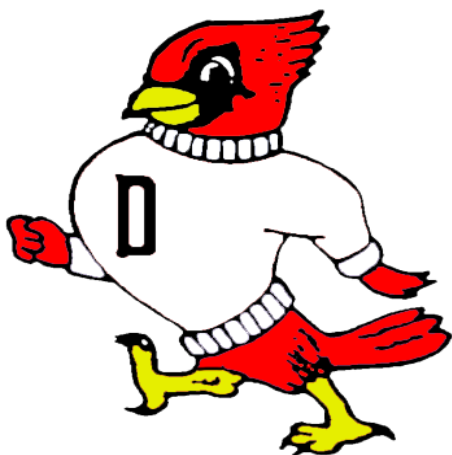


# USD 443 DODGE CITY PUBLIC SCHOOLS

## MIDDLE SCHOOL STUDENT-PARENT HANDBOOK GRADES 6-7-8 2017 – 2018

**OUR MISSION STATEMENT:** *To provide a very specialized school that understands the physical, intellectual, ethical, psychological and emotional development of the young adolescent and addresses those needs through a carefully planned school structure.*

**STUDENT BELIEF:** *Students at Middle School are promoters of good character and strive for the highest awards academically that can be individually achieved.*



**Dodge City Middle School**  
(620) 471-2100



**Comanche Middle School**  
(620) 371-1100

USD 443 does not discriminate on the basis of race, color, national origin, sex, age, religion, military status, primary language, and/or disability. This non-discrimination policy applies to admission, employment, programs, activities, and providing equal access to Boy Scouts and other designated youth groups. A lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) and/or other educational programs of the school.

**MIDDLE SCHOOL  
STUDENT HANDBOOK**  
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## **ACKNOWLEDGEMENT**

Middle School welcomes all students and trust they will always be conscious of established traditions and requirements. This school will be whatever students make it. Positive student spirit will make it outstanding.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope students will participate in our various activities and thus find those things within our school that will prepare them to live a better life and finally take their place in this complex society. Remember, a student's success in this school will be directly proportional to their efforts.

### **Middle Level Philosophy**

The Dodge City School District subscribes to a philosophy that the unique needs of students in grades six through eight can best be met in a middle school setting that provides a student-centered program and recognizes that the students of this age are undergoing greater physiological, psychological and social re-orientation than at any other period in their lives.

The overall purpose of Middle School will be to meet the educational, developmental, and social needs that emerge in this transitional period. Our middle school program provides a supportive and flexible environment so students will have opportunities to develop skills and explore a variety of learning experiences while making the transition from elementary to high school. In keeping with this philosophy, Middle school will establish and provide:

- A core curriculum of reading, language arts, math, science and social studies.
- Exploratory programs and activities in all areas of the curriculum to help students discover and extend their interests and abilities.
- An extensive advisory and counseling program.
- A supportive environment for the physical and social development of every student.
- A positive climate that fosters self-esteem, self-discipline and student responsibility.
- Knowledgeable educators who are committed to the middle school design.
- An ongoing program of training and professional skills that are based on the characteristics and needs of the adolescent.
- Close contact and communication between parents and school.
- A challenging curriculum and pace of learning to meet individual levels and understanding.
- Opportunities for intervention and acceleration when needs are identified.

## **ACADEMICS**

### **Grade Cards**

Grade Cards will be distributed at the end of each nine weeks. A mid-term progress report will be sent/mailed home each quarter. Parents are urged to communicate with teachers and counselors regarding their student's progress. Parents may do this by calling the school and asking for the desired teacher or one of our counselors. Students who need additional help outside of class time should make arrangements with the appropriate teacher.

## Grading Scale

A+	100.00%	97.50%
A	97.49%	92.50%
A-	92.49%	89.50%
B+	89.49%	87.50%
B	87.49%	82.50%
B-	82.49%	79.50%
C+	79.49%	77.50%
C	77.49%	72.50%
C-	72.49%	69.50%
D+	69.49%	67.50%
D	67.49%	62.50%
D-	62.49%	59.50%
F	59.49%	0.00%

## Plagiarism and Cheating

Students and parents need to be aware of the importance of academic honesty at Middle School. Academic honesty means not cheating, plagiarizing or using information unethically in any way. Cheating (including plagiarism of print or electronic material) is considered the equivalent of stealing; and therefore, it requires disciplinary action by the classroom teacher.

Actions that will be taken are:

- Timely notification of student
- Timely notification to parent/guardian
- Notification to administration

Further actions which may be taken include, but are not limited to:

- Designation of "F" or zero on assignment/quiz/test/exam
- The opportunity to make up an assignment or re-take a quiz, test, or exam is at the discretion of the classroom teacher.

### Plagiarism includes:

- Submitting someone else's work as your own, including that of tutors, friends, parents or siblings or paraphrasing *without giving credit to the source*.
- Turning in purchased papers or papers from the Internet written by someone else.
- Helping others plagiarize by giving them your work, even if you don't think it will be copied.
- Using someone else's idea *without giving credit to the original source*. **Note:** You **can** use other people's ideas and even paraphrase or quote their words, but you **MUST** give them credit. Use phrases such as "According to..." and "In the book..." and cite ALL of the sources you got information from in a bibliography.

### Cheating includes:

- Copying assignments that are turned in as original work.
- Trading assignments with other students, even if you don't think they will be copied.
- Using unauthorized notes or technology, such as bringing notes into a test or using a computer program to translate an assignment and turning it in as your own.
- Sharing answers before, during or after quizzes or tests. Students must be responsible for their own papers and make sure others cannot copy their work.

**How to avoid plagiarism and cheating:**

1. Plan ahead. Rushing to get your work done the night before a big project is due may make it more tempting to cheat or plagiarize.
2. Be sure you understand the assignments. Don't always rely on your friends for information about what is required.
3. Don't read someone else's paper or homework before you do your own work. If you get any ideas from them, you would have to cite that person as a source.
4. Make sure to ALWAYS cite your sources. This means saying where you got the information you are using.

**ACTIVITIES****Activities/Membership Behavior Policy**

Various methods are used to report unsatisfactory or undesirable student conduct: disciplinary notices, home reports, phone calls to parents, letters and N's and U's on report cards. If a student's conduct is unsatisfactory or undesirable, that student cannot hold offices nor maintain membership in the following organizations:

- Student Council

**Student Council**

The purpose of the Student Council shall be to:

1. Strive for good citizenship.
2. Strive for academic excellence.
3. Respect all individuals in the school and community.
4. Involve all students in sharing ideas to make our school the best it can be.
5. Help all students work together in our school.
6. Give all students practice in democracy in action.
7. Help other citizens and groups in our community.

**Student Council Membership:**

All Students in grades six, seven and eight shall have the opportunity to be elected to office, to vote and to offer ideas for Student Council consideration.

The members of the Student Council shall be team representatives elected by their classes. The following qualifications are referenced in the constitution:

**Student Council Term of Office:**

The term of office will be the school year for which the Representative was elected. A Representative may be placed on probation for a period of six weeks when:

1. The initial eligibility requirements have not been maintained.
2. Other unacceptable behavior has occurred as determined by the Student Council Sponsor or Principal.

**Student Council Qualifications:**

Any student who wishes to be a member of the Student Council shall:

1. Have a GPA of 2.25 with no grade lower than “C” in any class for each grade reporting period.
2. Exhibit exemplary behavior determined by review of severity and/or number of “conducts” received. Exemplary behavior may include:
  - a) Having no school suspension or discipline referrals on file in the office.
  - b) Receiving fewer than two “N’s” recorded on report cards.
  - c) Receiving no “U’s” recorded on the report cards.
3. Be punctual in school attendance, class attendance and Student Council meeting attendance.
4. Abide by the school’s uniform policy at all times.

**Student Council Meetings:**

Meetings will be held twice a month and shall be governed by Robert’s Rules of Order.

**INTERSCHOLASTIC ACTIVITIES**

Students in grades 7-8 may participate in a variety of activities under the sponsorship of the Kansas State Activities Association. In order to maintain eligibility for participation, students must have passed five (5) subjects in the previous semester. The student must have on file a current KSHSAA physical and an Insurance/Assumption of Risk Form signed by both parent and student.

Students must meet KSHSAA age requirements for their particular grade. Activities available to grade 7-8 girls are volleyball, cross country, cheerleading, basketball, track and soccer. Seventh and eighth grade girls may also participate in drill team. Grade 7-8 boys may participate in football, cross country, basketball, wrestling, track and soccer. Every student participating in an interscholastic sport needs to attend all scheduled classes on the day of the contest. If it is necessary for the team to leave before the class day is completed; students are expected to have attended all classes scheduled before departure time. If a student is absent due to illness on the day of a scheduled contest, he/she shall not be allowed to participate.

An individual coach may choose a more detailed plan for participation and eligibility. Any such plan must receive approval by school administration prior to the season and be clearly communicated, in writing, to the participants and their parents/guardians.

**Student Expectations**

Middle School students are encouraged to participate in as many extra-curricular activities as possible. When students are not actively participating in an activity, or competition, they are encouraged to attend middle school activities to support their fellow classmates. School pride is exhibited when students show up to cheer for the home team. The expectations are for students to be in school uniform (or Spirit Club shirt) when attending an activity.

Students who are not in good standing will not be allowed to attend these activities. If a student is removed from a contest, they may be suspended indefinitely from all future middle school events. [Those students who have been declared ineligible according to the weekly eligibility report will not be allowed to attend any activities, both participants and non-participants.] School spirit is a positive expression of school pride and support for our student-athletes, and is the expectation at Middle School.

### **Student Insurance Program**

Information about low-cost student insurance, including KanCare, is available annually at enrollment or anytime during the school year by contacting the school or district office.

Parents are responsible for obtaining accident, health, athletic, hospital and other insurance coverage for their student(s). Expenses not covered by such policies are the responsibility of the parents. The school district is not responsible for accidents, injuries or personal property loss that occurs to students at school, on school property or at school sponsored event.

### **ADVISORY - HOME ROOM**

The advisory periods focuses on activities that will assist in developing a caring relationship between students and a significant adult. In addition to the caring environment and the relationship, students will have opportunities to discuss issues and concerns pertaining to their particular needs in the areas of academics and peer relationships. The advisory periods will give assistance and direction as students face the daily tasks of making difficult and numerous decisions.

- Teachers monitor student academic progress and check organization.
- On some days students have time for enrichment activities and career exploration.

### **Three Ring Zipper Binders**

Our advisory program is the first period of the day. This allows time for advisory teachers to ensure that students are well prepared for the day by checking their three ring subject binder for all completed homework assignments and daily agenda. With this practice in place, every student will be required to take their three ring zipper binder to every class. The three ring zipper binder will contain three whole punch subject folders for each class, a pencil pocket holder, paper and the student agenda. The student agenda will be provided by the school. Binder can be purchased at local stores that carry school supplies.

### **ATTENDANCE PHILOSOPHY**

#### **Attendance Policy**

The youth of Dodge City are our most precious resource. It is important that we as parents and educators work together to ensure our young people receive the quality education they deserve. A solid foundation needs to be established for their future by attending school and arriving on time. Students who are truant lose valuable instruction time and opportunities for learning critical academic skills.

According to state statute, any child under the age of 18 is required to attend school. If a child is absent three days in a row, five days in a semester or seven days in a year, that child may be referred to the truant officer of Dodge City Public Schools.

When a student has been absent from school a total of ten days, excused/unexcused, gone or ill, a letter will be sent to make parents aware of their child's absences. Future absences for illness will only be excused with a doctor's note regarding the nature of the illness. Without such a note, absences will be documented as unexcused.

## **Truancy USD 443 Policy JBE**

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made, the building principal or designee 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. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), 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.

### **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**

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

### **Leaving School During the School Day**

The following procedures should be used by students who need to check out during the school day:

1. Bring a written note from a parent to the office before going to class. A request to leave class will be issued by the attendance secretary.
2. In an emergency, students must come to the office to make arrangements.
3. Students who become ill need to see the school nurse before checking out through the office. If the nurse is not in, they should come to the front office.

### **School Related Absences**

School related absences are not recorded as absences. When these types of absences occur, students are responsible for getting class work done.

### **Excused Absences**

Excused absences from school are those where the student had:

1. An illness, accident, or went to see a doctor or dentist. In the event of prolonged or frequent absences due to illness, the school will have the right to request a physician's verification of such illness before considering such absences as excused. (Students are encouraged to make doctor or dental appointments after school hours whenever possible.)
2. Professional appointments for medical or legal reasons which cannot be scheduled outside the regular school day.
3. Serious personal or family problems.
4. Funerals
5. Special religious reasons.



6. Other special or unusual circumstances for which prior approval has been obtained from the school administrator.

When a student is absent from school, a parent should call the school office that morning. If that is not possible, a written excuse should be brought from home to the Attendance Office when the student returns to school. The student must bring this note in on his/her own time before school. A letter will be sent home after a student has missed ten days of school as a reminder of the importance of school attendance.

### **Perfect Attendance Criteria**

Perfect attendance is designed to honor those elite students who have achieved perfect attendance standings according to the following criterion:

1. No more than 99% of a day accumulated doctor/parental excused absences. (1 Class Period during a School Year)
2. No unexcused or excused full-day absence.
3. A student cannot have three or more unexcused tardies (Only parental and excused tardies will not affect a student's perfect attendance.)
4. Students that enroll or withdraw during the school year do not qualify.
5. School sanctioned trips and other school-approved field trips, pre-approved by the Board will not disqualify a student from perfect attendance.
6. Perfect attendance is based on a yearly basis.

***To achieve perfect attendance, there must be a joint effort between parents and the school to ensure accuracy of attendance records.***

## **AWARDS**

### **The Award for Academic Excellence**

Recognition plays an important role in developing a positive image within our students. A positive self-image will generate a positive attitude, and that will, in turn, contribute to the creation of a healthier learning environment for the entire school. The award was initiated by the Student Handbook Committee composed of teachers, parents and an administrator in order to address one of the established goals of the Student Handbook Committee. This goal was to provide opportunity for recognition of excellent student achievement.

The student's GPA will be calculated each nine-week period. Recognition is earned as soon as he/she has achieved the required GPA in any two of the first three nine-week periods; the two nine-week periods do not have to be consecutive. A student may earn this award only once during each year.

The first year of recognition, the student will receive an academic award of achievement. Shirts that are given can be worn on any school day as long as the student maintains the standards set forth in this policy. Each year thereafter, a new shirt will be awarded as well as a medal. Presentation of the award is held at the completion of the semester.

The **Award** will be awarded to students in grades six, seven and eight who meet the following qualifications:

- Grade Point Average 3.6 - 4.0 in two out of three nine-weeks periods
- No "U" (Referrals) for conduct on the report card each nine weeks
- No "N" (Referrals) on the report card each nine weeks
- No more than two tardies per nine-week period
- 95% attendance rate
- No discipline referrals or in or out of school suspension.

### **BULLYING**

Bullying is prohibited in USD #443. Bullying means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyber bullying. "Cyber bullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD #443 will not tolerate these actions by students or staff.

For the purposes of this policy, bullying, in general includes any intentional written, electronic, verbal, or physical act, when such act:

1. Physically harms a student, school employee or patron, or damages the student's, school employee's, or patron's property; or
2. Has the effect of substantially interfering with a student's education; or
3. Is severe, persistent, or pervasive, creating an intimidating or threatening environment; or
4. Has the effect of substantially disrupting the orderly operation of the classroom or school.

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, electronic, oral or physical actions. (JDCC-R Bullying)

Any act of bullying by either an individual student or group of students is prohibited on or while using school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.

A person who willingly allows or actively engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

### **BULLY PREVENTION PROGRAM**

Bully Prevention Program is designed to teach students about bullying as well as strategies to deal with bullying. A major focus of the program is convincing students to stand up for each other, to let everyone know that bullying will not be tolerated by anyone. Students are either part of the solution or part of the problem. It's time to make a choice. Students are encouraged to report bullying incidents either to a "Safe Person" or to a counselor.

### **BUS TRANSPORTATION**

Bus service is available for students who live more than 2.5 miles from Middle School. Students are expected to comply with the policies set forth in this planner as well as the Student School Bus Handbook students will receive prior to receiving transportation. Discipline procedures will be enforced when a student fails to comply with these rules. Information regarding schedules and bus times is available through the Transportation Department at 620-471-2106.

Expectations for students riding the bus and waiting at bus stops:

1. Follow the directions of the driver the first time given, without argument.
2. Arrive at the bus stop 5 minutes before their scheduled time.
3. Be respectful to all and use no profane language or obscene gestures.
4. Cross the roadway in front of the bus only after the bus has come to a complete stop and upon the direction from the bus driver.
5. Go directly to their assigned seat upon entering the bus and shall remain seated until otherwise directed by the driver.
6. Remain seated facing forward to keep the aisles and exits clear at all times.
7. Sit and talk quietly only with the person they are seated with and respect the rights and safety of others.
8. Do not throw or pass objects while on the bus. This includes in or out of the windows.
9. Carry only objects that can be held on their lap and can be no higher than seat level.
10. Do not carry or use any tobacco products, alcohol, drugs or any other controlled substance on the bus.
11. Do not eat, chew gum or drink on the bus. The ONLY exception is if the temperature for the day is forecast to be over 90 degrees and then only water in a plastic container with a lid will be allowed on the bus.

12. Do not carry hazardous materials, nuisance items such as personal electronic devices, toys, flashlights, mirrors or animals on the bus. School bags with wheels must be carried on and around the bus.
13. Do not leave or board the bus at locations other than their assigned stops at home, the sitter or their assigned school.
14. Keep all body parts inside the bus at all times. (No hands, feet, heads, etc. are to be extended from any bus window or door)
15. Remain in proper uniform while riding the bus.
16. Windows will be opened only half-way for the safety of all passengers.
17. No glass containers of **ANY** kind are allowed on the bus.

### **Transportation Violation Consequences**

- First Written Referral – Warning (minimum)
- Second Written Referral – Three (3) days bus suspension (minimum)
- Third Written Referral – Bus suspension of at least two weeks, up to the rest of the school year
- Any and all steps may be excluded depending upon the severity of the infraction.

### ***DRUG-FREE SCHOOLS BOE Policy JDDA***

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

### **Drug Policy**

USD 443 guidelines will be followed for violations of the established Drug Policy while on USD 443 property or while at a USD 443 sponsored activity (participant or spectator). Possession, sale, use, distribution, or being under the influence of the following substances/materials is strictly prohibited:

- All tobacco and related products
- Alcohol and cereal malt beverages
- Illegal substances
- Controlled substances
- Aromatic hydrocarbons and related substances and other inhalants
- Prescription medications used illegally
- Over-the-counter medications used illegally
- Materials designed to simulate any of the previously mentioned substances
- Drug paraphernalia - item(s) needed for the use of a drug substance (alcohol, drugs, tobacco, or controlled substances)
- The willful use of a substance that is either harmful to the body (including brain) or to the mind

Substance abuse may lead to physical or psychological dependence on the substance, or other harmful usage. If a student has a substance abuse problem, school personnel will assist the student to obtain assistance through counseling and outside agencies.

### **Drug Rehabilitation and Due Process**

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school or on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to long term suspension or expulsion through the hearing procedure. 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. 72-8901, 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 counseling 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 each program is on file with the board clerk. 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. The staff and administration are concerned about any use and abuse of chemicals among teenagers. It is our intent to make every effort to seek positive solutions to these harmful situations through prevention first. Should this fail, we then would like to work in a cooperative manner via the following contract in assisting students and families in correcting problems related to this area.

### **Middle School Alcoholic Beverages and Controlled Substances Probation Contract**

Due to \_\_\_\_\_'s recent direct involvement with drugs or alcohol, certain requirements must be met in order for him/her to remain at Middle School. Should any of the terms be violated, long-term suspension, expulsion or placement in an alternative program will occur.

- 1) The student will have no drug or alcohol referrals.
- 2) The student will not be in possession of or under the influence of any drug or alcohol during school hours, on school premises, or any school activity.
- 3) The student will abide by all school rules and regulations contained in the Middle School Student Handbook.
- 4) The student will have no unexcused absences. A doctor's note will be required after 3 consecutive days or 5 total excused absences.
- 5) The student will obey the rules and regulations of his/her parent(s)/guardian(s).
- 6) 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 each program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

## **GAFF EMERGENCY SAFETY INTERVENTIONS**

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

### **Definitions:**

- “Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72–8222, and amendments thereto.
- “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
- “Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.
- “Incident” means each occurrence of the use of an emergency safety intervention.
- “Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.
- “Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.
- “Mechanical Restraint” means any device or object used to limit a student’s movement.
- “Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.
- “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- “Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.
- “School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement and the district.
- “School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

- “Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.
- “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

### **Prohibited Types of Restraint**

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

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

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

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

### **ESI Restrictions**

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student’s licensed health care provider, a copy of which has been provided to the school and placed in the student’s file.

Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

### **Use of Seclusion**

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

### **Training**

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position.

Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

### **Notification and Documentation**

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.



The parent shall be provided the following information after the first and each subsequent incident during each school year:

- a copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;
- information on the parent's right to file a complaint through the local dispute resolution process
- (which is set forth in this policy) and the complaint process of the state board of education; and
- information that will assist the parent in navigating the complaint process, including contact
- information for Families Together and the Disability Rights Center of Kansas.

Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

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

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

### **Documentation of ESI Incidents**

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

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

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

## **Reporting Data**

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

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

Use After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special 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 shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period.

Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

## **Local Dispute Resolution Process**

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of

the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

**Policy References:** GAO, JRB, JQ, and KN

Adoption Date: 8/12/2013, Revised: 3/3/2014; 08/10/2015; 08/08/2016

### **FINES FOR DAMAGES TO SCHOOL PROPERTY**

Students will be held accountable to pay fines for: lost library books, damage to school property (including furniture, materials, facilities, textbooks, etc.) and defacing any school property (marking, tagging, scratching, painting or spraying).

### **Restitution**

Students who purposefully or intentionally damage or deface school or personal property may be required to pay restitution costs or perform school service.

### **GANG ACTIVITY USD443 Policy 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. District staff may be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activities.

- A. Definition: For the purposes of this policy, a "gang" is any group of 2 or more persons whose purposes include the encouragement, support, or commission of illegal acts or acts in violation of disciplinary rules of the Dodge City Public Schools.
- B. Prohibitions: No student on or about school property or at any school activity shall:
1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidence or reflect membership in or affiliation with any gang;
  2. engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gangs;
  3. Engage in any act, in furtherance of the interests of any gang or gang activity, including, but not limited to:
    - (a) solicit membership in or affiliation with any gang;
    - (b) solicit any person to pay for "protection", or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
    - (c) paint, write, or otherwise inscribe gang-related graffiti, messages, symbols, or signs on school property;
    - (d) engage in violence, extortion, or any other illegal act or other violation of school policy;
    - (e) solicit any person to engage in physical violence against any other person;
- C. Violations of Policy: Students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.
- D. Procedures for violation of this policy are as follows:
1. Students will be sent to the principal and/or designee when a staff member or contract person has reasonable, individualized suspicion that a student is in violation of this policy.
  2. Upon determined policy violations, the principal/designee will make a reasonable effort to notify the student's parent/guardian as soon thereafter as possible.
  3. First Violation:
    - (a) Formal warning that next gang-related offense will result in out-of-school suspension
    - (b) Report made to local law enforcement agencies about the behavior
    - (c) Mandatory ***Gang Education and Training*** for parent(s) and student
  4. Second Violation:
    - (a) 3 - 5 days suspension from school
    - (b) Report made to local law enforcement agencies about the behavior
    - (c) Gang contract (see below)
    - (d) Mandatory ***Gang Education and Training*** for parent(s) and student
      - Failure to attend training could result in home visit by DCPD Gang Detail
  5. Third Violation:
    - (a) 10 days out-of-school suspension
    - (b) Report made to local law enforcement agencies about the behavior
    - (c) Long-term suspension hearing

## **Middle School Gang Contract**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

DOB: \_\_\_\_\_ Due to your child's recent direct involvement in gang-related activities or behaviors, certain requirements must be met in order for him/her to remain at Middle School. Should any of the terms be violated, consequences may result in short or long-term suspension, expulsion or placement in an alternative program with the consequences increasing with each incident. In an effort to maintain a safe and orderly environment, we are eliminating gang influence at Middle School.

- (1) The student will have no referrals for **gang-related activity**, fighting, threats, intimidation, weapons, inciting to fight, and physical violence during school hours, on school premises, or during any school activity.
- (2) The student will abide by all school rules and regulations contained in the Middle School Student Handbook.
- (3) The student will have no unexcused absences. A doctor's note will be required for absences of 3 consecutive school days, or 5 school days in any semester, or seven school days in any school year, whichever occurs first.
- (4) The student will obey the rules and regulations of his/her parent(s)/guardian(s).
- (5) The student and parent(s)/guardian(s) will attend the mandatory ***Gang Education and Training*** at Middle School.

### **Grievance Procedure**

USD 443 has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging noncompliance with Section 504 of the Rehabilitation Act of 1973 in any program or activity administered by the District. The following have been designated as Section 504 Coordinators:

Title VI, Age Discrimination Act, Section 504 or other pertaining to Employment: Executive Director of Human Resources, 1000 2<sup>nd</sup> Avenue, Dodge City Kansas 67801 (620) 371-1004.

American Disabilities Act, Section 504 or other pertaining to facilities: Executive Director of Business & Operations, 1000 2<sup>nd</sup> Avenue, Dodge City Kansas 67801 (620) 371-1001.

Title IX, Section 504 or other pertaining to students: Assistant Superintendents of Elementary or Secondary Education, 308 W. Frontview, Dodge City, Kansas 67801, (620) 227-1763.

Any person who believes he or she has been subjected to discrimination on the basis of disability in a program or activity administered by USD 443 may file a grievance under this procedure. Retaliation against a person who files a complaint of discrimination on the basis of disability pursuant to the grievance procedure, or persons who participate in related proceedings, \_\_\_\_\_ is \_\_\_\_\_ prohibited.

### **Procedure:**

- Grievances must be submitted to the appropriate Section 504 Coordinator within 30 calendar days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought. A complaint form is available.

- The Section 504 Coordinator (or his/her designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the USD 443 relating to such grievances. The Section 504 Coordinator shall maintain the confidentiality of the person who files a complaint.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114, (816) 268-0550.

## **MISCELLANEOUS**

### **Animals and Plants in School USD443 Policy**

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes. If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

### **Bicycles**

Students who ride bicycles to school should park them in the racks at the east entrance of the school building. Students are advised to use locks on their bicycles. Students should stay away from the bicycle rack during the school day. No one but the owner should remove a bicycle from its proper place. Skateboards and other wheeled devices should not be ridden but walked on to or off of school property.

### **Book Bags**

Book bags, purses, and other bags such as plastic shopping bags are not allowed in classrooms. Drawstring bags may be used for P.E. clothes and carried to and from P. E. classes only.

### **Electronic Devices**

The possession of laser pointers and other unsafe electronic items is prohibited in the school buildings. All other electronic devices, such as, but not limited to, cell phones, tablets, e-readers, head phones, iPods/MP3 players may be in the student's possession as long as they are not disruptive to the educational process or in violation of building site guidelines. The school or district will not be responsible for lost or stolen items.

### **Internet Access**

Access to and use of the Internet and other on-line services must reflect district and building expectations for proper, legal, and ethical use. Attached is the "Parent/Student Agreement" that is to be signed by the parents/guardians, the student, and a representative of the district/school at the beginning of each school year. The agreement will be filed in the student's cumulative folder.

User agreement loss of privileges will be determined by administration. Privileges may be reinstated upon parent conference:

Parent or Guardian,

As a student of Unified School District 443, your child may have access to Internet and other on-line services as a part of the instructional program of the school. Your child needs your permission to do so. Through the Internet and other on-line services, your child will be able to communicate with, and access information from other schools, organizations, businesses and students around the world. This may include access to an electronic mail (e-mail) mailbox for sending and receiving messages and information using the computer.

With this educational opportunity also comes responsibility. It is important you and your student read and understand the "Internet and On-Line Services Acceptable Use Policy and iPad Acceptable Use Policy" above and discuss it together. When your child is provided access to Internet and other on-line services, and receives the iPad, it is important the policy guidelines be followed. The violation of the policies may result in loss of privilege to access Internet and other on-line services provided through Unified School District 443, as well as other disciplinary action.

Please be aware, while staff of Unified School District 443 will provide supervision and direction for the use of the Internet and other on-line services, your child may encounter material that is objectionable or unacceptable. In spite of efforts to establish and enforce the "Internet and On-Line Services Acceptable Use Policy", it is impossible to completely control or filter items or information from connecting computers/networks.

It is the responsibility of the students not to access or pursue such materials and information.

I Agree to:

- iPad Guidelines
- Internet Acceptable Use Policy

### **Lockers**

Students will use only the lockers to which they are assigned. Lockers are for storing outerwear and school materials only. The school is not responsible for lost or stolen property. Students will keep their lockers closed and locked when not in use and not give the combination to any other students. If the locker does not operate properly, students will report it to a Home base Advisory teacher or a principal. Students will not misuse their locker or tamper with another locker.

- Outside locks will not be permitted.
- Lockers should be kept clean and free of all writing and hard to remove items, such as stickers, tape, etc.
- Students are not to have food, candy or drinks of any kind in their lockers/cubbies unless it is their school sack lunch.
- Lockers remain property of the school district and may be searched with administration approval if there is just cause. Lockers may be searched on a random basis as determined by school administration to check for any contraband.

***Middle School is not responsible for lost or stolen items.***

### **Public Displays of Affection**

Both USD 443 middle Schools' strive to maintain an educational atmosphere conducive to responsible and appropriate behavior. Public displays of affection are not appropriate to the environment we promote for Middle School students, and this behavior is not permitted. A student's failure to comply with a staff or an administrator's request can be subject to disciplinary action.

### **Use of School Security Cameras**

There are school security cameras in use in a number of locations throughout the middle school campuses. The security cameras are intended to be used for supervision and safety purposes. Information obtained via a security camera may also be used in the course of disciplinary procedures.

### **Visiting Students**

Students who are not enrolled at Middle School will be denied visitation privileges.

## **SCHOOL NUTRITION PROCEDURES**

Middle School offers nutritious meals every school day. These meals prepare children to learn and do their best at school. The meals available and the prices are:

### **Full Price Breakfast Fees:**

Student Breakfast Fee: \$1.70

Adult Fee: \$2.50

### **Full Price Lunch Fees**

Student Lunch Fee: \$2.55

Adult Fee: \$3.70

***\*Milk is 60 cents extra for adult lunch and breakfast (Meal Prices Subject to Change)***

Money may be deposited into students' accounts before school in the cafeteria. Students who do not deposit money into their account need to bring money each day and pay as they go through the lunch line. No lunch money is handled in the school office.

Middle School students will be verbally reminded when their accounts fall to \$6.00 and below. Students are allowed three meal charges. When a student reaches the three meal charge limit, graham crackers, milk and juice will be given for breakfast, a peanut butter/jelly sandwich, milk and an apple are given for lunch. No charges will be allowed after the first week in May.

All families are encouraged to complete an application for the Child Nutrition Program Benefits. ***A current application is required each year.*** Families will be notified of their benefits within 10 days of the application being received in the Nutrition Office. One application is needed per household and all information is kept confidential. Until the household has been notified of their benefits, parents are responsible for paying full price for their student's meals.

All school cafeterias are inspected yearly by the Kansas Department of Health and Environment. The cafeterias follow the guidelines set forth by the KDHE pertaining to safety and sanitation. Nutrition employees, students and paying patrons are the only persons allowed access to the serving lines.



The Middle School is registered as an OFFER-VS-SERVE program with the Kansas State Child Nutrition & Wellness department. This allows students to choose at least three or all five meal components that are offered daily. A hot lunch or peanut butter and jelly sandwich are offered daily. A second entrée is available for all students for an additional cost. Ala carte items, which comply with the District Wellness Policy, are available and may be purchased by all students with cash only.

Parents are welcome to eat with their student(s). Prior arrangements should be made by calling the school lunchroom before 9:00 a.m. (620)227-1637.

Further information about the program is available by contacting the CHILD NUTRITION OFFICE at 1000 Second Avenue. The telephone number is 371-1030.

### **DIETARY INFORMATION**

Federal regulations require the school Nutrition Program receive written instructions from an appropriate medical authority before the school can modify a student's meals. A recognized medical authority must complete one of the following forms to document a student's current special dietary needs.

#### **Medical Statement for Student with Special Dietary Needs Due to Disability**

If the student has a disability that affects his/her diet; a licensed physician must complete this form.

#### **Medical Statement for Student with Special Dietary Needs Due to Food Allergy or Intolerance**

If the student has a food allergy or intolerance, a physician or other recognized medical authority (i.e. physician's assistant or nurse practitioner) must complete this form. The appropriate medical statements may be obtained in the school's Nutrition Department or the District Nutrition Office. These forms must be updated yearly.

For some students, special diet orders are temporary. When there is no longer a need for special dietary needs, a ***Discontinuation of Special Diet*** form must be completed by the physician or recognized medical authority. This form can also be obtained in the School's Nutrition Office or the district Nutrition Office.

### **LUNCH LINE/LUNCH AREA EXPECTATIONS**

Middle School has a "closed lunch period". A hot lunch or sandwich is available. In the lunch line or lunch area, students at Middle School are asked to make meal periods peaceful and orderly by:

- Treating everyone with respect and consideration
- Waiting turn in the line (no cutting)
- Keeping the aisles between the tables clear
- Only eating or drinking while sitting down at a lunch table or bench
- Not having food, drink or candy outside the cafeteria
- Cleaning up area after eating and putting trash in the trashcans
- Avoiding rowdy or boisterous behavior
- Not ordering "delivery" food

- Following the instructions of the adult supervisors in the lunch area
- Keeping hands, feet and other belongings to themselves
- Not throwing food or other items in lunch area
- Not bringing soft drink
- Silverware is not to be taken out of the cafeteria

### **PROMOTION, RETENTION and ACCELERATION POLICY USD443 Policy JFB**

The Middle School Retention Policy supports Board Policy JFB. Students in grades six through eight must be promoted to the next higher grade when they demonstrate mastery of the board-approved learning objectives for all courses. The Student Intervention Team which will consist of core team members, SIT coordinator, counselor, and principal will review all students exhibiting unsatisfactory performance or who are experiencing changes in performance. At this time, the team will review multiple sources of evidence and provide necessary assistance and intervention(s). The team must notify the parents in a timely manner and require parent approval for assistance and interventions to be put in place for the student.

The team will meet nine weeks prior to the end of each school year to recommend placement of students who do not meet promotion criteria despite interventions set previously. Parents will be notified of the results of the principal's recommendation for placement. If the principal recommends a student for retention in the present grade level, such student will not be promoted. A copy of such action will be included in the permanent record of the student.

The final decision to promote or retain shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel. (Board Policy JFB)

### **RELATED ISSUES**

#### **Sexual Harassment**

District employees shall not sexually harass, or knowingly permit sexual harassment of a student by another employee, student, non-employee or non-student on school premises or at school sponsored activities. Neither shall a student sexually harass another student or students or an adult. Any student who believes he or she has been subjected to sexual harassment should immediately discuss the problem with his/her principal, or another certified staff member.

### **SAFETY ISSUES**

#### **Emergency Drills**

##### **Crisis Planning**

District level and building level crisis plans are developed to provide for an organized, planned response to crises. Crisis situations are inevitable; thoughtful rational crisis management is the only defense.

##### **Fire/Emergency Drills**

Fire and emergency drills will be held monthly. Map and evacuation instructions are posted in each classroom.

### **Fire Alarms**

Middle School is equipped with a fire alarm system and smoke detectors for everyone's safety and security. Students tampering with any part of the fire/security/smoke systems will be subject to suspension/referral by the school administration and consequences by the AISD Police and Dodge City Fire Dept.

### **Weather Emergencies**

Should weather emergency situations occur, Dodge City administrators and staff members will use their best judgment for the safety of everyone. In the event that severe weather conditions prevent the opening of school, parents and students should listen to announcements via local radio and television.

### **Weapons USD 443 Policy JCDBB**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

### **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 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, 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 Weapon Violations**

Possession of a weapon and/or destructive device listed under the “Weapons and Destructive Devices” heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations 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 Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property.

### **SCHEDULE CHANGE POLICY**

"Change of mind" schedule changes will not be honored after enrollment. Only scheduling errors will be addressed until one week after enrollment. If necessary, students’ schedules and/or teams will be changed to achieve balanced numbers in classes. If possible, all schedule changes will be completed by the end of the third week and students will be in their classes for the year.

### **SERVICES**

#### **Counselors**

School counselors focus on the emotional, social, and educational development of students. School counselors assist in meeting special needs of students, promote a positive school atmosphere, provide programs for parents, counsel individual students, meet with small groups, consult with teachers, confer with parents, and help in a crisis.

Counselors are available to assist in making the school experience valuable and rewarding. If individuals need help with a problem, either school related or personal, they are encouraged to talk to one of the counselors.

#### **Health Services**

During the school year, the Middle School nurse conducts screenings for vision and hearing.

#### **Immunizations**

The Kansas Immunization Law (effective July 1981) requires that students must have received immunizations for diphtheria, pertussis, tetanus, polio, rubella, mumps, measles, hepatitis B, and varicella (chicken pox). If the student has a history of varicella disease, verification must be documented by a licensed physician. Booster shots required by the Secretary of the Department of Health and Environment are also required. Students who fail to provide the documentation required by law may be excluded from school by the superintendent or his

designated representative until statutory requirements are satisfied. The school nurse can provide further information and exceptions to this policy.

### **Lost and Found**

Students who find lost articles are asked to take them to the office where the owner can claim them. Lost P.E. uniforms are to be turned in to the P.E. department.

### **Student Self-Administration of Medications USD 443 Policy JGFGBA**

Student Self-Administration of Medications The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy medication means a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectible epinephrine. Self-administration is the student’s discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider.

As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

### **Student Eligibility**

An eligible student shall meet all the following requirements:

- A written statement from the student’s health care provider stating the name and purpose of the medication/s;
- The prescribed dosage;
- The time the medication is to be regularly administered;
- Any additional special circumstances under which the medication is to be administered;
- The length of time for which the medication is prescribed;
- The student shall also demonstrate to the health care provider or the provider’s designee and the school nurse or the nurse’s designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

### **Authorization Required**

The health care provider may prepare a written treatment plan for managing the student’s asthma or anaphylaxis episodes and for medication use by the student during school hours. The student’s parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student’s health care provider. Permission forms shall be updated annually.

### **Employee Immunity**

All teachers responsible for the student’s supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the self-administration of medication.

### **Waiver of Liability**

The student's parent or guardian shall sign a statement acknowledging that the school districts and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self administration of medication and agreeing to release, indemnify and hold the schools and its officers, employees and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

### **Additional Requirements**

The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;

The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;

Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees or agents.

The board may adopt policy or handbook language which imposes additional requirements relating to the self administration of medication allowed for in this policy and may establish a procedure for, and the conditions under which, the authorization for student self-administration of medication may be revoked.

### **Telephones**

Telephones should not be used by students without teacher or office staff permission.

### **STUDENT IMPROVEMENT TEAM (SIT) PROCESS**

(SIT) approach is a comprehensive systemic process that connects students, in all grade levels, with developmentally and educationally appropriate services to help them achieve their greatest academic, social, and personal well-being. The Student Improvement Team process brings together different systems, organizations and resources to maximize youth academic performance and resiliency.

The (SIT) process is designed to assist all students. It does not limit services to students who have been identified as "at-risk." While students who are referred may have shared or demonstrated certain risk indicators, the primary purpose for the referral is the observed behavior – not the fact that a student may or may not be considered "at-risk"

### **SIT REFERRAL PROCESS**

Students can access the process in three different ways: (1) they can be referred by a teacher, staff person, parent, or community member; (2) they can refer themselves to the process; and/or (3) they can be referred by an administrator if they violate the student code of conduct and are referred as part of a disciplinary action. Parents access the process in two ways: (1) they can refer their child if they have concerns; and/or (2) they can be requested to provide the team with additional information and support in the intervention of their child. School staff accesses the process by making a request for assistance to the team, completing the Request for Information forms, providing any additional needed information regarding a student, and by communicating with the team. Community members and other concerned persons can access the process by completing a Request for Assistance form and submitting it to the team upon request from the team for additional support.

### **SIT REQUEST FOR ASSISTANCE**

Requests for assistance may be necessary when a student is displaying significant academic or behavioral problems. Students can be encouraged to self-refer. Certain other behaviors may also raise red flags to indicate a request for assistance is appropriate. Those making requests do not need to know what is going on with the student; they simply act as concerned advocates. Requests for assistance are open to anyone, for any reason, and are never judged.

Requests for assistance are made by completing a Request for Assistance form. Request for Assistance forms will be made available to teachers and support staff in the office and in identified locations throughout the school. Persons outside of the school can also make a request following the same process or by contacting the Team Leader or the school counselor.

Requests for assistance are made out of concern for a student and on observed behavior and academic performance indicators, not on accusations. The Request for Assistance forms will clarify if a pattern or trend in behavior or academic performance is consistent with the request. Communication with student(s) to promote an understanding of the process will also assist in minimizing a student's negative response.

### **SEARCHES OF STUDENTS USD443 POLICY JCABB**

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

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

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on

school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

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

Written documentation of each search shall be maintained by the principal.

(Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent “or designated representative.”)

#### **SEARCHES OF PROPERTY USD443 POLICY JCAB**

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

Whenever the principal is mentioned in this policy, it shall be construed to include the superintendent “or designated representative.”

#### **Search of Lockers**

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

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

#### **Search of Property**

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

If a law enforcement officer desiring to search a student’s locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal. Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.



### **Use of Trained Dogs in Conducting Sweeps**

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms, and/or locker rooms. Students will never be sniffed by the dogs used to conduct the sweeps.

## **SUSPENSION AND EXPULSION**

### **Suspension and Expulsion Procedures USD443 Policy 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 employee, or committee of certificated 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 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
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- 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:
    - o Be on school property or in any school building without the permission of the principal.
    - o 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 of receiving the results of the hearing.
- 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 no later than the next regularly scheduled board meeting after the conclusion of the appeal hearing.

#### **TRANSFER REQUEST**

Students desiring transfer to a different middle school must file transfer request with the Superintendent of Schools. Transfers will only be approved for extreme and extenuating circumstances. KSHAA eligibility (residence) requirements will apply to transfer students. Board Policy References: IIBGB, JBCA & JQKA

#### **UNIFORM POLICY**

The USD 443 middle schools have adopted a uniform dress policy. Students are expected to wear approved clothing while attending school or school related functions and while riding in school provided transportation. The uniform dress policy does not apply for Saturday events and weekday activities starting after 6:00 p.m. Participants in extracurricular activities are expected to wear their school uniform on days of activities or as required by the coach. Refer to individual school's addendum for specific uniform policy.