 3.99
- Silver Honor Roll 3.00 – 3.49

#### **IMMUNIZATIONS**

Any student entering school for the first time shall be required to present to the building administrator or designee, certification from a licensed physician or local health department that the student has received all immunizations as required by the Kansas Department of Health and Environment. Students who have not completed their immunizations may enroll and attend school if they have received the most recent appropriate vaccine in all required series.

Exceptions to this policy are permitted only under the following conditions:

- a. An annual written statement signed by a licensed physician stating the physical condition of the student to be such that the immunizations would seriously endanger the life or health of the student.
- b. The Kansas Certification of Immunization must be signed by one parent or guardian that the student is an adherent of a religious denomination whose religious teachings are opposed to such immunizations.

#### **INOCULATIONS JGCB**

*All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots mandated by the Secretary of the Department of Health and Environment are also required.*

*Notice of this policy and the applicable state law shall be distributed to parents or guardians of current and prospective district students on or before May 15th of each school year. The superintendent shall issue a news release each August explaining the required inoculations and booster shots. Parents may delegate in writing their authority to consent to immunizations.*

*At the beginning of each school year, information on immunizations applicable to school age children shall be provided to parents and guardians of students in grades six through 12. The information on immunizations shall include:*

*(1) A list of sources for additional information; and*

*(2) related standards issued by the national centers for disease control and prevention.*

*Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak. Each principal shall forward evidence of compliance with the inoculation law to other schools or school districts when requested by the school or by the student's parents/guardians.*

Approved: 7/08; 2/16

#### **LEAVING SCHOOL EARLY**

Students are not permitted to leave the building during the day unless they have received office permission. Students wishing to check out of school (doctor/dentist appointments, funerals, etc.) during the day should:

1. Bring a written excuse from parents/guardians and present it to the office before going to classes. An ABSENCE REQUEST will be issued from Student Services.
2. In emergency situations, students should come to the office to make arrangements.

**IMPORTANT:** Any student who arrives at school after 7:42 a.m. or leaves school before 2:40 p.m. must check in or out through the Student Services office. A parent/guardian is required to personally check out a student unless other arrangements have been made with the principal.

#### **LIBRARY/MEDIA CENTER**

**The media center is for the benefit of everyone. You are encouraged to use it for both recreational reading and school assignments.**

1. The library media center is open before school Monday through Friday (some exceptions apply). The library closes at 3:30 Monday through Thursday and closed at the end of the school day on Fridays. This is a time available for students who would like to read, check out library materials, or do research.
2. Books may be checked out for a period of two weeks. Book renewal is an option unless there is a "hold" on it.
3. Students may check out two books.
4. Reference books (encyclopedias, atlases, etc.) are for in Library use only during the day.
5. Library procedures:
  - a. When you enter the library, place your planner on the counter and sign in at the Kiosk.
  - b. If you are coming from a class, you will need to present a pass to library staff.
  - c. No pass is necessary if you are being accompanied by a teacher, paraprofessional, or tutor. (Note, if you are coming in on a pass, you have approximately 10 minutes to find your library items.)
  - d. Select the items to be checked out and proceed to the circulation desk.
  - e. Check out materials, pick up your planner and return to class.
  - f. Sign out on the clipboard when you leave the library and pick up your pass.
6. Students are responsible for library items checked out to them. Books need to be returned in the same condition as they were when they were checked out. If a book is damaged, the student will be responsible for the replacement cost of the item.
7. Library items need to be returned by the date due so that materials are available to all students. If the library items are not returned, students will pay the replacement cost for the item.
8. Overdue notices are sent out routinely. If the items are not returned, notification will be sent to the parents/guardians.
9. Students need to check with the librarian or clerk before using the library computers. The Internet should only be used for educational purposes.

#### **LOCKDOWNS**

School personnel have been trained in lockdown procedures. In the event of a real lockdown situation, school personnel will be doing their best to

ensure that students are secure within the building. Our goal is safe care, custody and accountability of children.

In a lockdown, the exterior doors will be secured and incoming phone calls may not be answered. No one other than law enforcement, emergency personnel and essential school district personnel will be admitted into the building during a lockdown.

Students will be kept inside locked classrooms with the blinds drawn. No one will leave the classrooms or secure areas within the building until the lockdown is lifted unless emergency personnel are evacuating them. The school principal or district administrator on site will lift the lockdown. When the lockdown is lifted, parents/guardians may come to school to pick up their children.

Any public statement during a lockdown will be released from the USD 383 Robinson Administrative Education Center.

Lockdowns will be practiced during the year.

### **LOCK OUTS**

When an event is occurring outside the school building which has the possibility to impact the daily activities of the school if allowed inside. In a lock out procedure, outside activities like lunch-break or outdoor PE are canceled or delayed so that all children remain in the building and safe. No one other than law enforcement, emergency personnel and essential school district personnel will be admitted into the building during a lockdown.

Lock Outs will be practiced during the year.

### **LOCKERS**

1. Students will be assigned a hall locker in their core team area.
2. Each individual locker is equipped with a built-in lock. The student will be provided the combination for his/her locker. **STUDENTS SHOULD NOT SHARE THIS INFORMATION WITH ANYONE!** Students should always lock their lockers after closing it to insure that their privacy and valuables are kept secure throughout the day and to make sure that no other students place articles of contraband in their locker. To completely lock the locker, close it and spin the dial several times to the right and back to the left.
3. EMS is not responsible for lost or stolen items. It is strongly recommended that students not bring items of value to school.
4. A locker in the gymnasium will be assigned by the physical education teacher.
5. Lockers are the property of the school and the general contents may be searched by school officials at any time without prior notice.
6. Searches will be conducted for reasons of concern for health and safety, evidence of violation of law or school rules, or items believed to be intended to disrupt the orderly operation of school. School officials may take immediate possession of items in lockers that are contraband, a health or safety threat, or could disrupt school operation.
7. If your lock is broken or will not work properly, please report it to the office immediately.
8. Students in physical education classes should **LOCK** all possessions in their lockers during class time.
9. A combination lock will be needed for securing the instrument lockers in the band and orchestra room.

### **LOST AND FOUND**

If you lose something, check daily at the Student Services office where the Lost and Found is located. If a valuable item is lost, report it to the main office or to a teacher immediately. Unidentified found items will be held for one month.

The following suggestions are made to help prevent losses and to aid in the recovery of lost items:

1. Place your name in all of your books, briefcases, purses, billfolds, wearing apparel, etc. so that such articles may be returned when found.
2. Do not leave items unattended in the classrooms, the hallways, or in the locker rooms.
3. Bring no more money than is necessary to school.

4. Respect others' rights and property. Found items should be turned in to the office immediately.

### **LOST OR DAMAGED BOOKS**

USD 383 provides textbooks to students. If a textbook is lost or damaged, students will be asked to pay replacement costs for lost books and repair costs for damaged books.

### **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents/Guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/Guardians or eligible students may ask Unified School District 383 to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision an advice them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and security personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605
5. Directory Information: For purposes of FERPA, Unified School District 383 has designated certain information containing educational records as directory information, which may be disclosed for any purpose without your consent. The following information is considered directory information: the student's name, address, telephone number, date and place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received, the most recent educational agency or school attended by the student, and photographs. You have a right to refuse

to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification of this effect with Unified School District 383 at Robinson Education Center, 2031 Poyntz Avenue, Manhattan, Kansas 66502, on or before September 1, 2016. If a refusal is not filed, Unified School District 383 assumes you have no objection to the release of the directory information designated.

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The district abides by the Protection of Pupil Rights Amendment (PPRA) which affords parents/guardians and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

- 1.0 Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the United States Department of Education: 1.1 Political affiliations or beliefs of the student or student's parent/guardian; 1.2 Mental or psychological problems of the student or student's family; 1.3 Sex behavior or attitudes; 1.4 Illegal, anti-social, self-incriminating, or demeaning behavior; 1.5 Critical appraisals of others with whom respondents have close family relationships; 1.6 Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 1.7 Religious practices, affiliations, or beliefs of the student or parents/guardians; or 1.8 Income, other than as required by law to determine program eligibility.
- 2.0 Receive notice and an opportunity to opt a student out of: 2.1 Any other protected information survey, regardless of funding; 2.2 Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and 2.3 Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- 3.0 Inspect, upon request and before administration or use: 3.1 Protected information surveys of students; 3.2 Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 3.3 Instructional material used as part of the educational curriculum.

The right to file a complaint with the United States Department of Education concerning alleged failures by the school to comply with the requirements of PPRA. The office that administers PPRA is the following: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

## **PARTIES**

There are several kinds of social activities for middle school students. All-school parties are held after school during the year. These parties will be from 3pm - 5 p.m. No school district transportation is provided for students at the conclusion of the party/dance. Please have your parent/guardian pick you up promptly at the conclusion of the parties. Admission is charged to school parties.

### Party Rules

- Students will not be allowed to leave until the completion of the party or dance unless a parent/guardian arrives to pick them up.
- Students may not leave and then re-enter the building after school and before the event.
- Students should have arrangements to be picked up promptly after the party; these arrangements should be made in advance.
- Students who do not comply with the rules may lose the privilege of

attending future parties.

- Students must be in attendance at school the entire day to be eligible to attend the party.
- Students in A.E.S. may not attend.
- All school behavior policies applying to regular school hours will apply during the party.
- Eligibility policies apply for participation in the after school party.

## **PHYSICAL EDUCATION UNIFORM**

All students will be expected to dress out for gym daily. Information regarding where to purchase uniforms will be provided prior to the start of the school year.

## **RACIAL AND DISABILITY HARASSMENT: STUDENTS JGECA**

*The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.*

*Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.*

*It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.*

*Racial Harassment is racially motivated conduct which:*

1. *Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;*
2. *Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or*
3. *Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.*

*Racial harassment may result from verbal or physical conduct or written graphic material.*

*The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.*

*Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student*

*in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (see KN).*

*Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.*

*An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.*

*When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or Department for Children and Families (DCF) authorities. (See GAAD)*

*To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.*

*The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.*

*A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.*

Approved: 10/12

#### **REPORTING TO LAW ENFORCEMENT JDDB**

*Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property, or at a school supervised activity and/or has been found 1) in possession of a weapon, 2) in possession of a controlled substance or illegal drug, or 3) to have engaged in behavior at school which has resulted in or was substantially likely to have resulted in serious bodily injury to others, the principal or superintendent shall report such act to the appropriate law enforcement agency.*

Approved: 11/08; 2/16

#### **SEXUAL HARASSMENT JGEC**

*The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.*

*Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.*

*It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.*

*Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student, or any student to an employee, when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.*

*Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.*

*The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.*

*Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)*

*Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.*

*An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.*

*When a complaint contains evidence of criminal activity or child abuse, the building principal or district coordinator shall report such conduct to the*

appropriate law enforcement or Department for Children and Families (DCF) authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 10/12

### **SOCIAL WORKER/PSYCHOLOGIST**

A school social worker and psychologist are available to work with individuals, families, and groups.

The School Social Worker assists students who show signs of social, emotional, physical, or environmental difficulties which interfere with their school adjustment and achievement. They are available as consultants to students, teachers, and parents/guardians. A Social Worker serves as a resource to all parents/guardians whose students qualify for special education services.

### **SPECIAL EDUCATION RECORDS**

The law provides that Manhattan-Ogden USD 383 may destroy, after five years, all data which were used to provide educational services to a student after the data are no longer useful. This does not include grades and graduation records. However, the information to be destroyed may include records that were used to develop educational plans. These records will be made available to you if you request it. Some of these records may be needed at some future date to support a Social Security claim or for benefits for a person with disabilities. Contact the Special Services office at Robinson Education Center to have these records made ready for you to pick up.

### **SPEECH THERAPIST**

The help of a trained therapist is available to students who might benefit by this service. Parents/Guardians interested in such assistance should contact school counselor for information.

### **SPORTS/ATHLETICS**

Eisenhower Middle School offers the following competitive athletic opportunities for students:

#### **FALL**

- 7<sup>th</sup> Girls A-B Volleyball
- 8<sup>th</sup> Girls A-B Volleyball
- 7<sup>th</sup>/8<sup>th</sup> A-B Football
- 7<sup>th</sup> Boys/Girls Cross Country
- 8<sup>th</sup> Boys/Girls Cross Country

#### **LATE WINTER**

- 7<sup>th</sup> Boys A-B Basketball
- 8<sup>th</sup> Boys A-B Basketball

#### **EARLY WINTER**

- 7<sup>th</sup> Girls A-B Basketball
- 8<sup>th</sup> Girls A-B Basketball
- 7<sup>th</sup>/8<sup>th</sup> Wrestling

#### **SPRING**

- 7<sup>th</sup> Boys/Girls Track
- 8<sup>th</sup> Boys/Girls Track
- 7<sup>th</sup> Boys/Girls Tennis
- 8<sup>th</sup> Boys/Girls Tennis

Manhattan middle schools are committed to providing opportunities to as many students as possible while recognizing the constraints of space, safety, available competition, and the desire to maintain programs that afford a rich and rewarding experience for all student athletes. Within this philosophy of inclusion, the middle school administration has determined that the following sports can safely accommodate the following number of students:

7 <sup>th</sup> Girls A-B Volleyball	18-20 students
8 <sup>th</sup> Girls A-B Volleyball	18-20 students
7 <sup>th</sup> /8 <sup>th</sup> Cross Country	40-60 students
7 <sup>th</sup> Girls A-B Basketball	18-20 students
8 <sup>th</sup> Girls A-B Basketball	18-20 students
7 <sup>th</sup> Boys A-B Basketball	18-20 students
8 <sup>th</sup> Boys A-B Basketball	18-20 students
7 <sup>th</sup> Girls A-B Basketball	18-20 students
8 <sup>th</sup> Girls A-B Basketball	18-20 students
7 <sup>th</sup> Boys/Girls Tennis	20-22 students
8 <sup>th</sup> Boys/Girls Tennis	combined
7 <sup>th</sup> /8 <sup>th</sup> Boys/Girls Track	80-100 students combined

Middle school administration has determined the following sports can accommodate **all** students who try out for a squad:

7 <sup>th</sup> /8 <sup>th</sup> A-B Football (within safety limits)	7 <sup>th</sup> /8 <sup>th</sup> Boys/Girls Cross Country
7 <sup>th</sup> /8 <sup>th</sup> Wrestling	7 <sup>th</sup> /8 <sup>th</sup> Boys/Girls Track

### **Middle School Athletic Participation Requirements**

Students interested in participating in interscholastic athletics at the middle school must complete all components of the Middle School Athletic Participation Packet (MSAPP). This includes the KSHSAA Pre-Participation physical exam form (dated after May 1 of the current year), KSHSAA Eligibility Check List, and USD 383 Eligibility Form (Athletic Code Agreement, Assumption and Acknowledgement of Risk, and Emergency Medical Permit). A completed packet must be on file in the school athletic office PRIOR to any participation, including equipment check-out, practices, or games.

### **Middle School Athletic Philosophy**

Eisenhower Middle School athletics is based on a philosophy of allowing students an opportunity to participate in a structured, competitive sport situation, whereby they can increase their level of skill development, team building and sportsmanship.

All students are encouraged to try-out for a team and enjoy the many benefits gained through participating in competitive athletic activities – fitness, team-building, goal-setting, socialization and the development of personal attributes such as self-discipline, self-confidence and individual skill development.

### **Middle School Academic and Citizenship Rules for Athletics**

We believe that extracurricular activities are a vital and important part of the middle school educational experience. However, we also know that it is the school's obligation to place a higher priority on learning, academic achievement, and appropriate school behavior. To ensure that all students are maintaining the proper balance between academics and extracurricular participation, a weekly academic check is conducted by the school administration. Results of this weekly check determine an athlete's eligibility status for the following week. Students with one F on the weekly grade check are placed on a probationary status for the week and will attend mandatory study hall sessions to get their failing grade back up to passing. During this week of probation, the student is allowed to continue participation with the team. Students who receive two or more F's on the weekly academic check will be declared ineligible for that week. They must

attend four mandatory study hall sessions and are not able to participate in any competition for that week. Repeated weeks of ineligibility will result in ineligibility for those weeks. Probationary and ineligible student-athletes **will** be expected to practice with their team during their week of ineligibility; ineligible athletes **may not** participate in any game, meet, match, or performance during the week and they are **required** to attend in-town games, under the direct supervision of the coach at all times. They **may not** travel to any out-of-town games with the team.

### **Team Disciplinary Policies**

Individual coaches may have rules for their own program that terminates ongoing participation by athletes who are perpetually declared ineligible on weekly grade checks. In addition, coaches are informed when athletes receive negative citizenship remarks on weekly grade checks. Coaches have the right to set forth appropriate consequences for their athletes who are not upholding the high standards of appropriate citizenship for their team.

Students who choose to join a team at the middle school do so with the understanding that they will adhere to a code of conduct that is reflected in KSHSAA's Rule 14, Articles 2, 3, 4.

**Article 2.** 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 principal, is not in good standing and is ineligible for a period of time as specified by the principal.

**Article 3.** A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.

**Article 4.** 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.

When an athlete is determined to be in non-compliance with the Middle School Student-Athlete Code of Conduct, the administration and coaching staff may, at their discretion, suspend or remove the student from the athletic team.

### **KSHSAA Eligibility Rules**

#### **Age Requirements**

- KSHSAA Rule 17-3, Article 2: Any student who reaches fourteen on or before September 1 shall be ineligible for seventh grade competition.
- KSHSAA Rule 17-3, Article 3: Any student who reaches the age of fifteen on or before September 1 shall be ineligible for eighth grade competition.

#### **Academic Requirements**

- KSHSAA Rule 13-1, Article 3: A middle school student shall be eligible scholastically for interscholastic participation when the following requirements are met:
  - a. A student shall pass five new subjects of unit weight the previous semester.
  - b. A student shall be enrolled in and attending at least five new courses of unit weight during the current semester.

### **KSHSAA Sportsmanship Rules**

The KSHSAA requires that all competing athletes, coaches, and spectators exhibit positive sportsmanship. Rule 52, Article 1 states: Sportsmanship is a general way of thinking and behaving.

- a. Be courteous to all (participants, coaches, officials, staff, and fans).
- b. Know the rules, abide by and respect the officials' decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, your team, and your school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Failure to comply with the ideals described in Rule 52 may result in the

form of a reprimand, probation, or suspension of the school and/or individual depending upon the degree of the violation.

More detailed information about the middle school athletic program can be found in the Middle School Athletic Handbook and the Parent Handbook.

### **Athletic Insurance**

The Kansas State High School Activities Association and the USD 383 provide a Catastrophic Injury Policy at no cost to the student. It covers loss caused solely by accidental bodily injury incurred while practicing for or competing in KSHSAA activities supervised by a school employee, or injury received when traveling in a group of two or more in a motor vehicle specified by the school and operated by an adult driver to or from KSHSAA activities. Injuries and claims must be reported immediately through the Middle School office, and all claims must be processed within 30 days of the date of the accident.

### **STUDENT CODE OF CONDUCT**

Teachers and administrators of the middle schools will demonstrate, encourage, and support the highest standards of discipline. We strongly believe that following high standards of conduct lead to:

1. Mutual trust among students and adults.
2. A sense of honor and value in standing up for what is right.
3. High self-esteem.
4. Good citizenship and individual responsibility.
5. Stronger character.

Students are expected to practice these basic standards for success:

1. Be present and on time for the entire school day.
2. Bring learning materials to class.
3. Exhibit respect for self and others.
4. Be prepared to participate.

Discipline will be supported in compliance with the Code of Student Conduct. In addition, parents/guardians and students are requested to provide the school with a current telephone number where a responsible adult is readily available to respond to the student's failure to meet these expectations.

The purpose of this section is to describe appropriate student conduct—the behavior that is expected of students. If students are to behave appropriately, they must be aware of what is expected of them.

#### **GENERAL NOTE**

*The Code of Student Conduct applies at all times while students are on school district property, adjacent areas or other property including property used for school-sponsored activities or events, and school buses or vehicles transporting students for the district. The Code also applies when any student's conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.*

#### **Expectations for student behavior**

##### **Level One:**

##### **Middle School Students:**

1. Report to class and are seated before the "tardy bell" rings.
2. Always bring pencil or pen, notebook paper, assignment notebook, and any text materials to class.
3. Are always in class unless they have permission to leave.
4. Behave in a manner which does not disrupt class and the education of other students.
5. Use appropriate language and gestures that will not offend anyone else in the building.
6. Wear clothing which does not disrupt class or school operation and does not cause a health or safety problem.
7. Leave items which will disrupt class or school at home. Examples of such items would be cameras, video games, laser pointers, paging

devices or other personal communication devices, stuffed animals, and radios or two-way radios. Bringing these items to school will result in their confiscation. These items may be picked up after school. Students with cell phones and personal music devices must disable and conceal them during school hours.

8. Store backpacks in your lockers to avoid congestion in the classroom and hallway.
9. Follow all the procedures and rules in the lunchroom, hallways, and at assemblies.
10. Take responsibility for your behaviors and serve detentions that are the consequence for inappropriate behaviors.
11. Understand that public displays of affection (PDA) such as holding hands, affectionate hugging or embracing, and kissing are inappropriate in the middle schools.

### **Expectations for student behavior**

#### **Level Two:**

##### **Middle School Students:**

1. Complete all of your own work on tests, quizzes, projects, or any school work
2. Be honest and do not present others' work or signature as your own.
3. Show respect to all school employees at all times.
4. Understand the health and safety issues concerning tobacco and tobacco products and do not keep or use tobacco or tobacco products while on school grounds or in school vehicles.
5. Understand the health and safety issues concerning alcoholic beverages, illegal drugs, illegal substances, non-prescription drugs, inhalants, and do not keep or use these substances on school grounds or in school vehicles.
6. Regularly participate in class activities and complete assignments.
7. Treat other students with respect and do not have behaviors that threaten or cause fear within other students.
8. Demonstrate behaviors which are non-threatening to staff member.
9. Respect school property and materials and behave in ways which do not cause harm or damage to school property.
10. Understand the appropriate use of fire alarms and other warning devices.
11. Respect the property of others and do not take or keep materials that are not their own.
12. Behave in ways which will not cause or encourage a disruptive situation to become more severe. This includes not encouraging another student to engage in physical conflict, continuous harassment of another, or gang related behavior.
13. Understand that gambling on school property is inappropriate.
14. Understand that taking another students money or property under direct or implied threat of harm is inappropriate.
15. Understand that saying or doing things of a sexual nature that make another person uncomfortable is inappropriate. Comments or activities that make another person uncomfortable may be considered to be sexual harassment. Sexual harassment is not tolerated at the middle school and is considered a very inappropriate behavior.
16. Leave school only when you have permission from the principal or a note/phone call from a parent/guardian.
17. Follow the rules and directions of all school employees.
18. Understand that fighting or physically harming other students or school employees is inappropriate.

19. Respect the rights of other students and do not say or write things that will injure another person. Examples include racial, ethnic, and disability slurs.

### **Failure to meet Level One/Level Two expectations:**

Consequence for each offense can vary with the frequency and severity of misbehavior.

#### **FIRST OFFENSE**

Conference  
Plan Time I  
Detention  
Parent/Guardian Conference  
Referral to school counselor or Social Worker  
Referral to recovery room  
Alternative educational setting (AES)  
Short-term suspension

#### **SECOND OFFENSE**

Plan Time II  
Detentions  
Parent/Guardian Conference  
Referral to recovery room  
Referral to school counselor or Social Worker  
Alternative educational setting (AES)  
Short-term suspension  
Long-term suspension

#### **SUBSEQUENT OFFENSES (3 times or more)**

Referral to recovery room  
Detentions  
Parent/Guardian Conference  
Alternative educational setting  
Short-term suspension  
Long-term suspension

### **Expectations for student behavior**

#### **Level Three:**

***MIDDLE SCHOOL STUDENTS UNDERSTAND THAT THE FOLLOWING ARE VERY INAPPROPRIATE BEHAVIORS AND ARE NOT A PART OF A SAFE SCHOOL ENVIRONMENT.***

1. **ARSON:** Intentional setting of fire or burning on school property.
2. **INCENDIARY / EXPLOSIVE DEVICES:** The possession or use of any combustible or explosive substance or devices.
3. **ALCOHOL / DRUG POSSESSION, SALE OR DISBURSEMENT:** The possession, selling or disbursing of alcohol, drugs, or other controlled substances. The illegal use of drugs is wrong and harmful.
4. **AGGRAVATED ABUSE OF SCHOOL EMPLOYEE:** An intentional, willful threat or attempt to do bodily harm to a teacher or staff member.
5. **POSSESSION OF A WEAPON:** The possession of an object that by its nature or use can cause injury to person or property. Examples include, but are not limited to: knives, firearms, or other devices. The rule refers to having the weapon on a student's person, in a student's school desk or locker, or providing such a weapon to another student.
6. **GANG RELATED VIOLENCE:** Organized gang related violence, including but not limited to, threats, confrontations, fighting, and/or possession or use of weapons, when these activities can be attributed to organized groups or gangs.

### **Failure to meet Level Three expectations**

Alternative educational setting  
Short-term suspension  
Long-term suspension  
Expulsion



*\*District security and / or the appropriate law enforcement agency will be immediately notified by the school, and the school will cooperate fully in any investigation.*

### **Description of consequences**

When a student is found to have committed an offense in violation of the Code of Student Conduct, the discipline imposed shall include "consequences" determined to be appropriate by the building administrator or hearing officer on appeal.

Nothing in the Code of Conduct shall limit the superintendent from authorizing a principal to impose stricter consequences in an emergency situation where intentional and willful violation of this Code substantially disrupts or interferes with the operation of the school.

### **Consequences**

The consequences listed here are for the purpose of providing descriptions of options.

1. **INFORMAL TALK:** A school official (teacher, counselor, social worker or administrator) will talk to the student and try to reach an agreement regarding how the student should behave.

2. **CONFERENCE:** A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct her or his behavior.

3. **PARENT/GUARDIAN INVOLVEMENT:** Parent/Guardian(s) notified by telephone, personal contact, email or letter. A conference may be held between the student, his or her parent/guardian(s), appropriate school personnel, and any other individuals concerned.

4. **RECOVERY ROOM:** A room where students can go to cool off and develop strategies to correct inappropriate behavior.

5. **REFERRAL TO SCHOOL COUNSELOR OR SOCIAL WORKER:** The Counselor or Social Worker may be asked to conference with a student to discuss difficulties or problems.

6. **DETENTION:** As a disciplinary measure a student may be required to stay after school. Detentions are assigned Monday through Thursday afternoons; at least one day's notice will be given. Students are to report with study materials, are responsible for arranging transportation home, and are to leave school premises immediately upon completion of detention. Requests for rescheduling detentions must be made in advance of the scheduled time to be served. Parent/Guardian notes or phone calls will be accepted.

7. **CONTACT COUNTY ATTORNEY:** The County Attorney's office is notified in compliance with state attendance laws for students with attendance concerns. The Department of Children and Families may also be notified.

8. **NOTIFICATION OF RILEY COUNTY POLICE:** Riley County Police will be contacted in compliance with the law concerning students using or possessing tobacco or alcohol products during the school day, on school property, or at school functions. Any violation of this regulation will result in a three- to five-day suspension.

### **3. ALTERNATIVE EDUCATIONAL SETTING ROOM:**

The Alternative Educational Setting Room (AES) is designed to accommodate, in the school, students who have violated the middle school Code of Conduct to the extent that exclusion or removal from regular classes and extra-curricular activities is needed.

#### **ALTERNATIVE EDUCATION SETTING ROOM RULES:**

- a. Student is to report to the AES Room immediately upon arrival at school and await directions.
- b. Student is to immediately leave the school area at the close of the school day unless detention time has been previously assigned.
- c. No talking or other forms of communication are permitted between students who are in the AES Room.
- d. Students must work at all times on AES Room packets or subject matter and will be given credit for work completed satisfactorily in his/her regular classes. Additional work may be assigned by the

AES Room teacher.

- e. Students will eat lunch in the AES Room, either a hot lunch from the cafeteria or a lunch from home. Lunches from home will be stored in the AES Room until lunchtime.
- f. Restroom breaks will be at different times from the rest of the student body.
- g. Students assigned to the AES Room who cannot function according to the rules will be placed on an "out-of-school" suspension for the duration of their suspension.
- h. Assigned AES time missed due to absences will be completed in the AES Room upon the student's return.

10. **SHORT-TERM SUSPENSION:** The removal from school grounds by administrator or the designated representative. Mandatory parent/guardian notification. The student will be notified of the reasons and will be allowed an opportunity to present his/her version of the incident before a judgment is made. Students assigned are expected to keep up with class work while on suspension. Students are not permitted to attend school functions or to be on school grounds during their out-of-school suspension.

11. **LONG-TERM SUSPENSION:** A short-term suspension which has been timely followed with an official proposal to extend the period of exclusion from school to a term exceeding 5 days. Parent/Guardian notification is required for such action. Prior to the suspension, the student will be notified of the reasons for the suspension and will be allowed an opportunity to present his/her version of the incident before a judgment is made. Students assigned out-of-school suspension (OSS) are expected to keep up with class work while on suspension. Students are not permitted to attend school functions or to be on school grounds during their out-of-school suspension.

12. **EXPULSION:** A short-term suspension, which has been timely, followed with an official proposal to extend the period of exclusion from school for a period of time not to exceed 186 school days. Mandatory parent/guardian notification.

13. **PARENT/GUARDIAN NOTIFICATION/NOTICE:** The act of reporting consequential or disciplinary action to the parent/guardian or guardian either by telephone or by written notice. In the case of short-term, long-term suspension, or expulsions, written notice will be given. The notice will be mailed to the residence of the parents or guardians at the address on file in the school records or by personal delivery.

14. **CORPORAL PUNISHMENT:** No teacher or administrator shall use physical force or physical contact against a student or strike a student as punishment for a violation of the Code of Student Conduct. Nevertheless, this policy shall not be meant to prevent a teacher or administrator from using reasonable and necessary physical force to restrain a student in order to protect him/herself, other persons, prevent the destruction of property, or to prevent any illegal act on the part of the student.

### **STUDENT COUNCIL (STUCO)**

Candidates for Student Council president, vice-president, corresponding and recording secretary, and treasurer must file for office with the faculty advisors of the Student Council and carry a petition with twenty-five signatures.

1. President, recording secretary, and treasurer - 8th graders only; Vice president and corresponding secretary - 7th graders only.
2. Students must have a 2.75 cumulative grade point average or above.
3. Petitions - 25 student signatures are required. A student may sign only ONE petition for each office. Two teacher signatures are also required. One must be his/her homeroom teacher. Only 7th graders may sign 7th grade petitions.
4. Candidates MUST attend two required meetings after school. These will be to explain and discuss STUCO.
5. Winning candidates agree to learn parliamentary procedures.
6. Candidates must have a parent/guardian permit slip in order to hold an office.
7. Candidates must submit a one-page letter listing their qualifications and reasons for seeking a Student Council office.
8. Candidates will be required to give a campaign speech.
9. Candidates agree to run a fair, clean, and honest election campaign.

10. All posters and supplies will be provided by the candidates. Total cost should not exceed \$25.00.

Eligibility for Student Council will be checked following each grading period. Failure to meet and maintain the listed requirements will result in removal from Student Council.

1. Maintain a cumulative grade point average of 2.75 or higher.
2. No suspensions.
3. No more than one unexcused absence from STUCO activities.
4. No course failures.

### **STUDENT GRIEVANCE PROCEDURE**

In order to provide an opportunity for the expression of legitimate concerns of students with respect to the application of any school rule or regulation, the Board will consider complaints and grievances through the procedures established in the Board's rules and regulations implementing this policy.

Any student may file a complaint with the principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the application of the rule or regulation to the student, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed.

#### **Definition**

A "grievance" shall mean a complaint which has been filed by a student or by a student's parent/guardian, on his or her behalf claiming discrimination on the basis of sex, handicap or race (including any violation of Title IX or the regulations adopted under it). Normal channels of communication, from student to teacher to administrator to Board of Education, shall be used whenever feasible in seeking clarification of questions of concern to the student before the grievance procedure is utilized.

#### **Purpose**

The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to justifiable complaints. The proceedings shall be kept confidential at each level of this procedure.

#### **Time**

The number of days indicated at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or after May 1st, the time limits stated hereafter shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.

#### **Level I**

A student with a complaint shall first present it orally and informally to his/her teachers. If the complaint is not properly resolved, he/she may present a formal claim in writing (including all supporting statements and evidence) to his/her school principal or the principal's designate. Within five school days after receiving the written complaint, the principal or the principal's designate shall state his/her decision in writing, with all supporting reasons and evidence.

#### **Level II**

Within five school days after receiving the decisions at Level I, the complainant may appeal the decision to the district Title IX officer. The appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence, and decisions. The district Title IX officer shall evaluate the evidence and render his/her decision within five (5) school days after receiving the appeal.

#### **Level III**

If the complainant deems it desirable to carry the complaint beyond the decision reached in Level II, he/she may, within five school days, file his/her complaint with the Superintendent. The appeal shall be in writing and shall be accompanied by the original complaint and copies of all

previous supporting statements, evidence, and decisions. The Superintendent shall evaluate the evidence and render his/her decision in writing within five school days after receiving the appeal.

#### **Level IV**

If the complainant deems it desirable to carry the complaint beyond the decision reached in Level III, he/she may, within the (10) school days, file his/her complaint with the Board of Education. The appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence, and decisions. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Education for consideration at the next regular meeting of the Board, and a final determination shall be made within twenty (20) calendar days from said meeting.

#### **Withdrawal**

A complaint may be withdrawn by the complainant at any level without prejudice or record.

#### **Hearing and Decisions**

At each of the above four levels, the complainant shall be given the opportunity to be present and to be heard. A student's parents or guardian may serve as the student's representative(s) and be present at all proceedings. All decisions at each level (with the exception of Level I) shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties in interest. Final decisions shall be implemented promptly.

#### **Reprisals**

No reprisal of any kind shall be taken by or against any part in interest of any participant in the grievance procedure by reason of such participation.

#### **Preservation of Records**

All proceeding external to the decision of The Board of Education shall be destroyed. However, any complainant who wishes the proceedings (relative to his/her own complaint) to be placed in his/her school records may achieve such action by filing a written request.

#### **Disclaimer**

In the implementation of this grievance procedure, it shall be understood that the Board of Education is not a court of law, and that legal rules, including the rules of evidence, shall not apply.

#### **Notice of Complaint**

The party or parties complained against shall be notified promptly of any complaint and shall have the right to be present at all stages of the grievance procedure.

### **STUDENT INSURANCE**

Manhattan-Ogden USD 383 has secured a supplemental accident policy for its students for injuries received during school. This policy has been helpful to many families. It is important to note that since this policy is supplemental it may not cover all expenses. The policy outlines limitations. Request a copy of the policy from your school if you do not have a copy. Information listed below will assist in better understanding the policy. Each family should read the entire policy limitations for complete information.

- The injury must be treated by a licensed physician within 60 days.
- Claims must be filed with Student Assurance Services, within 90 days of the injury.
- There are limitations to the total amount the policy will pay.
- There are limitations to the amount the policy will pay for specific services. For example, radiology services are \$750. Please read the policy for others.
- This policy is supplemental and is to assist families. It is insufficient to serve as primary insurance coverage.
- There are a number of exclusions; please read the policy carefully.
- Parents are responsible for filing claims with the insurance company.
- Parents may request claim forms from their school.
- Assume this policy will not cover all expenses.
- Assume this policy will not cover any/all personal health insurance policy deductible.

- Amount of coverage is subject to change each policy year.

## **SUSPENSION AND EXPULSION PROCEDURES JDD**

Except as limited by Section 504 or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and this policy. Suspension/expulsion hearings shall be conducted by the superintendent/designee or other certificated/licensed employee, or committee of certificated/licensed employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

### **Reasons for Suspension or Expulsion**

Students may be suspended or expelled for one or more of the following reasons:

- Willful violation of any published, adopted student conduct regulation;
- Conduct which substantially disrupts, impedes, or interferes with school operation;
- Conduct which endangers the safety or substantially impinges on or invades the rights of others;
- Conduct which constitutes the commission of a felony;
- Conduct at school, on school property, or at a school supervised activity which constitutes the commission of a misdemeanor;
- Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- Possession of a weapon at school, on school property or at a school-sponsored event.

### **Short-term Suspension**

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension.

Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall have the right to be present and to be notified of the charges and the basis for the accusation. The student shall have the right to make statements in his/her defense after receiving notice of the charges.

### **Long-Term Suspension or Expulsion**

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days or one calendar year for certain weapon and/or destructive device violations), a hearing shall be conducted by a hearing officer who has been authorized by the board. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees authorized by the board, the chief administrative officer,
- or other certified employee of the district in which the student is enrolled, or by an officer appointed by board.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by a person or persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- A record of the hearing shall be available to students and parents or guardians according to Kansas law.

- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

### **Rules Which Apply in all Cases When a Student May be Suspended or Expelled**

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation. (See JDC)
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation if the student is allowed to return. (See EBC, JCDBB and JDC)
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
  - Be on school property or in any school building without the permission of the principal.
  - Attend any school activity as a spectator, participant or observer.

A student over the age of 18 or the parents or guardian of a student who is suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

### **Student Rights During a Long-Term Suspension/Expulsion Hearing**

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing; to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

### **Appeal to the Board**

- The following conditions shall apply if a student who is age 18 or older or the student's parent or guardian files a written appeal of a suspension or expulsion:
- Written notice of the appeal shall be filed with the clerk within 10 calendar days after receiving written notice of the suspension or expulsion.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.

- *The hearing shall be conducted as a formal hearing using rules similar to those noted earlier for expulsion hearings.*
- *The board shall record the hearing.*
- *The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.*

*Approved: 5/05; 2/16*

## **TECHNOLOGY POLICIES**

Users are responsible for maintaining an environment free of malicious, inappropriate or illegal acts. The user of the Internet is held responsible for his/her actions and activity within her/his account. Unacceptable uses of the Internet will result in the revoking of these privileges. Examples of unacceptable use are (but not limited to):

1. Using the network for any illegal activity, including violation of copyright or other contracts. Transmitting of any material in violation of any U.S. or state regulation, threatening or obscene material or material protected by trade secret
2. Using the computing resources of another organization's network in violation of its rules
3. Using the network for financial or commercial gain
4. Degrading or disrupting equipment or system performance
5. Vandalizing the data of another user
6. Wastefully using finite resources
7. Gaining unauthorized access to resources or entities
8. Invading the privacy of individuals
9. Using an account owned by another user
10. Posting anonymous messages
11. Posting personal communications without the author's consent
12. Using school "inappropriate" language, pictures, text or other data on the computer or network
13. Obtaining a file transfer without permission

Users are responsible for maintaining an environment conducive to learning:

1. Users will display school-appropriate conduct when using technology
2. Users will adhere to printing guidelines as directed by staff
3. Users will be supervised by staff at all times
4. Users will not share names, addresses, phone numbers, pictures or other personal information on the Internet
5. Users will keep use areas clean and free of food and drink

Users are responsible for maintaining an environment in which resources and responsibilities are shared equitably between users:

1. Users will use only software which has been assigned by staff
2. Users will agree that the computer systems are set up by the system administrator and will not alter them in any way
3. Users will agree that use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges

## **SAFETY**

Users are responsible for maintaining a safe environment:

1. Users will keep passwords secure
2. Users will change passwords when directed by the network administrator
3. Users will agree that the administration, faculty and staff can request the network administrator close a student's account when inappropriate behavior by a student occurs
4. Users will agree that administration, faculty and staff will decide what is inappropriate use and their decision is final

## **POLICY GUIDELINES**

1. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
2. USD 383 makes no warranties of any kind, whether expressed or implied for the access it is providing. USD 383 will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at

your own risk. USD 383 specifically denies any responsibility for the accuracy or quality of information obtained through its system.

3. Vandalism is defined as any unauthorized access and/or malicious attempt to harm or destroy data of another user. This includes, but is not limited to: the uploading or creating of computer viruses. Users will be assessed the cost of damage to the computer or computer application.
4. Users may encounter material that is controversial and may be considered inappropriate or offensive to users, parents/guardians, teachers, or administrators. However, on a world-wide network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material.
5. Any statement of personal belief is implicitly understood to be representative of the author's individual point of view, and not that of USD 383, its administrators, teachers, staff or the participating schools.
6. USD 383 firmly believes that the valuable information and interaction available on this world-wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. When using this learning tool, users must understand and practice proper and ethical use.

## **ELECTRONIC DEVICES – BRING YOUR OWN DEVICE**

Purpose:

Many students' lives today are filled with media that gives them mobile access to information and resources 24 hours each day. Outside of school, students are free to pursue their interests in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous. In an effort to empower students to engage actively in their own learning, Manhattan-Ogden USD 383 will allow students to use personal technology devices. Students wishing to participate must follow the responsibilities stated in the Computer use Policy as well as the following Technology Code of Conduct requirements.

Device Types:

For the purpose of this program, the word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, e-readers, tablets/slates, iPod Touches, cell and smart phones. No devices created specifically for gaming are allowed (e.g., Nintendo DS, PlayStation Portable PSP).

Requirements:

- 1.0 Any student who wishes to use a personally owned electronic device within Manhattan-Ogden USD 383 must read and sign the Technology Code of Conduct, then have a parent/guardian also read and sign this agreement, then submit this form to the building principal. A student may only use a device if permitted by the building principal, who may withdraw that permission at any time at the principal's sole discretion.
- 2.0 The student takes full responsibility for the electronic device at all times. The district is not responsible for the security of the device.
- 3.0 The student is responsible for the proper care of the personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
- 4.0 The district reserves the right to inspect a student's personal device at any time, particularly if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using the personal device.
- 5.0 Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device within the district and/or disciplinary action.

- 6.0 The student must comply with a teacher's request to shut down the device or close the computer screen.
- 7.0 A personal device must be charged prior to bringing it to school and shall be capable of running off its own battery while at school. Devices may not be charged while at school.
- 8.0 The student may not use the device to record, transmit or post photos, audio or video while at school. Any recordings or photographs made at school are the property of Manhattan-Ogden USD 383, and Manhattan-Ogden USD 383 has complete control over the use of such recordings and photographs.
- 9.0 During school hours the student may only use the device for school approved activities.
- 10.0 The student must use the wireless network with his/her own username and password.

Parents/Guardians are encouraged to place identification information on the device and keep serial number information on file at home.

### **TELEPHONES/TELEPHONE CALLS/CELL PHONES**

A student phone is available in the main foyer outside the Media Center and, at the Activity Entrance. This phone is available for student use between classes, before and after school, and during lunch with a pass from a teacher, supervisor, or administrator. Students will only be called from classes to take calls in the office in emergency situations. Teachers may also give permission for students to use classroom phones at their individual discretion. Unless students have been given permission by a classroom teacher to bring electronic devices to his or her class for educational purposes, students who bring a cell phone to school must **silence/power off the device and secure it in their personal locker** during school hours, 7:42 AM to 2:40 PM. Students engaging in unauthorized use of a cell phone during the school day will have it confiscated and returned at the end of the school day. Subsequent violations may result in parent/guardian retrieval or the cell phone being banned from school.

### **TOBACCO AND ELECTRONIC CIGARETTE USE JCDAA**

*Smoking by students and/or the possession and use of any other tobacco product or electronic cigarette is prohibited in any district facility; in school vehicles; at school-sponsored activities, program, or events and on school owned or operated property. Administrators will report students who are in violation of this policy to the appropriate law enforcement agency.*

### **TRANSPORTATION JGG**

*Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reason. Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.*

*Bus drivers shall report violations of the rules to the Director of Transportation who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.*

*When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.*

*All rules shall be published in the student handbook.*

Approved: 5/05; 3/16

USD 383 Transportation Services want to serve all bus riders with safe and dependable service. This is not an easy job and students are expected to participate in having a safe bus.

Those who do not follow the rules will be subject to the following disciplinary measures:

- 1<sup>st</sup> Phone notice to parents/guardians.
- 2<sup>nd</sup> Parent/Guardian conference with the discipline coordinator.
- 3<sup>rd</sup> One-week suspension

Subsequent misconduct will result in a two-week suspension, after the two-week suspension should the student continue misconduct, the student will be suspended for the remainder of the semester. Should misconduct continue beyond this point, the student will lose his/her riding privileges for the remainder of the year. Any serious incident will result in immediate suspension of one week.

From time-to-time, parents/guardians request that their children be permitted to ride the bus to and/or from some location other than their designated stop. The school district policy and Kansas state law for these situations is as follows:

- A note to transportation services from a parent/guardian or guardian must be received not less than 24 hours in advance.
- The stop must be a designated stop on an existing route.
- If the request involves a student riding a different bus, the request will only be granted if there is adequate room for the additional student.

Please review the following rules with your student:

### ***BUS RULES***

The following rules and regulations are as defined by the Kansas Department of Transportation and USD 383:

1. The driver shall be in charge of all passengers while they are riding, loading on or unloading from the bus.
2. The bus driver shall have the authority to assign a seat to each passenger.
3. Students shall not stand in the traveled portion of the roadway while waiting for the bus.
4. Students shall not extend any part of their bodies out of the bus windows.
5. Students shall not get on or off the bus or move about while the bus is in motion.
6. No smoking, chewing tobacco, or lighting matches on the bus.
7. Alcoholic beverages or illegal drugs shall not be consumed or carried on the bus.
8. Animals or insects shall not be transported on a bus.
9. No weapons of any type on the bus: knives, guns, or any object that may harm another student.
10. No eating or drinking on the bus.
11. No vandalizing the bus or tampering with its equipment.
12. Students may not open or close any doors except in cases of emergency.
13. Students shall not disembark, except at authorized stops, without the written permission of the parent/guardian or guardian on file at the district transportation office.

Students not riding buses should be brought to or picked up from school at the northeast parking area. Middle school students are not allowed to drive personal vehicles to school.

### **After-School Event Pick-Up Policy**

Throughout the school year, many after-school and evening events are held at EMS. These include athletic games, school parties, plays, concerts, and other events. It is the policy of the school to provide supervision for all students after school events until every student has left the premises. All school events will be advertised with an estimated ending time. It is the student's responsibility to inform their parents/guardians of the estimated ending time, and are then expected to be picked up within thirty minutes after the event. Students who are late being picked up following an event (after 30-minute deadline) will receive a notice from the office on the next school day and parents/guardians will be notified. This notice will outline the following continuum for late pick-up incidences:

1. Two additional late pick-up incidences will result in suspension from all after-school and evening activities for a period of three weeks.
2. After the three-week suspension, each subsequent late pick-up incidence will result in suspension from all after-school and evening activities for a period of one month (four weeks).

The purpose of this policy is to ensure that students are informed about ending times of events so that they can make their parents/guardians aware of when they should be picked up. It is recognized that all students at Eisenhower live within 30 minutes' drive time of the school; parents/guardians should work as partners with the school to make sure that the students are picked up in a prompt manner so that school supervision is not required for an indefinite and extended period of time after events. Parents/Guardians who cannot pick up their children in the 30-minute timeframe should arrange alternative pick-up options for their student or refrain from allowing them to attend the event.

### **Bicycles**

Many students ride bikes to school. We ask that you park bikes in the bike racks. It is advised that students use locks on their bicycles. The school is not responsible for lost or damaged bicycles.

### **Skateboards**

It is requested that skateboards not be ridden on school property due to safety concerns. The bus transportation department will not allow skateboards on board the busses. Skateboards brought to school will be held in the office to be picked up after school.

### **WEAPONS 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.*

#### **Weapons and Destructive Devices**

*As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:*

- *any item being used as a weapon or destructive device;*
- *any facsimile of a weapon;*
- *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 any 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;*
- *any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.*

### **Penalties for Possession**

*Possession of a firearm or other weapon listed under the "Weapons and Destructive Devices" heading above 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.*

*Possession of a weapon of a type other than described under the "Weapons and Destructive Devices" heading above or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.*

*Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile to the Department for Children and Families (DCF) or the Commissioner of Juvenile Justice.*

Approved: 10/12; Revised 10/13

### **WEATHER RELATED SCHOOL CLOSING**

Notification of school closings will be broadcast over local radio or television stations. If the weather requires such action, the closing will be broadcast beginning as soon as possible. If an early dismissal (during the day) occurs, the announcement will be broadcast as soon as the decision is made. The following radio or television stations will carry the announcements:

KMAN-AM 1350	WIBW-TV (CBS)
KJCK-AM 1420	KSNT-TV (NBC)
KMKF-FM 101.7	KTKA-TV (Fox)
KJCK-FM 94.5	KTWU-TV (PBS)
KHCA-FM 95.3	KSAJ-FM 98.5
KQLA-FM 104	KXVBZ-FM 104.7

### **YEARBOOK**

An annual yearbook is available to students and may be purchased during the school year. Yearbooks are distributed on the last day of school.