

## USD #415

### MISSION STATEMENT

The mission of USD #415 is to provide a quality educational system that encourages and enables students to function as positive, contributing citizens.

To help assure that this mission is accomplished, the district will establish, within the board's resources, a learning environment and educational process which maximizes the opportunity for all children to learn and achieve.

## HIAWATHA MIDDLE SCHOOL

### MISSION STATEMENT

The mission of Hiawatha Middle School is to provide all students with life-long learning skills and opportunities for academic, personal, and social growth in a safe and orderly environment. The educational program is designed to enable students to become productive citizens in an ever-changing society.

### ATTENDANCE

Each regularly enrolled student shall be in attendance 159 of the 173 days of school to receive credit and/or be passed on at the completion of the school term. After 14 days of absence (excused or unexcused), the Principal may hold a conference with the parent to discuss any reasons why there should not be loss of credit or retention. The Principal has the authority to make exceptions to this policy if circumstances warrant. Parents, please contact the Principal if your student is hospitalized or under a doctor's care for an extended period of time.

Students absent for more than one-half of the school day, for reasons other than school-approved activities, should not expect to participate in or attend any school activities which occur on that day or evening. In the event of an emergency, the Principal should be contacted to determine eligibility.

#### Excused Absences

Excused absences are those caused by illness, emergencies, and/or personal family matters. Doctor and dentist appointments should be made with the least impact to the child's school day. Students leaving the building during the school day must sign out through the office. Work missed must be made up in order to receive credit. The rule for make-up assignments is one day for each day missed, plus one day. It is the student's responsibility to ask for make-up work and to complete those assignments within the designated time limits.

Examples of excused absences are as follows:

- A. Medical or dental appointments.
- B. Funerals
- C. Illness
- D. Work for parents in case of an emergency. Students may not return for activities in the event they are dismissed to work at home.

Parents are asked to call the school each day their child is absent (742-4172). The school will contact parents after 9:00 a.m. if the student is not reported absent by parents. This is for the safety of the child so both parents and school personnel know when the child is expected to be in attendance.

#### Unexcused Absences

Parents will be notified if the child has an unexcused absence and a conference may be requested. State law requires schools to report to the Department of Child Services (DCF) and the County Attorney any student whose absence is unexcused for three consecutive days, five or more days in a semester, or seven days within a year. In the case of persistent absences, the school will

review the problem and confer with the parent on a plan to improve attendance. If attendance continues to be a problem, the student and guardian will be referred to the Juvenile Justice Authority (JJA) to complete an intake with a plan for possible monitoring. If failure to abide by the conditions by either the parent or student, Juvenile Justice Authority and the referring school will refer the matter to the Brown County Attorney's Office for the filing of a Child in Need of Care (CINC) petition.

#### Examples of Unexcused Absences:

- A. Working for someone other than a parent when an emergency situation doesn't exist
- B. Babysitting
- C. Shopping Trips
- D. Truancy
- E. Haircut appointments
- F. Excessive absences for illness may be unexcused if not covered by a doctor's note

Family Trips – The school district discourages lengthy family trips during the school year which affect student attendance. Students taking family trips during the time school is in session will receive an excused absence if parents give a timely notice and school work is completed before leaving or on the day the student returns (with the exception of missed labs or tests). The student must make up these exceptions after regular school hours. Failure to give advance notice of such trips will result in unexcused absences.

### TARDIES

Students have three (3) minutes between sessions and are expected to be in class when the tardy bell rings. *Tardiness is defined as any appearance of a student after the scheduled time school or a class begins.* Tardiness of more than ten (10) minutes to a class will be considered an absence and the student will not be admitted without a pass from the Office. Absences due to tardiness beyond the control of the student will be excused as determined by the Principal.

#### BE SMART HAWKS ... GET TO CLASS ON TIME.

### HOMEWORK/HOMEWORK BUDDIES

Homework and academic practice is necessary as an extension of the classroom. As the student progresses through school, the amount of academic practice needed for high levels of success will increase. Students are responsible for completing work in a timely fashion. Each grade level has specific requirements regarding practice, homework, and late work.

If a student is ill or knows they will be absent from school, they are responsible for having a homework buddy who will pick up their assignments and books for the day(s) the student was absent. When work is collected and sent home, it is expected to be completed and returned to school.

## STUDENT RIGHTS AND RESPONSIBILITIES

### I have the right to:

- \*Be safe at school.
- \*Learn and be taught.
- \*Be treated with dignity and respect.

### I have the responsibility to:

- \*Not endanger anyone's safety.
- \*Not interfere with anyone's learning or teaching.
- \*Treat all people with dignity and respect.

## General Conduct

During school or school-sponsored activities, students are to follow directions of any school personnel and the adopted rules and policies set forth by Hiawatha Middle School and USD 415. Each classroom teacher will communicate his/her classroom rules and expectations. Students are expected to conform to each teacher's classroom rules and expectations. Failure to conform to any rules, policies, or expectations will initiate the HMS Discipline Policy.

## Discipline Policy

Hiawatha USD 415 and Hiawatha Middle School believe that discipline is a process to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behaviors to acceptable behavior.

The staff at Hiawatha Middle School believes that:

- Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student . . .
  - Will not be allowed to interfere with the learning opportunities of another student.
  - Will not be allowed to interfere with the teacher's responsibility to teach all students.
  - Will not excuse the misbehaving student from completing the learning objectives.
- Acknowledging and reinforcing appropriate behavior is the best way to achieve change.
- In handling of unacceptable behaviors, the focus will be on judging the behavior of a student, not on judging the student.
- Parents have a responsibility to ensure their children's behaviors do not take away from a safe and productive learning environment for others.
- Staff will handle all discipline situations in a professional manner.
- Self-discipline is the expected outcome.

The following expectations are shared by our staff:

- Students and staff will demonstrate self-respect, respect for others, and respect for their environment.
- A safe and productive learning environment will be maintained for all individuals at school and at school related activities.
- Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
- Staff and students will be expected to be on task at all times while in the classroom or at other learning activities.
- Staff, students, and parents will assist misbehaving students to change their unacceptable behavior to acceptable behavior.

Hiawatha Middle School has established the following levels of unacceptable behavior:

### Level 1 – Productive personal environment

- Behaviors that occur in the classroom or that affect only the misbehaving student.

#### Consequences – Minimum – Proximity to student Maximum - Detention

- Dress Code Violation
- Cafeteria Violation
- PDA
- Electronic Devices
- Food/Drink Violation
- Hall Violation
- Teacher Referral
- Computer Violation
- 4<sup>th</sup> - 8<sup>th</sup> Tardy

### Level 2 – Productive Classroom Environment

- Behaviors that interrupt the educational environment or interfere with the learning of others.

#### Consequences – Minimum – Proximity to student Maximum - Detention

- Leaving Class
- Disruptive Behavior
- Profanity
- Misuse of Pass/Planner
- Skipping Detentions
- Cafeteria Violation (continued offenses)
- False Call/Note
- Teacher Referral
- Lying
- 9<sup>th</sup> – 11<sup>th</sup> Tardies
- Not Following Instructions

### Level 3 – Orderly Environment

- Behaviors that are not intended to cause physical harm to another individual, but do negatively affect an orderly environment.

#### Consequences – Minimum – Detention Maximum – Out-of-School Suspension

- Harassment
- Disrespectful Behavior
- Refusing a Reasonable Request
- Teacher Referral
- Computer Violation
- Cheating / Academic Fraud / Plagiarism
- Pornography (possession and/or use of)
- Bullying
- 12<sup>th</sup> Tardy and beyond
- Defiance of Authority
- Leaving School Without Permission / Skipping School
- Excessive violations of level 1 and 2

### Level 4 – Safe Environment

- Behaviors that are intended to cause another individual physical harm and/or are illegal.

#### Consequences – Minimum – In-School Suspension Maximum – Long Term Suspension/ Expulsion

- Fighting
- Bullying / harassment (continued beyond Level 3)
- Threats
- Vandalism
- Theft
- Violence against students / staff
- Tobacco
- Alcohol (possession and/or use of)
- Drugs (possession and/or use of)
- Excessive violations of level 1, 2, and 3

## Level 5 – Safe Environment

- Criminal activity and repeated life safety issues.

### Consequences – Minimum – 10 days Out-of-School Suspension AND a Long Term Suspension/ Expulsion Hearing.

- Weapon \*see definition of weapon (possession and/or use of)
- False Alarm
- Bullying (continued beyond level 3 & 4)
- Bomb Threat
- Violation of criminal statutes
- Arson

The following system reflects these beliefs and defines the consequences facing students who violate school rules and policies.

- Detention will be during lunch M-F, or from 3:30 – 4:25 pm Monday-Thursday in the assigned room.
- All detentions are one hour minimum (two lunch detentions equal 1 hour of detention) and held after school Monday-Thursday or during lunch as assigned.
- There will be no half-hour or morning detentions. Students will serve in the assigned detention room only, unless approved by the administration.
- Athletic, activity practices or after-school employment will not be an excuse to miss assigned detention time.
- Administration reserves the right and authority to set level and consequences for any specific violation.
- Repeated violations of the discipline plan may lead to a Long Term Suspension / Expulsion Hearing due to chronic discipline problems.

\*The administration reserves the right and authority to set level and consequences for any specific violation.

## CONSEQUENCES

Consequences: The following consequences are examples that may be used and are listed in order of severity from minimum to maximum:

### Least Severe

1. Looking in the vicinity of the misbehavior
2. Walking toward the area of misbehavior
3. Verbal reprimand
4. Informal talk
5. Counselor referral
6. Isolation
7. Teacher-Parent conference
8. Behavior contract
9. Detention
10. Referral to Vice Principal or Principal
11. Principal-Teacher-Parent conference
12. Restitution
13. Removal from school bus
14. Suspension from school-related activities
15. In-school suspension
16. Out-of-school suspension
17. Long term suspension
18. Expulsion for the remainder of the semester
19. Expulsion for the remainder of the school year
20. Expulsion for 186 school days

### Most Severe

\*\*Note: The administration reserves the right to modify or add to this list as needed in order to maintain a safe and orderly school environment.

### Discipline Definitions:

**Appearance** - The school reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste. Students shall not wear midriffs, halter tops, low cut tops, spaghetti straps, or other brief attire. Students are expected to wear shirts that are not excessively long (un-tucked) or too short where the mid-section is exposed. No hats, caps, or

other head coverings are to be worn into the building before, during, or after school. Any attire intended to be worn as an undergarment or sleeping attire shall not be exposed. Clothing that has slogans, advertising, or pictures which are controversial, obscene, or promote alcohol, tobacco, drugs or sexual activity will not be permitted. No gang-related clothing, jewelry, gestures, language or designs are allowed in school. Shorts and skirts are not to be excessively tight or short (length is to be at fingertips or lower when hands are extended to the sides). Students found to be in violation of the dress code will be expected to change their attire before being allowed to return to class. **Level 1 Consequence.**

**Bullying** – Bullying occurs when a person is exposed repeatedly and over time to negative actions on the part of one or more persons. It is victimization, not conflict. Bullying results when one person has power over another. Most common forms of bullying are being made fun of, being the subject of rumors, being pushed, shoved, kicked, tripped, and spit on.

**Cyberbullying** – Bullying by use of any electronic communication device.

- **Any act of bullying by either an individual student, or group of students, is prohibited on or while utilizing school property, in a school vehicle, or at school sponsored functions. Bullying that occurs offsite and is brought into the school day is also punishable as a bullying offense. This policy also applies to students who support another's act of bullying.**
- **Level 3 Consequence on first offense and may increase to a Level 4 offense and beyond with corresponding consequences.**

**Cafeteria Violations** – This involves food throwing, leaving trays, making undue mess, improper use of lunch account and any other inappropriate behavior during lunch. **Level 1 Consequence. Level 2 and 3 for repeated violations.**

**Cheating / Academic Fraud / Plagiarism**– Students are committed to a firm policy of honesty and integrity regarding school work. No unauthorized copying, plagiarism or other academic fraud is permitted. **Level 3 Consequence.**

**Disrespectful Behavior** – This is disrespectful physical or verbal action toward a staff member, student, patron or anyone else on school grounds or at a school activity. **Level 3 Consequence.**

**Computer Violation** – Use of technology is a privilege and not a right. A student and his/her parent must sign the technology use agreement before a student may use any computer at Hiawatha Middle School. Students are responsible for proper computer use. Users should not expect that files stored on District servers will always be private. It is expected that students will use district technology ethically and legally. Unacceptable use will include but not be limited to the following: Violating state and federal statutes; Accessing another person's files or information without permission; Vandalizing or damaging the reputation or property of another person; Disrupting, interfering or tampering with District hardware and/or software; transmitting obscene, abusive, sexually explicit, harassing or threatening language; and Accessing or distributing pornographic and/or sexually explicit material. **Level 1 to Level 3 Consequence.**

**Food / drink violations** – There should be no open food or drink in lockers or classrooms unless permitted by teachers (with the exception of water bottles). Students who bring food in from outside sources for lunch or breakfast will be asked to remove wrappings that identify it, or they will be asked to eat it in a separate location. Food or drinks are not to be consumed in the gym before school. **Level 1 consequence for first offense and can increase in levels if the behavior continues.**

**Harassment** – Any verbal or physical action towards another person which is unwanted and causes great discomfort for that person. Any student who feels they are a victim of harassment should file a written account with the administration. **Level 3 Consequence on first offense and Level 4 on any other offenses.**

**Sexual Harassment** – No District employee or student shall engage in the sexual harassment of an employee or non-employee or permit harassment of an employee or student by an employee or student. Violation of this policy shall result in disciplinary action. Any harassment incidents should have a written report filed with the immediate supervisor. If the immediate supervisor is the object of the complaint, the report should go to the next level of supervisor.

Any student or employee who believes he/she has been subject to sexual harassment should file a written report to, and discuss the problem with, his/her immediate supervisor. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant, he/she shall inform the District Title IX and ADA Coordinator, and an investigation of the charges shall be conducted. If a finding of fact determines sexual harassment did occur, appropriate action shall be taken. Strict confidentiality shall be maintained throughout the complaint procedure.

**P.D.A. – Public Display of Affection.** No public display of affection will be permitted before, during, or after school on school grounds.  
**Level 1 Consequence.**

**ELECTRONIC DEVICES-** Electronic Equipment (cell phones, music devices, games, etc.) should not be brought to school. If a student brings an electronic apparatus to school, they assume full responsibility. HMS will not be responsible for any lost, stolen, or broken devices. All devices must be kept in lockers and turned off during the day. Electronic devices used during the day without permission will be confiscated and a Discipline Referral will occur. The student may pick it up at the office after school. A second offense will result in confiscation, 3 hours of detention, and a parent must pick up the device at the office for this and every occurrence afterwards. Continued offenses will be written up as Defiance of Authority and a suspension may occur.

**Threats** – Making a threatening statement which could involve physical harm or damage to school or personal property. **Level 4 Consequence on the first offense and Level 5 on the second.**

**Vandalism** – Any student who intentionally destroys or damages school property shall be held responsible for their actions. **It will include a Level 4 Consequence plus compensation for all repairs and labor costs.**

**Violence Against Student or Staff** – Any physical, verbal, or gesturing to another person which can be interpreted as violent in nature.

**Weapons and Destructive Devices –**

- Any item being used as a weapon or destructive device
- Any facsimile of a weapon
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- The frame or receiver of any weapon described in the preceding example
- Any firearm muffler or firearm silencer
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device
- Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- Any bludgeon, sand club, metal knuckles or throwing star
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle

of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement

- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun

**\*\*The administration reserves the right and authority to set level and consequences for any specific violation. Continued violations at any level will be written up for Defiance of Authority and appropriate consequences will occur.**

**EXPULSION OR HOMEBOUND PLACEMENT**

Any student that displays persistent behavior problems makes himself/herself eligible for expulsion or homebound placement. In the event that the student is recommended for expulsion from school, the student and student's guardians will receive written notice of the intent to expel the student. Within five (5) days of the notice date, a due process hearing will be afforded to the student, student's parents or guardians, and counsel to appeal the decision. A hearing officer will be appointed, and he/she will make a decision to uphold or decline the expulsion.

Any student that causes a substantial disruption to the educational process is subject to homebound placement.

**ALTERNATIVE ACADEMIC PLACEMENT**

Students who continue to fail to conform to rules, policies, or expectations may be subject to a change in their academic program and placement. Generally these changes will result in being placed in a learning environment that is highly structured with few student freedoms.

**CONDUCT ON THE BUSES**

Students should remember that the buses are simply an extension of the school and classroom. All rules set by the District for bus transportation are expected to be followed. Students should treat bus drivers with the same respect shown teachers.

Continued misconduct on the bus will result in denial of bus service, and the student will have to provide his/her own transportation to and from school.

**PERMITS TO RIDE BUSES**

Any pupil who wishes to ride a bus to which he/she is not assigned must bring a note of request to the Office signed by his/her parent or guardian.

**DRIVING TO SCHOOL**

Middle school students are prohibited from parking or driving on school property.

**GRADES AND GRADE REPORTS**

**GRADE CARDS** – will be issued after each nine-week grading period.

In 2014-2015, HMS moved to a 90%-10% grading system. All students in graded classes have 90% of their grade based on actual test and assessment performance. 10% of their grade is based on practice assignments in preparation for the tests.

### Grading Scale for Hiawatha Middle School

97 - 100 = A+	77 - 79 = C+
94 - 96 = A	74 - 76 = C
90 - 93 = A-	70 - 73 = C-
87 - 89 = B+	67 - 69 = D+
84 - 86 = B	64 - 66 = D
80 - 83 = B-	60 - 63 = D-
	00 - 59 = F

### **HONOR ROLL**

HONOR ROLL – All “A’s”

HONORABLE MENTION HONOR ROLL – “A’s” & “B’s”

### **TEST RETAKE POLICY**

Grade level teams will determine test retake policies.

### **ACTIVITIES ELIGIBILITY**

Middle school participants in activities (this includes athletes, musicians, cheerleaders, etc.) must conform to the policy adopted by the KSHSAA, which states: “Middle school participants in activities must be passing 5 courses of unit weight the previous semester in order to be eligible to participate.”

Each week the office will generate weekly eligibility reports. If a student is failing one (1) or more classes during any given week, he/she becomes ineligible for activities and athletic events for the next week (Tuesday – Monday). These grades will be calculated each Monday and are to be cumulative (from the start of the nine weeks to the end of the nine weeks).

The first time a student is on the ineligible list, they have a one week probationary period to improve their grades and will not miss a game or activity. The 2<sup>nd</sup> week (and every week afterward that the student is failing one (1) or more classes) will result in ineligibility for ANY activity during the entire week. Eligibility will restart at the beginning of each 9-week grading period. Students declared “Ineligible” will not be allowed to participate in any extra-curricular activities (dances, Science Fair, games, etc.).

### **GUIDANCE COUNSELOR**

The main purpose of the Guidance Counselor is to help students learn to deal more effectively with personal problems, development problems, and educational problems. Students should come to the Counselor when they feel they need someone to listen to them and help them work on their problems.

### **H.E.L.P.**

H.E.L.P. stands for Homework and Extended Learning Period. H.E.L.P. runs each Monday through Thursday after school. At this time, students may request to stay after school to get extra help from their teacher(s). Teachers reserve the right to assign any student after school for H.E.L.P. Students are given 24 hours to notify parents. Staying for H.E.L.P. is not a punishment. Therefore, it is not the same as a behavior detention that lasts until 4:25 P.M.

### **CLASS LOAD**

All students are required to enroll in seven (7) classes. This means each student would be in a class each hour of the day. If a student is unable to maintain this load, he/she may be placed in a tutorial class. Study time may be allotted at the end of each class period.

### **WITHDRAWING FROM A CLASS**

Students may not drop a subject without the consent of the Principal or Counselor. No change in a student’s enrollment may be made after the first three (3) school days of the semester except under special circumstances. No student may drop a required class.

### **TORNADO AND FIRE DRILL PROCEDURES**

Procedures for tornado or fire drills are posted in each room. Teachers will instruct students of the proper procedures.

### **HIAWATHA MIDDLE SCHOOL RETENTION POLICY**

The teachers, at the end of each nine weeks, will meet to determine the list of students who are not making minimum requirements. Parent conferences will be arranged for the purpose of developing correctives. If a student fails two (2) or more basic subject areas for the year, which include math, science, reading, social sciences, or English, he/she will be retained. Retention could also be based on a child’s poor attendance as per attendance policy. The final decision on retention will be made in May by the administrator when final grades are in.

### **STUDENTS WITHDRAWING FROM SCHOOL**

In the event that a student is withdrawing from school, he/she must come to the office to get a check-out form. All books and school property must be checked in to each teacher. The teacher will then fill out his/her portion of the check-out. This must be completed before any student records may be released. Parents should come to the office to fill out the check-out form. This will ensure that records will be forwarded to the appropriate location in a timely manner.

### **LOCKERS**

Each pupil has a locker assigned to him/her. The locker number appears on the class schedule card. These lockers are for storing school supplies, coats, etc. If money or valuables must be brought to school, keep them on your person or request that they be held in the school office. The school is not responsible for lost or stolen articles. Coats and hats are to be left in lockers while at school. Locker combinations should be kept private and not given to other students.

Stickers, signs, decals, or other objects are not to be attached outside of the lockers. Anything attached to the inside must meet with the approval of the Principal and be removed before the end of the year.

### **BOOK BAGS**

Students will not be allowed to carry book bags to classes. Bags are to be placed in lockers before school and until school is dismissed. Bags may be used to take books and materials to and from school. If you have a bag with rollers, please clean them regularly to ensure that they work. Those that fail to work properly damage floors.

### **ADMINISTERING MEDICINE**

According to law, the designated school personnel cannot administer medication of any kind to a student without written parent and doctor permission. A copy of the District policy is provided at enrollment time.

### **SELF CARRY/SELF-ADMINISTER MEDICATION**

KSA 2004 Supp. 72-8252 requires a written doctor’s order and parent permission to be on file at school to self-administer/self-carry medication. It is recommended that only enough medication for one school day should be carried by the student. Students cannot self-administer controlled drugs. A copy of the District Policy is provided at enrollment time. Please contact the school nurse with any questions.

### **SICKNESS AT SCHOOL**

Students who feel ill at school should ask their teacher for a pass to go to the school nurse. The school nurse or designated personnel will determine if the parent/guardian should be notified.

### **HALL PASSES**

Proper conduct in the halls is expected of every student at all times. This means that students should not be loud, boisterous, run in halls, etc. No student should leave his/her classroom or homeroom without a hall pass or a signed planner.

### **LEAVE BUILDING PERMIT**

No student may leave the school building without first receiving permission from the office. (This includes those who get sick during the noon hour and need to go home.) Students who leave or return during the school day are to sign in and/or out at the office.

## **GUM AND CANDY**

Edibles should not be consumed in the school building unless approved by the teacher. Offenders will be corrected immediately.

Persons placing gum on school furniture, fixtures, or the floor will be subject to disciplinary action.

## **USE OF TELEPHONE**

A student phone is available for use outside of class time. This should be used for emergencies or in the event of cancellation or change in activities. Students must have permission from staff prior to use.

## **LOST AND FOUND**

Articles that are found should be taken to the office. Likewise, anyone who loses something may inquire about it in the office. Any items left unclaimed at the end of the year will be donated to BCDS.

## **FAMILY NIGHT**

Wednesday night is set aside as family night. Unless an emergency arises, school activities will not be scheduled for Wednesday after 6:00 P.M.

## **VISITORS**

We sincerely encourage parents to be interested in the activities of their children and their school. All visitors must check in the office upon arrival at the school. Parents are to wait at the office for their children. They should not interrupt classes by going to the classroom. We do not encourage visits any week when standardized tests are given.

Students and family that are not enrolled at HMS may not attend classes with their friends.

## **SCHOOL DANCES/SCHOOL PARTIES**

All school parties, dances and activities must be approved by the Principal before being placed on the school calendar. This decision will be made with the sponsoring faculty member and must be done at least two weeks before the activity.

All school dances must be sponsored by faculty members. A student may not leave before the dance is over, unless a member of the family or representative of the family comes to take him/her home. Once a student has left, he/she may not return, and parents will be notified.

## **USD 415 SPONSORED ACTIVITIES**

Middle school students should remember that while attending any USD 415-sponsored event, they are under the jurisdiction of the school and shall behave according to school policy. Students must remember that, even though they are attending an elementary, high school, or out-of-town activity, they are still representatives of USD 415 and should be to act accordingly.

## **BREAKFAST/LUNCHROOM PROGRAM**

Our lunchroom program is a non-profit activity and is operated under the supervision of the state and national school lunch program. The lunch period at the middle school is a closed lunch period. This means that all students eat at the school building.

Lunch and milk money is paid at the school office during homeroom or between classes. Money is not collected in the cafeteria.

To eat breakfast, students must be on the breakfast count the prior day. Breakfast will begin serving at 7:50 a.m.

## **LIBRARY REGULATIONS**

All students are urged to make full use of the library. During class time, a student may go to the library after study time has been designated by the teacher. Passes to the library from a homeroom will have a seven (7) minute time limit. Whenever there is a scheduled activity for homerooms, the library will be closed for the homeroom period. If a pupil needs more than seven (7) minutes, he/she should ask the Librarian for permission to stay longer.

Reference books, such as encyclopedias and dictionaries, may be checked out overnight and are to be returned to the library at the beginning of the school day.

Library books may be checked out for a period of two (2) weeks, renewable by the Librarian at the end of this period for additional time.

Students may also check out magazines from the library for one (1) day. There is a book-drop in the library.

## **ANIMALS OR PETS**

There will be no animals or pets of any size, shape, or form brought on a bus or into the building unless the pupil has obtained prior approval from the Principal.

## **ACTIVITY GROUPS/SCHOOL ORGANIZATIONS**

Each student is assigned to an activity group. Your teacher will serve as your adult advisor while at school. You are encouraged to seek out your teachers if you are having problems at school.

**STUCO REPRESENTATIVES:** The STUCO representatives will serve as an advisory board for the School Counselor.

**STUDENT COUNCIL:** The Student Council will serve as a student advisory council to the Principal.

## **ACTIVITY POLICY**

The Board of Education encourages proper student behavior at all times during the school day and at all school-sponsored activities\* and discourages any student behavior which brings discredit to the student or school. The following items are unacceptable for any USD 415 student.

1. Exposing one's body in an indecent manner.
2. Behavior that is threatening to others and/or is illegal.
3. Possession, use, or distribution of alcohol or drugs.

Any student found in violation of any item will, on the first offense of the school year, be dismissed from participation in or attendance at extracurricular activities for a period of ninety (90) school days. A second offense, during the same school year, will result in suspension from or attendance at extracurricular activities for a full year. This is in accordance with the Drug Free Schools Act. Penalty days not served during a current school year will be carried over to the beginning of the following school year.

It is the intention of the school administration that the policy be enforced with all USD 415 students at all times during the school day and at all school-sponsored activities\*. The policy is not intended to usurp the power and authority of coaches and sponsors but rather to serve as an umbrella under which activity guidelines may exist.

The administration will act on reasonable, responsible, and conclusive evidence brought by a teacher, administrator, or law enforcement official. Students will not be penalized when a relationship exists between extracurricular participation and an academic grade (such as attending a concert and writing a critique as a requirement for a music class).

\***School-sponsored activities** would include camps, dances, or workshops students are sent to by the school district, under the direction of KSHSAA, or if the district participates in the selection of student(s) for a camp during the school year or vacation or summer months.

## **ACTIVITY RULES**

### Extracurricular Activities:

Hiawatha Middle School Activity Handbook contains details to the criteria below:

1. Activity fee must be paid. A signed, completed Physical and Warning of Danger document must be turned in before a student can practice for any sports.
2. If you are going to be absent from practice/activities, it will be to the advantage of everyone to let one of the coaches/sponsors know a day in advance of your absence. This notification will aid the coaches/sponsors in making decisions concerning practice. We hope that efforts will be made to make changes in beginning times of scouts, music lessons, and youth groups to prevent them from conflicting with after-school practice as much as possible. Students who attend practice every night deserve a chance to play before students who are gone frequently, regardless of whether it is excused or unexcused. The school policy for excused and unexcused absences will be followed to determine how absences from practice will be counted.
3. Participants will be given two (2) unexcused absences from practices. On the third unexcused absence, they will not suit up for the next activity/game. The fourth

unexcused absence will result in dismissal from the team.

4. No foul language will be allowed. No unsafe, disrespectful, or obscene behaviors will be allowed. Problems of this type may cause a participant to be withheld from playing in the game/activity, even if the offense occurs in practice.
5. Participants will be responsible for all gear checked out to them. All gear checked out must be returned before participation in the next sport or activity. All participants will pay replacement prices on all lost equipment checked out to them.
6. If participants are unable to suit up for P.E. because of illness or injury, they do not suit up for athletic practice or games.
7. Good citizenship and sportsmanship are required of students representing Hiawatha Middle School. The Activity Policy will be enforced.
8. Athletes will be expected to attend practice after detention. Time may be made up with extra running or other activity as determined by the coach. Failure to report to practice after a detention will result in an unexcused absence. If a student misses a portion of practice 3 times for detentions, they will be ineligible to participate in the next activity or event. The student will be ineligible to participate in an event for each subsequent detention. Assigned H.E.L.P. sessions will not count against an athlete's eligibility.
9. All homework must be handed in before leaving school for an extracurricular activity event during the school day. Homework is to be given to teachers in between classes. Homework should be picked up for the next day.
10. Alcohol or drug use will not be tolerated. If a student is in possession of, distributes, or is under the influence of an illegal drug or alcohol, they will be suspended from participating in or attending any activities for 90 school days (18 weeks). A second offense will result in suspension from attending or participating in any activities for a full year. This is in accordance with the Drug Free Schools Act.
11. Parents must sign out students to take them home from activities. *Students may go home with another parent if written permission is provided to administration prior to leaving for the event.* Coaches cannot allow students to go home with anyone other than their parents. All participants in an activity are to ride school transportation.
12. Students must be in attendance for at least 3 full class periods in order to participate in an activity/game or practice that day. (In case of an emergency, contact the Principal or Athletic Director.)
13. KSHSAA guidelines will be followed concerning the safety of students. Jewelry, including earrings, is not allowed.
14. Any student who is enrolled in school at the time an athletic practice starts will have 2 days to come out for practice for that sport. Any student who moves in after practice starts will be considered on a case-by-case basis as to whether they can practice and participate.
15. Students in possession of, or using tobacco products will be dismissed from the team or activity in which they are participating.

These same guidelines apply in Physical Education classes.

#### **INCLEMENT WEATHER**

Occasionally, weather events will affect the planned activities at school. Any decisions made concerning the possible cancellation or postponement of activities will be sent out over KNZA Radio. Students will also be allowed an opportunity to make calls to parents at an appropriate time.

#### **DRUG FREE SCHOOL POLICY**

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity

is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

#### **DRUG POLICY**

Use or possession of alcohol or illegal drugs at school functions is prohibited.

First Offense: A first-time violator shall be subject to the following sanctions:

- A. A punishment up to, and including, long-term suspension.
- B. Suspension from all student activities for a period of 18 weeks or 90 school days, whichever is longer.

Second and Subsequent Offenses: A second time violator shall be subject to the following sanctions:

- A. A punishment up to, and including, expulsion from school for the remainder of the year.
- B. Suspension from all student activities for a period of one year.
- C. A student who is expelled under this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program. Name(s) of acceptable programs are on file with the board clerk.

#### **OPEN CONTAINERS**

Containers of drink may be purchased from school vending machines during appropriate times. Students may bring and keep a water bottle in class as long as it does not become a distraction. Nothing other than water will be allowed in the classroom and lockers unless special circumstances dictate. All bottles used must be able to be closed to prevent spillage.

Staff will confiscate all inappropriate containers found in areas of the building other than the lunchroom or commons area.

#### **MORNING PROCEDURES**

Students should not arrive at school before 7:50 which is when breakfast will begin to be served. All students are to report directly to the gym and sit with their grade level in the assigned areas. Electronic devices are to be turned off and put away upon entering the school building and will not be allowed in the gym before school. If reporting to a classroom early for extra help, all students must check in at the office first.

#### **TECHNOLOGY PHILOSOPHY**

Consistent with the mission statement, the Technology Committee believes that students must be provided a technology rich environment in each of our schools. The effective use of technology by students and staff enhances learning.

Students must have access to a wide variety of technology and develop the knowledge, skills, and problem-solving abilities to allow them to compete successfully in the job market.

Staff and students must have adequate training in the application and integration of technology into the school curriculum.

Utilizing technology, students must be able to access information. They must be able to process and communicate that information through the successful completion of a project or report.

Staff members must be able to utilize technology and information to more efficiently and effectively manage their responsibilities of instruction, assessing and reporting.

**ACCEPTABLE USE OF TECHNOLOGY**

We are aware that the majority of the student body will utilize technology appropriately. To insure appropriate use, Hiawatha USD 415 has established a user expectation policy. Use of technology is a privilege, not a right. All students and their parents and/or guardians must sign the following notification.

Students are responsible for good behavior on school computers just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers and computer systems would always be private.

Internet access is available in all USD 415 buildings. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other information as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. We respect the rights of each family to decide whether or not their child will have access to the Internet.

It is expected that students will use district technology ethically and legally. Unacceptable use will include, but not be limited to:

- \*Violating state and federal statutes
- \*Accessing another person’s files or information without prior permission
- \*Vandalizing or damaging the reputation or property of another person
- \*Disrupting, interfering, or tampering with district hardware and/or software
- \*Transmitting obscene, abusive, sexually explicit, harassing, or threatening language or materials
- \*Accessing or distributing pornographic and sexually explicit material.

Students choosing not to abide by these expectations should expect that there will be consequences for their inappropriate behavior. Illegal activities will be reported to the authorities.

**Consequences for Unacceptable Use**

Consequences may include but not be limited to:

1. Warning or restriction of access to the network or computer.
2. Loss of computer and lab privileges for a specified length of time.
3. Confiscation/elimination of materials and loss of computer lab privileges.
4. Payment for damages and/or replacement costs and enforcement of the school policies on theft and vandalism.
5. Suspension from school.

**Monday – Thursday:**

7:50 – 8:15	Breakfast
8:15 – 9:05	1 <sup>st</sup> Hour
9:08 – 9:58	2 <sup>nd</sup> Hour
10:01 – 10:51	3 <sup>rd</sup> Hour
10:54 – 11:44	4 <sup>th</sup> Hour
11:44 – 12:14	5/6 Lunch 7/8 SSR
12:21 – 12:51	7/8 Lunch 5/6 SSR
12:54 – 1:44	5 <sup>th</sup> Hour
1:47 – 2:37	6 <sup>th</sup> Hour
2:40 – 3:30	7 <sup>th</sup> Hour
3:30	Dismissal
3:30 – 4:25	Detention

**Friday:**

7:50 – 8:15	Breakfast
8:15 – 8:59	1 <sup>st</sup> Hour
9:02 – 9:46	2 <sup>nd</sup> Hour
9:49 – 10:33	3 <sup>rd</sup> Hour
10:36 – 11:20	4 <sup>th</sup> Hour
11:20 – 11:50	5/6 Lunch 7/8 SSR
11:57 – 12:27	7/8 Lunch 5/6 SSR
12:30 – 1:14	5 <sup>th</sup> Hour
1:17 – 2:01	6 <sup>th</sup> Hour
2:04 – 2:49	7 <sup>th</sup> Hour
2:52 – 3:30	Activity Period
3:30	Dismissal
3:30 – 4:25	Detention

**Hiawatha USD #415 Parental Notification Form**

As a user of USD #415 technology, I hereby agree to comply with the above state rules in a responsible fashion while honoring all relevant laws and restrictions.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I agree that my child will abide by the Hiawatha USD #415 guidelines and conditions for the use of school technology. I further understand any violation of these guidelines is unethical and may constitute a criminal offense. Should my child commit any violation of the policy, school disciplinary action and/or appropriate legal action will be taken.

As a parent or guardian of this student, I have read the Hiawatha USD #415 Acceptable Use of Technology listed above. I understand this free access is designed for educational purposes. However I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Hiawatha USD #415 responsible for materials acquired or sent via the network or the performance of the system.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**BELL SCHEDULE**