

# ***HOLTON MIDDLE SCHOOL***

## **Student Handbook**



**Mascot:** Wildcats

**Colors:** Blue and White

9th & Iowa

Holton, Kansas 66436

Telephone: (785) 364-2441

Fax: (785) 364-5460

Michael Kimberlin, Principal

Annette Marten, Counselor

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## ***Introduction***

The Holton Middle School Student Handbook lists the guidelines, policies and procedures parents and students must follow during their time in the Holton Middle School. It is essential that students and parents familiarize themselves with these policies and procedures, as they have been designed to ensure the safety, organization and quality education for which our district is known.

The Holton Middle School principal retains the right to issue discipline for acts not specifically stated in this handbook and to alter penalties as considered necessary. Also, the right is reserved by the building principal to amend and interpret all policies and provisions in this handbook, with Board of Education approval.

## ***Nondiscrimination***

*(The following serves as the required annual notification to students regarding the board's policy on nondiscrimination.)*

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. USD #336 Holton does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Superintendent has been designated to coordinate compliance with non-discrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

## ***Mission Statement***

**ALL STUDENTS CAN LEARN**

### ***Staff Names & Board of Education Members***

{Please see the school Calendar or HMS Website: <http://www.holton.k12.ks.us/hms>}

### ***Important Phone Numbers***

{Elementary School, 364-3251; Middle School, 364-2441; High School, 364-2181;  
USD 336 District Office, 364-3650; USD Special Education, 364-3463}

**- - - Enrollment/Withdrawal from School - - -**

All resident students shall be admitted to attend school in the district unless they have been expelled from any school district.

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in PreK through 12<sup>th</sup> grade shall provide a certified copy of their birth certificate or a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families.

If proper proof of identity is not provided by September 25 of the current school year or within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

Each year during enrollment, parents and students must fill out a pupil information form including the following information:

- name(s), phone number(s) and address of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency;
- name of the student's physician; and
- description of any medical conditions of which the staff needs to be aware
- contact information.

This information is kept on file and made part of the student's record.

***Address/Phone Number  
Change***

Please notify the school secretary within seven days if any of the following change:

- numbers for home or parents' work;
- mailing or street address; or
- emergency contacts.

***Nonresident Students***

The district is not required to admit non-resident students. A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Nonresident students are those who do not meet the definition of a resident student. Nonresident students may be admitted only to the extent that staff, facilities, equipment, supplies and funding are available, and will be re-evaluated on a semester basis. Request for permission to attend must be made in writing to the superintendent each year and will be based on space available by

grade level as well as the student's *past attendance record, academic performance, and behavior*.

The above criteria will also be considered in re-evaluation on a semester basis. Transportation to and from school is the responsibility of the nonresident student and his/her family.

### **Assignment to School/Classes (JBC)**

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

### **Transfers from Non-Accredited Schools**

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

### **Schedules**

Student schedules are determined by the staff of Holton Middle School. Schedules can be accessed thorough PowerSchool.

### **Fees (JS)**

Students will be assessed fees for the following (when applicable):

- Technology fee of \$10;
- Art fee of \$10;
- Membership dues to KAYS;
- Textbook fees are \$45 per student.
- **Calculator (TI-30) - \$17.00**
- Physical education uniform. The price will vary;
- Meal costs: full lunch **\$2.95** ~~\$2.20~~, full breakfast **\$1.90** ~~\$1.20~~, reduced lunch \$.40, and reduced breakfast \$.30.
- Milk **\$.45** ~~\$.35~~, Ala cart entrée \$1.75.

### **Withdrawal from School**

See "Compulsory Attendance," p. 7.

### **Records (JR \*\*See JRB)**

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

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

- The rights to review and inspect all of your educational records except those which are specifically exempted.

- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - we have your prior written consent for disclosure;
  - the information is considered directory information and you have not objected to the release of such information; and
  - disclosure without consent is permitted by law.
- The right to request your educational records be amended if you believe the record is misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 336 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.
- The right to obtain a copy of USD 336 policies for complying with FERPA. A copy may be obtained from USD 336 district office.

***--- Academics ---***

**Testing Program (II)**

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

**Promotion and Retention (JFB, JFC, JFCA)**

**ACCOUNTABILITY POLICY:** Students must pass required courses with a 60% or above. Any grade below 60% will be recorded as a Fail (F) and the student must achieve a passing grade in all required courses before the student is promoted to the next grade level. Students who receive a failing grade for the either 1<sup>st</sup> or 2<sup>nd</sup> semester will be given an opportunity to increase their grade to passing during a session of Credit Recovery during June/July or repeat the failed class(s). ~~Summer School.~~

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

**Grading Scale**

Holton middle school uses a 4.0 grading system.

Grading Scale: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 59 & Below

**Report Cards (JF)**

**Report Cards:** Formal reports cards will be mailed at the end of each semester.

**Progress Reports:** Will be ~~mailed~~/handed out during Parent Teacher Conferences at the end of each quarter.

Periodic reports either written, by telephone or individual conference with the parent(s) may be made to parents during the interim between formal reports being issued. Staff may contact parents of students who are failing to master the learning objectives or whose grades have shown a decrease since the last formal reporting period.

### **Parent/Student/Teacher Conferences (JFAB)**

Parents and students are encouraged to request a conference with teachers at any time convenient to all parties. See the school calendar for scheduled dates and time for Parent/Teacher conferences.

### **Honor Roll**

Academic excellence is generally the result of abilities blended with hard work, and study. The Holton Middle School Honor Roll will be published after the completion of each semester. Requirements for the honor roll: Principal's Honor Roll (All A's) and Wildcat Honor Roll (All A's and B's, no C's can be earned).

### **Make-Up Work/Homework (IHB) (IHEA)**

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. Students are expected to complete homework assignments on time. Students shall be given the number of days missed, plus one, to complete missed work for full credit.

### **After School Power Hour**

Holton Middle School offers an after school academic assistance program to aid students in making up work, or in receiving additional support from teachers/staff. This hour of support is meant to be used working on school material and is subject to all school rules. Students who do not follow school rules can be disciplined according to school discipline policies. Students who receive 3 discipline referrals during a semester will be asked not to return to Power Hour for the rest of that semester.

### **Academic Dishonesty**

Academic dishonesty— including, but not limited to cheating or plagiarism—is not acceptable. Cheating includes copying another student's work—such as homework, class work, or test answers—as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author.

A student who engages in any form of academic dishonesty will be subject to one or more of the following: the loss of credit for the work in question, the possibility of reworking the plagiarized material for less credit, and/or ~~as well~~ other disciplinary measures.

### **AIDS and Sexuality/Curriculum Inspection (IKCA)**

The human sexuality and AIDS curriculum is available for inspection from the building principal.

### **Opt-Out (IKCA)**

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum. To receive information on the opt-out provision, contact the principal's office.



## - - - Attendance - - -

### Compulsory Attendance Requirements

Kansas law requires students to attend school until the age of 18. 16 and 17 year-olds may be exempt from the compulsory attendance requirement if:

- they have attained a diploma or GED; or
- they are enrolled in an approved alternative education program, recognized by the local board of education; or
- a court orders exemption; or
- the parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session conducted by the school to sign a disclaimer.

The law requires the disclaimer to include the following information:

- the academic skills the child has not yet achieved;
- the difference in future earning power between a high school graduate and a high school dropout; and
- a list of educational alternatives available to the child.

Students age 16 or 17 who are not exempt shall be reported as truant. See “Attendance/Truancy” below.

### Truancy /Attendance (JBD, JBE) Attendance (JBE)

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

- **Please contact the school by 8:15 a.m. for any absences. If no parent/guardian contact is received, school officials will attempt to make contact.**
- Excused/Unexcused Absences
  - The definition of “Excused Absence” includes the following:
    - Personal illness;
    - Health-related treatment, examination, or recuperation;
    - Serious illness or death of a member of the family;
    - Obligatory religious observances;
    - Participation in a district-approved or school sponsored activity or course;
    - Absences pre-arranged by parents and approved by the principal; and
    - Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.
- All absences, which do not fit into one of the above categories, would be considered an “Unexcused Absence.” A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

## Definition of Absences

- Documented Excused Absence: Occurs when the school has documentation that the student visited a doctor, dentist, court, lawyer, or an approved job shadow. All funerals of the immediate family shall be counted as a Documented Excused Absence. Notes/documents may be faxed to the HHS Office at 364-5360.
- Parental Excused Absence: Occurs when the parent contacts the school to excuse their child for one of the above-mentioned reasons. **The student is allowed five Parental Excused Absences during a semester.**
- Unexcused Absence: Occurs when the absence doesn't meet the above BOE approved excused absences, when the student has exceeded the five Parental Excused Absences during the semester or when the school has not been contacted by parents/guardian.
- School Related Excused Absence: Occurs when the student misses a school day due to a school activity. Students need to make arrangements with all their teachers prior to attending a school event.

## Consequences for Absences

- See Truancy: (Listed Below)
- Consequences for Unexcused Absences: Class assignments and tests given during an Unexcused Absence can result in reduced or no credit. Students with an Unexcused Absence other than school-approved activities should not expect to participate in or attend any school activities, which occur on that day or evening or on a Saturday following the unexcused day.
- Attendance and Extracurricular Activities: Any student that is absent after 12:00 p.m., due to illness or for any "Unexcused" reason shall NOT be eligible to attend and/or participate in any extra-curricular activity scheduled during that particular day. Participation in activities on days any student is absent for "Documented Excused Absences" shall be at the discretion of the principal.
- Elementary Tardy Policy: Any student arriving from 8:05 - 8:30 am will be counted tardy. A student arriving after 8:30 am and before 11:30 am will be counted absent for ½ day. A student leaving before 2:40 will be counted absent for 1/2 day and if after 2:40 pm will be counted tardy.
- Significant Part of a School Day  
An absence of two or more hours (120 minutes) in any school day shall be considered an absence for a significant part of the school day.
- Make-Up Work  
It is the student's responsibility to obtain make-up assignments (see Homework section of the handbook).

## Truancy (JBD)

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 shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester, or seven (7) 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.

#### Waiver of Compulsory Attendance Requirements

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

#### Involvement of Law Enforcement

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

#### Reporting to Parents

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

#### **Sign In/Sign Out**

Students must sign out in the office before leaving school premises during the school day. Students must sign in when arriving at school after an absence.

#### **Release of Student During School (JBH)**

Students shall not be released during the school day except upon a written or verbal request from the student's parent or person acting as a parent. Before releasing a student during the school day, the building principal shall verify the identity of the person seeking release of the student. If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.

Students shall not be allowed to run personal errands for school employees off school premises during the school day.

### ***--- Student Conduct/Discipline ---***

#### **Behavior/Conduct (JCDA)**

Students may be disciplined for any 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 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.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion. See “Suspension/Expulsion.”

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

### **Weapons (JCDBB)**

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

#### Possession of a Firearm

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see “Expulsion,” p. 14 and “Probationary Status,” p. 15). Expulsion hearings shall be conducted by the superintendent or other certificated employees or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board.

Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS.

#### Definition of Firearms and Destructive Devices

As defined in district policy, the term “firearm” means any weapon which will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

The term “destructive device” means 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 one-quarter ounce, mine, or other device similar to any of these devices.

### **Vandalism (EBCA)**

The board shall seek restitution according to law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the superintendent or principal shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage.

Restitution payments shall be made by juveniles or their parents to the office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

### **Bullying**

Is any intentional gesture or intentional written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member. Bullying or intimidation of any kind will not be allowed.

**Bullying** may include, but is not limited to:

- Negative actions that can be carried out with words that threaten, taunt, tease or calling others names.
- Negative actions: when someone hits, kicks, pushes, pinches, or restrains another by physical contact.
- It is possible to carry out negative actions without using words or making physical contact.
- Cyber bullying by use of e-mail, cell phone or pager text messages, instant messaging, defamatory personal web sites, and online personal polling websites to deliberately, repeatedly harm others.

When acts of sexual harassment, bullying or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment or bullying should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

### **Sexual Harassment (JGEC)**

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Specific examples of sexual harassment include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone;
- calling someone gay or lesbian;
- forcing someone to do something sexual other than kissing;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

### **Dress Code (JCDB)**

Neatness and decency are emphasized as guidelines for the dress code. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

**DRESS CODE:** The board-approved dress code for school days and school activities is as follows:

- ⇒ Appearance must be neat and clean.
- ⇒ Wearing apparel that is excessively short, excessively tight, or excessively low-cut may not be worn.
- ⇒ Shorts may be worn. Short shorts, biking shorts, and cutoff shorts are not in good taste.
- ⇒ Skirts are permitted.
- ⇒ Shirts and tops need to be in good taste. Tops with excessively large armholes will not be allowed and tops must cover the entire stomach.
- ⇒ Spaghetti straps are not acceptable in school or on campus.
- ⇒ "Sagging" pants are not acceptable in school or on campus.
- ⇒ Writing or pictures on clothing shall not display or promote alcoholic beverages, illegal drugs, suggestive or obscene language or violent acts.
- ⇒ Decency and good taste are required.
- ⇒ Hats shall not be worn in the building.
- ⇒ ~~Heely's/Roller shoes may not be worn.~~

- Any student involved in extra or co-curricular activity in which the student represents the district, shall dress in accordance with the sponsor's requirements, subject to approval by the administration.

### **Drug Free Schools and Communities Act (JDDA)**

*(The following may serve as the required annual notification to students and parents regarding the board policy on drug free schools.)*

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. 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 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 the following sanctions:

#### First Offense

A first time violator shall be subject to one or more of the following sanctions:

- A punishment up to and including short-term suspension.
- Suspension from all student activities for a period of not less than two weeks.
- An evaluation from an acceptable drug and alcohol program. (Name(s) of acceptable programs are on file with the board clerk.)

#### Second Offense

A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension.
- Suspension from all student activities for a period of not less than one month.
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the school office.)

#### Third and Subsequent Offenses

A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school.
- Suspension from participation and attendance at all school activities for the year.
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program. (Name(s) of acceptable programs are on file with the school office.)

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies. 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. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

Compliance with this policy is mandatory.

See "Suspension/Expulsion," p. 14.

### **Tobacco (JCDA)**

Possession and/or use of any tobacco product by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds. In addition to action taken in the discipline plan the local police will be called and a ticket issued.

### **Bus Transportation**

Buses arrive in front of the middle school. Buses depart from the circle drive west of the high school and from in front of the middle school. Care should be exercised when going to and from the buses, especially when crossing the street. Good conduct is expected while waiting for the buses and while riding. (See Bus Behavior Guidelines)

### **Bus Behavior Guidelines**

#### **General Information**

Bus drivers, students, parents, teachers, and school administrators share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner. Riding the school bus is a privilege. If you behave appropriately, you will be allowed to ride the bus.

#### **Ride the bus safely.**

- Stay seated (seat to seat, back to back, with seat belt fastened);
- Keep aisles free of backpacks, instruments;
- At stops, remain at designated area until bus comes to complete stop;
- DO NOT distract the driver;
- DO NOT put any part of my body outside the window;
- DO NOT push or shove others; and
- DO NOT leave seat while bus is in motion.

#### **Follow all bus rules and be responsible.**

- Keep hands and feet to myself;
- No eating on the bus;
- Respect bus property;
- Sit in assigned seats;
- DO NOT possess weapons or facsimiles of a weapon;
- DO NOT possess driver distractors including laser pens;
- DO NOT possess alcohol, tobacco, or illegal drugs; and
- DO NOT tamper with emergency door or equipment.

#### **Treat the bus, the driver, and all passengers with respect.**

- Obey directions from the bus driver;
- Talk level 0-2 and act kindly to others;



- DO NOT leave trash, food, etc. on the bus;
- DO NOT throw, spit, kick, or hit; and
- DO NOT use foul language, tease, threaten others, or use Inappropriate gestures.

**The following consequences will occur or in the event of a serious offense, a student may be suspended from the bus immediately and face other school consequences:**

1. My parent(s)/guardian will be notified by an administrator at my school and I will be warned about the consequences of not following the school bus rules. Depending on severity, I understand that other disciplinary measures may include a lunch detention, after school detention, suspension from school, expulsion from school, or other consequences as assigned by the building administrator including loss of bus privileges for a range of 1-5 days.
2. My parent(s)/guardian will be notified by an administrator and I may lose all bus privileges for a range of 1-10 days. ***In-town* bus riders will lose bus privileges to the end of the semester after receiving 2 referrals.** I understand that other disciplinary measures may include a lunch detention, after school detention, suspension from school, expulsion from school, or other consequences as assigned by the building administrator.
3. My parent(s)/guardian will be notified by an administrator and **I may lose all bus privileges for the remainder of the semester (three strikes).** I understand that other disciplinary measures may include a lunch detention, after school detention, suspension from school, expulsion from school, or other consequences as assigned by the building administrator.

\*\*\* Severity Clause: Students may be suspended immediately from the bus for severe infractions for a period of time to be determined by the school administrator. A serious infraction may result in bus privileges being suspended immediately as well as after school detention, suspension from school, expulsion from school, or other consequences as assigned by the building administrator. The student may be required to remain at school and law enforcement may be called.

### **Gangs (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 type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by any student:

- shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, or manner of grooming displayed is gang-related;
- shall not present a physical safety hazard to self, students, staff, and other employees;
- shall not create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- shall not imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school building, any personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary. See "Suspension/Expulsion," p. 14 and "Behavior/Conduct," p. 9.

### **Hazing/Initiations (JHCAA)**

Incidents involving initiations, hazing, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student, are prohibited.

### ***- - - Discipline Measures - - -***

The discipline measures listed in this section may be applied on a case-by-case basis depending on the severity of the behavior code violation. The administration reserves the right to apply other consequences as appropriate. See Discipline Point System in appendix.

#### **Substitute Teachers**

If a substitute teacher writes a student's name down for misbehavior and leaves it for the regular teacher, that student will receive consequences as outlined in discipline matrix.

#### **Detention (JDB)**

The teacher or the building principal may assign detention time. The student is expected to make up that time either before/after school determined by the teacher/principal. The student must make arrangements for detentions within 24 hrs. If detention is not served additional discipline action could take place.

#### **Suspension/Expulsion (JDD)**

##### **Suspension and Expulsion Procedures**

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal (list other certified employees as appropriate).

A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

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

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- Students who are 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.
- 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.
- 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.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:
  - Be on school property or in any school building without the permission of the principal.
  - Attend any school activity as a spectator, participant or observer.

### **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 which constitutes 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 Procedures**

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 be:

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense.

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.

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

- Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer. 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.
- 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.
- Records 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.

### **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 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 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 the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

### **Corporal Punishment (JDA)**

Corporal punishment shall not be used in UDS 336, Holton School District.

### **Probationary Status (JDC)**

Any punishment, suspension or expulsion, may be deferred by the principal. The student involved may be placed on probation for a set period of time. (See "*Suspension/Expulsion*,")

The punishment, suspension or expulsion shall remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian.

A student placed on probation shall be given a written list of the terms and conditions of the probation. The student shall sign a statement that: the terms and conditions have been

explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

Any probation arrangements resulting from violations of the weapons policy shall be handled by the superintendent. (See “*Weapons*,” p. 11).

### **Searches of Students (JCABB)**

Principals are authorized to search students’ clothing and belongings if there is reasonable suspicion that district policies, rules or directives are being violated. (See “*Lockers*,” p. 22).

### **Interrogations and Investigations (JCAC)**

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

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

## **- - - Activities/Athletics - - -**

### **Clubs and Organizations (JHC)**

#### **School Sponsored Clubs**

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. To the extent non-curriculum related school sponsored clubs are allowed to meet in school facilities during non-instructional time, non-school sponsored student clubs may also meet in school facilities.

#### **Non-School Sponsored Student Clubs**

Non-school sponsored clubs shall submit a request for use of school facilities to the administrator prior to using the facilities. A faculty member (or other adult approved in advance) shall attend the meetings as a supervisor but shall not participate in the group’s activities.

### **Fund-Raising (JK)**

Solicitations by students of students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal’s prior approval.

### **Parties/Social Events**

All classroom parties and other school social events must be approved in advance by the principal.

### **Dances**

Only middle school students in good standing may attend dances.

### **Extra Curricular Activities Participation Requirements (JH)**

Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements; and other requirements established by the administration.

### **Activity Fee/Pass (HMS & HHS)**

During the yearly enrollment period, all HMS students (grades 6-8) will have the ability to pay for a Student Activity Fee/Pass Card, for \$30. This \$30 fee/pass will cover all athletic activity fees associated with middle school athletics. Students do not have to participate in athletics to purchase a pass. This fee/pass also will serve as a gate pass for all home HMS/HHS athletic activities (except KSHSAA sponsored events), student must present the card at the time of entry into the event. Replacement cards will be created for a \$5 replacement fee.

### **Eligibility**

All district and Kansas State High School Activities Association requirements for eligibility must be met before a student will be allowed to participate in extra-curricular activities.

### **Student Not In Good Standing (SNIG)**

Every Tuesday the school compiles a weekly progress report. If a student is failing any classes he/she may not participate in any after school activities, including sporting events, dances, club meetings, etc.

We do allow, and strongly encourage, that he/she attend PowerHour: Monday - Thursday, (3:05-4:05 pm). PowerHour location is posted daily in the student hallways or is announced by the office.

Students can return to "Good Standing" at any time, by:

1. Receiving a signed note from the instructor that they are no longer failing, and taking it to the office (this could also be an email from the teacher to the office staff), or
2. Raising their grade to passing, so that when the next week's progress report is run, they are no longer failing any classes.

As soon as notification is received by the office, the student is considered back in "Good Standing" and is eligible for competition.

We understand that this is a hard line, but as we stress to our students, if they want to enjoy the activities of school, they must first accomplish the number one reason they are here - to receive an education.

Students may also qualify for "Student Not In Good Standing" based on disciplinary actions taken at any time during the school year.

### **Transportation to and from Activities**

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

### **Field Trips (IFCB)**

Students may participate in a field trip if the parental consent form for the trip has been completed and turned in.

### **Student Publications (JHCA)**

School-sponsored student publications shall be under the supervision of the building principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission.

No student shall distribute any publication which:

- Is obscene according to current legal definitions;
- Is libelous according to current legal definitions; or
- Creates a material or substantial interference with normal school activity or appropriate discipline in the operation of the school.

## ***- - - Health and Safety - - -***

### **Accidents, Reporting of JGFG**

Students/staff should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

Appropriate records documenting student accidents shall be maintained by the building office.

### **First Aid (JGFG)**

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose, are the school nurse or those employees who have successfully completed an approved Red Cross first aid program.

### **Medications, Administering (JGFGB)**

Per the Nurse Practice Act KAR 60-15-101; licensed professional registered nurses are responsible for the management, administration, and delegation of all medications in Kansas schools. The supervision of oral, prescribed subcutaneous, topical or intranasal medications, eye or ear drops shall be in strict compliance with the rules and regulations of the board. School

employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

- In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.
- The medication shall be brought to school in a container/packaging dispensed as by a pharmacist. Two containers, one for home and one for school can be requested from the pharmacist. Only oral medications should be administered except in emergency situations.
- New physician and parent permission signatures and a newly labeled pharmacy container should accompany any changes in type of drugs, dosage and/or time of administration.

The building administrator may choose to discontinue the administration of medication provided he has first notified the parents or medical person in advance of the date of such discontinuance with the reasons therefor.

In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

#### **Immunizations (JGCB)**

Immunization of all students enrolled in the school district shall be current as medically appropriate and shall be maintained for protection from diseases, specified in KAR 28-1-20. A record of each student's immunizations shall be maintained in the student's medical record. Students who fail to provide the documentation of current immunizations may be excluded from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law.

Exception to the requirement from immunizations shall be permitted as specified in KSA 65-508.

Documentation of each exception shall be maintained on file in the school medical record.

#### **Health Assessments (JGC)**

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time. See "Physicals," below and "Inoculations,"

#### **Physicals**

Students participating in athletics must have a physical on file before participating. Physicals for the upcoming school year must be complete after May 1<sup>st</sup> of that year.

#### **Communicable Diseases (JGCC)**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted



to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. *NOTE: Healthcare officials recommend students remain home for 24 hours after fever, diarrhea or vomiting without the use of fever reducing medications.*

The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

#### **Safety/Drills (EBBE)**

Students shall be informed of emergency drill procedures at the beginning of each school year.

#### **Weather Emergencies (EBBD)**

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over radio/TV station(s).

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day. See "Release of Student During the School Day."

#### **Asbestos**

*(The following may serve as the required annual notification to students and parents regarding the asbestos management plan if asbestos is present in district facilities.)*

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the USD 336 district office.

#### **Emergency Safety Interventions GAAF (See also GAO, JRB, JQ & KN)**

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

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

- "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(b)(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 agency and the district.
- “School security officer” means a person who is employed by the 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/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 used to secure students during transportation.

### **Documentation**

- The principal or designee shall notify the parent the same day as an incident. Documentation of the ESI used shall be completed and provided to the student's parent no later than the school day following the day of the incident.
- Except as specified with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation of 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.

### **Local Dispute Resolution Process**

- The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. 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 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 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.

### ***- - - General Information - - -***

#### **Calendar**

A district calendar will be distributed at the beginning of the school year.

#### **Complaints about Policy (JCE, KN)**

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

#### **Problem Resolution**

The Board of Education, administration and teachers recognize that parents of students may have complaints regarding a teacher. In order to provide a process of handling such complaints which is fair to the board, administration, and parents the following procedure should be utilize.

Meeting the best interest of the students will always be the desired outcome of any problem resolution step.

**Step 1:** The parents and/or students should meet with the teacher to discuss the conflict and alternatives.

**Step 2:** In the event the principal is not involved in Step 1 and if the meeting between the teacher, parent and/or student does not resolve the conflict, the building principal will initiate a meeting with the teacher, parent and/or student to resolve the conflict.

**Step 3:** If there is no resolution at Step 2, the principal will notify the superintendent who shall call a meeting with the principal, teacher, parent and/or student in order to attempt to resolve the conflict.

**Step 4:** If there is no resolution at Step 3, the parent, teacher or administrator may request an executive session meeting with the Board of Education.

It is understood that parents may contact the administration or board members directly. When this occurs, an attempt will be made to handle the complaint through the process of steps listed above. Parents may pick up complaint forms in the office if they deem necessary.

#### **Distribution of Materials (KI)**

Materials unrelated to the school's curriculum may not be distributed without prior consent of the principal.

#### **Gifts (JL)**

##### **Student Gifts to Staff Members**

The giving of gifts between students and staff members is discouraged. Students shall be allowed to collect money or purchase gifts for faculty members with the principal's approval.

##### **Student Organization Gifts to the School**

Student organizations, with prior approval of the organization sponsor and building principal, may donate a portion of the organization's funds to the district. These donations shall require prior board approval.

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Any student organization gift to the district shall become district property when accepted by the board.

#### **Personal Property**

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen repair or replacement is the student's responsibility.

#### **Electronic Devices/ Headphones**

Students are not allowed to use any electronic devices or use headphones during the school day, unless school authorized. Teachers may confiscate any electronic devices. Cameras, cell phones and any other device capable of making pictures are banned from bathrooms and locker rooms.

#### **Telephone Calls**

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Middle school students need to be responsible for their own actions and will be discouraged from calling for materials they have forgotten. Students may use the office phone whenever necessary for illness and emergency purposes. Students must have permission to use school/cell phones.

#### **Cell Phones/Internet Electronic Devices**

Cell phones shall not disrupt the educational process. Any cell phone that is heard or disrupts the educational process between 8:05 a.m. and 3:05 p.m. without permission will be subject to the following:

1<sup>st</sup> Offense: Cell phone confiscated for the remainder of the school day.

2<sup>nd</sup> Offense: Cell phone confiscated until parent or guardian retrieves it from the office.  
Detention

3<sup>rd</sup> Offense: Cell phone confiscated until parent or guardian retrieves it from the office.  
Detention

4<sup>th</sup> Offense: Student is suspended from school and parent or guardian must retrieve phone from the office.

**Teachers may require the collection of devices (including cell phones) at the beginning of class, to be held in a safe area. Teachers may totally restrict use in their room(s).**

### **Internet Capable Electronic Devices**

Any device that can access the Internet (including cell phones) during the school day and is not authorized will be subject to the following:

1<sup>st</sup> Offense: The device will be confiscated until parent or guardian retrieves it from the office. Detention

2<sup>nd</sup> Offense: The device will be confiscated for the remainder of the school year and the student is suspended from school.

### **Hall Passes**

Students should not be in the halls during class periods unless accompanied by a teacher or **they have permission to be out of class.** ~~unless they have a hall pass in their possession.~~

### **Posters**

Posters, drawings or other materials must be approved by the principal for posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

### **Parking**

No allowances are made for student car parking and middle school student driving is discouraged. Students riding their bicycles should park them at the racks. Locks are recommended.

### **Visitors (KM)**

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal.

To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds.

Students are not allowed to bring visitors to school including family members and friends.

## ***- - - School Property - - -***

### **Building Opening and Closing Time**

**Opening Time:** School begins at 8:00. Students living in town should plan to arrive at school at 7:50 a.m. Breakfast will be served in the lunchroom beginning at 7:40 a.m. Students are not to come early to school unless requested by a teacher.

**Closing Time:** School is dismissed at 3:00. Students are expected to clear the building and grounds by 3:15 unless under the supervision of a teacher or unless they have special permission to stay in the building. All students must exit the building by the front doors.

### **Building Use Policy (KGA)**

Any use of the middle school facility and grounds by individuals or outside organizations must be submitted to the building principal for consideration. A USD 336 facilities request must be completed.

### **Appropriate Use of Equipment and Supplies**

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher.

Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.

### **Computer Use (IIBG)**

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal student projects is prohibited without prior permission of the teacher.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Students shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

**No Right to Privacy** - Students shall have no expectation of privacy or restricted access to any information generated during the course of their work or entered in any district computers. Students waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized persons.

Students shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the administration's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

**Ownership** - Computer materials or devices created, as part of any assignment undertaken on school time shall be the property of the district.

**Internet** - Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

**Computer Network Use Guidelines** - All users of the schools' computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
- Do not reveal your personal address or phone numbers or that of other students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- All communications and information accessible via the network should be assumed to be private property which is subject to copyright laws.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages).

**Consequences of Violation of Technology Policies** - All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of Holton Middle School concerning use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

There is no student insurance premium and no deductible for student iPads. Note: Damaged screens caused by accidents may qualify for a 1X School Insurance claim with no deductible. All replacement iPads, cables and power bricks (must be properly labeled) will be purchased at student expense if damaged, lost or not identifiable with appropriate label or identification number. Estimated prices are: 1) New iPad which includes power brick and cable = \$300; 2) Keyboard case = \$130; 3) Power brick = \$19; & 4) Charging cable = \$19.

**Level 1: Warning:** Student will lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

**Level 2: Pattern of Abuse, Repeated Abuse or Flagrant Violations:** Student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

**Level 3: Expellable Offense:** Student could be expelled from school (removal for five days or more) if he/she engages in conduct on the Internet that contains the elements of the offense of



criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years. See “Suspension/Expulsion.”

### **Lockers (JCAB)**

Lockers in the district schools shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing.

Holton Middle School will provide locks for the all school lockers. Students must use the school issued lock, unless permission is given by the principal for the use of an alternative lock. It shall be the responsibility of the principal to store combinations in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations.

### **Textbooks (IF)**

Textbook fees are paid at the beginning of the school year. All books are expected to be returned in good condition at the end of the school year. Lost textbooks or damaged textbooks will be charged to the student.

## ***--- Student Services ---***

### **Counselor (II)**

#### **Academic Counseling**

Students are encouraged to talk with a school counselor, teachers and principals in order to learn about the curriculum, course offerings, promotion requirements, and other academic issues.

#### **Personal Counseling**

The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns. Students who wish to meet with the counselor should come to the office.

### **Library (IF)**

Holton Middle School offers a very well equipped media center that provides learning, supplemental, and recreational materials through books, magazines, computers, and audiovisual aids. Students needing to make use of the library before and after school need to make arrangements with the librarian. Any lost or damaged library item will be charged to the student.

### **Nurse**

The school nurse is available to students upon request. Report to the office to request a visit with the nurse.

### **Food Services Management (EE)**

All policies are established to cover any meal accounts regardless whether they may be free, reduced or paid. Students, parents and guardians of students are encouraged to prepay meal costs.

Parents and students will be notified in writing of the district's policies at enrollment and to families and students that transfer into the district at the time of transfer. It will also be available on the district website, student handbooks and the district calendar. The terms of this policy will be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when information is communicated to households and staff will be retained.

#### Supervision

A supervisor/director may be hired by the board to oversee the district's food service program. If there is not a supervisor this duty will fall under the principal of the building.

#### Sanitation Inspections

The food service director shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

#### Records

The food service director shall be responsible for keeping food service records required by state and federal laws and regulations.

This director shall be under the direct supervision of the superintendent and shall have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.

#### Meal Prices

All meal prices will be determined by the board.

#### Free and Reduced Price Meals

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of each school year.

#### Unpaid Meal Charges

The district's meal charging requirements are as follows. Charge accounts for students paying full or reduced price meals will be established with the district upon enrollment.

A text, email or phone call will be placed every Tuesday and Thursday when a student's meal balance goes below \$3.00. Parents and students will continue to be notified as long as the account is negative. A lunch letter will be handed out to students each week to those students with a negative balance.

If payment of the negative balance is not received within 30 working days of the account going into the negative, the debt will be turned over to the **superintendent** or the superintendent's designee for collection in accordance with the board policy DP. If the debt is not paid prior to the end of the school year then the balance will be added onto enrollment fees for the following year. If the prior year negative account balance remains to be unpaid 60 days after enrollment, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. At this time it will be turned over to a collection agency.

### Loaning, exchanging, borrowing or misused meal tickets

In order to protect the confidentiality of all students, exchanging and/or borrowing meal tickets is prohibited by federal guidelines.

To prevent the possible reuse or misuse of meal tickets it is the responsibility of the staff cashier to ensure that all tickets are clearly identified when issued and used. It is also the responsibility of this staff member to ensure that only the individual that has been issued the ticket actually is the one using it.

### Refunds

All refunds of meal balances are handled at the district office. The district office must receive a request from the school building signed by the principal in order to process the refund.

Refunds will only be made if a student is leaving the school district or at the end of the school year. Refunds of \$5.00 or less will only be refunded at the written request of a parent or guardian.

A request must be received at Holton High School in the case that a student is graduating and the parent/legal guardian wishes the positive balance to be transferred to another family member in the district.

### **Family Education Rights and Privacy Act (FERPA)**

For purposes of the Family Education Rights and Privacy Act (FERPA), USD 336 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose without your consent.

Directory information includes the following: the student's name, parent or guardian, weight, height, participation in and eligibility to officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

You have the right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 336 at USD 336 District Office, 515 Pennsylvania, Holton, KS 66436 on or before September 30<sup>th</sup> of each school year. If refusal is not filed, USD 336 assumes there is not objection to the release of the directory information designated.

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

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

The rights to review and inspect all your educational records except those that are specifically exempted.

The right to prevent disclosure of personally identifiable information contained in your educational records to other persons, with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:

- we have your prior written consent for disclosure;
- the information is considered directory information and you have not objected to the release of such information; and
- disclosure without consent is permitted by law.

The right to request your educational records may be amended if you believe the records are misleading, inaccurate or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

The right to obtain a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 336 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.

The right to obtain a copy of USD 336 policies for complying with FERPA. A copy may be obtained from USD 336 Superintendent, 515 Pennsylvania. Holton, KS 66436 at 785-364-3650.

### **State Report Card**

Holton USD 336 Report Card can be found on the Kansas State Department of Education website for State Report Cards: <https://ksreportcard.ksde.org/>

### **McKinney-Vento Homeless Education Assistance Act**

If your family lives in any of the following situations: in a shelter, motel, vehicle, or campground; on the street, in an abandoned building, trailer, or other inadequate accommodations, or; doubled up with friends or relatives because you cannot find or afford housing – THEN, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your area contact is: Superintendent of Schools, 515 Pennsylvania, Holton, Kansas 66436. 785-364-3650.

Your state coordinator is: Tate Toedman, Kansas Department of Education