

STUDENT/PARENT HANDBOOK TABLE OF CONTENTS

Academic Dishonesty/Plagiarism	3	Library	16
Administering Medicine at School	21, 22	Lockdown Drill	23
Animals at School	6	Lockers	21
Appointments	5	Lost and Found	15
Arrival and Departure	6		
Assignment Requests	23	Meals	19, 20
Attendance	2,3	Medication Permission Form	27
Athletic Uniform Responsibility	15		
		Non-Discrimination Statement	26
Backpacks	21		
Behavior Expectations	6,7	Out of School Suspension (OSS)	12
Bell Schedule	*See addendum	Outside Food at Meal Time	20
Bullying/Harassment	10	Outside Food During School Hours	20, 21
Bus Conduct	11		
		Parties	20
Changing Class Schedules	21	Phone Numbers	26
Checking Out of School	21	Physical Education	8
Computer Use Guidelines	16, 19	Positive Recognition	14
Cyber Bullying	10	Problem Solving Between Home and School	5
		Promotion and Retention	13, 14
Detention	12	Protection of Pupil Rights	5
Displays of Affection	14		
District Behavior Code	7, 8	Recognition and Evaluation of Drug Use	24
Dress Code	7, 8		
Driving Students	16	Safety Drills	23
Drug Free Schools	24	Semester Grades	14
		Serious Violations	7
Electronic Devices	15	Sexual Harassment	9, 10
Electronic Mail	21	Site Council	25
Eligibility	12,13	Skyward/Skylert	2
		Student Admission to Events	5
Family Education Rights & Privacy Act	26	Student Identification Card	5
Fire Drill	23		
		Tardy to Class	3
Gang Activity	10,11	Tardy to School	3
Grading Policy	2	Teacher's Lounge	16
Guidance and Counseling	16	Telephone Use	15
		Tutorial Programs; After school supports	12
Hall Passes	14	Tornado Drill	23
Handbook Signature Form	29	Truancy	3
Harassment (By Students)	9, 10		
Harassment Report Form	28	Unnecessary Articles	14
Head Lice	23	Unsafe School Choice Option	8
Homework Policy	3, 4		
		Visitors	16
Illness at School	23	Volunteers	25
Inoculations	22, 23		
Instruments	16	Weather Emergencies	23
Internet Rules/Acceptable Use	17, 19	Weapons	26
In School Suspension	12		

HANDBOOK REVIEW

It is expected that parents and students review this handbook together. If you have any questions about anything covered, please contact the school office. The students will review the handbook within a classroom setting at the beginning of the year.

Skyward Family Access

Garden City Public Schools would like to remind you that Family Access by Skyward, Inc is available. If you are already a user of Family Access, we hope that you have found it beneficial. If you have not used it, please register for a login and password by visiting your oldest child's school; a picture id will be needed for verification.

Family Access is a secure internet based website that will allow you to easily keep track of nearly everything your student(s) does while at school. Among other things, this service will allow you to view your student's attendance, grades, schedule, progress, assignments, and emergency information. A new addition to Family Access is Skylert, which allows parents to select when and how you wish to be contacted regarding information for your student(s). This is a free service and is available to all parents with children enrolled in the district.

We are very excited about how Family Access has helped many stay informed about your student's progress and hope that we can use this tool to create a stronger relationship between parents and our school community.

Skylert

Garden City Public Schools has implemented a new district-wide notification system called Skylert. The system allows the school district the ability to send instant communication via phone, SMS text message and e-mail to parents.

Skylert allows Garden City Public Schools the ability to deliver information to the student's primary guardian using three notification types: Emergency, General, and Attendance.

- Emergency notifications include school closings, safety related incidents, mud routes and other emergency notifications determined by district administrators. Emergency notifications will be sent between the hours of 6:00 a.m. and 9:00 p.m., or as needed.
- General notifications are for various district and school events and information. General notifications will usually be sent between the hours of 6:00 p.m. and 9:00 p.m.
- Attendance* notifications will only be sent if your student has an unexcused absence for one or more periods during a school day. If your student is marked absent, a system generated attendance phone call, SMS text, or e-mail will be sent between the hours of 5:00 p.m. and 9:00 p.m.
- *Attendance notifications only available at participating schools

ATTENDANCE INFORMATION FOR PARENTS

Effective for grades 7-12

Approved 1/6/04

Excused Absences:

Attendance is reported every period of the day. Parents/guardians are asked to call the school or send a note when their child will be absent from school. Excusable absences shall include medical or dental treatment, recuperation from illness, death or serious illness in the immediate family, unusual or unavoidable emergencies, or special situations deemed excusable by the administration. Excessive absences (more than 7 days during the school year) may require a doctor's authorization or other form of verification.

Unexcused Absences:

For any absence not excused by the parent, the student's attendance shall be recorded as unverified "V" on attendance records. For absences not excused by the administration, absences shall be recorded as unexcused "U" on attendance records.

Tardy to School/Truancy:

School administration has determined that missing more than 10 minutes of class represents a “significant part of the school day” for attendance purposes. Therefore, any unexcused tardy of more than 10 minutes, will be recorded as tardy after ten minutes “TT” in the attendance records. Attendance entries of unexcused, “U”, will count toward the number of unexcused absences used to consider a student as truant.

Pre-Arranged Absences:

A student in good standing in his/her classes with no prior attendance problems may make arrangements for a pre-arranged absence according to board policy JBD-R-2. Parents are responsible for notifying the school in advance if the absence will extend beyond the originally arranged days. Failure to notify the school in advance of extra days will result in the additional days being recorded as unexcused “U” and the student being dropped from the roll. These unexcused days will count toward truancy.

The Kansas Truancy Law K.S.A. 72-1113 is stated below:

Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent there from on either three consecutive school days or five or more school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent there from all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child. When a student reaches absences of seven days, regardless of reason, a seven-day letter will be mailed to parents.

TARDY TO CLASS

KHMS and HGMS take pride in teaching students lifelong skills that they will need in the work force. One of these skills is being punctual. Students are expected to be in class on time each day. No tardy to class is to be excused unless the student has a signed pass from a teacher, administrator, or the office. Those who are tardy to class will be susceptible to consequences. See building addendum for policy.

TARDY TO SCHOOL

KHMS and HGMS take pride in teaching students lifelong skills that they will need in the work force. One of these skills is to be to school on time. Parents know they have to be to work on time to achieve success at work or they will have consequences; students have this same expectation, they need to be to school on time or they will have consequences. Missing even as little as 5-10 minutes of any class is detrimental to a student’s learning and success in school. See building addendum for policy.

GRADING POLICY

See building addendum.

ACADEMIC DISHONESTY/PLAGIARISM

Any student caught cheating on any school assignment may receive a failing grade for that assignment. The teacher will inform parents/guardian, counselor and administrators on anyone cheating. Further incidents of cheating in the same class or different classes or in the same year or different years may result in suspension or long-term expulsion. If a staff members suspects that a student has plagiarized it will be investigated. If it is found that the student has plagiarized, the student will be referred to administration. Parents will be contacted.

HOMEWORK POLICY

Homework is a significant portion of the students’ grade. Incomplete homework will be recorded as a “Not Handed In (NHI)” assignment. Grades are in-progress until the end of the semester.

IHB HOMEWORK

The policy of USD 457 is that homework is to be an important and positive part of the educational process. Homework shall be assigned regularly in grades three through twelve and should be appropriate to the age and stage of development of the

student. Assignments in the early grades should be short and yield a high rate of success. All homework assignments are to be directly related to instructional objectives and should be individualized as much as possible. Homework should help students become independent learners and develop a sense of responsibility. Creative assignments should allow students to integrate and extend many skills and concepts, to become familiar with supplemental materials, and to utilize community resources.

Effective teaching depends upon a partnership between home and school. Homework can be an important bond in that partnership. Homework can offer the parent an opportunity to know what is happening in the school and help identify areas where the parent can encourage greater student effort. Parental help in practice can be important in preparation for classroom work, and permits classroom activities to take full advantage of the teacher's professional skill in introducing new concepts with less emphasis on drill.

Purposes

1. Provide practice time not available in classrooms
2. Extend knowledge
3. Broaden experience
4. Stimulate new interests and research
5. Strengthen skills in communications and math
6. Develop self-direction, initiative, critical thinking, perseverance, and independent work habits
7. Encourage wise use of leisure time
8. Encourage children to take advantage of cultural materials and neighborhood resource people not available to the classroom.

Adopted 2/17/92 – Revised 12/2/96

IHB-R

I. **Homework should:**

At grades five through twelve, teachers should coordinate their efforts to ensure an equitable distribution of homework assignments among the various subjects, especially as it relates to daily and long-term allotments.

IHB-R-2

1. Be an outgrowth of class work, avoiding new skills which might give parents the responsibility for teaching.
2. Be clearly explained and never hastily assigned
3. Be individualized to make-up work, to broaden understanding, or to develop specific abilities
4. Be collected and evaluated when in written form
5. Have a real purpose and not be given as punishment
6. Be periodically reviewed to determine if the length of time children are spending on it is within the recommended times

II. Guidelines for Time Allotments

Middle School.....45 to 60 minutes four days per week

(Homework over a weekend should be left to the discretion of the teacher; homework over holidays is discouraged, except for large projects or papers, which have been assigned over a long time period.)

Adopted: 12/2/96

IHEA Make-Up Opportunities (Cf.JBD, JDD)

All teachers will supply make-up work assignments when requested by the student or parents. Students will be allotted one additional school day per each day missed to make up work for excused absences.

The district reserves the right to determine whether or not credit will be granted for make-up work resulting from unexcused absences or absences due to suspension. When an absence occurs due to an out-of-school suspension, the building principal, after consultation with the appropriate teachers, will determine whether or not credit will be granted, subject to possible review by the superintendent. In cases where credit is granted, the student will be allotted one school day for each day missed to complete work.

Adopted: 2/17/92

APPOINTMENTS:

For appointments during the school day, parents should call the school or send a note with their child the morning of the appointment. Students will be issued a pass to leave the building and should check out in the office before leaving and check in the office upon their return. Parents are required to come into the building and sign their child out for security reasons. Printed documentation from a medical/dental appointment is recommended.

PROTECTION OF PUPIL RIGHTS

New federal legislation provides the following student protection.

Parents have the right to “opt the student out of participation” in the following activities:

- The collection or use of personal information gathered from students for the purpose of marketing that information (except for the development of educational products or services).
- The administration of any survey that delves into sensitive subjects.
- The administration of any non-emergency, invasive physical examination or screening that is not otherwise permitted or required by state law, including those without parental notification.

PROBLEM SOLVING BETWEEN HOME AND SCHOOL

Should a problem or question arise between teacher and student, we encourage you to contact the immediate source of the problem. Often times, judgments are made without hearing both persons’ involved perceptions of the problem. A resolution to the problem is essential, so please follow these steps before making any conclusions:

- Listen to your child, but don’t overreact.
- Investigate.
- Weigh the information.
- Contact the person involved first.
- Rationally discuss the problem and possible solutions; consult the child for verification.
- Contact a counselor (if needed)
- Contact the associate principal or principal (if needed).

STUDENT IDENTIFICATION CARD

Each student is issued a photo ID card that is used as an identification card, lunch card, bus pass, internet pass and library card. Students are to wear the ID on a lanyard on the front of the body, above the waist with the photo outwardly visible at all times upon arrival at school, during school hours, upon departure from school, and at all extra-curricular activities. Students not wearing a school ID are in violation of the dress code policy and disciplinary action can be taken. Students may choose to wear a different lanyard than the one issued at enrollment. It is the student’s responsibility to keep the card in the condition it was issued. Defaced, broken, cut or chewed-on cards are not acceptable. “Defaced” includes stickers, ink, whiteout or anything else that may discolor, puncture or cover up any part of the ID, front or back. Students will be charged for a replacement card if stolen or defaced.

Replacement ID’s-\$3.00

Lanyard - \$1.00

Students may charge up to \$6.00 in school ID’s. If the student does not pay off the balance of their ID account they will not be allowed to charge anymore ID’s until the balance is paid in full. Students will not be allowed to attend after school activities, assemblies, or other “special” activities if they have outstanding ID charges. Parents will be contacted.

Replacement ID’s may be purchased before or after school. See building addendum for more information.

STUDENT ADMISSION TO EVENTS

Attending and participating in school events and activities is a privilege. Students earn this privilege through their grades and behavior. Students must meet eligibility requirements to attend any middle school (HGMS or KHMS) sponsored activity. Student eligibility requirements include passing all classes as well as other requirements deemed appropriate by administration. Students will be admitted to all middle school sponsored activities with their valid student photo ID. Admission

charges are at the discretion of each middle school for students. School rules will be enforced and individuals that are behaving inappropriately will be required to leave. Parents and/or police may be called if the supervisor of the activity decides necessary.

ARRIVAL AND DEPARTURE

Students should not arrive earlier than necessary each day and should leave by 3:15 p.m. unless arrangements have been made. Once on campus students are to remain on campus and come inside. Special seating will be assigned in the morning and all students should report to that area on arrival unless they have made other arrangements with a teacher, have a hall pass, they wish to eat breakfast, study in the cafeteria, use the restroom, make deposits to lunch accounts or take care of any business in the office. Once business and/or breakfast are complete, students must report to the gym or to their assigned areas.

ANIMALS AT SCHOOL

It is important that animals that are brought onto the school grounds be clean and healthy so that the risk of transmitting diseases is minimal. Prior administrative approval is required for each visit. Complete animal guidelines may be found on the district's website in the Board of Education policies.

USD 457 BOARD OF EDUCATION BEHAVIOR EXPECTATIONS

1. Work habits/time management: Students will develop and use productive work habits.

Indicators:

- Honor time commitments
- Work cooperatively with others and independently when appropriate
- Complete assigned class work
- Arrive at school ready to work

2. Social climate: Students will behave in a manner which fosters a positive school environment.

Indicators:

- Follow school and district rules and policies
- Use language, behavior and gestures which adhere to school and district policies

3. Dress: Students will dress appropriately for the school environment.

Indicators:

- Dress in a manner consistent with district policies
- Dress in a manner that is non-demeaning to self and others
- Dress in a manner that is conducive to the activity in which engaged

4. Physical and emotional safety: Students will promote, create, and maintain an environment free from physical and emotional harm.

Indicators:

- Control anger and resolve conflicts through non-violent means
- Ensure that schools are free from weapons
- Ensure that schools are free from harmful substances
- Ensure that schools are free from intimidation, discrimination and harassment

5. Respect for grounds and property: Students will respect school and district property and the property of others.

Indicators:

- Show respect for the personal property of others
- Use property and materials for their intended purpose
- Take care of school and district property

6. Honesty, integrity, and responsibility: Students will accept personal responsibility and accountability for their actions or inaction.

Indicators:

- Honor commitments
- Be honest and truthful in dealings with others
- Accept consequences for actions

7. Diversity: Students will respect the unique attributes and qualities of every individual.

Indicators: Give credence to equity in:

- Age, beliefs, gender, ideas, physical characteristics, race, religion, socio-economic status, values, (et cetera)

8. Respect for authority: Students will demonstrate respect through actions, behaviors, and language.

Indicators:

- Shows respect for adults

DISTRICT BEHAVIOR CODE

USD 457 has developed a K-12 behavior code. The following levels of behavior and recommended consequences are given below as recommended by the district's Discipline Committee. The lists are not inclusive.

Level I Productive Personal Environment: Behaviors that occur in the classroom and affect only the misbehaving student. Consequences are not progressive, the student and the consequences start new each day.

Minimum consequence: Looking in the vicinity of the misbehavior.

Maximum consequence: Detention with the teacher.

Level II Productive Classroom Environment: Behaviors that occur in the classroom or learning area and interfere with the learning of others. The list is not inclusive and consequences are not progressive, the student and the consequences start new each day.

Minimum consequences: Verbal reprimand.

Maximum consequence: In school suspension for that period.

Level III Orderly Environment: Behaviors that occur that are not intended to cause physical or mental harm to another individual but do negatively affect an orderly environment.

Minimum consequence: Looking in the direction/vicinity of the misbehavior

Maximum consequence: Out of school suspension

Level IV Safe Environment: Behaviors that are intended to cause another individual physical or mental harm and/or are illegal.

Minimum consequence: Out of school suspension

Maximum consequence: Expulsion for 186 days

SERIOUS VIOLATIONS

The following serious violations will result in disciplinary action and may result in suspension and/or a long-term expulsion:

- In accordance with policy JCDA-R-2, a student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon. Possession of illegal weapons or replicas thereof will result in administrative recommendation for a long-term suspension or expulsion.
- Fighting
- Destruction of property or theft.
- Possession of dangerous objects, tobacco, drugs or alcohol.

Profanity, insubordination or harassment*. Harassment/Bullying is any uninvited, unwelcome or unwanted behavior. The recipient is the one who decides if the behavior is offensive. *(Sexual, verbal, physical and/or other).

SAFETY, DRESS, AND MODESTY CODE

This plan is designed to provide a more safe and orderly environment, which will exclude any style of dress, actions and/or materials that are harmful to kids. Anything that promotes gangs or the gang mentality, promotes drugs, alcohol, and/or sexual innuendo, displays nudity or partial nudity and anything inappropriate as it is observed. USD 457 secondary schools (BSIC, CSIC, KH, HG, GCHS) have developed this plan to be consistent, informative, and reasonable for all students and their apparel, as well as their actions and possessions.

****The following list has been compiled to give students and parents an idea of what attire is considered to be inappropriate. By no means is this list complete and may be added to as the need arises. Students with dress violations will be given the opportunity to correct the violation by calling home or by using loaner clothes.**

An individual's dress and grooming has a bearing on how others react toward them and therefore will affect behavior. **Please dress appropriately:**

1. Any clothing deemed a distraction to the learning environment could be considered a dress code violation.
 2. No see-through clothing.
 3. Appropriate logos or wording on clothing (no profanity, references to alcoholic beverages, tobacco products, illegal activities, drugs, gang activity or affiliation, etc.)
 4. No hats, caps, hairnets, scarves, headbands, or other head coverings are to be worn or carried on school grounds between the hours of 7:00 a.m. to 4:00 p.m. (Administration discretion during inclement weather.)
 5. The use of roller blades, in-line skates, skateboards, or Heely's on school property is prohibited.
 6. No jewelry that resembles drugs or illegal substances or that is affiliated with gang activity is to be worn at school.
 7. No sagging or bagging will be allowed. Trousers/slacks are to be worn at hip level. Pants that will not stay up at hip level without a belt (and are not being worn with a belt at the hip level) are considered sagging/bagging.
 8. No belts hanging from pants. All belts must be worn through belt loops.
 9. No chains hanging from pants. No jewelry that could be used as a weapon, such as jewelry with spikes.
 10. No tank tops or halter tops. Sleeveless shirts must cover to the edge of the shoulder AND armholes must fit tightly around the arms. Necklines must not reveal cleavage. All shirts must be long enough to tuck in or if worn out – cover waistband of pants. Shirts will be considered too short if they expose flesh while the student is sitting or walking. Shirts must have complete backs-no holes, cutouts, or strings.
 11. Overall straps must be fastened correctly over the shoulder.
 12. No bandanas or kerchiefs worn or carried.
- At each level the following procedure is used: through staff observation the student will be sent to the main office where the Campus Security Guard will assess the situation and make a judgment as to whether or not a violation has occurred. If a violation occurs, the student will need to correct the problem. Numerous violations will result in consequences deemed appropriate by administration.

PHYSICAL EDUCATION

The state and USD 457 Middle Schools strongly recommend each student to participate in physical education classes. Students' are required to dress in clothing other than their school clothing for health and safety reasons. See building addendum. Schools are not responsible for providing towels for students.

If student is assigned a locker for physical education classes and chooses not to use it, the school will not be responsible for lost or stolen items.

POLICY ON UNSAFE SCHOOL CHOICE OPTION

In compliance with Sec. 9532 of the No Child Left Behind Act of 2001, the Kansas State Board of Education hereby established this statewide policy requiring that a student attending a school identified by the State Board as a persistently dangerous public elementary school or secondary school, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.

KANSAS SCHOOL SAFETY AND SECURITY ACT

House Bill #2359 states that schools are required to call the police in the following situations:

- Any act involving a direct or immediate threat to the safety or security of a human life.
- The possession, use or disposal of explosives, firearms or other weapons.
- The commission of an inherently dangerous criminal act.

Other specific reasons for calling police at the secondary level are:

- Any fight resulting in injury.
- Any gang related fight.
- Any hate or bias crime (racially motivated).
- Use or possession of alcohol and/or other drugs.
- Sexual assault.
- Stalking (intentional, malicious, and repeated following or harassment of another person).
- Arson.
- Theft or extortion (to obtain by threat).

HARASSMENT (BY STUDENTS)

The district is committed to providing a school environment that is free of all forms of harassment for students and district employees. In keeping with this commitment, the district maintains a strict policy prohibiting any type of harassment of any student or district employee in any district school or facility. Harassment by any student of another student or a district employee will not be tolerated. The district will promptly act to investigate all complaints, formal or informal, verbal or written, of harassment and to discipline any student who harasses another student or district employee. Any individual who reports harassment will not be retaliated against for making such report. ***See building addendum for more information.**

HARASSMENT (BY STUDENTS)

DEFINITION: As used in this policy, harassment shall have the following meaning:

- A. Conduct based upon the actual or perceived race, color, religion, national origin, ethnicity, gender, disability, or sexual orientation of the selected victim, which has the effect of creating, in a reasonable person, an intimidating, hostile, or offensive environment, or which substantially or unreasonably interferes with or disrupts, or has the potential to disrupt, an individual's education or employment. Harassment shall include the following:
 1. Speech: Speech directed at an individual, which is degrading, derogatory, or disrespectful to the individual's race, color, religion, national origin, ethnicity, gender, disability, sexual orientation, or employment position with the district, including, but not limited to slurs, jokes, insults, name-calling, and hate speech;
 2. Written Materials: Written materials which directly degrade, or show disrespect to, an individual's race, color, religion, national origin, ethnicity, gender, disability, or sexual orientation;
 3. Visual Displays: Displays of materials, which create a disrespectful, hostile, intimidating and/or demeaning environment related to an individual's race, color, religion, national origin, ethnicity, gender, disability, or sexual orientation; including, but not limited to pictures, posters, or cartoons;
 4. Defacing or Damaging Personal Property and/or District Property: Any incident involving the defacing and/or damaging of property belonging to an individual or the district, that intimidates an individual due to his or her race, color, religion, national origin, ethnicity, gender, disability, or sexual orientation; or
 5. Physical Threats: Threats of violence or acts of intimidation against an individual due to his or her race, color, religion, national origin, ethnicity, gender, disability, sexual orientation, or employment position with the district.

POLICY JGEC SEXUAL HARASSMENT

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

DEFINITIONS

Sexual harassment may include, but not be limited to:

Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;

Subtle pressure or requests for sexual activity;
Persistent unwelcome attempts to change a professional relationship into a personal, social-
sexual relationship;
Creating a hostile school environment, including the use of innuendoes or overt or implied
threats;
Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's
body;
Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with
regard to a student's grades or status in any activity; or
Sexual assault or battery as defined by current law.

Adopted – 4/6/92 Revised- 8/31/15

SEXUAL HARASSMENT

Any student who believes he or she has been subjected to sexual harassment should file a complaint with his/her counselor who will turn the complaint over to administration. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the job security of any employee or the status of any student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

BULLYING / HARASSMENT

The staff at Garden City Schools is committed to providing a safe and orderly environment for all students to attend school. Bullying behaviors are not acceptable in our schools. Students or staff who see bullying behavior taking place are encouraged to intervene and should report to the appropriate adult at school.

Bullying includes any gesture, written, verbal, or physical act where the perpetrator engages in repeated conduct that physically or mentally harms a students or damages a student's property; places a student in reasonable fear of physical harm or insults or demeans any student or group of students in such a way as to disrupt or interfere with the school mission or the education of any student.

A copy of the USD 457 Bully / Harassment Report can be found on page 28.

CYBER BULLYING

Cyber bullying is a form of indirect or social bullying that uses technological communications (text or images) to humiliate, harass, embarrass, tease, intimidate, threaten, or slander one or more students. Cyber bullies use instant messages, text messages, email, chat rooms, cell phones, and personal websites or blogs. Cyber bullying is the act of being cruel to others by sending or posting harmful material or compromising photographs online or through cell phone. If cyber bullying is reported to school officials it will be dealt with according to bullying/harassment policy.

POLICY JHCAA GANG ACTIVITY

A "gang" shall be defined for this policy as any group of three or more persons who have a common name or common identifying signs, colors, or symbols, and have members or associates who, individually or collectively, engage in or have engaged in activities whose purposes include threats of violence or intimidation, acts of violence, and/or the commission of illegal acts. A "gang member" shall be defined for this policy as a person whose style of dress, apparel, accessories, activities, acts, behavior, or manner of grooming causes school officials to have a reasonable belief that the person is a member of a gang. For purposes of identification of a student as a gang member, two or more of the following indicators must be determined by district staff to exist:

- (a) Student admits to gang membership;
- (b) Student is identified as a gang member by a credible, non-law enforcement source;
- (c) Student is identified as a gang member by a law enforcement agency;
- (d) Student is identified as a gang member by the student's parent or legal guardian;
- (e) Student resides in or frequents a particular gang's geographic area, and adopts its style of dress, apparel, grooming, tattoos, or its use of hand signs;

- (f) Student associates with known gang members, either at school or off school premises; or
- (g) Student has been arrested for the commission of illegal acts arising out of gang activity.

The following acts, conduct, or behavior by a student shall be prohibited:

- (a) Intimidation, advocacy, or promoting activities which threatens the safety or well-being of students, staff, or property, on or off school grounds, and which disrupt or interferes with a school environment, activity, or educational objectives;
- (b) The use of any speech, hand signs, gestures, handshakes, graffiti, or the presence of any apparel, jewelry, accessories, tattoos – visibly displayed, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, indicates or implies gang membership;
- (c) Speech or the commission of any act involving initiations, hazings, bullying, intimidations, threats, and/or related activities of gang membership which are likely to cause violence, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or staff; or
- (d) Implying gang membership by written communications, marks, drawing, paintings, designs, or emblems upon any school property or building, or any item of personal property.

Gang activity is deemed by the district to be a risk to a safe educational environment. The district shall consider engaging in prohibited gang activity as behavior which is included in the highest and most serious level of misconduct by a student. Any student violating this policy shall be subject to disciplinary action as allowed by Board policy and statutory law. All gang activity by a student which results in disciplinary action shall be documented in writing and such records shall be made available to all district staff members with a legitimate educational interest in the student throughout the student's educational career in the district. Discipline for gang activity shall be deemed to be cumulative, and carry over from year to year for the purposes of any disciplinary systems maintained within the district.

District staff shall regularly meet with law enforcement agencies to stay informed of gang membership and activity, in the community. District staff, in conjunction with information regularly obtained from law enforcement agencies, shall maintain a list of indicators of gang membership. The information on the list shall be consistent throughout the district, and shall be available to parents, legal guardians, and students. District staff shall exchange with law enforcement agencies, information about gangs and gang membership arising out of conduct or activities in the district, as may be consistent with federal and state student educational records confidentiality laws. District staff shall be provided in-service training in gang behavior and characteristics to facilitate identification of students involved in gang activity.

Adopted – 1/17/94 Revised – 2/3/03

BUS CONDUCT – TRANSPORTATION (805-8750)

Time on the bus is a part of the school day and the rules of conduct, which apply to the classroom, also apply to the school bus.

In the event a student does not adhere to the regulations, a Bus Conduct Notice may be given to the student. A student is not permitted to ride after receiving this notice until the form is returned to the driver and has been signed by the parent or guardian. Behavior that endangers the safety of other riders or excessive misconduct citations shall be grounds for long term or permanent suspension of bus riding privileges. The level of a Bus Conduct Notice is determined by the severity of the infraction. **The number of notices issued does not determine the level.**

- **Level I:** Parents signature is required on the Conduct Notice. Student returns the signed notice to the driver when boarding the bus the next day. Transportation will be denied until the notice is signed.
- **Level II:** Automatic bus suspension for five (5) school days. Parent required to sign the conduct notice and student returns it to the driver the first day back following the suspension.
- **Level III:** Bus suspension for the remainder of the school year. Parent may contact the Transportation Director and request a hearing. The hearing will be scheduled at the school of attendance. The student, parent/guardian, principal, transportation director and the bus driver will participate in the hearing.

DETENTION

Teachers may assign students a 15-minute detention for Level I or Level II of the District Behavior Code. Students will be able to serve their detention(s) according to the teacher’s established guidelines. Missed detentions will result in further disciplinary action. *See building addendum.

TUTORIAL PROGRAMS; AFTER SCHOOL SUPPORTS FOR STUDENTS-

See building addendum

OUT OF SCHOOL SUSPENSION (OSS)

Students assigned OSS may have their parent pick up homework by making arrangements with the office secretary. When an absence is due to a suspension the building principal will determine whether or not credit will be granted for missed assignments. In cases where credit is granted, the student will be allotted one school day for each day missed to complete work per district policy. Students who are out of school suspended cannot be on USD 457 property during their suspension or at after school activities.

IN SCHOOL SUSPENSION

See building addendum

STUDENT ELIGIBILITY FOR ATHLETICS

All students have the opportunity to participate in a variety of activities outside the school day: Football, Volleyball, Basketball, Wrestling, Soccer, Tennis and Track. Other opportunities for participation are in specialized areas such as: Band, Orchestra, Vocal Music, Family Career Community Leaders of America (FCCLA), Clubs, and Student Council. ** There are two levels of eligibility that can affect a student: state requirements and those requirements established by the middle schools. HGMS and KHMS maintain two competitive levels within the athletic program. The seventh grade program is “no-cut” intramurals/interscholastic while the eighth grade offers “no-cut” programs competing on an interscholastic level. HGMS and KHMS are members of the.) Western Athletic Conference Middle Schools League.

The league includes:

- | | |
|---------------------------|---------------------------------|
| Comanche Middle School | Kenneth Henderson Middle School |
| Dodge City Middle School | Liberal South Middle School |
| Horace Good Middle School | Liberal West Middle School |
| Hays Middle School | Great Bend Middle School |

Anytime students are absent from class because of activity participation, they are required to obtain prior all assignments that they will miss prior to leaving. The student is responsible for having materials needed to complete those missed assignments when boarding the bus and is expected to use travel time to complete work missed. Work missed because of activities is to be turned in when it is normally due. **Student/athletes are reminded that events are sometimes canceled for unexpected reasons and cancellations or postponements do not change the deadline for work assigned

STATE REQUIREMENTS FOR ELIGIBILITY:

- They are a bona fide undergraduate student in good standing.
- They are not fourteen years of age in the seventh grade, fifteen in the eighth grade, on or before September 1st of the school year in which they compete. If they are too old, parents should contact the Athletic Director.
- A middle school student shall meet the following scholarship requirements for eligibility in the inter-school activities.
 1. The student shall have passed in at least five subjects of unit weight in the previous semester of the last semester in attendance. The KSHSAA has given Garden City approval to offer a 2-week extension, both winter and summer, to attain passing 5 subjects of unit weight.
 2. The student shall be enrolled in five subjects or courses of unit weight and in attendance during the present semester.
 3. A subject of unit weight shall be defined as per that established by the Kansas State Department of Education.
- They do not engage in outside competition in the same sport while they are a member of a school squad.
- If they have passed an adequate physical examination by a physician and have the written permission of their parents.

- If they have met the requirements of the transfer rule.
- They are not a member of a middle school fraternity.
- If they have not competed under a false name or for money for merchandise of extrinsic value and have observed all other provisions of the amateur rule.
- If their attendance is regular and conduct and sportsmanship are satisfactory.

BUILDING REQUIREMENTS FOR ELIGIBILITY:

- Academic-Each student/athlete will be required to meet the state standards as outlined above. In addition to the state standards, the Activities Director will run an eligibility report weekly. If the student/athlete has any failing grade(s) the Activities Director will declare the student/athlete ineligible for one week or until the next eligibility report. If a student/athlete is academically ineligible, (s)he may regain eligibility by bringing all failing grades up to passing by the day before the next contest(s). The student/athlete will be responsible to bring a signed statement from the teachers involved to the Activities Director.
- Athletes in season may be allowed to practice while ineligible; however, it is at the coaches' discretion.
- Behavior/Citizenship (Satisfactory or Unsatisfactory)-Each student/athlete is expected to maintain an acceptable level of behavior and eligibility.
 1. A student/athlete who earns one U (Unsatisfactory) in any one week from a teacher may be ineligible for one week upon consultation with parent, coach, and Athletic Director. The Athletic Director and/or Principal will make a final eligibility decision when a U is issued to a student.
 2. Use of tobacco products, drinking of alcohol, huffing inhalants, use of illegal drugs or the misuse of legal drugs will not be acceptable. The Drug Free Schools Policy will be enforced.
 3. During any suspension, the student/athlete is ineligible for participating in any activity, including practice. A second suspension during the same activity will result in the students' "good standing" being removed and the student/athlete being declared ineligible for the remainder of that activity.
 4. A student/athlete is expected to attend practice. If the student athlete must miss a practice, he or she should inform the sponsor of the reason; the sponsor then must make a decision as to the validity of the missed practice. The punishment for unexcused absences will be as follows:
 - 1st absence- sponsor's discretion
 - 2nd absence- 1 week ineligibility
 - 3rd absence- dismissal
 5. All participants in activities must adhere to the attendance policy. Unless excused by an administrator, a student must be in attendance all day on the date of an event, or on the day of departure for an event in order to participate. Administrators may allow a student to be absent and still participate if the student is absent for a court subpoena appearance, a doctor appointment, or a funeral. Participants must make prior arrangements with the coach/sponsor and the administration. If a student is more than 10 minutes late for class, the student is considered absent as it relates to this eligibility policy.

Sponsors should understand that the absence rule applies only to practices "skipped" when the student/athlete was in school. Sponsors cannot make any judgments regarding a missed practice as a result of a student/athlete being out of school all day.

- A student/athlete may be declared ineligible for valid reasons as deemed necessary by the administration with the consultation and recommendations of the sponsors always a consideration in any decision.
- A student/athlete whose character or conduct in school, or outside of school, brings discredit to the school or to the student/athlete is not a student/athlete in "good standing" and is ineligible for the remainder of that activity or until such time as the matter of discredit is cleared.

Please Note: Class performances are considered an extension of class work and are not under eligibility rules; however, competitive events are under student eligibility guidelines.

POLICY JFB PROMOTION AND RETENTION

Having students graduate from USD 457 equipped to go into the post-secondary world of training and work is a key objective of the district. To insure that students arrive at this point with all of the skills necessary, the district's board of education has established standards and benchmarks as guides to measure progress. At certain points on the continuum each student will

be evaluated to determine whether progress is satisfactory, help is needed, or expectations are exceeded. An alternative learning plan will be developed to assist the student who needs help or has exceeded expectations.

Procedures:

- (1) Promotion points will be at grades K, 1,2,4,6,8 and at the high school level (see Board of Education Policy IHF, Graduation Requirements). Students may be put on learning plans at any time, but retention will only be considered at this time.
- (2) At grades K, 1,2,4,6, only communications and math would be used as a basis for any decisions that are made. At grades 8 and 10, communications math, science, and social studies would be used.
- (3) District testing, standardized tests, STI Assessment, classroom work, portfolios, teacher observation, Kansas Assessments, and anecdotal data could all be used in any determination that is made. No student could be considered for retention if Kansas Assessments are passed at a proficient level.
- (4) A student found to be significantly behind (grades K-2) more than one year; grades 3-12 more than two years) or ahead on the above criteria will be placed on an individualized learning plan (ILP) developed by a team of staff members. Student Assistance Teams (SAT teams) should examine the potential of students scoring Academic Warning or Approaches Standards on the Kansas Assessment. Any plan that is developed will delineate areas of weakness and strength, interventions, student/family responsibility, and school responsibility. It will also contain an assessment strategy for determining progress. This could be a plan developed for a group of students with similar needs.
- (5) It is not required that students who are behind at the promotion points be retained. If the student is retained, an individualized learning plan (ILP) must be written that addresses academic deficiencies.
- (6) Prior to any final decision on retention the team must discuss any perceived disabilities that might be interfering with the child's learning.

Adopted – 4/6/92 Revised – 6/16/14

POSITIVE RECOGNITION

Teachers, Teams and Administrators will develop ways to recognize individual and group positive behaviors. We feel strongly that students need to know we appreciate them and how much they positively contribute to our school

SEMESTER GRADES

Grades assigned will reflect student learning. These quarterly grades are determined from a combination of performance assessments, classroom tests, quizzes and daily work. Grades will be officially reported to parents on a quarterly basis with a report card. Grades for the first and third quarters are considered “grades in progress.”

Progress can be monitored through Skyward online and final grade reports being issued at the end of each semester.

DISPLAYS OF AFFECTION

Decency and good taste should prevail in the actions of each student in their relationship with each other. Students are not permitted to hold hands, hug, pet, kiss or put arms around each other during the school day, on school property or at school sponsored activities. All students should keep their hands and feet to themselves at all times.

HALL PASSES

Students leaving a classroom must have a pass from a teacher. Students will be able to use the pass on request and if the teacher decides it is necessary. Passes during the first and last 10 minutes of class are not permitted.

UNNECESSARY ARTICLES

Possessions of articles, which could be used in a disruptive manner or could become a nuisance, are prohibited.

Unnecessary articles include, but are not limited to, laser pens, aerosol products, perfumes, toys, stuffed animals, liquid white-out, and permanent markers. These items will be confiscated and not returned.

ELECTRONIC DEVICE POLICY JCDBC

Cell phones and personal listening devices such as Walkman's, MP3 players, and I Pods with and without ear phones, video games, and other electronic devices will not be used before school or during academic hours. The administration and staff strongly suggests that these items be left at home. The school cannot assume responsibility for lost or stolen items.

Students who possess wireless communication devices such as cell phones, PDA's, and video gaming systems must have them out of sight during school hours. Students may only use wireless communication devices outside the buildings before and after school. They **may not** be used during passing periods, in class, lunchroom, library, or gymnasium. During the day, wireless communication devices should be **turned off** and out of sight, either in a pocket, coat, backpack or purse. HGMS and KHMS do not assume responsibility for lost or stolen cell phones or other electronic devices.

Consequences:

1. Use of a wireless device with or without a camera during the school day (or on school bus) without teacher or principal approval:
 - a. **First offense**-wireless device confiscated and returned to student at the end of the school day; student receives a warning in Skyward discipline.
 - b. **Second offense**-wireless device confiscated and returned only to parent or guardian. Student conference with detention assigned. Incident document in Skyward discipline.
 - c. **Third Offense and any recurring offenses**-wireless device confiscated and returned only to parent or guardian. Student conference with one day out of school suspension assigned for third offense and additional OSS for recurring offenses (e.g. fourth offense is 2 days OSS, fifth will be 3 days OSS...).
2. Use of wireless device containing a camera to invade the privacy of, or cause embarrassment to another person is considered an illegal act.
 - a. **First offense and any recurring offense-ten days out of school suspension**, with a recommendation for extended term suspension or expulsion. A student may also be referred to the police department for appropriate legal action. Wireless device may be turned over to the police.

Cell Phones and personal listening devices during activities or field trips:

Students will be allowed to possess wireless communication devices on activity trips; use of device will be by coach/sponsor permission only in route to destination and may be used 15 minutes prior to arrival at school on way home. Use of personal listening devices will be up to coach/sponsor approval. **HGMS and KHMS do not assume responsibility for lost or stolen cell phones or personal listening devices.**

Adopted – 4/18/05 Revised – 7/23/12

ATHLETIC UNIFORM RESPONSIBILITY

School Uniforms are school property. Student athletes are expected to care for the uniform while it is in their possession. Uniforms must be returned at the end of the sports season and students will be responsible for the expense if the uniform is damaged, lost or not returned. Students will not participate in upcoming sports/activities until uniforms from previous activities are checked in.

LOST AND FOUND

There is a lost and found area at each school for items that have been brought to the office by students and staff. The school will make every attempt to recover articles when reported but is not responsible for replacement of lost articles or repair if the item is found.

TELEPHONE USE

Students will not be called from classes to accept telephone calls except in emergencies. Telephone numbers or messages will be delivered to students at the convenience of the office. There is a telephone for student use that is made available in the

front office before school, during lunch, and after school. Students may ask permission from their teacher to use the classroom telephone. Telephone use will be at the teacher's discretion.

TEACHER'S LOUNGE

Students will not be allowed in the teacher's lounge for any reason unless directly supervised by an adult or in the case of a school related event.

STUDENTS WHO DRIVE

Students who drive to school must first confer with the Associate Principal. Students will be required to show a valid Kansas driver's license, registration and proof of insurance. They will also be required to park in an area designated by the Associate Principal and adhere to all rules of safe driving. Complete guidelines may be obtained in the front office.

VISITORS

All visitors to the building must check in the office for a visitors pass. Parents are always welcome to visit; the only necessary arrangement is that they come to the office prior to observing classes and acquire a visitor's pass. Students may not bring guests (friends or relatives) to the building during regular school hours or to dances. See building addendum for more information.

LIBRARY

The Library is open before school, during school, and after school. Library rules must be followed and materials respected. The rules will be reviewed with all students at orientation and clearly posted. Lost or mistreated materials will be charged to the patron who checked them out. Students will not be able to check out if they have an overdue, lost, or damaged item until being cleared by the Librarian. The Librarian will communicate with student, parent and teachers on those students who have an overdue, lost, or damaged item. Students must be wearing an I.D. in order to check out material. At the end of the school year, all unpaid fines for lost, overdue, and/or damaged items will be turned over to Collections.

GUIDANCE AND COUNSELING

Students are invited to come in for counseling before, during, and after school. The guidance and counseling office provides services to individual students, small groups, and classrooms with questions and issues about personal and social problems, classes and enrollment, careers and peer mediation. Parents are welcome to contact the main office or counselors office for an appointment.

Please understand that guidance office confidentiality is honored unless there is the following:

- Harm to self or others
- Abuse/neglect
- Court ordered referrals/subpoena
- Illegal activities

INSTRUMENTS

All musical instruments must be clearly labeled with the name and grade of the student. Students should see band/orchestra director for band room hours. School personnel are not responsible for lost, damaged or missing instruments.

COMPUTER USE GUIDELINES

The computers in this lab/department/school are to be used to enhance the educational opportunities of the students in Garden City Schools. It is important that staff and students are aware of the law and local policies governing computer use and ethics. **Absolutely no candy, gum, food or drinks of any kind are allowed in the computer labs, library, and/or near any freestanding computers.**

- Unauthorized copying is not allowed. It is against the law to duplicate copyrighted software in any way. Copying software (programs) will not be allowed.
- Students may not create, remove, modify or attempt to modify any programs on a computer network or stand-alone machine.
- Students receive training and are expected to follow district policy concerning Internet use.

Software brought from home or from other sources may not be loaded or used on a computer network or on a stand-alone machine. Exception: permission from the administration. Please take care of equipment. Users will be charged for equipment that has been damaged due to abuse. Users who abuse or willfully misuse hardware or software may face disciplinary action. If you encounter any damaged equipment please report it to a faculty member immediately. Because the district does not support giving out lists with student passwords, each student will be given a password sheet at the beginning of the school year or shortly after they enroll. The password sheet contains the student's name, computer user name, and password for the computer. It is the student's responsibility to remember his/her password.

Printing from computers should be limited to 2 pages per student and should be for academic purposes.

Computer use is a privilege. Violations of these policies may result in suspension or termination of computer use privileges. Violations of policy will be dealt with as follows:

- Conference with administration, faculty, and parents. Possibility of suspension of computer privileges, internet use, in-school suspension, out-of-school suspension, or other disciplinary action.
- Payment for any damage and/or replacement.
- Possible legal action (as defined below).

Computer crime is defined in Kansas's statutes (K.S.A. 21-3755) as follows:

- Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.
- Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation.
- Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.

COMPUTER/INTERNET RULES

- Each student must attend a building Internet in-service, given by a teacher or the building SYSOP before a Computer Account can be issued to him or her.
- In addition to attending the Internet in-service, each student must have a signed Technology Acceptable Use Policy on file with the SYSOP before an account can be issued.
- Only those students whose parents mark the AUP for Internet will be assigned an Internet Account.
- At NO TIME, can any student use the Internet without teacher/Para supervision. This includes any building use of the computers.
- Students using building computers are required to have supervision by an adult.
- Supervising teacher and/or Para needs to have attended USD #457's Internet Awareness in-service and have a signed AUP on file with the building SYSOP.
- No student is allowed to use the Internet during free time in the classroom unless he/she has teacher permission.
- Chat rooms and instant messaging are off limits to students. Students should report any in-appropriate content of Internet sites to supervising teacher immediately.
- ABSOLUTELY NO CANDY, GUM, FOOD OR DRINKS OF ANY KIND ARE ALLOWED IN THE COMPUTER LABS, LIBRARY, AND/OR NEAR ANY FREE STANDING COMPUTERS.
- Failure to comply with these rules or any rules and regulations stated in the Internet AUP, constitutes grounds for loss of student's computer privileges and/or student referral, based on the severity of the infraction.

GARDEN CITY PUBLIC SCHOOLS ACCEPTABLE USE POLICY FOR TECHNOLOGY SYSTEMS / STUDENT (GRADES 5-12)

Technology Systems include Computers, Network, Internet, Telephone, and E-mail Systems

In using the technological resources provided by USD 457, the student will:

- (1) bear in mind that all communication represents the district and thus reflects on the integrity, ethics, and good name of the organization as a public education institution.
- (2) not seek unauthorized access to school, district, other public or private computer system, communication systems, or electronic files for any purpose.

- (3) comply with any and all related Board of Education policies, administrative guidelines, including copyrighted materials, and operating procedures relative to acceptable and responsible use.

The student understands that:

General

- (1) All use of Technology Systems must be in support of education and research and be consistent with the purposes and policies of USD 457.
- (2) Use of Technology Systems to access/transmit obscene, objectionable, pornographic material, or any material likely to be offensive is prohibited.
- (3) Any use of Technology Systems to facilitate illegal activity is prohibited.
- (4) Any use of Technology Systems for commercial or for-profit purposes is prohibited.
- (5) Non-school related use/communication is prohibited.
- (6) Users shall avoid the known or inadvertent spread of computer viruses through district Technology Systems. Users will report warning messages regarding virus activity to technology support staff or a classroom teacher.
- (7) Use of e-mail distribution lists to send inappropriate or spam-type e-mail messages is prohibited.
- (8) Any use of Technology Systems for product advertisement or political lobbying is prohibited.
- (9) Network and e-mail accounts are to be used only by the authorized owner of the account for authorized purposes. Users should not leave systems that they are logged into unattended.
- (10) Users shall not intentionally seek information on, obtain copies of or modify files, other data, or passwords belonging to other users or misrepresent themselves or other users of Technology Systems.
- (11) Users shall respect the copyright of all accessible information.
- (12) No use of Technology Systems shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
- (13) Students shall have no expectation of privacy, from review of materials, when using district Technology Systems.
- (14) Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited.
- (15) Technology Systems will not be used to access/download/use games, video, and/or audio files that are not being used for legitimate educational or work-related purposes.
- (16) Any materials published (electronic or hardcopy) using district Technology Systems must be for educational or job related purposes and consistent with the practices and policies of USD 457. USD 457 reserves the right to edit the content of published materials.
- (17) Use of chat rooms or other synchronous communication tools must be approved by the Director of Technology.
- (18) Students who have knowledge of violations of this policy must promptly report this information to a teacher or administrator.
- (19) User accounts will not be assigned until the student has completed a required orientation session.

Safety

- (1) Students are discouraged from providing personally identifiable (social security number, home address, home phone number, bank account numbers, etc.) information over the Internet. Personal information about students (including photographs) will not be disseminated publicly online without written permission from parents.
- (2) Students should not respond to messages that are suggestive, obscene, or threatening. Show such messages to an administrator or teacher who will forward a copy to the Technology & Computer Services office for investigation.

Checkout / Off-site Use

- (1) I understand that all Acceptable Use policies described in this document apply to usage of district Technology Systems both at home and at school.
- (2) In the event of checkout I agree that district Technology Systems are for staff member or student use only.
- (3) I agree that when district technology equipment is checked out it will be returned on time.
- (4) I agree to keep the equipment I have checked out secure at all times and that I am responsible for loss, theft, or damage to district technology equipment that I have checked out.

Service / Maintenance

- (1) Software / hardware installed on district technology equipment is standardized and is not to be changed.
- (2) Technology support/maintenance must be performed by district technology personnel in order to maintain the warranty on equipment.

From time to time USD 457 will make determinations on whether specific uses of district Technology Systems are consistent with the Acceptable Use Policy for Technology Systems. USD 457 reserves the right to log and monitor user activity. USD 457 reserves the right to remove a user account from the network for any violation of the Acceptable Use Policy for Technology Systems in order to prevent further unauthorized activity.

I have read the USD 457 Acceptable Use Policy for Technology Systems and will abide by the stated Acceptable Use Policy for Technology Systems. I understand that a violation may result in:

- **Restriction or loss of Technology Systems use privileges;**
- **Disciplinary or legal action, including, but not limited to, suspension, expulsion from school and/or criminal prosecution under appropriate local, state, and federal laws; and/or**
- **Assessment of the cost of damages to district Technology Systems.**

Further, I release USD 457 from any and all liability arising as a result of my use of the Internet, and I assume all responsibility for any and all liability arising out of my use of Technology Systems.

Adopted – 10/6/14

MEALS

USD 457 middle schools maintain a closed lunch period. Students may choose the school entrée, salad bar, sandwich line or may bring a lunch from home. Students are not permitted to order delivered food, i.e., pizza, etc.

Students are requested to have an account set up. Accounts help to keep the lunch line moving at a steady pace. Any amount from \$1.00 to \$200.00 may be deposited before 9:30 a.m. into the account. Checks for meals will be accepted for the amount of purchase only, referred to R.O.A.'s (received on account) by nutrition services. No checks will be cashed. Checks need to be made out to "Student Funds" and deposited by 9:30 a.m. To maintain student confidentiality, cash or checks will not be accepted in the breakfast or lunch line. All students must pre-pay if required to do so. Money, once entered into an account will not be refunded to students without a letter signed by a parent or guardian. Students will be informed when their account is at \$3.00 or less and again when the balance is zero. Notes will not be sent home, it is the students' responsibility to communicate this information to the parent.

Students are not to go into the hallways and are to use the designated restrooms. No food or drinks may be carried from the cafeteria.

Other necessary information:

- Students will place gum in trash cans before entering the lunch line. Do not place gum on the food trays.
- Students are responsible for cleaning up their area.
- Students arriving on late buses will be allowed to eat breakfast.
- No glass containers are allowed.
- Students paying cash will be served last.
- Students must wear their student ID.

Guidelines for Lunch Room

1. Teachers will instruct students on lunchroom procedures.
2. Teachers will escort students to the cafeteria. Come to the cafeteria in an orderly manner as there are classes going on when different groups go to eat. We must be considerate of others.
3. The only time a student should be out of his chair is to empty and scrape his/her tray or to use the restroom.
4. Each student is responsible for the area where he/she eats, even though someone else might drop something there.
5. No food is to be taken out of the lunchroom.

2016 – 2017 School Meal Prices

Middle School Student Breakfast	\$1.50
Reduced Secondary Breakfast	\$0.30
Middle School Lunch	\$2.50
Reduced Secondary Lunch	\$0.40
Adult Lunch	\$3.60
Extra Milk	\$.60

The lunch program is an equal opportunity program. If you believe you suffered discrimination because of race, color, national origin, sex or handicap, write to the Secretary of Agriculture, Washington, D.C. 20250.

Seasonal Parties

Due to sanitation and safety concerns, students and staff will be prohibited from bringing non-prepackaged food items into the school to share with students. The exception would be whole fresh fruits, which should be prepared using proper sanitation procedures. All parties will be held after the lunch period.

Justification:

- Safety and sanitation issues with food items brought in from the outside
- Viruses can be spread through baked goods
- If drugs are being used or manufactured in households they could get in food items produced in the household
- Afternoon parties will assure students are not full when coming to lunch
- Help prevent overeating
- Help promote more balanced food consumption at lunchtime

Outside Food at Meal Time

Brand name food items, unless provided by Nutrition Services in combination with a balanced meal, will not be allowed in the elementary, intermediate or middle school cafeterias at meal times. This includes but is not limited to fast foods, commercial pizza and restaurant to-go meals. Carbonated beverages (pop) will also be prohibited in the cafeteria during meal times.

Sack lunch from home will still be permitted as long as it does not contain brand name food items as described above or carbonated beverages. Due to sanitation and safety concerns students will not be allowed to share any foods brought from home.

Justification:

- Promote nutritionally balanced meals
- Promote more milk consumption
- Many fast food meals are not nutritionally balanced
- Not fair for certain students to have fast food meals and others not

Outside Foods During School Hours

Due to sanitation and food safety concerns students and staff are prohibited from bringing non-prepackaged food items into the school to share with students. The exception would be whole fresh fruits, which should be prepared using proper sanitation procedures. Outside food will not be allowed in the building unless given prior permission from administration.

Justification:

- Safety and sanitation issues with food items brought in from the outside
- Viruses can be spread through baked goods
- If drugs are being used or manufactured in households they could contaminate food items produced in the household

LOCKERS

Lockers are the exclusive property of USD 457, notwithstanding the fact they are assigned to individual students. USD 457 staff has the right to search all lockers, at any time, for any reason. Students may lose their locker privilege for misuse. Students are not to share their lockers or combinations with anyone. School personnel are not responsible for lost or missing property.

BACKPACKS

Students who utilize backpacks will need to ensure that their backpack is small enough to fit below their desk or chair. Backpacks cannot be in the aisles of the classroom, cafeteria, or other areas of the school where others can trip over them. Students are encouraged to use their lockers rather than carrying a backpack throughout the school day for their health and safety.

STUDENTS CHECKING OUT OF SCHOOL

In the event that a student moves from their middle school attendance area during the school year, the following procedures need to be followed:

- Bring a note from a parent or guardian or call the Attendance Office giving notification of the pending move (at least one - two days in advance if possible).
- Pick up a checkout sheet from the Attendance Secretary the last day of attendance.
- Obtain signatures of all persons required for checkout.
- Turn in textbooks, library books, and other materials with your student ID to the Attendance Secretary at the end of the day.

CHANGING CLASS SCHEDULES

At the beginning of each semester students will be allowed 3 days to change their class schedules. After this time period, dropping or adding classes will be done on an individual basis with parental input and with the final decision being made by building administration.

ELECTRONIC MAIL

Parents that have Internet access may reach staff members by e-mail by using their district addresses. In most cases, the use of the first initial of their first name and the entire last name followed by: @gckschools.com. Contact the school, teacher or team if you have trouble reaching someone.

ADMINISTERING MEDICINE AT SCHOOL POLICY JGFGBA

All schools in USD 457 follow strict policy guidelines, developed by the school board, that regulates the taking of medicine in school by students. These guidelines will be given to each parent at enrollment and also be available in the office.

Supervision of Medications

Under normal circumstances prescription types of medication may not be brought to school by students for their own usage or that of others. Such medicines will be removed from the person of the student and retained for return to the student or the parents as deemed appropriate. Any disciplinary action will be left to the discretion of the principal.

If under exceptional circumstances a student is required to take medication during school hours, only the school nurse, the principal, or the school nurse designee will administer the medication in compliance with the following regulations:

- **Written permission from a licensed health care provider must be provided with regard to all medications and all special health care procedures to be administered.** Medications may include necessary "over-the-counter" drugs such as aspirin, Tylenol, cold preparations, allergy relief preparations. The health care provider's permission form (USD 457 form #116-Permission for Medication and special Health Care Services) should include the following information:
 - a. Date

- b. Medication and/or treatment to be given
- c. Dosage to be administered
- d. Time of day to be given. (For example, if medication is to be given three (3) times a day, medication should be given at home before school, after school and at bedtime, unless the health care provider's medication order states at noon, before lunch or after lunch.)
- **Written permission from the parent/guardian must accompany ALL medication (USD 457 – Form #116 – Permission for Medication and Special Health Care Services Form).** Form #116 must be updated at the beginning of each school year.
- The medication must be brought to school in the original container appropriately labeled by the pharmacy or health care provider. The parent may wish to request two containers from the pharmacist.
- Any changes in type of drugs, dosage, and/or time of administration must be accompanied by a new health care and parent permission signature and a newly labeled container.
- All medication maintained in the school setting should be kept in a secured area.
- The school nurse is responsible for ensuring that:
 - a. the administration of medication or treatment is properly documented;
 - b. the therapeutic benefits and side-effects are monitored; and
 - c. appropriate information is communicated to parents, licensed health care providers and school staff.
- Medications should be inventoried every semester by the school nurse and school secretary. Out of date stock will be destroyed.
- **“Over-the-counter” medications should not be maintained on any school premises, including athletic areas, unless a prescription along with written parent permission to administer medication is furnished to the school.**
- The medical need for the self-managed administration of medications must be evaluated individually by the school nurse (i.e., asthma inhalers, epinephrine, insulin). Written directions for such exceptions must be obtained from the licensed health care provider, as well as written permission from the parent. If a student uses “over-the-counter” inhalers, such as Bronkaid or Primatene, they will be required to follow the same guidelines.
- Disposing of unused medications: If a student's medication changes during the school year, the remaining medication shall be given to the parent or guardian at the time of the delivery of new medication. Medication remaining at the end of the school year shall be taken home by the parent or guardian. Medication may be sent home with the student, with written parent permission. Any medication not claimed shall be discarded as recommended by the local health officer and appropriate OSHA guidelines, on the school nurse's last working day of the school year.

Reviewed and Re-adopted: 7/25/11

Immunizations

Students attending school in U.S.D. 457 are required to be immunized according to current state immunization requirements. Students not complying with the immunization requirements shall be refused admittance to classes and this policy shall be enforced through the provisions of the compulsory attendance law. KCI Form B Medical Exemption must be completed by a physician. *NOTE: The parents and guardians of exempt students should be informed their students will be excluded from school in the event an outbreak of vaccine preventable disease occurs*

CURRENT KANSAS SECONDARY IMMUNIZATIONS REQUIREMENTS

Hepatitis B: 3 doses required through grade 12

Varicella (chickenpox): 2 doses required for grades K-10; 1 dose required for grades 11-12 unless history of varicella disease is documented by a licensed physician.

Tdap: 1 dose required for grades 7-12 if no previous history of Tdap vaccination regardless of interval since last Td.

- **Grades 7-10:** 4 DTaP or 3 TD; 1 Tdap; 4 OPV or IPV; 2 MMR; 3 Hepatitis B; 2 Varicella
- **Grades 11-12:** 4 DTaP or 3 TD; 1 Tdap; 4 OPV or IPV; 2 MMR; 3 Hepatitis B; 1 Varicella
- Half doses or reduced doses of vaccine are deemed not acceptable by CDC.

- The limit for DTP vaccine is 6 doses, and the limit for OPV vaccine is 5 doses, regardless of schedule. See school nurse regarding IPV schedule.
- If the Td series is completed after the child is 7 years old, only 3 doses are required, with at least 6 months between the 2nd and 3rd dose and one of the three doses must be a Tdap.
- Tetanus toxoid (Td) will not meet the 10 year booster requirement.
- Single antigen measles vaccine will not meet Kansas's requirements, without the addition of mumps and rubella vaccine.
- Immunizations started before 6 weeks of age are not considered valid except for hepatitis B vaccine. Hepatitis B vaccine is required through 12th grade.
- If Pertussis is contraindicated, KCI Form B Medical Exemption should be completed by a physician.

ILLNESS AT SCHOOL

Students who become ill during the day must inform their teacher and secure a pass to see the nurse.

HEAD LICE

Kansas Administrative Regulation 28-1-6 states each student infested with lice shall be excluded from school until treatment with an antiparasitic drug.

Many parents have the impression that only persons who are unclean become infested with lice. In the case of head lice, this is NOT true. Frequent bathing and shampooing will neither prevent nor eliminate head lice.

The head louse is an insect which lives on the human head. The female lays eggs called nits which are stuck to the hair very tightly. The eggs hatch in approximately one week, therefore it is necessary to remove all nits to prevent continuous infestation or re-infestation when the nit hatches. The most common symptom of pediculosis (head lice) is itching. (Head lice shampoos are affective only on live lice and do not destroy the nits.)

Head Lice CANNOT fly or jump. Studies have shown that transmission at school is rare and no more likely to occur than in any other social setting such as community group settings, Movie Theater, shopping centers, etc. Animals are not involved in head louse transmissions. Head lice are usually transmitted through household contact by sharing beds and living space; through sharing combs, brushes, hair extensions, and other grooming aids; through sharing hats, caps, or coats.

It shall be the responsibility of the parent to purchase head lice shampoo and follow directions for treatment, remove nits, and make arrangements to have student checked by the school nurse for authorization for re-admittance to school. If student is not readmitted within three calendar days, the absence then shall be unexcused and the district shall be guided by the provisions of Policy JB (student attendance).

If you suspect your child has head lice please see your school nurse for examination and additional information.

ASSIGNMENT REQUESTS AND MAKE-UP WORK

When absent from school for more than one day, you are encouraged to contact the office to gather assignments missed.

When absent from school you will have one day to make-up the work missed for each day missed. It is the student's responsibility to contact their teachers for any missing assignments or work.

WEATHER EMERGENCIES

During weather emergencies, parents are to feel free to pick up their children from school if they see the need. However, we discourage parents from removing their children during a tornado warning. This would include emergencies such as tornado predictions, snowstorms, or other types of natural events and conditions beyond the control of school personnel.

SAFETY DRILLS

Fire, tornado, and lockdown drills are practiced on a regular basis for student safety. Prompt and orderly evacuation is vital to the safety of students. Misbehavior during drills will be considered a Level III or Level IV behavior violation according to the District's behavior codes.

FIRE DRILLS/TORNADO DRILLS/LOCKDOWNS

Students should follow building expectations for these drills. Students who do not comply with the expectations of the building could receive disciplinary action.

WEAPONS

A student shall not knowingly possess, handle or transmit any object that can be reasonably 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. Policy JCDBB. Having an item that is defined under this policy will result in an automatic 10 days OSS and an expulsion hearing will be scheduled.

DRUG FREE SCHOOLS 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, tobacco or 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 FREE SCHOOLS POLICY JDDA

Student Conduct

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 the following sanctions: (Cf. JCDAB-R-3)

1. The student will be suspended 0-3 days out of school, and/or may be referred for a long-term suspension hearing.
2. Suspension from all student activities for a period of not less than one month.
3. Intervention by the Intervention Team will begin and recommendations will be made.
4. Parents/guardians will be informed of suspension and the recommendation of the Intervention Team.

Second Offense. A second time violator shall be subject to the following sanctions: (Cf. JCDAB-R-3)

1. The student will be suspended 3-5 days out of school, and/or may be referred for a long-term suspension hearing.
2. Suspension from all student activities for a period of not less than one semester or four months.
3. 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 board clerk. In the office of the Drug & Alcohol Coordinator, and in all school counseling offices.)
4. Additional intervention will be conducted by the Intervention Team.
5. Parents/guardians will be required to attend a staffing with the Intervention Team.

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: (Cf. JCDAB-R-3)

1. A punishment up to and including expulsion from school for a period not exceeding 186 school days.
2. Suspension from participation and attendance at all school activities for the year.
3. 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 has completed a drug and alcohol education rehabilitation program at an acceptable program.

Adopted – 10/5/92 Revised - 8/26/13 Reviewed – 7/13/15

POLICY JDDA-2

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 actions 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. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

A list of available programs along with names and address of contact persons for the program is on file with the board clerk, in the office of the Drug & Alcohol Coordinator, and in all school counseling offices. 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.

Adopted – 10/5/92 Revised - 8/26/13 Reviewed – 7/13/15

RECOGNITION AND EVALUATION OF DRUG USE AT SCHOOL

At the middle schools, designated staff have been trained through the Kansas Highway Patrol “Recognition and Evaluation of Drugs” program. Trained personnel have a systematic approach and standardized procedure to recognizing and evaluating individuals in the academic environment who are abusing and impaired by drugs, in order to provide early intervention. The conclusion of impairment must be based on the total information gathered through the systematic evaluation, and will not be based on one element alone. Evaluations will be made on teacher, staff, and parental referral within a timely manner of the suspected abuse and reported to administration.

SITE COUNCIL

This group will meet monthly or as needed to analyze data and make recommendations to the administration regarding school improvements. Parents are encouraged to contact the school if they would like to become involved.

VOLUNTEERS

USD 457 Middle Schools are proud to have supportive parents who volunteer their time to work in the school. If you wish to volunteer, please contact the office.

Annual Notification - Family Educational Rights and Privacy Act
Garden City USD 457

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 USD 457. In accordance with FERPA, you are required to be notified of those rights, which include:

- (1) The right to inspect and review the student's education records except those which are specifically exempt. Records will be available within 45 days of the day the district receives a request for access.
- (2) The right to prevent disclosure of personally identifiable information contained in your education records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered "directory information" and you have not objected to the release of such information; or
 - c. disclosure without your prior consent is permitted by law, including:
 1. The district may disclose, without your consent, personally identifiable information to school officials with a legitimate educational interest.
 2. The district shall disclose, without your consent, education records to officials of another school district in which a student seeks to enroll or intends to enroll.
- (3) The right that your educational records 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.
- (4) The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 457 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue SW, Room 4074, Washington, DC 20202-4605
- (5) The right to obtain a copy of USD 457 policies for complying with FERPA. A copy may be obtained from the Clerk of the Board of Education, 1205 Fleming Street, Garden City, Kansas, 67846.

Directory Information: For the purposes of FERPA, USD 457 has designated certain information contained in educational records as directory information, which may be disclosed for any purpose, without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in official recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study, and photographs. You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 457 in the Office of the Superintendent, 1205 Fleming Street, Garden City, Kansas, or in the building where the student currently attends, on or before September 26, 2005. If a refusal is not filed, USD 457 assumes you have no objection to the release of the directory information designated.

IMPORTANT PHONE NUMBERS

HGMS Main Office:	805-8100	Special Education:	805-7140
HGMS Fax:	805-8150	Health Services:	805-7071
KHMS Main Office:	805-8500	Bilingual Office/ESL:	805-7170
KHMS Fax:	805-8598	Transportation:	805-8750
Homeless Coordinator:	805-7186	Food Service:	805-7080
Educational Support Center:	805-7000		

NON-DISCRIMINATION STATEMENT

USD #457, located in Finney County, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment, or employment in its programs and/or activities. If you have any questions regarding this statement, please contact:

Heath Hogan, Title IX Coordinator 620-805-7020
Renee Scott, Section 504 Coordinator 620-805-7171

Student ID# _____

USD #457 Permission Form

For Medication Administration and Special Health Care Services

(Must be updated by licensed health care provider at the beginning of each school year)

Policy: Unified School District #457 requires that all students who need medication and/or special health care services during school hours be in compliance with the following:

1. Permission form must be completed and signed by licensed health care provider.
2. Permission form must be signed by the parent or legal guardian.
3. Medication must be brought to school in the original container, properly labeled with the student's name and correct dosage by a registered pharmacist as prescribed by law. "Over the counter" medication must be in sealed original container.
4. Only medication or treatment that is necessary so the pupil can attend school or benefit from his or her educational program should be given during the school day.

Student's Name: _____ DOB: _____

School: _____ Diagnosis/Condition: _____

TO BE COMPLETED BY APPROPRIATE HEALTH CARE PROVIDER:

Medication and/or treatment ordered: _____

Times and dosages to be given at school: _____

Special orders and/or side effects to be monitored: _____

Student has been instructed on self-administration of medication and/or treatment and is authorized to do so in school:
____ NO ____ YES

Printed Name of Physician: _____ Phone Number: _____

Signature of Physician: _____ Date: _____

TO BE COMPLETED BY PARENT OR GUARDIAN:

I give permission for my child, _____, to receive the medication and/or special health care services as directed at school. I also give permission for the school nurse, or his/.her delegated representative, and the student's health care provide(s) to share information regarding this diagnosis or condition. I further understand that any school employee who administers any drug to my child in accordance with written instructions from the licensed health care provider shall not be liable for damages as a result of an adverse drug reaction suffered by the student because of administering such drug. I acknowledge that the school and its employees incur no liability for any injury resulting from the self-administration of medication.

Signature of Parent or Guardian

Date

Emergency Phone

Bullying / Harassment Report

Name (bully/harasser) _____ ID# _____ Grade: _____ Date: _____

Type of Conduct:

_____**Bullying:** This includes any gesture, written, verbal or physical act where the perpetrator engages in repeated conduct that physically or mentally harms a student or damages a student’s property; places a student in reasonable fear of physical harm or insults or demeans any student or group of students in such a way as to disrupt or interfere with the school mission or the education of any student.

_____**Harassment:** Conduct based upon the actual or perceived race, color, religion, national origin, ethnicity, gender, disability, or sexual orientation of the selected target, which has the effect of creating, in a reasonable person, an intimidating, hostile, or offensive environment, or which substantially or unreasonably interferes with or disrupts or interferes with the school mission or the education of any student (Visual, Stalking, Defacing of Property and Physical Threats).

_____**Sexual Harassment:** May include but not limited to sexually oriented communication, sexually oriented verbal “kidding”, or harassment or abuse; subtle pressure or requests for sexual activity; unnecessary touching, e.g., patting, pinching, hugging, repeated brushing up against another person’s body.

Description of Incident(s): (do not use other student name(s) on this form)

Action Taken by School Officials:

Discipline can range from a warning to 186 day expulsion depending on circumstances of events (see district behavior code). Please use appropriate offense label (First, Second, Third, Fourth, and Fifth) in Skyward to reflect position of student.

First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
__Conference with Counselor/Admin to review policy	__Conference with Counselor/Admin to review policy	__Conference w/ Parent/Student/Admin	__Conference w/ Parent/Student/Admin	__Conference w/ Parent/Student/Admin
__Parent Notification	__Parent Notification	__Possible Behavior Contract __Possible referral to support agencies	__Behavior Contract __Follow-up with support agencies (if needed)	
__Signed Policy		__Possible Individualized Learning Plan	__Individualized Learning Plan	
Discipline – Action to be determined by administrator	Discipline – Action to be determined by administrator	Discipline – Action to be determined by administrator	Discipline – Action to be determined by administrator	Discipline – Action to be determined by administrator

Parent Signature

Student Signature

Counselor Signature (optional)

Administration Signature

Adopted from KHMS
April 19, 2007
CC: Student Discipline File

Parents, after you have read this handbook, you are asked to sign this sheet and have your student return it to your first period teacher. Your signature does not mean you agree with the contents of the handbook; it means you have read the material.

Student Name

Parent's Signature