

# **THUNDER RIDGE MIDDLE SCHOOL**

**2017-2018**



## **Student Handbook**

**Thunder Ridge Middle School  
941 Kansas Avenue  
Agra, KS 67621  
(785) 638-2244**

**Superintendent/K-3 & 9-12 Principal, Jeff Yoxall  
Pre-K, 4-8 Principal, Beth Norris**

## **Handbook Information/Expectation**

- **This handbook contains the yearly required notification on the following issues:**
  - **Nondiscrimination**
  - **Family Educational Right to Privacy Act**
  - **Directory Information**
  - **Drug Free Schools and Communities Policy**
  - **Inoculations**
  - **Availability of Asbestos Plan**
- **As a condition of enrollment, I am required to abide by all regulations contained in this handbook as well as other policies established by the board of education.**
- **If I choose not to abide by the regulations contained in this handbook, any other policy established by the board of education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school.**

### **Purpose of the Handbook**

**This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Thunder Ridge Schools. Each student is responsible for becoming familiar with the handbook and for information contained within. Parents are encouraged to use the handbook as a resource to assist their child in following the rules at Thunder Ridge Schools. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing or to cover every situation and circumstance that may arise during the school year. This handbook does not create a “contract”. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.**

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## ***Nondiscrimination***

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Superintendent Jeff Yoxall has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

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

## ***Mission Statement***

We will seek through cooperation and unity to create a district where the welfare of the students is the primary objective. In order to accomplish this we will involve the school board, administrators, high qualified professional staff, students and representatives of all communities. We believe that with open communication and mutual respect the district will be one that provides an outstanding education in a safe and challenging environment. We will never cease in our pursuit of excellence.

## ***Enrollment/Withdrawal from School***

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

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

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

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

### **Drop-Add Period**

Once enrolled in a class, the class may be dropped only after a form is signed by a parent, the principal, the counselor, and the student. Dropping a class may be done only until the end of the first three days of classes. All classes will be for the full year unless otherwise listed.

## **Non-Resident Students**

The district is not required to admit non-resident students.

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent staff, facilities, equipment and supplies are available.

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

## **Enrollment**

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

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

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

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

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

The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

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

## **Student Fees**

Students may be assessed fees for the following (not an inclusive list):

***Each student grades K-12 may choose (voluntary) purchase an Activity Card for \$15. This will cover the costs of home athletic events, musicals, and assemblies.***

***A textbook fee of \$20 will be assessed for each student for textbooks and workbooks used by the students. Other costs may include:***

- materials for class projects;
- membership dues in student clubs;
- voluntarily purchased pictures, publications, class rings, graduation announcements, etc.;
- voluntarily purchased student accident insurance;
- musical instrument rental and supplies;
- personal apparel, used in extracurricular activities, that become the property of the student; and
- activity trip fees.

Each teacher will provide information pertaining to school supplies on the first day of class.

In the high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

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

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

It shall be the responsibility of the principal of the appropriate school to determine whether a student has transferred or withdrawn from school. Any student who is absent from school for more than 5 consecutive days shall be presumed to have transferred or withdrawn, unless the principal may determine by investigation that such is not the case.

Any student that drops out of school or is expelled from school loses all rights and privileges afforded students of Thunder Ridge Schools. Fees and dues collected will be returned on a pro-rated basis only if the student or his/her parents or guardian asks for their return.

## **Readmission**

All applicants for readmission to the school shall be submitted to the appropriate building principal in writing. If the student who is applying for readmission has been previously expelled from the school, the principal shall attempt to establish communication with the parents or guardian and to counsel with both parents and student

concerning his/her readmission. If the student who is applying for readmission has previously withdrawn, either formally or otherwise, the principal by appropriate counseling shall assist the student in planning his/her schedule, in obtaining the necessary books and supplies and in re-establishing himself as an active participant in the program of the school.

**Procedure for student withdraw from school:**

1. The student must pick up a checkout sheet from the office.
2. Each teacher must sign out the student from the assigned class.
3. All school materials must be returned.
4. All bills must be paid.
5. Checkout sheet must be returned to the office with appropriate signatures.

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

**FERPA**

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 that are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights which include:

- The right to review and inspect all of your educational records except those which are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - we have your prior written consent for disclosure;
  - the information is considered directory information and you have not objected to the release of such information
  - disclosure without consent is permitted by law.
- The right to request 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.
- The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 110 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.

## **Directory Information**

For purposes of FERPA, USD 110 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent.

Directory information categories may include the following: the student's name, address, telephone number, picture, parent or guardian, date and place of birth; major field of study; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

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 110 at the Thunder Ridge High School before September 1. If refusal is not filed, USD 110 assumes there is no objection to the release of the directory information designated.

School pictures are normally taken within the first 2-3 weeks of school at the grade school building. Students are under no obligation to purchase pictures, but they are available for purchase. Students are required to take student pictures even if not purchasing for the school yearbook.

## ***Academics***

The school has developed grade level/course objectives for all subject areas. The course objectives are aligned grades K-12.

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

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

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

## **Honor Roll**

The middle school honor roll will be based on letter grades of each general education class. Three levels will be recognized: all As, all As & Bs, and all As, Bs, & only one C.

To be listed on the nine weeks, semester, or yearly honor roll a student must meet the following criteria for the grading period.

## **Grading Scale**

98 – 100 = A+  
92 – 97 = A  
90 – 91 = A-  
88 – 89 = B+  
82 – 87 = B  
80 – 81 = B-  
78 – 79 = C+  
72 – 77 = C  
70 – 71 = C-  
68 – 69 = D+  
62 – 67 = D  
60 – 61 = D-  
59 and Below F

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

Formal reports shall be made to students and parents following the end of each established grading period (every 9 week period).

Report cards will be either sent home or handed to students at the end of each 9-weeks.

## **Art / Study Hall Enrollment Policy**

At the end of each school year, 6<sup>th</sup>, and 7<sup>th</sup> grade students are given the opportunity to choose whether or not they want to take an art class the following year as 7<sup>th</sup> and 8<sup>th</sup> graders. The options are; art all year, study hall all year, or a semester of each. Depending on the interest level of students, in each category, administration will determine the schedule.

Upon enrolling in Art the following criteria must be maintained:

Must remain eligible:

-if the student becomes ineligible, the student will be given a verbal warning.

They will have one week to bring their grades up and become eligible again.

-if the student is still ineligible, the student will report to study hall for the following week, also working on bringing up their grade. If they do so they return to Art the following week.

-if said student at the end of week two is still ineligible, they will remain in Study hall the rest of the semester.

-if a student becomes ineligible a second time, the student will be moved to Study

Hall the remainder of the semester.

-Work missed during this time of absence will be marked excused and they will not be expected to make it up.

Academics are of utmost importance to students in order to succeed. This policy is designed to help students achieve great things, and be rewarded for maintaining a high standard for themselves.

### **Band/Vocal Classes**

Students wishing to participate in Band for the current school year must pre-enroll in the class before the start of regular fall classes. As a member of the Band class, all students are expected to maintain the commitment for the entire school year.

Necessary supplies for Band students, such as reeds, valve oil, etc. may be purchased through the director on a cash and carry basis, not on credit. Continuous days without a playable instrument will result in a reduction in the daily points and consequently a negative impact on the overall grade.

Seventh and Eighth Grade students are eligible for lettering in Band and/or Vocal by meeting the following requirements: Being a student in good standing and participating in honor groups and/or contest as a soloist or member of an ensemble. A student in good standing has maintained a weekly C- average or above in Band or Vocal.

Students shall reimburse that school district for Regional contest fees when cancellations are made AFTER the registration deadline.

Band and Vocal students will participate in scheduled League, Regional and State Clinics and Contests, as well as school concerts, parades and pep band, as part of their total grade. Failure to meet this expectation will have a substantial affect on the band and /or vocal grade. Parents are to contact the MUSIC DEPARTMENT in advance of absences that are not avoidable. (Note: Absences from performances are strongly discouraged. In a small school, each member of the performing ensemble plays a very important role in the outcome of the final performance.)

### **Parent-Teacher Conferences**

Parents and students are encouraged to request a conference with teachers at any time convenient to all parties.

Parent/Student/Teacher Conferences will be held as soon as possible after the first 9-week grading period

To be listed on the nine weeks, semester, or yearly honor roll a student must meet the following criteria for the grading period.

1. The middle school honor roll will be determined by letter grades in all regular education classes, all As, all As and Bs, and all As, Bs, and no more than one C.

2. The student must have no grades lower than a C-. Any grade lower than C- will automatically disqualify the student from being on the honor roll, regardless of what other grades are earned.
3. Students with incompletes will not be listed on the honor roll.

### **Promotion Recognition**

Eighth grade students will be recognized at promotion according to GPA. The President's Award Program requires a 3.5 GPA and high achievement on a standardized or state test.

### **Promotion Exercises**

Students who have completed the requirements for promotion may be allowed to participate in promotion exercises unless participation is denied for appropriate reasons. Promotion exercises shall be under the control and direction of the building principal. The following requirements must be met in order to participate in promotion:

- Textbooks returned
- Library books returned
- Uniforms returned
- Band Instruments returned, if rented from the school
- Bills paid for meals
- Bills paid for unreturned items
- All homework complete
- No pending discipline issues
- Check out sheet complete

### **Homework**

Students are expected to complete homework and turn it in on time. Teachers may assign a zero if the student fails to turn the assignment on time. We feel it is extremely important that students take the responsibility to make sure assignments are completed on time.

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

For each day of absence, a student has one day to make up the work. For example, if a student is gone three days in a row, the student has three days to make up the work upon returning to school.

If a student knows that he or she will be gone prior to their absence, they are to get the assignment from their teacher and have it turned in prior to leaving unless other arrangements are made with the instructor. If the student knows that he/she is going to be

gone prior to absence and does not take the initiative to obtain his/her assignments ahead of time, the teacher may give the student a zero.

**THUNDER RIDGE ACADEMY  
THUNDER RIDGE MIDDLE SCHOOL  
GRADES 6-8**

The TRMS Staff 6<sup>th</sup> – 8<sup>th</sup> grade teachers have established an after school program Monday through Wednesday from 3:50 – 4:30 throughout the school year. The Academy Program will be held in the ITV classroom, and will be provided by teachers in the building on a volunteer rotating basis. Students will be allowed to attend athletic practice after they have attended the Academy session.

We believe academics are by far the most important part of a student’s education at Thunder Ridge Schools. Students who are well prepared for the post secondary world are much more successful than those who are not well prepared. USD 110 wants to give our students every opportunity to be successful in their careers and life. We know a good education is the key to a successful career. With the support of our parents, this program could be a tremendous benefit to our students.

Students may also voluntarily attend the Academy for help with homework after school OR they will be referred by their teacher for late assignments. Late assignments that are turned in with sloppy or unacceptable answers will also be given a referral to the Academy.

When a student has a late assignment he/she will be given an Academy Phone Pass that will be submitted to the school secretary and the **student will call their parents/guardians** to let them know they will be staying after school for the following Academy session. (This will be Tuesday for those students calling Monday, Wednesday for those calling on Tuesday and Monday for those who call on Wednesday – Friday.) A note will be sent home with the student to give to the parent as well. A Google document will be set up for the teachers every week to add the names of those students who will be attending the Academy and exactly what these students need to work on during the Academy session. After students finish their late assignments they will also be given opportunity to work on the next day’s assignments or Lexia/Core 5 Reading, Reading Plus, Accelerated Reading and Math websites that improve our students basic knowledge.

If a student “forgets” to attend the Academy on the day that it is assigned he/she will be required to double the days to make up for the lost time. Students who have not filled their TR obligations will not attend extra-curricular activities.

The school will NOT transport children from the Academy. Parents will need to come to get their children from TRMS or have a designated driver that will pick up their student.

### **Academic Dishonesty**

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

A student that engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures.

### **Human Sexuality and AIDS Curriculum**

The human sexuality and AIDS curriculum is available for inspection from the high school office upon request.

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

To receive information on the opt-out provision, contact the principal's office.

## ***Attendance***

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

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

The law requires the disclaimer to include the following information:

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

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

Any student not in school, unless on a school trip will be counted absent. Exception: Students attending school sponsored activities without parents consent during the regular school hours as spectators will be considered unexcused. Students taken from school by their parents to attend school sponsored activities as spectators are excused.

Attendance Policy 2017-2018

### **Attendance Policy Mission Statement:**

Regular and prompt school attendance is vital to a good education as well as to the development of responsibility and personal discipline. Regular attendance demonstrates respect for teachers and peers by minimizing the time used to help a student catch up after

an absence. Opportunities for education and growth sometimes occur outside the school. USD 110 encourages you, with the guidance of your parents or guardians to evaluate these opportunities and take advantage of those that promote your personal development. Illness and family concerns may also require time away from school. Responsible use of this policy will give you and your parents a chance to arrange your priorities and provide for illness without the threat of disciplinary consequences. You must understand, however, that not every opportunity or need justifies an absence from school. We expect you to give school attendance priority over matters of personal convenience and desire. USD 110 will not excuse absences that serve no constructive purpose or which, regardless of the purpose, are excessive or generally avoidable.

**Attendance Procedures:**

1. If a student is absent the parent/guardian must contact the school between 8:00 a.m. and 9:00 a.m. on the day of the absence. If the office does not receive confirmation of the absence by phone or written notification the absence will be unexcused, for the time missed.  
**\*\* Please see the Make-Up Work Policy below- zero credit will be issued if the absence is unexcused.**
2. Any illness or hospitalization of 4 days or longer will require a note from the doctor verifying the reason and length of the absence.
3. Students who know in advance that they are going to be absent are encouraged to advise the office one day in advance of the absence and make arrangements for make-up work with their teachers before they leave. ***Please see the Make-Up Work Policy below.***
4. In the event of an unforeseen absence, it is the student's responsibility upon returning to school to meet with each teacher to get missed assignments and to make arrangements to complete make-up work. ***Please see the Make-Up Work Policy below.***
5. All students absent 1st hour will not be allowed to participate in extracurricular activities (including any practices, games, etc). The exception to this rule is medical appointments, and funerals. Those students returning to school with a doctor's note or sufficient documentation for their absence will be permitted to practice or play that day.
6. A student may not leave school property during the school day unless parent contact is completed and permission is granted by school officials. All students who leave during the day must sign out at the office. Leaving without permission from the office will result in an unexcused absence for the periods missed by the

student.

7. If your child/children will not be riding the bus home from a school sponsored event, the child must be signed out with a coach and will only be released to a parent/legal guardian.

\*The administration realizes it is difficult to schedule medical and dental appointments, but we request that parents make every effort to schedule appointments so their child misses as little school time as possible.

**Excused absence** (an absence will be excused for the following reasons):

- Funerals
- Illness
- Medical Appointments- with a doctor's note
- Family trips- **Advance notice** is to be given to the school
- Absence which a parent of the student requests **in advance** by telephone and which the Principal feels will contribute in a substantial and educational way to the best interest of the student or the student's family
- Parent request- Not to exceed 2 parent request per semester

**Unexcused absences:** Absences for reasons other than the above. Some examples are but not limited to:

- Oversleeping
- Hair appointments
- Failing to call the school before 9 am and notify the office of the student's absence

**Excessive absences:**

Attending school is currently the main job of a student. Attendance is necessary for effective learning, but it also teaches responsibility, creates habits that will carry them through life. We know things come up and students are required to miss school. We want to instill a policy that will help the students and their parents make WISE CHOICES about how they use their absences.

At TRMS -  
7-8th grade

The day is divided into 10 periods in which attendance is taken. Each period will consist of 1/10th of a day. At 10 total period absences the student will have missed one whole day.

4th-6th grade

The day will be divided into quarter of a day periods.

Tardy 8:00-8:15

AQ= Absent Quarter 8:16-10:45

AH= Absent Half 10:46-1:00

ATQ= Absent Three Quarters 1:01-3:29

LE= Left Early 3:30-3:45

Therefore, if a child arrives at school, leaves part way during the day then returns, if they are gone

Less than 15 minutes they are T or LE, either means gone 15 minutes or less

More than 15 minutes they are AQ, absent quarter of the day

More than 135 minutes they are AH absent half of the day

More than 270 minutes they are ATQ, absent three quarters of the day

Absences will be tallied this way - for ALL EXCUSED AND UNEXCUSED ABSENCES. Missing between 1 & 15 minutes is considered tardy, but missing 16 minutes or more of a class is an absence. Student Activity absences will not be included in the excessive absence policy.

\*\*\* The following chart will be followed for missed days and consequences.

At 8 absences	Attendance Alert Letter will be mailed
At 14 absences	Parent Conference will be held with the principal, student, parents & teacher(s)
At 20 absences	Parent Conference explaining: Each additional day missed will be made up with three days of detention after school from 3:45-4:30. Incompletes will be in place until all seat time is made up. <b>See make up time opportunities below.</b> All grades will be finalized at the end of school - no work will be accepted for credit after that, but you will receive incompletes until all seat time is completed. Make up work must follow <b>Make up work Policy below.</b>

At the end of each quarter, students with 5 or more absences for the quarter will serve one detention time, before being allowed to attend extracurricular activities. Students will have one week to make this up.

Exceptions for documented medical issues will be handled on a case-by-case basis by the

Principal. Doctor's notes stating the reason and duration of the absences will be required.

**Truancy Policy:**

**The Board of Education does not condone truancy for any reason and encourages all students to attend school on a regular and systematic basis. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. The superintendent of schools shall include in his annual report any information relative to truancy, which he feels, should be called to the attention of the Board and to the community. The superintendent shall attempt to enlist the support and cooperation of the Kansas Social and Rehabilitation Services in dealing with the problems created by truancy.**

**The superintendent of schools is authorized to report truanies to the administrative judge of the Kansas DCF (Department of Children and Families) for referral.**

**Make-Up Work:**

1. If the absence is excused the student will need to meet with their teacher(s) to set a time limit when the work is due not to exceed 1 day for every day absent. Work not made up in the assigned time, even though the absence is excused, will be recorded as a zero and marked incomplete until finished.
2. Partial credit will be issued if the absence is unexcused.
3. Advanced make-up work - if a student knows of impending absence, assignments should be secured and work made up in advance. This is the student's responsibility.
4. Concerning all inter-school activities, teachers must be notified and all make-up work must be obtained in advance of departure. Teachers will contact the coach/sponsor if this is an issue.
5. A student who does not keep his make-up work current will not be allowed to depart early for future non curricular events.
6. Students on Out-of-School Suspension (OSS) must have all work ready to turn in upon returning to school. It is the student's responsibility to get work from teachers. They will receive a maximum of 59% credit.

\*\*\*Teacher discretion applies to all make-up work policy. See specific teacher syllabus for late work policy, missed class participation grades, etc.

**Power School Attendance Conversion for grades 4-6**

T= Tardy	8:00 – 8:15
AQ = Absent Quarter	8:16 – 10:45
AH = Absent Half	10:46 – 1:00
ATQ = Absent Three Quarters	1:01 – 3:29
LE = Left Early	3:30 – 3:45

Therefore, if a child arrives at school, leaves part way during the day then returns, if they are gone:

Less than 15 minutes they are T or LE, either mean gone 15 minutes or less

More than 15 minutes they are AQ, absent a quarter of the day

More than 135 minutes they are AH absent half of the day

More than 270 minutes they are ATQ, absent three quarters of the day

Power School Attendance for grades 7-8 will be taken per class period.

## **Tardy Policy**

Be responsible by entering class on time, if you are late due to being held by the previous teacher they will send you with a pass and it will not be recorded in the office.

If you need to address an issue that will make you late, take your materials to class and ask permission from the teacher. If the teacher is told instead of being asked, you will be counted tardy.

3 Tardies – 20 minutes after school

4 Tardies – 30 minutes after school

5 Tardies – unexcused absence and In-School Suspension

Tardies are cumulative, not class specific. The habit of being late is inconsiderate and self-centered.

Time after school will be completed on a Monday or Tuesday, with arrangements being made by the student to notify parents for ride arrangements or the student must notify the coach of the current sport season if applicable.

## ***Discipline***

**PHILOSOPHY:** The word “discipline” is derived from the word “disciple” which means, “to teach.” The purpose of these discipline and attendance policies is to ensure a safe, child-centered learning environment, which is free of disruption. These policies involve parents, community members, and school personnel in the process, and hold students accountable for their behavior. The goal of the Thunder Ridge School District is to develop those traits known as the Six Pillars of Character counts: Caring, Respect, Fairness, Citizenship, Trustworthiness, and Responsibility.

The effective education of our students requires a school environment in which students feel safe and secure. The Board of Education is committed to maintain an environment conducive to learning in which students are safe from violence, threats, name-calling, intimidation, and unlawful harassment. This policy shall include circumstances related to racial harassment and racial discrimination and how each are related to student to student, student to school personnel, and school personnel to student incidents.

**A POLICY ADDRESSING THE PROHIBITION OF HARASSMENT BASED ON RACE, COLOR, RELIGION, AND NATIONAL ORIGIN, AND PROCEDURES FOR REPORTING AND INVESTIGATING IS BEING FINALIZED AND SHALL BE FORTH COMING.**

**DISCIPLINARY REFERRAL PROCESS:**

1. It is acknowledged that all staff members share in the responsibility for enforcing the discipline policies and creating an environment conducive to learning.

All referrals shall be made in writing.

2. The principal and/or his/her designee shall conduct and document a confidential investigation to determine whether or not to proceed with charging the referred student with a violation of policy.

3. In investigating a referral, the administrator or designee shall interview witnesses as appropriate and necessary.

4. In processing disciplinary referrals, the administrator or designee shall utilize, as appropriate, Character Counts-focused counseling with students.

5. All disciplinary policy consequences described below accumulate throughout the school year unless otherwise specified. Parents will be contacted regarding each offense.

6. Any/all unlawful items shall be confiscated and be turned over to a law enforcement agency as soon as possible.

7. When a student has been placed on a district contract, by the Hearing Authority, the following should occur: The student will return to school with a copy of the district contract and a re-entry check-off form, which will require a Principal/Assistant Principal signature and a referral to the Student Assistance Team for clearance.

If a student has been long-term suspended by the Hearing Authority, or if a student violates his/her district contract, resulting in long term suspension, the following should occur: Upon returning from long term suspension, the student will be required to obtain a re-entry Check in form, sign by the Principal/Assistant Principal, who will refer the student to the Student Assistance Team prior to clearance. Parents will be contacted regarding each offense.

**SUSPENSION PROCEDURES**

When a principal (or designee) determines that a student be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - A. A written or oral statement of the charges;
  - B. If the student denies the charges, a summary of the evidence against the student will be presented.
  - C. The student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the

suspension, description of the student's misconduct, and the action taken by the principal.

## **EXPULSION PROCEDURES**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel
  - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right of an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent(s). The board will then take any action deemed appropriate.

## **IN-SCHOOL SUSPENSION**

In-School Suspension is used primarily for disciplinary situations. In-School Suspension involves removing a student from the mainstream of school activity and assigning him/her to a strictly supervised and restricted classroom.

The student assigned to In-School Suspension will be allowed to complete work (assignments, tests, etc.) for credit. The student cannot receive credit for participation in class lectures and discussion, or lab situations that are missed due to the ISS assignment. Teachers may send tests or other assignments to students to be completed during their ISS time, but they are not obligated to do so.

Students assigned to one period of ISS: Teachers may send students to ISS room upon notification of the office for the class period, if warranted. The ISS supervisor will keep a log of students sent directly from one classroom for a one period suspension. Students assigned to ISS for one period must copy from the student handbook throughout the period.

The suspended student must report to the ISS room at 8:10 a.m. Suspended students must bring a sack lunch or purchase a meal while on ISS. The lunchroom will have available a table assigned to ISS students. The students will be escorted to and from the lunchroom by the lunch duty teacher. Students in ISS are always responsible for completing assignments for classes missed. *When a student is suspended for the day (this does not include one-hour removal from class), that student is not permitted to participate in extra-curricular practices (athletics, musical, etc.) or competitions until the beginning of the following day.*

#### **IN-SCHOOL SUSPENSION GUIDELINES**

1. No sleeping will be allowed during In-School Suspension.
2. No food or drink allowed.
3. No talking.
4. No disruptive behavior.
5. No magazines.
6. Students refusing to follow the guidelines of ISS will be suspended Out-of-School for 1-10 days and must make up the ISS assignment upon returning.
7. Students placed in ISS cannot attend school athletic activities including practices and games or any other extra-curricular activity until the beginning of the following day.

#### **OUT-OF-SCHOOL SUSPENSION**

Out-Of-School Suspension is for disciplinary purposes. Out-Of-School Suspension involves removing a student from the school premises for a specified number of days. Out-Of-School Suspension is used for more severe disciplinary issues and for repeated offenses. Students placed in Out-Of-School Suspension are not allowed on school grounds during the suspension and are not allowed to be involved in any school activities during the suspension. Students are to complete assignments missed during an Out-Of-School Suspension and will receive up to 59% credit on each assignment.

#### **DISCIPLINARY CONSEQUENCES FOR VIOLATING SCHOOL POLICY**

***\*ALL DISCIPLINE POLICIES APPLY TO BEHAVIOR THAT OCCURS WHILE ON SCHOOL PROPERTY, IN A SCHOOL BUS/VEHICLE, OR AT A SCHOOL ACTIVITY, BUS STOP, ATHLETIC OR SOCIAL EVENT.***

## **IF THIS HAPPENS**

### **WEAPONS IN SCHOOL POLICY** (School Year)

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board of Education to forbid the possession, custody, or use of weapons by students or unauthorized personnel in or around school property.

This policy is enacted to implement the requirements of the Federal Gun Free Schools Act of 1995.

#### **Definitions:**

Weapon: For purposes of this policy, a “weapon” is any firearm, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any “look-a-like” object that resembles an object that has a potentially violent use, if under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

Firearm: For the purposes of this policy, and for purposes of compliance with Federal Gun Free Schools Act, a “firearm” is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; and firearm muffler or firearm silencer, or any destructive device.

Prohibitions: It is the policy of the Board that no student shall bring a weapon into a school zone, nor carry or keep any weapon in a school zone or while attending or participating in any school activity, including during transportation to or from such activity.

Enforcement: This policy shall be enforced according to the Board’s Student Search and Seizure Policy. Disciplinary actions pursuant to this policy shall follow the procedures prescribed by the State Board of Education Regulation NO. 81-3, as amended and the policies of the district.

#### **Penalties for Violations:**

Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension.

a. In compliance with the Federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a firearm, as defined in this policy, shall at a minimum, be expelled from school for a period of not less than one year (186 school days), provided, that the Superintendent or the Board of Education may modify such penalty in appropriate cases in their discretion.

b. This policy shall be interpreted in a manner consistent with the Individuals with Disabilities Education Act (IDEA).

1. In accordance with the provision of 20 U.S.C. § 1415e(3) (B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school under the jurisdiction to the School Board may be placed in an interim alternative educational setting as specified by the IEP team.

2. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during

the tenure of such proceeding, unless the parents and school officials agree otherwise.

**THEN THIS HAPPENS**

Any offense: Parental notification and notification to the appropriate law enforcement authorities and then refer the student to the Hearing Authority with a recommendation of long-term suspension for one (1) calendar year (186 school days).

**IF THIS HAPPENS**

**POSSESSION OF WEAPONS OTHER THAN FIREARMS:** (School Year)

**THEN THIS HAPPENS**

Elementary and Secondary Schools (K-12)

Any offense: Parental notification and notification to the appropriate law enforcement agency and then refer the student to the Hearing Authority with a recommendation of long-term suspension for the remainder of the current semester with the option of extending the long-term suspension for one (1) calendar year (186 school days).

**IF THIS HAPPENS**

**THREAT OR ATTACK WITH A WEAPON** (School Year)

(Student to Student/School Personnel/Other Persons)

A threat with a weapon or an attack with a weapon with the obvious intent to harm school personnel, another student, or other persons attending a school function or on school property. A weapon is defined as any instrument such as a knife, gun, ice pick, razor, or any substance used with the intent of inflicting bodily harm.

Weapons are not to be in student possession while attending school, at a school activity, or on a school bus or other means of district transportation. Possession of a weapon will be dealt with under “Weapons in School Policy”.

**IF THIS HAPPENS**

**THREAT TO USE A WEAPON** (School Year) (Student to Student/School Personnel/Other Persons)

**THEN THIS HAPPENS**

Elementary and Secondary Schools (K-12)

Any offense: Parental notification and notification of the appropriate law enforcement agency and then refer the student to the Hearing Authority with a recommendation of long-term suspension for one (1) calendar year (186 school days).

**IF THIS HAPPENS**

**DISRUPTIVE AND DANGEROUS TACTICS** (School Year)

Offenses that are considered dangerous or disruptive. Arson, playing with fire, calling in a bomb threat, possession or explosion of fireworks an explosives, riot, walk-outs, strikes, setting off fire alarms, discharging fire extinguishers are included in this section. Also, other acts that are equally as disruptive or dangerous might be charged as an offense in this policy, such as students obstructing school personnel from responding to a dangerous or potentially dangerous situation.

**THEN THIS HAPPENS**

Elementary and Secondary Schools (K-12)

Any offense: Parental notification and notification to the appropriate law enforcement agency and then refer the student to the Hearing Authority who will have the prerogative of long-term suspension for remainder of the current semester with the option of extending the long-term suspension through the succeeding semester and/or district behavior contract, depending on the nature of the offense.

**IF THIS HAPPENS**

**SEXUAL ATTACK** (School Year) (Student to Student/School Personnel)

The act of abusing the personal rights of another by the imposition of sexual acts. Various forms of touching may be interpreted as assault.

**THEN THIS HAPPENS**

Elementary and Secondary Schools (K-12)

Any offense: Parents of both students and the appropriate law enforcement agency shall be notified. The student responsible for the assault shall be referred to the Hearing Authority and suspended from school until the hearing is held. The Hearing Authority may expel the student for up to one (1) calendar year (186 school days) or place the student on a behavior contract. The student responsible for the assault must begin counseling with a mental health agency prior to returning to school.

**IF THIS HAPPENS**

**PHYSICAL ATTACK** (School Year) (Student to School Personnel)

An actual attack on school personnel, or other persons on school property or at a school activity. This may include any form of intentionally forceful, harmful, hurtful, or clearly offensive physical contact administered upon or directed to the body of another, including, but not limited to:

- a. Striking, kicking, squeezing, pushing, or pinching any part of the body, or forcefully grabbing the body or attempting to do any of the foregoing; or
- b. Restraining or restricting physical movement through physical contact, or attempting to do either.

**THEN THIS HAPPENS**

Elementary and Secondary Schools (K-12)

Any offense: Parental notification and notification to the appropriate law enforcement agency, and then refer the student to the Hearing Authority who will provide an opportunity for a hearing with the parents and student present with recommendation to expel for up to one (1) year (186 school days).

The student shall be suspended for a minimum of five (5) days or until the hearing, whichever is longer.

**IF THIS HAPPENS**

**PHYSICAL ATTACK** (School Year) (Student to Student)

The act of inflicting bodily injury of a serious nature to another student. This would include using part of your person, including, but not limited to the following: fist, head, elbow, foot, knee, or teeth.

**THEN THIS HAPPENS**

Elementary & Secondary Schools (3-12)

**1<sup>st</sup> Offense:** Parental notification and, if needed, notification of the appropriate law enforcement agency, and up to five (5) days suspension with a mandatory parent conference

for re-entry. If in the opinion of the principal, the severity of the injury sustained is of a violent or serious nature, then, the principal/designee would have the option of referring the student to the Hearing Authority to discuss the possibility of long-term suspension for up to one (1) year (186 school days). If the student is referred to the Hearing Authority, the student will be suspended for a minimum of five (5) days or until the hearing, whichever is longer. Outside counseling is required.

**2<sup>nd</sup> Offense:** Parental notification and notification of the appropriate law enforcement agency, and referral to the Hearing Authority who will provide and opportunity for a hearing with parents and student present to discuss recommendation for district behavior contract and/or the possibility of long-term suspension for up to one (1) year (186 school days). The student will be suspended until the hearing.

#### **IF THIS HAPPENS**

##### **AGGRESSIVE CONFRONTATION** (School Year) (Student to Student)

The act of verbally or physically confronting another student in a disruptive manner. Shall include, but not be limited to, the acts of intentionally pushing, shoving, bumping, running into, tripping, or grabbing another student however no punches are thrown.

#### **THEN THIS HAPPENS**

Elementary & Secondary Schools (3-12)

**1<sup>st</sup> Offense:** After careful investigation to ascertain the extenuating circumstances and individual guilt, proceed with parental notification and up to three (3) days suspension with parent. Mediation and counseling may be suggested.

**2<sup>nd</sup> Offense:** After careful investigation to ascertain the extenuating circumstances and individual guilt, proceed with parental notification and then up to five (5) days suspension with mandatory parental conference for re-entry. Mediation and counseling required.

**3<sup>rd</sup> Offense:** Parental notification and then refer to the Hearing Authority who will provide an opportunity for a hearing with parents and student present with recommendation for long-term suspension for the remainder of the semester and/or district behavior contract.

**4<sup>th</sup> Offense:** Parental notification and recommend long-term suspension to the Hearing Authority for the remainder of the school year.

#### **IF THIS HAPPENS**

##### **THREAT** (School Year) (Student to School Personnel)

Threatening physical harm, harassment or intimidation toward school personnel either by spoken or written word or by gesture or expression.

Elementary & Secondary Schools (3-12)

**1<sup>st</sup> Offense:** Parental notification, referral for counseling, and a three (3) day suspension with mandatory parental conference. Notification of appropriate law enforcement agency and, referral to the Hearing Authority who will provide an opportunity for a hearing with parents and student to discuss the possibility of long-term suspension for the remainder of the semester and/or district behavior contract.

**2<sup>nd</sup> Offense:** Parental notification, notification of appropriate law enforcement agency, and recommendation of long-term suspension to the Hearing Authority of the remainder of the school year.

#### **IF THIS HAPPENS**

##### **THREAT** (School Year) (Student to Student)

Threatening physical harm, harassment or intimidation toward another student or a guest of the school either by spoken or written word or by gesture or expression.

Signing to intimidate another student or students

**THEN THIS HAPPENS**

Elementary & Secondary Schools (3-12)

**1<sup>st</sup> Offense:** Parental notification and mandatory parental conference, and either one (1) day in or out of school suspension or a chosen alternative form of discipline.

**2<sup>nd</sup> Offense:** Parental notification and mandatory parental conference, refer for counseling, and either a three (3) in or out of school suspension or a chosen alternative form of discipline.

**3<sup>rd</sup> Offense:** Parental notification and referral to the Hearing Authority who will provide an opportunity for a hearing with parents and student present to discuss the possibility of long-term suspension for the remainder of the semester. The Hearing Authority would have the prerogative of long-term suspension and/or district behavior contract at this hearing.

**4<sup>th</sup> Offense:** Parental notification and recommendation of long-term suspension to Hearing Authority for the remainder of the school year.

**IF THIS HAPPENS**

**HAZING/INTIMIDATION** (School Year) (Student to Student)

Any willful act done by a student, whether individually or in concert with other, to another student(s) for the purpose of subjecting such student(s) to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace.

**THEN THIS HAPPENS**

Elementary & Secondary Schools (3-12)

**1<sup>st</sup> Offense:** Parental notification and notification of the appropriate law enforcement agency, and a minimum of five (5) days suspension with a mandatory parent conference for re-entry. If in the opinion of the principal, the severity of the injury sustained is of a violent or serious nature, then, the principal/designee would have the option of referring the student to the Hearing Authority to discuss the possibility of long-term suspension for up to one (1) year (186 school days). If the student is referred to the Hearing Authority, the student will be suspended for a minimum of five (5) days or until the hearing, whichever is longer. Outside counseling is required.

**2<sup>nd</sup> Offense:** Parental notification and notification of the appropriate law enforcement agency, and referral to the Hearing Authority who will provide and opportunity for a hearing with parents and student present to discuss recommendation for district behavior contract and/or the possibility of long-term suspension for up to one (1) year (186 school days). The student will be suspended until the hearing.

**IF THIS HAPPENS**

**SEXUAL HARASSMENT** (School Year) (Student to Student/School Personnel)

Behavior (including gestures) or words (oral or written) that are directed at a student or school personnel because of his/her sex that are uninvited, unwanted, or unwelcome which would cause the person of that sex to feel uncomfortable or offended or when the conduct by its nature is clearly unwelcome or

inappropriate. A student who has initially welcomed conduct of a sexual nature by active participation must give specific notice to the alleged harasser that such conduct is no longer welcomed in order for such subsequent conduct to be deemed unwelcome.

Examples include, but are not limited to:

- a. Comments about body parts or rating a person's body.
- b. Spreading of sexual rumors, stories or jokes.
- c. Using sexual orientation as an insult.
- d. Staring or pointing at a person's body parts.
- e. Making obscene gestures.
- f. Displaying of sexual materials.
- g. Verbal sexual advances including subtle pressure for sexual activity.
- h. Repeated or persistent unwelcome requests for dates, meeting, or other social interactions.

NOTE: If sexual touch occurs, the Sexual Attack policy can be enforced.

### **THEN THIS HAPPENS**

Elementary & Secondary Schools (3-12)

**1<sup>st</sup> Offense:** Parents of both students shall be notified. The student responsible for the harassment will receive up to a three (3) day suspension with a mandatory conference for re-entry. At principal's discretion notification of appropriate law enforcement agency if the circumstances warrant such.

**2<sup>nd</sup> Offense:** Parents of both students shall be notified. The student responsible for the harassment will receive up to a five (5) day suspension. The principal would have the option of referring the student to the Hearing Authority with recommendation for long-term suspension for the remainder of the semester. At principal's discretion, notification of appropriate law enforcement agency if the circumstances warrant such.

**3<sup>rd</sup> Offense:** Parents of both students shall be notified. Notification of appropriate law enforcement agency and the student responsible for the offense shall be referred to the Hearing Authority for possible long-term suspension for the remainder of the school year.

### **IF THIS HAPPENS**

**INDECENT EXPOSURE** (School Year) (Student to Student/School Personnel )

The act of exposing one's private parts, including buttocks, in public.

### **THEN THIS HAPPENS**

Elementary and Secondary Schools (K-12)

**1<sup>st</sup> Offense:** Parental notification and three (3) days suspension.

**2<sup>nd</sup> Offense:** Parental notification and then referral to the Hearing Authority with a recommendation for a behavior contract and/or long-term suspension for the remainder of the semester.

**3<sup>rd</sup> Offense:** Parent notification and then recommend long-term suspension to the Hearing Authority for the remainder of the year.

### **IF THIS HAPPENS**

**ABUSIVE LANGUAGE/GESTURE** (School Year) (Student to School Personnel)

The usage of improper language or the usage of insulting language/gesture or the use of profanity directed toward school personnel.

**FALSE REPORT** (School Year) (Student to School Personnel) A student who makes a false report of child abuse or neglect against another person in bad faith or with malicious purpose.

**THEN THIS HAPPENS**

Elementary & Secondary Schools (3-12)

**1<sup>st</sup> Offense:** Parental notification and up to three (3) day suspension. At principal discretion, appropriate law enforcement agency may be notified.

**2<sup>nd</sup> Offense:** Parental notification with mandatory parental conference, notification of appropriate law enforcement agency. Referral to the Hearing Authority who will provide an opportunity for a hearing with parents and student to discuss the possibility of long-term suspension for the remainder of the semester and/or district behavior contract.

**3<sup>rd</sup> Offense:** Parental notification, notification of appropriate law enforcement agency, and recommendation of long-term suspension to the Hearing Authority for the remainder of the school year.

**IF THIS HAPPENS**

**DRUNKENNESS/DISORIENTATION** (School Year)

Student using abnormal speech or exhibiting abnormal behavior resulting from the usage of drugs and/or the consumption of intoxicating (alcoholic) beverages or inhalants

**IF THIS HAPPENS**

**POSSESSION OF DRUGS/ALCOHOL/COUNTERFEIT DRUGS/ANY SUBSTANCE WITH INTOXICATING OR ADDICTIVE EFFECT** (School Year)

The possession of marijuana, hallucinogenic drugs, other abuse prone drugs, counterfeit drugs, any substance with an intoxicating effect, or the possession of intoxicating (alcoholic) beverages. This also includes possession of paraphernalia that has been used to ingest drugs.

Definition of Possession:

- a. On a student's person while at school, school activity, or while being transported to and from an activity in a school bus or school vehicle.
- b. In a student's assigned or unassigned locker.
- c. In a student's car or friend's car while on school property.
- d. Knowingly concealed on school property by a student.
- e. On a student's person while under sports/activity season 24 hour policy.

Definition of Counterfeit Drugs:

- a. Any substance designed to look like an illegal or abuse-prone drug.
- b. Any substance represented as an illegal or abuse-prone drug.

Definition of a Substance with intoxicating/addictive effect:

- a. A substance such as permanent markers, hair spray, vanilla, liquid paper, gasoline, or caffeine pills used to produce an intoxicating effect.
- b. Drugs prescribed by the student's physician that are being taken according to the directions of the prescription are exempt under this policy.

**NOTE: SUCH PRESCRIBED MEDICATIONS ARE TO BE KEPT IN THE HEALTH OFFICE AND TAKEN UNDER THE SUPERVISION OF SCHOOL PERSONNEL.**

**IF THIS HAPPENS**

**USAGE OF ALCOHOL/DRUGS/COUNTERFEIT DRUGS/ANY SUBSTANCE WITH AN INTOXICATING/ADDICTING EFFECT** (School Year)

The usage of marijuana, hallucinogenic drugs, other abuse prone drugs, counterfeit drugs, any substance with an intoxicating or addictive effect, or having consumed intoxicating (alcoholic) beverages.

Definition of Usage

- a. Using prior to attending school, then attending school.
- b. Using prior to attending a school activity, then attending the school activity.
- c. Using while at school.
- d. Using while being transported in a school bus/vehicle to and from school or to and from an activity, which the school is sponsoring or in which the school is taking part.
- e. Using while under sports/activity season 24 hour policy.

The following provisions apply when a student violates any or all of the substance abuse definitions.

**THEN THIS HAPPENS**

Elementary & Secondary Schools (3-12)

**1<sup>st</sup> Offense:** Parental notification, notification to the appropriate law enforcement agency and, if needed, referral to the Hearing Authority for an long-term suspension hearing. Student will be suspended up to five (5) days or until the scheduled hearing.

At the hearing with the Hearing Authority, if the student is found to be in violation of this policy, and is allowed to remain in school, a contract shall be agreed to by the student, parent(s), and school district that provides for the following:

- a. The punishment up to and including short-term suspension.
- b. Suspension from all student activities for a period of not less than two weeks.
- c. An evaluation from an acceptable drug and alcohol program.

**2<sup>nd</sup> Offense:** A second time violator shall be subject to the following sanctions;

- a. A punishment up to and including long-term suspension up to one (1) year (186 school days).
- b. Suspension from all school activities for a period of not less than a month.
- c. A student placed on long-term suspension under this policy may be readmitted on a probationary status.

**3<sup>rd</sup> Offense:** A third of subsequent violation of this policy, shall be subject to the following sanctions:

- a. A punishment up to and including expulsion from school.
- b. Suspension from participation and attendance at all school activities for the year.
- c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student maintains regular attendance at an approved drug and alcohol education and rehabilitation program.

**IF THIS HAPPENS**

**SALE OR DISTRIBUTION OF DRUGS/ALCOHOL/COUNTERFEIT DRUGS/ SUBSTANCE WITH INTOXICATING/ADDICTIVE EFFECT** (School Year)

Sale or distribution of marijuana, hallucinogenic drugs, other abuse prone drugs, and/or intoxicating (alcoholic) beverages to other students or persons while on school property or a school activity.

**Definition of Sale or Distribution**

- a. The act of selling drugs or alcoholic beverages for money or compensation.
- b. The act of distributing drugs or alcoholic beverages without gaining compensation.
- c. The act of distributing drugs or alcoholic beverages while under sports/activity season 24 hour policy.

**THEN THIS HAPPENS**

Elementary and Secondary Schools (K-12)

Any offense: Parental notification, notification to the appropriate law enforcement agency and then refer the student to the Hearing Authority with a recommendation of long-term suspension for one (1) calendar year (186 days). The student will be suspended until the hearing.

**ATHLETIC/ACTIVITY DRUG & ALCOHOL POLICY (K-12). (Usage/Possession/Sale or Distribution)**

**PHILOSOPHY:** Athletics and Activities are an integral part of the educational process providing students with opportunity to further develop their unique capabilities, interests and needs beyond the classroom environment. Participation in these programs is a PRIVILEGE offered to and earned by students. Because participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times.

The following applies when students, who are members of a district's athletic or activity programs, are in violation of the usage, possession, sale, or distribution of the district's drug and alcohol policies. This policy applies to participants during each sports/activity season and requires twenty-four (24) hour compliance, on and off campus.

**NOTE: "Confirmed Offense" is defined as an eyewitness report by a school district employee, information substantiated by a police report, a statement of self-incrimination or other credible evidence.**

**THEN THIS HAPPENS**

Elementary and Secondary Schools (K-12)

**1<sup>st</sup> Offense:**

- a. Students involved in an athletic/activity program will forfeit their privilege of participation in competition for two activities. The athlete will continue to practice during the suspension.
- b. "On Campus" violations or infractions occurring "to, from or at" extracurricular events will result in notification to the appropriate law enforcement agency or juvenile authorities and then a referral of the students to the Hearing Authority. Appropriate discipline recommendations will be made consistent with substance abuse policies.
- c. Students will be required to abide with district drug and alcohol counseling program requirements.

**2<sup>nd</sup> Offense:**

- a. Students involved in an athletic/activity program will forfeit their privilege of participation in all extracurricular programs for a period of

four events. Students will also forfeit their eligibility for all relevant awards, honors, or letters.

b. "On Campus" violations or infractions occurring "to, from or at" extracurricular will result in notification to the appropriate law enforcement agency or juvenile authorities and then a referral of the student to the Hearing Authority. Appropriate discipline recommendations will be made consistent with substance abuse policies.

**3<sup>rd</sup> Offense:** Student is suspended from participation in athletic/extra-curricular activities for the remainder of year.

### **LARCENY, BURGLARY, AND CRIMINAL DAMAGE TO SCHOOL OR PERSONAL PROPERTY**

a. Larceny consists of stealing of anything of value, which belongs, to the school, school personnel, or other individuals on school property or at a school function.

b. Burglary consists of unauthorized entry of any vehicle water-craft aircraft, dwelling, or other structure, movable or immovable, which belongs to the school, school personnel, or other individuals while on school property or at a school function with the intent to commit any felony or theft therein.

c. Criminal damage to school or personal property consists of intentionally damaging any real or personal property of the school or school personnel without the consent of the school or personnel.

d. Any pupil who commits larceny, burglary, or criminal damage to school or private property shall be liable to the school or owner for full restitution of the property or for payment to the school or individual owner for an amount equal to the fair market value of the property, less any salvage value. In the event such a pupil shows financial inability to restore to the school or individual owner the fair market value less salvage (if any), an installment payment plan shall be established.

If such a pupil is found by the Board to:

1. be financially able to restore the value or
2. be financially able to meet a reasonable installment plan to restore the value and fails or refuses to do so, the student may be subjected to long-term suspension until such time as compliance begins.

e. Any pupil who commits burglary, larceny, or criminal damage to school or personal property may also be found to have engaged in misbehavior or other specific offenses under these policies may be invoked. This procedure may include referral to a Human Services Agency or the District Attorney if the act is judged criminal and/or delinquent.

The school administrator will refer the student to the District Hearing Authority to decide whether the student will be allowed to remain in school or be placed on suspension for a period of time comparable with other acts of similar nature.

## **CRIMINAL AND DELINQUENT ACTS**

Certain acts may be determined criminal and delinquent and forwarded to the attention of the juvenile court system, the district attorney, or other human service department. This action is at the discretion of the administrative authority (unless covered specifically by board policy) and may be carried out in addition to sanctions imposed within the school system.

These acts include but are not limited to: a. Willful interference with the educational process of any public school by committing, threatening to commit, or inciting others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, or procedures of a public school;

- b. Arson;
- c. Assault and/or battery;
- d. Property;
- e. Criminal libel;
- f. Criminal trespass;
- g. Unlawful assembly or disturbing lawful assembly;
- h. Extortion;
- i. Larceny, robbery, or burglary;
- j. Illegal sale, possession, or use of;
  - a. alcoholic beverages;
  - b. firearms or other deadly weapons including explosives or flammable fluids;
- k. Sale, possession, or use of, without prescription, a drug or controlled Substance;
- l. Use of solvent for intoxication;
- m. Use of a telephone to terrify, intimidate, threaten, harass, annoy, or offend.

*If a criminal and delinquent act is committed by a student and this act is not identified in a specific policy, the school administrator will refer the student to the District Hearing Authority to decide whether the student will be allowed to remain in school or be placed on suspension for a period of time comparable with other acts of similar nature.*

### **IF THIS HAPPENS**

#### **THIEVERY** (School Year) (Student to Student/School Personnel)

Taking something without permission from another student, teacher, school building, or school premises and/or knowingly being in possession of stolen property, goods or contraband.

#### **EXTORTION** (School Year) (Student to Student/School Personnel)

The illegal taking of money or property by using threat or using force.

### **THEN THIS HAPPENS**

Elementary & Secondary Schools (3-12)

**1<sup>st</sup> Offense:** Parental notification and notification to the appropriate law enforcement agency, if needed, and up to either three (3) day in or out of school suspension. If the charge is Extortion, referral to Hearing Authority who will provide opportunity for a hearing with the parent and student to discuss possibility of long-term suspension for the remainder of semester. The Hearing Authority will have the

prerogative of long-term suspension and/or district behavior contract. The student will be suspended until the hearing.

**2<sup>nd</sup> Offense:** Parental notification, notification to the appropriate law enforcement agency and five (5) day in or out of school suspension with a mandatory parent conference for re-entry. Referral to Hearing Authority (principal's discretion).

**3<sup>rd</sup> Offense:** Parental notification, notification to the appropriate law enforcement agency and then refer student to the Hearing Authority who will provide an opportunity for a hearing with the parent and student present to discuss the possibility of long-term suspension for the remainder of the semester. The Hearing Authority would have the prerogative of long-term suspension and/or district behavior contract at this hearing. The student will be suspended until the hearing.

**SECONDARY STUDENTS EXPELLED FOR THIEVERY WILL BEGIN AT STEP THREE IF THEY RETURN DURING THE SAME SCHOOL YEAR.**

**IF THIS HAPPENS**

**FORGERY** (School Year)

The act of falsifying a person's name, or altering of any school document and/or fraudulent use of school documents, such as passes, etc.

**THEN THIS HAPPENS**

Elementary & Secondary School (3-12)

**1<sup>st</sup> Offense:** Parent notification and either a one (1) day in or out of school, OR a chosen alternative form of discipline.

**2<sup>nd</sup> Offense:** Parental notification, and either a three (3) day in or out of school suspension with mandatory parent conference for re-entry OR a chosen alternative form of discipline.

**3<sup>rd</sup> Offense:** Parental notification and referral to the Student Assistance Team and/or counseling (mandatory if not previously referred) for consideration of intervention options, and five (5) days in or out of school suspension, or a chosen alternative form of discipline. Additional consequences may include placement in an alternative setting and/or a local behavior contract.

**4<sup>th</sup> Offense:** Parental notification and referral to the Hearing Authority who will provide an opportunity for a hearing with the parents and student present to discuss the possibility of long-term suspension for the remainder of the semester. The Hearing Authority would have the prerogative of long-term suspension at this hearing. The student will be suspended until the hearing.

**SECONDARY STUDENTS HAVING BEEN EXPELLED FOR FORGERY WILL BEGIN AT STEP THREE IF THEY RETURN DURING THE SAME SCHOOL YEAR**

**IF THIS HAPPENS**

**MISBEHAVIOR** (School Year)

Behavior which creates a willful and significant interference with the educational process.

Misbehavior may include repetitive disruptions for which the classroom teacher has exhausted classroom consequences, including parent notification. The misbehavior may occur on school property, school bus/vehicle, at a bus stop, or at an activity, athletic or social event. The principal or his/her designee will use their discretion in the processing of student referrals. Misbehaviors include, but are not restricted to the following definitions:

1. The use of profane language or gestures, which are disruptive, but not directed at school personnel.

2. The willful refusal to identify one's self upon request from school personnel.
3. The failure to disperse or leave any school facility or school event after being requested to do so by authorized school personnel.
4. The refusal to follow a reasonable direction issued by authorized school personnel.
5. The theft of minor items such as school supplies.
6. The wearing of clothing which is disruptive to the educational process or in poor taste.
7. Signing or tagging to establish territory on school property.
  - a. Making particular hand gestures to signal affiliation or action.

At the time of parental notification, parental input will be solicited as to the consequences of the misbehavior.

**THEN THIS HAPPENS**

Elementary & Secondary Schools (3-12)

- 1<sup>st</sup> Offense:** Principal-student conference. If the principal or his/her designee feel the student behavior warrants a parent conference, then the student may be suspended until a conference can be arranged.
- 2<sup>nd</sup> Offense:** Parental notification and then either one (1) day in or out of school suspension OR a chosen alternative form of discipline.
- 3<sup>rd</sup> Offense:** Parental notification, referral for counseling and/or to the Student Assistance Team for review, and then either three (3) day in or out of school suspension OR a chosen alternative form of discipline.
- 4<sup>th</sup> Offense:** Parental notification and referral to the Student Assistance Team (mandatory if not previously referred) for consideration of Intervention options, and then five (5) days in or out of school suspension, or a chosen alternative form of discipline. Additional consequences may include placement in an alternative setting and/or a local behavior contract.
- 5<sup>th</sup> Offense:** Parental notification and referral to the Hearing Authority who will provide an opportunity for a hearing with the parent and student present to discuss the possibility of long-term suspension for the remainder of the semester. The Hearing Authority would have the prerogative of long-term suspension and/or district behavior contract at this hearing. The student will be suspended until the hearing.

**STUDENTS HAVING BEEN EXPELLED FOR MISBEHAVIORS WILL BEGIN AT STEP FOUR IF THEY RETURN DURING THE SAME SCHOOL YEAR.**

**IF THIS HAPPENS**

**TRUANCY** (School Year)

A student found to be truant is absent from class or school without the prior knowledge and consent of the parent or guardian. The office must receive written or verbal verification within 24 hours of the absence. Students charged with Truancy will not receive credit for class work missed due to the absence. Any work missed will be counted as a zero (0) for grading purposes.

**THEN THIS HAPPENS**

Elementary and Secondary Schools (K-12)

- 1<sup>st</sup> Offense:** Parental notification and then either one (1) day in-school suspension OR a chosen alternative form of discipline.

- 2<sup>nd</sup> Offense:** Parental notification and then either three (3) day in-school suspension OR a chosen alternative form of discipline.
- 3<sup>rd</sup> Offense:** Parental notification and referral to the appropriate Social Services and/or law enforcement agency and the Student Assistant Team (mandatory if not previously referred) for consideration of intervention options, and then five (5) days in-school suspension, or a chosen alternative form of discipline. Additional consequences may include placement in an alternative setting and/or a local behavior contract.
- 4<sup>th</sup> Offense:** Parental notification and referral to the Hearing Authority who will provide an opportunity for a hearing with the parent and student present to discuss the possibility of long-term suspension for the remainder of the semester. The Hearing Authority would have the prerogative of long-term suspension and/or district behavior contract at this hearing. The student will be suspended until the hearing.

**STUDENTS HAVING BEEN EXPELLED FOR TRUANCIES WILL BEGIN AT STEP THREE IF THEY RETURN DURING THE SAME SCHOOL YEAR.**

**IF THIS HAPPENS**

**TARDINESS** (Grading period)

An interruption of the educational process caused by arriving in the classroom after normal starting time.

Tardiness—General tardy policies are to be worked out at the building level. If a child is tardy, steps should be taken to correct the problem. In the absence of a School Board-approved building-level policy, the policies described below will be applied.

Individual schools are to involve parents in developing procedures to inhibit tardiness. Such procedures will be published in the student handbook and/or published in the school newspaper that is sent home to parents.

Individual school tardy policies cannot result in long-term suspension.

**THEN THIS HAPPENS**

Elementary & Secondary Schools (3-12)

Each school will develop a tardy policy to be approved by the Board.

**IF THIS HAPPENS**

**TOBACCO POLICY** (School Year) (Student)

The usage of tobacco products; smoking, chewing or dipping or possession of tobacco products including electronic cigarettes on one's person while at school, on school property, school bus/vehicle, or at a school activity.

Elementary & Secondary Schools (3-12)

**1<sup>st</sup> Offense:** Principal-student conference and parent notification and appropriate consequences appropriate to the behavior. The student may also be referred for counseling.

**2<sup>nd</sup> Offense:** Parental notification and either one (1) day in-school suspension or a chosen alternative form of discipline.

**3<sup>rd</sup> Offense:** Parental notification and either three (3) days in-school suspension or a chosen alternative form of discipline.

**4<sup>th</sup> Offense:** (and Subsequent) Parental notification, and either five (5) days in-school suspension, three to five (3-5) days out of school suspension, or a chosen alternative. Additional consequences may include placement in an alternative setting and/or a local behavior contract.

**NOTE: In cases of on-going, persistent offenses, the local behavior contract may stipulate that a student may be referred to the Hearing Authority who will provide an opportunity for a hearing with the student and parent to recommend behavior contract and/or long-term suspension for the remainder of the semester.**

**Violations of the Tobacco Policy will be included under the Multiple Violations provisions. Students who are expelled for violation of the tobacco policy and return during the same school year will begin at step #3 of this policy.**

### **MULTIPLE VIOLATIONS**

It is possible under these policies to be referred to the administration for misbehavior on several occasions in the various classifications without reaching the level of recommended long-term suspension.

In order to discourage such a practice, students in elementary schools who are referred to the administration for disciplinary action eight (8) times during a semester will be considered for long-term suspension for the remainder of the semester. Students attending mid or high schools who are referred to the administration for disciplinary action four (4) times during a semester or six (6) times during a school year, will be recommended to the Hearing Authority for long-term suspension for the remainder of the semester/year.

The Hearing Authority would have the prerogative of long-term suspension at this hearing. If the student is allowed to remain in school and subsequent offenses occur, a recommendation for long-term suspension will be made by the administration. Absentee offenses will not be included in long-term suspension cases involving multiple misbehaviors. In long-term suspension cases involving multiple misbehaviors, the misbehaviors can be counted in any combination of two or more categories.

### **GUILT BY ASSOCIATION**

The concept of guilt by association is recognized in these policies. In a situation where a student is in the company of another student who is guilty of misbehavior but the same guilt or innocence cannot be established, then the parent/guardian will be notified of the incident.

### **BUS RULES**

School bus drivers are to have control of all children conveyed between the homes of the children and the school, and return. The driver shall keep order, maintain discipline among students while in the bus or along the route, treat all students in a civil manner, see that no pupils are imposed upon or mistreated while in his/her charge, and use every care of the safety of students under the driver's charge. School bus drivers shall assure that all pupil passengers observe the following regulations:

1. Each pupil shall be seated immediately upon entering the bus. The driver may assign seats.
2. Pupils are not to stand or move from place to place during the trip.
3. Indecent conduct, loud, boisterous language will not be permitted.

4. Passengers are not to behave in any manner, which fringes upon the rights of any other passenger. Keep your hands to yourself.
5. Windows and doors are to be opened or closed only with the permission of the bus driver.
6. No pupil is to enter or leave the bus until it has come to a complete stop, and the driver opens the door.
7. Each student is to be waiting at his/her loading station when the bus arrives.
8. Before riding a bus other than the assigned bus, students are to have a written note from their parent or guardian stating their destination and should obtain a bus pass from the office. Students are to identify themselves to the driver.
9. **ABSOLUTELY NO TOBACCO, DRINKS, ALCOHOL, OR ILLEGAL DRUGS ARE ALLOWED ON THE BUS.**
10. Students are not to throw objects of any kind on the school bus or out the windows.
11. Students are discouraged from bringing such items as radios, tape or CD players, MP3 Players, or boom boxes on the bus. Should a student bring these items on a bus, the driver nor school bear any responsibility if it is lost, stolen or damaged. Electronic Devices Policy will be followed. Skateboards are not permitted.
12. The privilege of riding the school bus may be denied to any student who does not conduct himself (or herself) in a safe and orderly fashion. School bus drivers and administration will determine what is safe and orderly.

### **DISCIPLINARY ACTION FOR TRANSPORTATION VIOLATIONS**

When a student violates one of the rules listed above disciplinary action may be taken. This action will generally occur in a sequential fashion however, depending upon the nature of the behavior, action may be taken of a more serious fashion. When receiving a written bus discipline referral, the bus discipline form must be signed by the parent and returned to the bus driver before returning to ride the bus.

**1<sup>st</sup> Offense:** A written warning is given to the student. The warning removes the student from bus privileges until the form is returned signed by the parent. This form should be given to the bus driver before entering the bus the next day.

**2<sup>nd</sup> Offense:** The student will be removed from the bus for one day and/or placed in ISS for one day.

**3<sup>rd</sup> Offense:** The student will lose bus-riding privileges for a period of 5 school days.

**4<sup>th</sup> Offense:** The student will lose bus-riding privileges for a period of 10 school days.

**5<sup>th</sup> Offense:** The student will lose bus-riding privileges for a period of 20 school days.

**6<sup>th</sup> Offense:** Bus privileges suspended for the rest of the year.

<b>DISCIPLINE FLOW-CHART GUIDELINES</b>				
<b>OFFENSE</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>	<b>4<sup>TH</sup> OFFENSE</b>
Weapons in School/Possession/Threat or Attack or to Use	Parent/Law Enforcement Notification/ Recommended Expulsion			
Disruptive and Dangerous Tactics	Parent/Law Enforcement Notification/ Recommended Long-term Suspension/ Expulsion			
Sexual Attack	Parent/Law Enforcement Notification/Long-term Suspension/ Expulsion			
Physical Attack/ Student to Staff	Parent/Law Enforcement Notification/ Recommend Expulsion/ Minimum 5 Day OSS until Suspension/Expulsion Hearing			
Physical Attack/ Student to Student	Parent/Law Enforcement Notification/ Minimum 5 Day OSS up to Long-term Suspension	Parent/Law Enforcement Notification/ Referral to Hearing Officer/ Possible Long-term Suspension/ Minimum 5 day OSS		
Aggressive Confrontation	Parent/Law Enforcement Notification/ 3 Day OSS Mandatory Parent Conf.	Parent/Law Enforcement Notification/ Recommended Long-term Suspension/ Expulsion		
Threat of Physical Harm/Intimidation Student to Student	Parent Notification/ 1 Day Suspension	Parent Notification/ 3 Day Suspension	Parent Notification/ Hearing Authority/ Recommend Long-term Suspension	Parent Notification/ Recommend Suspension for Remainder of Year
Hazing/ Intimidation	Parent/Law Enforcement Notification/ Minimum 5 Day Suspension up to Long-term Suspension/ Mandatory Parent Conf.	Parent/Law Enforcement Notification/ Suspension until Hearing/ Recommend Long-term Suspension		
Sexual Harassment	Parent Notification/ 3 Day Suspension/ Mandatory Conference Notify Law if Warranted	Parent Notification/ 5 Day OSS/ Possible Long-term Suspension for Remainder of	Notify Law Enforcement/ Refer to Hearing Authority/ Long-term Suspension for Remainder of Year	

		Semester		
Indecent Exposure	Parent Notification/ 3 Day Suspension/ Mandatory Parent Conf. For Re-entry	Parent Notification and Conf./ Possible Long-term Suspension	Parent Notification/ Law Enforcement/ Long-term Suspension for Remainder of Year	
Abusive Language /Gestures	Referral for Counseling/ 3 Day Suspension/ Mandatory Parent conf.	Mandatory Parent Conf./ Notify Law Enforcement/ Possible Long-term Suspension	Parent/Law Notification/ Recommend Long-term Suspension	
Athletic/Activity Drug Policy	Parent/Student/Coach 2 Week/2 Activities Whichever Greater			
Drunkenness/ Possession of Drugs/Alcohol or Like Substances	Parent/Law Notification/ Long-term Suspension Hearing/ 5 Day OSS or until Hearing	Enroll in Drug & Alcohol Counseling/ Long-term Suspension/ Behavior Cont.		
Larceny/Burglary Criminal Damage to School or Personal Property	Parent/Law Notification/ 3 Day Suspension/ Mandatory Parent Conf. For Re-entry/ Restitution	Parent/Law Notification/ 5 day Suspension/ Mandatory Parent Conf. For Re-entry/ Hearing for Long-term Suspension/ Restitution	Parent/Law Notification/ Long-term Suspension/ Hearing/ Restitution	
Forgery	Parent Notification/ 1 Day Suspension	Parent Notification/ Mandatory Parent Conf. For Re-entry/ 3 Day Suspension	Parent Notification/ Mandatory Parent Conf./ Referral to SAT/ 5 Day Suspension	Hearing to Authority to Discuss Long-term Suspension
Misbehavior	Principal/Student conf/ Parent Notification/ Parent Conf. If Warranted	Parent Notification/ Mandatory Conf./ 1 Day Suspension	Parent Notification/ Mandatory Parent Conf./ Referral to SAT/ 3Day Suspension	Parent Notification/ Mandatory Parent Conf./5 Day Suspension/ Possible Alt. Placement
Truancy	Parent Notification and Conf./ 1 Day Suspension	Parent Notification/ Mandatory Conf./ Counseling Referral/ SIT Review/ 3 Day Suspension	Parent Notification/ Mandatory Conf./ Referral to SRS/ Mandatory SAT/ 5 Day Suspension	Possible Referral to Hearing Authority/ Long-term Suspension
Tardiness	4 <sup>th</sup> Tardy (per Semester)/ 30 Minute Detention after School	5 <sup>th</sup> Tardy/ Two 30 minute Detentions after School/ Consecutive Days	6 <sup>th</sup> Tardy/ Mandatory Parent Conf./ 1 Day Suspension	7 <sup>th</sup> or More Tardy/ 3-5 Day Suspension
Tobacco	Principal/Student Conf./ Parent Notification	Parent Notification/ Mandatory Conf./1 Day Suspension	Parent Notification/ Mandatory Conf./ 3 Day Suspension	Parent Notification/ 5 Day Suspension
Multiple Violations	Refer to pg. 30 in Student Handbook			

Use of Electronic Devices (Cell phones, MP3 players, CD players, etc.)	Device taken to the office. Student may pick up at the end of the day.	Device taken to the office and may be picked up by the parents only.	Device taken to the office and remain in office for four weeks.	
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**\*This chart is used only as a guideline. If misconduct is deemed more severe by the administration, steps may be skipped. When a student is placed on In-School Suspension, the student will be required to write the section of the discipline code he/she violated 3 times before working on assignments. The rest of the day will be used to complete assignments that are missed during the day. When a student is on In-School Suspension, the assignments will be counted as a grade. The students will not receive a class participation grade if the teacher uses one as a part of the student’s daily grade. Students on In-School Suspension will report to the Principal at 8:00 a.m. The student may either bring a sack lunch, or eat school lunch. If the student is eating school lunch, the student will sit at a designated place in the lunch room. The student will be escorted to the lunch room by the Principal or lunch duty supervisor, and return to the ISS room when the Principal or lunch duty supervisor returns to the High School. The student will be given bathroom breaks at approximately 10:00 a.m., 12 noon, and 2:00 p.m.**

**If a student is on Out-of-School Suspension, the student will receive “no credit” for work missed while not in school. This includes daily assignments, tests, and other work due during the time the student is on Out-of-School Suspension.**

## **BULLYING**

### **BULLYING POLICY**

- A. The Thunder Ridge School District has developed a plan to prevent bullying. Bullying is dangerous and disrespectful behavior that will not be permitted or tolerated.

The USD 110 Board of Education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed in Kansas law.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

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

This policy and the district bullying may be posted on the district's website and copies of such documents shall be made available to parents of current students upon request.

Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, still may be subject to intervention and/or discipline under another section of the discipline plan or a discipline policy. Some bullying behaviors may require a report to local law enforcement.

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

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

Any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection of K.S.A. 72-8205, and amendments thereto.

"School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

C. The following bullying policy was adopted by the USD 110 Board of Education at the regular meeting held on July 14, 2008.

**JDDC Bullying (See GAAB, JCE, JGEC, JGECA, JDD and EBC)**

*The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.*

*The plan shall include provisions for the training and education of staff members and students shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.*

D. Each building in the Thunder Ridge School District will develop a character development program, as a way to encourage anti-bullying behavior, that meets the following requirements:

1. A "Character development program" means a program which is secular in nature and which stresses positive character qualities.

2. “Character qualities” means positive character qualities which include, but is not limited to, honesty, responsibility, attentiveness, patience, kindness, respect, self-control, tolerance, cooperation, initiative, patriotism and citizenship.

E. The district will provide bullying training for all staff members each year. All school employees must either attend the provided training session live or watch the official film provided by the district in lieu of attendance, with written proof in the form of signing in at the beginning of the live session, or signing the film in and out. Staff supervision by administrators will include attention to employee efforts to implement the anti-bullying and character education plans required by the board policy.

F. Each building will gather bullying data and report the results to the Board of Education at the end of each school year. The data will be gathered from the following sources:

1. Bullying Discipline Referrals
2. School Climate Surveys

G. Students may report any bullying incident to any adult employee of the Thunder Ridge School District. Once they have received a report from a student, it is the responsibility of the employee to promptly contact the principal of the building and inform him/her of the complaint. A letterbox will be placed in a location accessible to all students in each building, so students who feel unable to talk to staff will have a point of contact. Once a report has been made, it is the responsibility of the building principal or his/her designee to investigate the incident, and act according to the policies of the Thunder Ridge School District.

H. Each building shall establish a bullying committee that is responsible for coordinating the school’s bullying prevention program. The committee shall include the building principal, one counselor, at least one teacher, a parent, and at least one student.

## **CYBERBULLYING**

Cyberbullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technology or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor. Once adults become involved, it is plain and simple cyberharassment or cyberstalking. Adult cyberharassment or cyberstalking is NEVER called cyberbullying.

The methods used are limited only by the child’s imagination and access to technology. And the cyberbully one moment may become the victim the next. The kids often change roles, going from victim to bully and back again.

Cyberbullying is usually not a one time communication, unless it involves a death threat or credible threat of serious bodily harm. Kids usually know it when they see it, while parents may be more worried about the lewd language used by the kids than the hurtful effect of rude and embarrassing posts.

Cyberbullying may arise to the level of a misdemeanor cyberharassment charge, or if the child is young enough may result in the charge of juvenile delinquency. Most of the time the cyberbullying does not go that far, although parents often try and pursue criminal charges. It typically can result in a child losing their ISP or IM accounts as a terms of service violation. And in some cases, if hacking or password and identity theft is involved, can be a serious criminal matter under state and federal law.

## **EMERGENCY SAFETY INTERVENTIONS (ESI)**

- The Board of Education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and the positive behavioral intervention strategies.
- “Emergency Safety Intervention” is the use of seclusion or physical restraint when a student presents immediate danger to self or others. Violent action that is destructive or property may necessitate the use of emergency safety intervention.
- “Seclusion” requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.
- “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.
- “Mechanical Restraint” means any device or object used to limit a student’s movement.
- “Physical Restraint” means bodily force used to substantially limit a student’s movement.
- “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- “Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

### **Prohibited Types of Restraint**

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

1. Using face-down (prone) physical restraint.
2. Using face-up (supine) physical restraint.
3. Using physical restraint that obstructs the student’s airway;
4. Using physical restraint that impacts a student’s primary mode of communication;
5. Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
6. Use of mechanical restraint, except:
  - a. Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
  - b. Any device used by law enforcement officers to carry out law enforcement duties; or

- c. Seatbelts and other safety equipment used to secure students during transportation.

### **Training**

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. The Intensity of the training provided will depend upon the employee's position.

### **Documentation**

The principal or designee shall provide written notification to the student's parents any time the ESI is used with a student. Such notification shall be provided within two (2) days. In addition, each building will maintain documentation any time ESI is used with a student. Such documentation must include the following:

1. Date and time of the intervention,
2. Type of intervention,
3. Length of time the intervention was used, and
4. School personnel who participated in or supervised the intervention.

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

### **Local Dispute Resolution Process**

The Board of Education encourages parents to attempt to resolve issues relating to the use of ESI informally with the Building Principal and/or Superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the Superintendent and the parents to retain a copy of the report at the school. The Superintendent will share the informal resolution with the Board of Education and provide a copy to the state department of education

If the issues are not resolved informally with the Building Principal and/or Superintendent, the parents may submit a formal written complaint to the Board of Education by providing a copy of the complaint to the Clerk of the Board and the Superintendent.

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the Board Clerk and Superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the Board shall adopt the report containing findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the Board shall be provided to the parents, the school, and the State Board of Education.

## DRESS CODE

The appearance of students, relating to dress and grooming, is an important factor for maintaining an effective and desirable atmosphere for learning. Thunder Ridge Middle School students will be expected to wear clothing and to dress in a manner that reflects pride in one's self and one's school. Students are expected to wear clothing and to manage appearance in a manner that does not disrupt the educational setting, interfere with health or safety, or promote vulgarity and obscenity. Student dress will be regulated to the extent that worthwhile values of health, safety, decency, and good taste are emphasized. All students are expected to dress cleanly and neatly at all times. It is the responsibility of the students and parents to maintain a healthy and respectful looking appearance while attending school and school activities. Specific regulations of the dress standards are:

1. Shoes or other appropriate footwear are to be worn at all times.
2. Hats, bandannas, headbands, hoods, scarves, stocking caps, or other similar head coverings should be removed upon entering the building and not placed on until exiting the building after the school day is over.

***Exception: Hats may be worn on school sanctioned hat days for designated activities..***

3. Any attire that glorifies, advertises, promotes, or via innuendo or double meaning gang membership, death, violence, sex, alcohol, tobacco, and or illegal substances, Satanism, racism, gothic attire, and inappropriate language or ideas are considered inappropriate. (This includes hats, belt buckles, and medallions).
4. All shirts, blouses must have sleeves and be of adequate length to tuck in.
5. No tank top styled, narrowed shoulder or spaghetti strap shirts, sweaters or blouses. ***Exception: Female attire for Formal and Semi-Formal dances.***
6. Spandex or Lycra short/pants must be worn with cover shorts/pants.

***Exception: Spandex volleyball shorts for practice and games may be worn, but not during regular school hours.***

7. Pants, jeans, shorts: The safety of students and employees of Thunder Ridge Schools is of the utmost concern. Recent situations concerning school safety and security concerns demands a change in our dress code in the type and style of pants, jeans, and shorts worn.

***The following guidelines designates acceptability:***

- a. Rear pockets to be no deeper than 7 inches measured from the bottom of the pocket to the top of the pocket.
- b. Front pockets to be no deeper than 12 inches measured from the bottom of the pocket to the top of the pocket.
- c. Proper waist size.
- d. Worn at waist.
- e. Cuff length can touch the floor but cannot be walked on.

***The following is not acceptable:***

- a. Extreme baggy pants, jeans, and shorts.
- b. Hem of shorts and skirts are to be an acceptable length. No shorter than fingertip length.
- c. Clothing accessories such as chains will not be permitted. Billfolds with chains will not be permitted.
- d. Sunglasses may not be worn in the building.  
***Exception: Sunglasses may be sanctioned for fun day activities.***
- e. All jackets/coats must be placed in lockers during school hours. Trench coats should not be worn in the building at any time. (Administration will make appropriate adjustments if building is not heated properly)
- f. Body piercing that is a distraction to the classroom setting is not acceptable.
- g. Caps, insignia, emblems, shirts, and other items identified and associated with gang activity will not be allowed.

**Dress Code Violation Disciplinary Actions:**

**1<sup>st</sup> Offense:** Student/Principal Conference, student changes into appropriate attire.

**2<sup>nd</sup> Offense:** Mandatory Student/Parent/Principal Conference, (may be a phone conversation) student changes into appropriate attire.

**3<sup>rd</sup> Offense:** Parental Notification. Student changes into appropriate attire. Student is given one day detention.

**4<sup>th</sup> Offense:** Mandatory Student/Parent/Principal Conference, student changes into appropriate attire. Student is given up to three days detention. Additional offense consequences will be determined at the conference.

***NOTE: The administration has the final authority to determine the appropriateness of a student's attire. Discipline can range from correcting appropriate dress to suspension from school because of repeated dress code violations.***

**Public Display of Affection**

Students are not to openly display affection to one another in the formal school setting. Close physical contact is not condoned by the school, and if persistent, will result in parental contact and disciplinary action.

**TRANSPORTATION CHANGES**

When there is a temporary change in a child's transportation routine, a parent or guardian must send a written note to the teacher or a phone call must be received at the office. The office will be notified if a note is sent. If written notification from a parent or guardian is not received, the student's regular routine will be followed.

If you will be picking your child up during the school day, the policy will be that the parent/guardian signs the student out on the sheet in the office.  
If your child/children will not be riding the bus home from a school sponsored event, the child must be signed out with a coach and will only be released to a parent/legal guardian.

## ***Activities***

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

Pep Rallies for the middle school will be arranged by the principal and cheer sponsors. Pep Rallies will only be held when there is a home ballgame or possibly tournaments. Pep Rallies will start based on first game time.

Most athletic and other school organizations are conducted under the rules of the Kansas State High School Activities Association. Therefore, every encouragement is given to participating students to act in accordance with regulations, rules and academic standards outlined by the K.S.H.S.A.A.

### **School Sponsored Clubs**

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

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

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

Solicitations by students of students or school personnel during school hours and on school property shall be done only when they are related to school sponsored activities.

All student sales projects shall require the principal's prior approval.

See "Fund-Raising," above.

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

Unless prior permission is granted, students will not be permitted to leave then return to the building during dances or other similar school functions. A student may not bring a

guest not enrolled in the district unless prior permission is given by the principal.

### **Middle School Eligibility:**

The Thunder Ridge Middle School activities program will be separated into two classifications for determining eligibility. Extra curricular activities will be: football, volleyball, basketball, track, cheerleading, pep rallies, dances or other activities not directly related to a credit class as determined by the principal.

Co-curricular activities will include the following: band, vocal music, or other activities directly related to a credit class as determined by the principal.

Lyceum programs do not fall under either extra or co-curricular. These programs are intended to be educational and on that basis they will not be subject to the weekly eligibility.

There is an eligibility list turned in each week by the faculty. The list will be turned in on Thursday afternoon of each week and will be compiled by the office. Any student who receives two Ds or an F in one or more classes will be ineligible to participate in any extra-curricular activity the following week (Sunday – Saturday).

***EXCEPTION:*** *A student has the opportunity once per semester to stay eligible when having two (2) Ds or one (1) F during that week. The student must request to use an eligibility pass from the Principal, when they would like to use the eligibility option for a week. The student is responsible for presenting the pass to the coach/sponsor. The student can request to use the exception at any time during the year. If the student has more than two (2) Ds or more than one (1) F they are disqualified from this exception.*

Passes may be denied based on office referrals for behavior. If a student has been referred to the office during the previous week, the eligibility pass is not available.

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

### **Athletic or Activity Event Participation**

To participate in an athletic or activity event, students must be in attendance for at least ½ of the school day of the event.

### **Physical Education Dress Code & Participation Policy**

Students at the middle school are requested to bring or leave in their locker, a pair of shoes that will only be worn on the gym floor during physical education. These must be shoes that are not worn to school or outside. The floor is used for the middle school volleyball and basketball programs and it is important to protect the floor from damage.

### **Limited Participation or Non-Participation Policy**

- \*A student has a non-participation note from a doctor.
- \*A student has a note from a doctor stating limitations.
- \*A student has a note from parent or guardian requesting limited participation. Requests for more than one day require a statement from a doctor.
- \*Students not participating in physical education will not participate at recess.

### **K.S.H.S.A.A. Regulations**

A student is eligible:

1. If you are a bona fide undergraduate student in good standing.
2. If you are not yet 19 years of age.
3. If you have not completed eight semesters of high school attendance.
4. If you have not yet completed eight semesters of high school attendance competition nor more than four seasons in one sport. (includes grades 9-12)
5. If you are passing in five subjects of unit weight and you must be eligible according to the USD 110 scholastic eligibility requirements.
6. If you passed in five subjects of unit weight your last semester of attendance.
7. If you do not engage in outside competition in sports recognized by the KSHSAA during the season in which you represent your high school in a sport.
8. If you have passed an adequate physical examination by a physician and have written consent of your parent.
9. If you have met the requirements of the transfer rule. ( In case you are a transfer student)
10. If you are not a member of a high school fraternity.
11. If you have not competed under a false name for money or merchandise of intrinsic value and have observed all other provisions of the amateur rule.
12. If your attendance is regular and your conduct and standard of sportsmanship is satisfactory, and have not been suspended or expelled from any class or from school for any period of time.

### **Middle School Dances**

All Thunder Ridge Middle School dances will be limited to Thunder Ridge Middle School students and their dates in grades 7 & 8. The office shall approve out of district dates in advance. Students may bring out of district guests by placing the guest name on a list in the office by the announced deadline. The principal may deny any out of town guest from attending a school sponsored dance. Students may arrive late and may leave early, but a student will not be permitted to leave and re-enter. Drinking at any dance is strictly prohibited. Any student that arrives at a dance visibly under the influence of alcohol or drugs will be refused admittance and their parents will be called. Ending time

for dances not followed by a school day will be determined by sponsor and principal approval. The ending time will not be later than 11:00 p.m.

### **Meals Policy**

For activities where overnight lodging is required for the trip. Meals shall be at the rate of \$7.00 per meal. Additional costs shall be the responsibility of the individual student. For the above policy individual organizations may ask the school board for assistance.

### **Overnight Stay Policy**

Motel costs may be paid from activity accounts if one of the following conditions is met:

1. Trips of a distance over 150 miles, depending on the starting time of the event. For the above policy the individual organizations may ask the board for assistance.

### **All class or organization social events that take place at the school must be school sponsored.**

1. School work to be missed will be made-up and turned in prior to the student being absent.
2. Students shall conduct themselves in a courteous manner at all times. You represent yourself, your school, and your state.
3. Students shall be in their respective rooms by 11:00 p.m.; lights out by 11:30 p.m..
4. A sponsor or coach will be present at all times in any motel or hotel room where boys and girls are present.
5. No outside visitors will be allowed in a student's room unless approved by a coach or sponsor.
6. No dating, or similar social arrangements will be allowed between boys and girls, either between members of the school groups or with outside persons.
7. Students are expected to dress in accordance with the activity or event in which they are participating and according to the dictates of their coach or sponsor.
8. Vandalism, use of intoxicants, tobacco, or other conduct unbecoming a student will not be tolerated.
9. If a student violates these regulations, his parents or guardian will be notified by a collect telephone call, and he will be sent home immediately by the first available public transportation methods, at parental or guardian expense.
10. It is the responsibility of coaches and students to report any violations to the school principal as soon as possible.
11. Students will be required to utilize school approved transportation to and from school sponsored activities and events unless previous arrangements have been made and approved by the administration.
12. School transportation, buses and cars, will depart at specified times. Any student, or other person, who is late at departure time, will be left behind.
13. Students purposely not attending a school sponsored event for which an entry fee has been paid will reimburse the school for the entry fee.
14. Extenuating circumstances may necessitate occasional fluctuation of these regulations at the discretion of the school principal, district superintendent, or

sponsor and the parents of the student involved. At all times students are to follow the directions of the sponsor or coach.

## ***Health and Safety***

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor. When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attentions and the parents cannot be reached, the principal shall seek emergency medical treatment. See Appendix C for sample student accident form.

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

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

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

**SAFETY HOTLINE:** As of July 1, 1999, a statewide school safety hotline will be staffed by the Kansas Highway Patrol to give students an opportunity to report “impending school violence.”

## **TOLL-FREE KANSAS SCHOOL SAFETY HOTLINE NUMBER IS 1-800-626-8203**

### **Medications**

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

In certain explained circumstances when medication is necessary in order that the student remains in school, the school may cooperate with parents in the supervision of medication the student will use; but the medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school’s cooperation in such supervision and releasing the school district and personnel from liability.

Student Self-Administration of Medication is allowed when medication is used for the treatment of anaphylactic reactions or asthma which is prescribed by a physician licensed to practice medication or an advanced registered nurse practitioner. The self-administration of medication is allowed for students grades 6-8. To be eligible, a student

must meet all requirements as outlined in board policy. Parents shall submit a written statement from the student's health care provider stating name and purposes of medication, prescribed dosage, conditions of self-administration, additional special circumstances, and length of time for which medication is prescribed. All medications are to be kept in the office along with required paperwork.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person.

The medication shall be examined by the school employee administering the medication to determine if it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of licensed medical person. Two containers, one for home and one for school should be requested from the pharmacist. Only oral medications should be administered except in emergency situations.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

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

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

See Appendix D for a sample medication permission form.

## **Immunization**

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

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease(s) may be excluded from school during any outbreak.

## **Screenings**

**Dental Screening:** Kansas State law requires schools to provide free dental inspections for all students. Dental inspection forms are available at enrollment and in the office with the information regarding the dental inspections.

**Vision Screening:** Kansas State law requires the school to check vision (eye problems). Grades pre-K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup>, and new students are checked each fall. A teacher or parent may request a vision check anytime during the school year. If your child passes the vision check, **no** written letter will be mailed. If your child fails the vision check, you will receive written instructions requesting your child see an eye doctor. If you have any questions, feel free to talk to the school nurse. Please let the school secretary know what the eye doctor recommended.

**Hearing Screening:** Kansas State law requires the school to check hearing (ear problems). Grades pre-K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 11<sup>th</sup>, new students, and students that failed a hearing test are checked. A teacher or parent may request a hearing check anytime during the school year. If your child passes the hearing check, **no** written letter will be mailed. If your child fails the hearing check, you will receive written instructions in the mail. If you have questions, feel free to talk to the speech therapist or school nurse.

**Scoliosis Screening:** Kansas law does not require scoliosis checks. But scoliosis (a curve of the spine) checks can be done at the school in the spring for grades 5<sup>th</sup>-8<sup>th</sup>. Parents will be sent a written note if further checks are needed.

## **Student Illness**

If a student is ill the school will call the parent requesting that the student be picked up and taken home. If the parent cannot be reached, the student will remain at school until a parent a guardian can be reached.

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

To prevent spreading of contagious disease as much as possible, students with a fever of

99.9 °F or higher will be sent home. Students that are ill with a fever (99.9 or greater) must not return to school until they are fever-free for 24 hours without taking fever-reducing medication.

Students that have seen a doctor for an illness that needs antibiotics must not return to school until the student has taken the antibiotic for at least a 24 hour period.

### **Physicals for Athletics**

Students participating in athletics, cheerleading, and dance squad must have a physical on file before participating. No student will be allowed to participate in practice or a game until a signed physical form has been turned into the office.

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

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

### **Severe Weather**

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

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

KQMA (92.5 FM Radio)                      KWCH 12 Eyewitness News  
KOLN/KGIN CH 11 Television      NTV Kearney Television Network

***\*Be sure to check KQMA/92.5 Phillipsburg FM Radio ....they will be the first news station to be contacted if school is closed or starts late.***

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

### **Fire Drills**

Fire drills will be conducted once a month in accordance with Kansas law. The signal for the fire drill will be the fire alarm.

Responsibilities of the students:

1. Calmly, quietly leave the room.
2. Stay with your class.
3. Follow the directions of the teacher.

Responsibilities of the teacher:

1. Be sure all windows and doors are closed when you leave the room.
2. Turn off the lights.
3. You are the last to leave the room.
4. Once outside the building check roll to be sure all students are present.
5. Take your grade book with you.

The building is vacated according to the maps posted in each room.

### **Tornado Drills**

A tornado warning means that a tornado has been sighted and this or other tornadoes may strike in our vicinity. You must take action to protect yourselves. The signal for a tornado warning will be a series of long blasts on the bull horn over the intercom and through the halls.

Tornado Shelters are designated as the locker rooms at the south end of the gym.

Responsibilities of students:

1. Calmly, quietly leave room
2. Stay with your class.
3. Follow directions of the teacher(s).

Responsibilities of teachers:

1. You are the last person to leave the room.
2. Once in the tornado shelter please keep your students quiet.
3. Take your grade book with you.

An asbestos management plan has been developed for the school district. A copy of the management plan is available from the District Office located in the Grade School (785-476-2218).

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the District Office located in the Grade School (785-476-2218).

### ***General Information***

A copy of the school calendar is located in this handbook.

Any student may file a complaint with the principal concerning a school rule or regulation if it applies to the student. The complaint shall be in writing, filed within 20

days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.

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

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

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

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

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

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

### **Personal Property**

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen repair or replacement is the student's responsibility. Students are encouraged to not bring valuable jewelry to school. Students should not keep cash in their lockers or bags. The administration encourages students to get a lock for their locker. An extra key or the combination must be kept in the office.

### **Electronic Devices/Cell Phones/MP3 Players/CD Players**

Students are discouraged from bringing phones, CD players, MP3 players, headphones, beepers, laser pointers, games, and other items that may be disruptive to the school environment. Items causing a disruption or concern are subject to the following:

**1<sup>st</sup> Offense:** Device taken to the office. Student may pick up at the end of the day.

**2<sup>nd</sup> Offense:** Device taken to the office and may be picked up by the parents only.

**3<sup>rd</sup> Offense:** Device taken to the office and remain in office for four weeks.

For safe keeping, phones may be checked in at the office before school begins and picked up after school without penalty. If not checked in before school begins, the above offenses will apply.

Contact with students, as well as students calling home, should be made through the office in order to avoid disturbing the classroom and support school policy.

## **Posters**

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

## **Recognition Program**

The school will hold an awards program in the spring of the school year. The program is for students and anyone else interested in the program. The awards program is for both academics and athletics. A potluck supper is served and parents from each class are chosen to organize the program.

## **Scheduling School Events**

Before school events may be scheduled and placed on the calendar, they must be approved by the principal's office and placed on the weekly bulletin of events. The deadline for having these events to appear on the bulletin is 2:00 p.m. Thursday.

## **CHURCH NIGHT**

Wednesday night is church night in our communities. As a result, no activities other than Kansas State High School Activities Association events (over which we have no control in scheduling) will be scheduled after 6:00 p.m. on Wednesday night for the students of U.S.D. 110.

## **Expectations of USD 110 Staff**

Staff members shall maintain professional relationships with students that are conducive to an effective educational environment.

## **School Telephone Use**

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal. Calls made to students during school hours need to be made for emergencies only.

## **Student Vehicles/Parking**

Students who drive to school shall park in the designated parking areas. Students may not go to their vehicles during the school day without permission from the principal. A student who is observed driving recklessly on or near school property shall be reported to the building principal. The principal shall review the violation with the student at the first opportunity and sanctions including but not limited to the following may be applied:

- the student may be prohibited from parking or driving on school property;
- a letter may be sent to the student's parents;
- the student may be disciplined according to the disciplinary code.
- Law enforcement may be contacted

## **Visitors**

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

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

**Students are not allowed to bring visitors to school without prior permission of the principal.**

## ***School Property***

The Middle School opens at 7:30 a.m. in the morning and closes at 4 p.m. Use of the building after hours by non-school organizations and groups must be approved in advance by the building principal.

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

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

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

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

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

### **No Right to Privacy**

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

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

### **Ownership**

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

### **Internet**

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

### **Computer Network Use Guidelines**

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

- Be polite. Do not write or send abusive messages to others.

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

### **Computer Usage Policy:**

- 1. To use a classroom or lab computer for internet a student must have permission and direct supervision.
- 2. No chat rooms at any time.
- 3. No e-mail unless it is an assignment for a specific class during the class period. No e-mail will be allowed before or after school, or during the noon hour.
- 4. No games at any time. No student is to load any games on school computers.
- 5. Any inappropriate internet usage will be a violation of the Internet Policy.

### **Consequences of Violation of Technology Policies**

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

Use of the computers for programs, software, e-mail and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD 110 school concerning use of computers and networks will result in disciplinary action.

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

#### **Level 1: Warning and Loss of Privileges for Two Weeks**

Student will lose computer privilege/Internet access for a period of two weeks. Any additional loss of privileges will be determined by the administration.

#### **Level 2: Pattern of Abuse, Repeated Abuse or Flagrant Violations:**

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

### **Level 3: Suspension/Expulsion Violations**

Student could be suspended from school (removal for five days or more) if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

See Appendices E and F for sample agreements to be signed by parents and students.

### **Student Lockers**

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

Copies of combinations and/or keys to all locker locks shall be in the sole possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice to the student to whom the locker is assigned if there is reason to believe the locker contains matter prohibited by law or school regulations.

### **Textbooks**

If a student damages a textbook in any way the student will be required to pay for the damage to the book. Full replacement cost will be charged for any lost books or badly damaged books.

### **Library Books**

Books checked out from the school library are the responsibility of the student whose name is the last one listed on the check out card. Students will be charged a fee for replacement of lost or non-returned books.

## ***Student Services***

### **Academic Counseling**

Students are encouraged to talk with a school counselor, teachers and principals in order to learn about the curriculum, course offerings, graduation requirements, qualified admissions for Regents Universities and other academic issues. The counselor can provide information about vocational training schools, colleges and universities, careers and financial aid.

### **Personal Counseling**

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

The library is a school library. Students are encouraged to use the library, but not as an excuse to avoid doing schoolwork. No student will be allowed in the library without a pass. Library books may be checked. Students who do not return checked out books on time will be charged overdue fines on the book.

## **Food Service**

USD 110 believes that good nutrition is vitally important for helping children grow a strong body and mind, establish healthy lifetime eating habits and succeed in school. The USD 110 School Food Service Department offers balanced and nutritious meals at a reasonable price for its students (see prices below).

The district participates in the Child Nutrition Program. Two popular programs – the National School Lunch and School Breakfast Program, help qualifying parents/guardians by providing free and reduced-priced meals for students. Applications are available for each household at enrollment and are also available from the building secretaries. Federal requirements dictate that a new application be completed every school year (see application for details).

Thunder Ridge Middle School has a closed lunch period. Students are not allowed to leave campus during lunch period. Students may bring sack lunches and eat in the school cafeteria. Lunch may be purchased from the lunch program or brought from home. Milk may be purchased to supplement lunches brought from home.

## **Delinquent Meal/Milk Balances**

Students of USD 110 are required to pay for meals in advance. Payments will be accepted at each building in the district. Each student will have a meal account where advance payments will be posted. When a full pay student's meal account balance falls below \$15.00 or a reduced pay student's meal account balance falls below \$8.00, the student will be notified on a daily basis. Reminder notices for those student meal accounts will be printed and handed out to students at the end of the school day.

If a student's meal account balance becomes negative, the student will only be allowed to charge a maximum of 5 meals. The student meal cost is different per grade, so the allowable charge amount will vary. A student will not be allowed to charge the purchase of an extra milk or second lunch while the account has a negative balance. Grade School students with negative balances will not receive milk during snack time. (Eligibility for free or reduced priced meals **does not** cover extra milks or snack milk fees.)

Parents/guardians must provide a sack lunch from home until there is a positive balance in the student meal account. If arrangements cannot be made for a student to bring a sack lunch from home or a positive balance provided into the student account the case will be turned over to DCF (Department of Children and Families).

**Meal prices are as follows:**

Noon meals:

K-8 - \$2.35

9-12 - \$2.60

Adults - \$3.65

Milk - \$.40

Breakfast:

K-12 - \$1.70

9-12 - \$1.70

Adults - \$2.10

If school begins late due to road conditions, breakfast will not be served.

If school begins late due to road conditions, the Pre-K morning program will not be in session.

**Class Responsibilities**

The class organizational responsibilities include: finances, organization, ordering, etc., for everything listed for that specific event. Students and the class sponsor are expected to see that these responsibilities are completed.

**Middle School Promotion**

Eighth Grade – Stage decorations

Eighth Grade – Choose seventh grade students to lead the eighth grade students in, hand out programs and monitor gift table if needed.

**Selection of Officers**

Class officers are not selected at the middle school.

**Cheerleader Selection**

Interested 7<sup>th</sup> and 8<sup>th</sup> grade students may participate as a cheerleader. The rules and policies of the middle school cheer constitution must be agreed to and followed.

ACCIDENT REPORT FORM

A student who has been injured on school property must fill out an accident form as soon as possible following the injury.

School Name \_\_\_\_\_

Your Name \_\_\_\_\_

Your Home Address \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_

In your own words, describe what happened:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What physical problems are you experiencing as a result of this injury:

\_\_\_\_\_  
\_\_\_\_\_

Did you report this injury to a school employee?

\_\_\_\_\_

If not, explain.

\_\_\_\_\_  
\_\_\_\_\_

Date Reported \_\_\_\_\_ Employee's Name \_\_\_\_\_

What were you doing at the time of the accident:

\_\_\_\_\_  
\_\_\_\_\_

Were there any witnesses? \_\_\_\_\_ If yes, who: \_\_\_\_\_

Did you go to a hospital or clinic? \_\_\_\_\_

Address of Hospital/Clinic \_\_\_\_\_

Name of treating physician \_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PERMISSION FOR MEDICATION  
PRESCRIPTION/NON-PRESCRIPTION (OTC)**

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Date Started Medication \_\_\_\_\_

Time of Day Medication is to be given \_\_\_\_\_

I hereby give my permission for \_\_\_\_\_ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug or nonprescription pursuant to parental written request to my student in accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse medication reaction suffered by the student because of administering such medication.

**NOTE:** The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage and times to be administered.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**USD 110 does not have a full time licensed person to administer prescription medications, so the district has elected to have each child’s physician delegate directly to a school employee the duty to administer medications to their patient in the school setting. By signing this form, the physician agrees that he or she is delegating directly to a USD 110 unlicensed assistive personnel (UAP). The USD 110 UAP will read the “Guidelines for Medication Administration in Kansas Schools” revised June 2010 and be allowed to ask questions and demonstrate understanding of materials before they are assigned the medication administration task.**

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date

