

MARYSVILLE JUNIOR/SENIOR HS

Student Handbook

2019-20

I CAN & I WILL!

BELIEFS
DETERMINE
OUR
GREATEST
SELVES



#BDOGS

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USD #364 MISSION STATEMENT:

“Lead by Example and Expect Success.”

This handbook belongs to: _____

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

Marysville USD 364, Marysville, Kansas, does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact Mr. Bill Mullins, 211 South 10th Street, Marysville, KS 66508, 785-562-5308 (Title IX Coordinator).

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Daily Bell Schedule

Hour	Time
1st Hour /JH AEP	8:15 - 9:03
2nd Hour/HS AEP	9:07 - 9:55
3rd Hour	9:59 - 10:47
4th Hour	10:51 - 11:39
5th Hour	11:43 - 12:59
6th Hour	1:03 - 1:51
7th Hour	1:55 - 2:43
8th Hour	2:47 - 3:35

1:30 Dismissal Bell Schedule (1st Day of School & End of 9 Weeks)

Hour	Time
1st Hour/JH AEP	8:15 - 8:45
2nd Hour/HS AEP	8:49 - 9:19
3rd Hour	9:23 - 9:53
4th Hour	9:57- 10:27
6th Hour	10:31 - 11:01
5th Hour (Lunch)	11:05 - 12:22
7th Hour	12:26 - 12:56
8th Hour	1:00- 1:30

One Half Day Bell Schedule (Noon Dismissal)

Hour	Time
1st Hour/JH AEP	8:15 - 8:39
2nd Hour/ HS AEP	8:43 - 9:07
3rd Hour	9:11 - 9:35
4th Hour	9:39 - 10:03
5th Hour	10:07- 10:31
6th Hour	10:35 - 10:59
7th Hour	11:03 - 11:27
8th Hour	11:31 - 12:00

(No Lunches Served)

10:15 A.M. Two Hour Delay Bell Schedule

Hour	Time
1st Hour/JH AEP	10:15 - 10:45
2nd Hour/SH AEP	10:49 - 11:19
5th Hour (Lunch)	11:23 - 12:43
3rd Hour	12:47 - 1:17
4th Hour	1:21- 1:51
6th Hour	1:55 - 2:25

7th Hour	2:29 -2:59
8th Hour	3:03 - 3:35

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to inform students of the expectations and responsibilities of becoming a successful student at Marysville Jr/Sr. High School. Each student will be oriented on the contents at the beginning of the school year. This handbook is an official school publication and, it is the student's ultimate responsibility to read the handbook and refer to the information when needed. **It is not possible to identify all areas of concern that may develop in a particular building, and it is not intended to identify all of the possibilities.** The building administrators will use their discretion when deciding upon disciplinary actions.

Student Handbooks are available on the district website (www.usd364.org) for students and parents to view or print. By request, a paper copy of the handbook will be provided to students and parents.

ACCREDITATION

Marysville High School has attained full accreditation by the Kansas State Department of Education.

JR/SR. HIGH SCHOOL BUILDING GOALS

- **MJSHS Building Goal #1**
 - **Professional Learning:**
 - **During the 2019-22 school years Marysville Jr/Sr High School staff will engage in professional development activities with an emphasis in the areas of individual and content area learning.**

- **MJSHS Building Goal #2**
 - **Communication:**
 - **During the 2019-22 school years MJSHS will focus on teacher to teacher communication through a variety of means with an emphasis placed on the quality, timeliness, and frequency of information.**

KANSAS VISION FOR EDUCATION

The Kansas Department of Education has defined a Successful Kansas High School Graduate as a student that has the Academic Preparation, Cognitive Preparation, Technical Skills, Employability Skills and Civic Engagement to be successful in postsecondary education, in the attainment of industry recognized certification, or in the workforce , without the need for remediation.

SCHOOL-WIDE POSITIVE BEHAVIORAL EXPECTATIONS.

All Settings	Be Safe	Be Responsible	Be Respectful	Be A Learner
All Settings	Keep hands, feet, and objects to self and honor other's personal space	Take pride in your school and help maintain a positive environment	Listen without interrupting, leave others' belongings alone, say please and thank you	Complete and turn in all homework, work quietly when given time, ask appropriate questions, and get involved
Athletic Events	Refrain from horseplay	Show activity ticket at the gate or pay the admission fee	Treat officials and players with respect and display good sportsmanship	Learn and support the rules
Extra-Curricular Activities	Set a positive example	Be an active participant and meet	Respect your school with pride	Learn about the extra-curricular goals,

		extra-curricular activity requirements		objectives and rules, and strive for excellence
Auditorium	Enter and exit safely and quietly	Sit in assigned area and follow directions	Remain quiet unless you are asked to participate	Pay attention to the performance
Bus lines & Buses	Wait patiently in line for bus	Sit in assigned seat or area	Keep bus clean	Use transit time to complete work
Before/After School	Refrain from horseplay, adhere to hall policy	Keep school clean	Respect school property	Seek assistance from teachers
Cafeteria	Refrain from throwing, tossing, sliding, spitting any items.	Follow the cafeteria guidelines and leave your table better than you found it.	Welcome all who sit with or near you, interact positively, set a positive example	Make healthy food/drink choices at a la carte
Computer Use	Treat your log-ins and passwords as confidential	Adhere to "Acceptable Use Policy"	Treat the equipment with respect—no food or liquid in computer labs	Learn how to use the equipment and programs properly
Dances	Pass the breathalyzer before admission to the dance	Arrive and pay admission fee by designated time	Be polite and respectful when someone asks you to dance	Have fun and act appropriately
Dress Code	Personal grooming should meet the community standards of health	Know and adhere to the dress code every day	Wear clothing that is acceptable in the school & community	Dress for success
Halls and Stairs	Move safely and in an orderly manner	Refrain from horseplay and keep hands, feet, and objects to self	Be respectful of classes that are in session	Practice following expectations
Library/Media Center	Use equipment, furniture, and area as intended	Take care of library/media center materials and return checked out items on time to avoid fines	Talk using quiet voice	Expand your reading repertoire by checking out different types of books
Gymnasiums	Ensure safety of self and others	Follow the rules	Demonstrate good sportsmanship	Be an active participant
Lockers	Lock lockers and treat your combinations as confidential	Keep lockers clean and organized	Respect personal space of others	Establish routine to prepare for classes
Restrooms	Wash hands and flush toilet	Keep restrooms clean	Respect privacy of others	Maximize in-class learning opportunities by using restroom between classes

GRADING SYSTEM

POWERSCHOOL

- Students may obtain a password from the Office that will allow them to view their records via PowerSchool
- If you do not have Internet access, please contact the Office and we will provide you with a printed report at progress report time or upon request
- Teachers are expected to have their grades updated weekly
- Students are urged to contact teachers if there are questions or concerns about their grades

ALLOWS STUDENTS TO:

- have access to assignments and information about their academic progress;
- track grades and credits;
- check graded homework or missing assignments.

GRADES (Students will earn grades based on the following school-wide grading scale:)

A = 95-100	B- = 80-82	D+ = 67-69
A - = 90-94	C+ = 77-79	D = 63-66
B+ = 87-89	C = 73-76	D- = 60-62
B = 83-86	C- = 70-72	F = 59↓

HONOR ROLL (To be eligible, the student must be considered a full-time student and have no D's, F's or incompletes for the grading period. Students are recognized for their academic achievement based on the following scale:

A = 4.00
B = 3.00
C = 2.00
D = 1.00
F = 0.00

The Marysville Jr/Sr. High School has three levels of honor roll.

Superintendent's Honor Roll requires a 4.0 grade average. (95% and above in all classes.)

Principal's Honor Roll requires a 4.0 grade. (90% and above in all classes.)

Academic Honor Roll requires a grade average between 3.3 and 3.99.

****Based on semester grading period.****

GRADUATION REQUIREMENTS

The comprehensive list of requirements for graduation from Marysville High School is published in the student enrollment guide. Seniors who plan on participating in graduation must successfully complete the 24 credits as required by the USD 364 Board of Education and the Kansas State Department of Education.

Participation in the graduation ceremony is a privilege and not a right. A student must be in good standing in order to participate in graduation exercises. If seniors do not meet the graduation requirements, they will not be allowed to walk during graduation ceremonies.

VALEDICTORIAN/SALUTATORIAN

Valedictorian and Salutatorian status will be determined based on the student's cumulative grade point average and whether he/she has completed the Kansas Scholars Curriculum. In the event, there is only one or no Kansas Scholars Curriculum completers, the Qualified Admissions Curriculum would be used to recognize the valedictorian and salutatorian. In the event there is only one or no Qualified Admissions Curriculum completers, the Marysville High School curriculum requirements and class rank would be used to recognize the valedictorian and salutatorian as it has been done in past years. Ties for both the valedictorian and salutatorian honor will not be broken.

Any student who transfers to Marysville High School during their senior year would be eligible for valedictorian and salutatorian honors if he/she successfully completed the Kansas Scholars curriculum. If a MHS student finished their senior year abroad as a foreign exchange student, he/she would not be eligible for valedictorian/salutatorian honors and will not be figured into class rank. Foreign Exchange students attending MHS are not eligible for valedictorian or salutatorian honors and will not be figured into class rank. The current Kansas Scholars curriculum and the current Qualified Admissions requirements are listed in the educational planning guide.

● Assessments:

- **Course Level Assessments** – measures student mastery level of course objectives
- **Formative Assessments** – measures growth of individual students and groups of students in subject areas and drives instructional practices
- **District Level Assessments** – measures mastery level of Math and Reading objectives
- **State Assessments** – measures mastery level of subject area objectives as determined by the State
- **Diagnostic Assessments** – provide information on level of skill of individual students so appropriate supports and interventions can be implemented,
- **The school will obtain Parent/Guardian approval prior to administering any other assessments to a student.**

SUPPORT SYSTEMS

MULTI-TIER SYSTEMS OF SUPPORT (MTSS)

Kansas MTSS is a coherent continuum of evidence based, system-wide practices to support a rapid response to academic and behavioral needs with frequent data-based monitoring for instructional decision-making to empower each Kansas student to achieve high standards. www.kansasmtss.org

COMMUNITY IN SCHOOLS (CIS)

Communities in Schools is the nation's largest and most effective organization dedicated to keeping kids in school and helping them succeed in life. We believe that all our young people deserve support and opportunity and that given those things, they can create positive futures for themselves, their families, their community and peer groups.

STUDENT ASSISTANCE TEAMS

SAT Teams will meet throughout the school year to monitor concerned student progress and offer interventions and supports to help students be successful.

ACADEMIC FOCUS

This class will help students focus on how to study effectively and efficiently, how to set goals for themselves and monitor those goals, and how to be successful. Students will be provided the opportunity to practice and demonstrate knowledge of these strategies by using these skills to complete current course work and requirements. In addition, students will receive instruction to enhance math and reading skills and will explore career directions.

**Students who do not demonstrate grade level proficiency in reading and/or math may be enrolled in a minimum of one Academic Focus hour in lieu of an elective course. This course is designed to remediate the deficiency.

SOCIAL / EMOTIONAL CHARACTER DEVELOPMENT (SECD)

The purpose of the Social, Emotional, and Character Development Standards is to provide schools a framework for integrating social-emotional learning (SEL) with character development so that students will learn, practice and model essential personal life habits that contribute to academic, vocational and personal success. It is about learning to be caring and civil, to make healthy decisions, to problem solve effectively, to value excellence, to be respectful and responsible, to be good citizens and to be empathetic and ethical individuals.

ASSIGNMENT ZONE

Students who demonstrate the need for more intense interventions and support in regards to the successful completion of assignments and meeting deadlines will be required to report to Assignment Zone. When assigned, the student reports to a specified location before/after school as designated by the teacher and or principal.

SATURDAY SCHOOL

Students who demonstrate the need for more intense support in regards to successful completion of assignments, and meeting deadlines may be required to report to Saturday School. When assigned, the student reports to a specified location on Saturday morning designated by the teacher and/or Principal. Saturday school is considered part of a school day and will count towards absences which may affect Truancy status.

ACADEMIC ENRICHMENT PERIOD (AEP)

The focus of AEP is to provide opportunities for Social Emotional Character Development (SECD) enhancement, extra academic assistance, skills intervention, assist in the development of Individual Plans of Study (IPS) and occasional assemblies/organizational meetings. **AEP is a critical part of the educational process - This period is instrumental in implementing practices and programs that assist students with achieving the Kansas Can vision and outcomes for a successful high school graduate.**

There are students who struggle academically from time to time in different classes. The effective use of the academic enrichment period will allow teachers to have extra time to work with those students. To assist students who are struggling academically "Learning Times" will be implemented during AEP at the start of the 4th week of school.

INDEPENDENT LEARNING TIME (ILT)

Students who maintain a 64% or better in all classes will be awarded ILT on specified days during AEP. (Tuesday - Friday) During ILT students are allowed to see instructors, work in computer labs, or work in media center.

MANDATORY LEARNING TIME (MLT)

Students who are identified as not performing academically, having at least one grade lower than 64% (D) in a class, or are observed not utilizing ILT effectively will be assigned to one week of MLT. Students will be assigned to a designated area (Cafeteria) by grade level. Students will be notified on Monday during AEP if they have been assigned to MLT for the week.

STRUCTURED LEARNING TIME (SLT)

Students that struggle academically or behaviorally in MLT can be assigned SLT. Students will be provided a space in the office during AEP to be observed and work independently. After one week students will return to MLT.

CHARACTER EDUCATION/ANTI-BULLYING PROGRAM

Students will meet with their AEP teachers throughout the year to learn about bullying behavior and character education. The safety of students and staff is a primary concern of the school. Each person deserves to be treated with respect and to feel safe at school. Bullying and/or teasing will be treated as a serious infraction and may lead to criminal prosecution. Students who experience or witness bullying

behavior should report it immediately to a teacher, counselor, administration, other trusted adult, or through the link on the school website.

TRUST CARD:

Purpose: To promote Trust, Respect, and Responsibility for all students.

Benefits of wearing/carrying your Trust Card -

- You can listen to music with headphones at an appropriate level while you are working independently in the classroom according to the directions of your teacher.
- You are eligible for ILT during AEP (must be in good academic standing as well)
- Trust card is your passport.

No Trust Card = No Benefits

Your trust card can be taken away by your teachers or administrators for any of the following reasons:

- ★ Being out of assigned area without teacher permission.
- ★ Being out of class for an excessive amount of time.
- ★ Repeated tardies.
- ★ Repeated sleeping in class and/or repeated laying head down in class.
- ★ Repeated instances of not being prepared for class.
- ★ Repeated dress code violations.
- ★ Repeated non-completion of assignments.
- ★ Not completing work from absences in a timely manner.
- ★ Using any electronic device in class without permission.
- ★ Creating any disruption to the learning environment in or out of the classroom.
- ★ Anything that degrades the appearance of our campus including leaving trash in the cafeteria, graffiti, or vandalism.

Teachers will have the option of writing an office referral/or sending a log entry for severe or repeated infractions.

To get your Trust Card back you must wait a minimum of 24 hours and then go have a conversation with the teacher or administrator who is holding your Trust Card.

No Trust Card = Automatic Office Referral for any of the above situations.

Students who refuse to turn over their Trust Cards when asked will receive an automatic office referral for insubordination.

Replacement Trust Cards will be made on the 15th of every month. If you lose the Trust Card, you will be charged \$2.00 for a replacement. Replacements will not be made if a teacher or administrator is holding your Trust Card.

ATTENDANCE

Compulsory Attendance Requirements

Kansas law requires students to attend school until the age of eighteen. 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.

Any student who is not exempt shall be reported as truant.

Attendance/Truancy

Regular and punctual attendance is expected and required of all students. When a student is absent from school, without notification from the parent, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. This procedure is for each child's protection. (see "Truancy")

Definition of Excused/Unexcused Absences

The State attendance laws are very explicit in their definition of valid excuses from school. **Excused absences** will be given for illness and injury to the student. **All other absences will be unexcused unless arrangements are made by the parent with the principal's office.** When a student is or will be absent, the school expects parents to call or write a note stating the reason for the absence. Failure to do so will result in an unexcused absence. The principal will determine the acceptability and validity of excuses presented by the parent(s) or the student. All work missed while students are absent must be made up. When students return to school following any absence, they must report directly to the office. If no phone contact has been made between the school with their parents, students must bring a note from them before returning to school.

Definition of Significant Part of the School Day

Absences for three (3) or more periods in one day will be considered a significant part of a school day.

Prearranged Non-Emergency Absences

Examples of acceptable non-emergency absences include, but are not limited to, family vacations, participation in activities such as 4-H or church groups. To receive an excused absence for a non-emergency absence from school, students must provide a request from a parent or guardian, in the form of a note or phone call, **at least three school days prior to the proposed absence.** It shall be the general policy not to approve non-emergency requests following the sixth (6th) absence in a semester. Any deviation from this policy will require a parental meeting with the principal to present overriding reasons for approval of the request. Students will be required to arrange makeup work with teachers in advance of a non-emergency absence.

Consequences for Excessive Absences

Since excessive absences will affect a student's success in school, the following procedures are a part of our school policy. Whenever a student has missed 6 days (excused or unexcused) during a semester, a letter may be sent home expressing the school's concern. The building administrator may use some discretion as to the sending of this letter. If all absences of the student have been for documented medical or legal reasons or pre arranged non-emergency absences, the administrator may choose to postpone sending the letter unless further non documented absences occur. The letter sent will clearly state the following:

- A. The student and parent will be formally notified that the school has concerns about the attendance of the student.
- B. The parent and student will be informed that the only acceptable excuse for absence will be a doctor's statement or statement from a legal authority or a mutually agreed upon reason discussed in a personal conference by the parent and a school administrator prior to the absence.
- C. The parent and student will be informed that failure to comply with the above conditions will result in the school contacting the local authorities and reporting the student as truant. Each absence thereafter, which does not comply with the conditions, will also be reported to the local authorities as truancy.
- D. Parents will be encouraged to contact the administrator signing the letter about this matter. Future absences of this student that do not meet the criteria set forth in the letter are liable, at the discretion of

the building administrator, to be ruled as unexcused. Unexcused absences will be cause for reporting of truancy. Unexcused absences will also make the student liable for disciplinary actions to be determined at the administrator discretion. Students over eighteen years of age will receive a letter directly and be dealt with directly on matters of unexcused absences. Although they are not liable for truancy, it will be made clear to them that they must also meet the criteria for excused absences, unexcused absences may result in disciplinary action including suspension or expulsion.

DEFINITIONS

TRUANCY

Kansas Statute defines truant as a student under the age of eighteen who is absent without a valid excuse for the absence. Students shall be reported truant after three consecutive unexcused absences, five unexcused absences in a semester or 7 seven unexcused absences in a year, whichever comes first. Students subject to the compulsory attendance laws shall be reported to the proper county authority if suspected of truancy. Students who are absent for a significant part of any school day shall be considered truant. (see "Definition of a Significant Part of the School Day")

- Tardy: If a student misses 10 minutes or less of a class period, the student is considered to be tardy.
- Excused Tardies: Students are allowed five excused tardies during the school year. Any additional tardies must be verified by an *approved source or they will be unexcused. **Once a student reaches five tardies in a school year each additional tardy will result in a detention.** All tardies and absences that are documented by an approved source will be verified for reasonable travel time and the time of an appointment.
- Extended School Day: USD 364 Board of Education Policy allows the school to require students to attend school outside of the regular school day. Examples include but are not limited to teacher assigned 8th hours, Saturday School, detentions and assignment zone. Failure to attend school as assigned may result in the student being reported truant.
- Truancy Officers: Building administrators have been appointed as Truancy Officers by the Board of Education, and it is their responsibility to determine whether a tardy or an absence is excused or unexcused.

PARENT/GUARDIAN ATTENDANCE EXPECTATIONS

Attendance is one of the single most important factors in achieving success at school. When a student is absent from class, it is impossible to recreate the situation that existed during the absence. No amount of make-up work can take the place of the classroom experience. For this reason, it is essential that each student be in class every day possible. (When a student is absent from school, an attempt shall be made to contact the Parent/Guardian to determine the reason for the absence.)

- Parents/Guardians (this does not include emergency contacts) are expected to notify the office by phone when their student will be **late** to school. The school should be notified no later than 8:15 am.
- Parents/Guardians (this does not include emergency contacts) are expected to notify the office by phone when their student will be **absent** from school. The school should be notified prior to the absence or no later than 8:15 am on the day of the absence.
- Please be advised that students must be in school no later than 11:30 am in order to participate or attend an extracurricular activity. Exceptions to this rule would be a doctor or dentist appointment, funeral, or family emergency.
- Please be advised that students are not excused from school to attend on-site extracurricular activities during the school day. Only participants in the event are excused.
- Parents/Guardians/Students are encouraged to check student Canvas (Learning Management System) Accounts for assignments or ask that homework be collected when their student will be absent.
- Parents/Guardians are encouraged to pick up homework in the Jr/Sr. High School office before 4:30 pm.

EARLY INTERVENTION STAGES FOR STUDENT ABSENCES

- 1st 2 Weeks = 2 Absences (Meeting w/ CIS Supervisor)

- 1st Month = 2 - 3 Absences (Meeting w/ CIS Supervisor)
- 1st Quarter = 4 - 6 Absences (Meeting w/ CIS Supervisor)

PERIOD ABSENCES

Single Period absences will be closely monitored throughout the school year. When a student reaches 8 absences in a semester for a single period (excused or unexcused, not including school activities) the student may be referred to the school SAT team or an academic review committee.

- **STUDENTS WILL MEET WITH THE SAT TEAM FOR A REVIEW OF ABSENCES AND A PLAN OF ACTION.**
- **STUDENTS MAY BE REQUIRED TO ATTEND SATURDAY SCHOOL TO MAKE UP WORK OR TIME LOST IN CLASS.**
- **STUDENTS MAY BE PLACED ON ACADEMIC PROBATION OR LOSE ACADEMIC CREDIT FOR THE SEMESTER. STUDENT AND PARENT/GUARDIAN WILL BE REQUIRED TO MEET WITH ACADEMIC REVIEW COMMITTEE TO DECIDE IF STUDENT CAN STILL GET THE CREDIT DUE TO EXCESSIVE ABSENCES.**

MAKE-UP WORK

- When a student is absent with excuse for one day, the student will be allowed one additional day upon her/his return to school to submit work for full credit.
- When a student is absent with excuse for two or more days, the student will be allowed two additional days upon her/his return to school to submit work for full credit (Ex. Student is absent (excused) for 4 days of school - Student will have 6 school days to make-up assignments.
- Please be advised that students will not receive credit for work if it is not completed and submitted within the designated time limit.
- Students are expected to make up quizzes and tests at a time designated by the teacher.
- Please be advised that students may be required to take a quiz or test the day they return to school if the instruction relating to the assessment occurred prior to the student's absence.
- When a student knows in advance that he/she will be absent from class, the student should visit with his/her teachers and collect homework prior to the absence whenever possible. The teacher has the right to have the students submit homework if they are gone for a school activity prior to going to the activity if assignment is given 2 days prior to the advanced absence.
- When a student is absent without excuse for one or more days, the student is responsible for obtaining the necessary work from his/her teachers that needs to be made up, and the student must submit all work upon her/his return to school for full credit.
- The school realizes that extenuating circumstances may arise, and the school will work with the student and their parent/guardian to set up a plan and provide extended time for the make-up work to be successfully completed and submitted for credit.

Transfer/Withdrawal Procedures

- Parents/Guardians must contact the office within a minimum of 24 hours prior to the student's last day of attendance.
- All outstanding bills must be paid in full.
- Students must check-in all books and materials prior to leaving the building.
- Students must clear out hall and PE lockers prior to leaving the building.
- Parents/Guardians must sign a "Consent for Release of Student Information" form before student records will be transferred to the new school.
- The school will continue to maintain the student's attendance records until we have verification that the student has been enrolled in and is attending the new school.
- If the student has not been enrolled in and begun attending the new school within a reasonable time frame, the school will report the students as truant to the proper authorities.

CONTACTING YOUR STUDENT DURING THE SCHOOL DAY

- Parents/Guardians should feel free to call the school concerning any matter pertaining to your child and the school. Only in emergency situations will your student be called from their class to answer a telephone call. When contacting your student or a teacher, please leave your name and phone number and ask that your student or the teacher return your call at a convenient time. This will allow for uninterrupted instructional and learning time.
- The school will do its best to deliver school related messages and materials to students. Non-school related messages deliveries are not a priority and will not be the school's responsibility.
- **THANK YOU to parents/guardians for refraining from calling, texting, or e-mailing your student's cell phone during the school day. Please be reminded that students' cell phones are expected to be turned off/silenced and secured during the school day. Students bring cellphones to school at their own risk. The school appreciates your cooperation in this matter and asks that you remind your student of these expectations.**
- **Students are only allowed to use their cell phones at lunch or ILT (in cafeteria only) during the school day. If a student needs to use their cellphone, the student will use their phone under the direct supervision of the principal or his/her designee.**

STUDENT POSITIVE BEHAVIORAL EXPECTATIONS

ACADEMIC INTEGRITY

- Students are expected to be honest and ethical in regards to their academic work.
- Students submit their own best work always.
- Students do not submit others' work as their own.
- Students do not falsify or alter the works of others.
- Students do not assist others in committing an act of academic dishonesty.
- Students do not alter grades or academic records of any kind without the expressed permission of their teacher.
- Students do not have access to assignments, quizzes, tests, assessments, etc. without the expressed permission of their teacher.

Student Feeling Ill While at School

- If a student begins to feel ill, he or she needs to report to the office and visit with office staff. The office staff will assess the symptoms, take the student's temperature when appropriate, and if necessary, consult with the school nurse.
- When determined by school personnel that it is in the student's best interest that he/she goes home, office personnel will contact the parent/guardian.
- If it is the recommendation of school personnel that the student return to class and the student indicates that he or she does not feel up to returning to class, the parent/guardian will be contacted to make the ultimate decision, when circumstances call for it, the school has the authority to and may consider the absence as unexcused.
- **Communication in regards to illness is to be facilitated by office staff.**

Food Service Guidelines

- Behavior expectations in the cafeteria will be the same as throughout the school.
- Students are allowed to go to their lockers before they go to the cafeteria.
- When students go to lunch they are to walk to the cafeteria and form a single file line.
- Students memorize and enter their 4 digit numbers.
- Seven students to a table.
- As in the past few years, we will have the Offer vs. Serve system in the lunch line.
- According to state regulations, everyone must leave with at least 3 items on their tray.
 - Of the 3 items, one item must be a full serving of **fruit or vegetables**.
- Pick up trash and empty tray – leave eating area better than you found it.

Lunch Account Information

- Students may visit the Director of Food Services in the kitchen before school and put money in their lunch account whenever necessary.

- Students will be informed by the Director of Food Services in the kitchen or A-La-Carte/Main course line when their account is getting low and they will be reminded as the account depletes.
- Students are encouraged to communicate this information with their parents.
- When a student's lunch account balance is below the price of the lunch, students are allowed to charge meals until they have reached a negative balance of \$20.00 and they will be reminded to bring money.
- When a student's account is in the red and they've reached the \$20.00 limit they will be directed to talk to the Director of Food Services and parent/guardian will be contacted.
- When a student's account reaches a negative balance of \$20.00 students will be provided an alternate meal provided by the district.
- Students must have money in their account or cash if they want to purchase items from the A-La-Carte line.
- Students may ask the clerks in the kitchen or the A-La-Carte line for their account balance.
- Parents may pay for lunches electronically via RevTrak which is located on the school website. RevTrak allows payments by credit or debit card.

BEHAVIOR	DEFINITIONS
Abusive Language	Language that is violent or grossly disrespectful in nature that is directed at another student or adult (i.e. derogatory name directed at another person, cursing in a hurtful or violent way).
Assigned Place	Student is not where he/she is supposed to be as documented by the student's planner.
Acceptable Use Policy Violation	Student misuses school computers/technology (i.e. unapproved Internet sites, use of another student's password/files, emailing, retrieving other's information, downloading materials, chatting, and instant messaging).
Bus Misconduct	Student does not follow bus rules.
Cell Phone Misuse	Students may use their cell phones before school, during lunch, ILT, and at the end of the day. Students using their cell phones at any other time throughout the day, without permission from a teacher, administrator or office, are in violation of this policy.
Defiance	Repeated refusal to cooperate or exhibit behaviors that contradict a teacher's request. Examples: excessive arguing, ignoring adult, refusal to follow directions, rude interactions, talking back.
Disrespect	Behavior exhibited toward students or staff that is rude and excessive in nature.
Disruption	Behavior causing an interruption in a class or activity (i.e. sustained loud talking, yelling, screaming, horseplay or roughhousing, and/or sustained out-of-seat behavior).
Dress Code	Appropriateness, moderation, and concern for the avoidance of distractions to the educational process are the guiding principles of the student dress code.
Drugs/Alcohol (possession or use)	The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as part of any school activity is prohibited.
Entering/Exiting Building w/out permission	Student enters or exits the building without signing in or out of the office.
Failure to Follow Directive	Not following directions given by school personnel.
Fighting/Physical Aggression	A physical and verbal confrontation with the intent to harm. Student displays anger (i.e. hitting, slapping, punching, kicking, pulling-hair, hitting with an object).
Forgery	Signing a document or agenda with someone else's signature or for someone else.
Inappropriate Physical Contact (horseplay)	Student delivers inappropriate physical contact toward another student without the intent to harm, horseplay.
Instigating a Fight	Behavior that starts situations (fight) with other students
False Fire Alarm/911 Call	A call to the fire department or police station that was a prank or a joke.
No Show to Detention	Students are given 5 extensions throughout the year for serving detentions. The 6 th

	miss will be considered unexcused and will be counted towards truancy.
Plagiarism/Academic Dishonesty	Cheating or using another person's work, copying someone else's homework, using another person's planner
Possession of Lewd or Inappropriate Materials	Student is in possession of or has passed on materials that are lewd or inappropriate in nature or can be reasonably predicted to cause a disruption in the school environment (i.e. inappropriate pictures on phones).
Profanity	Any language that is abusive in nature (i.e. cuss words) that are not directed at a particular individual
Public Display of Affection	Displays of affection beyond holding hands at the side are inappropriate and disruptive of the school's learning environment.
Theft	Student is in possession of, has passed on, or is responsible for removing someone else's property.
Threat	Any verbal warning or challenge given to another person
Tobacco (possession or use)	Student is in possession of or using tobacco.
Unauthorized use of PES.	The use of Personal Entertainment Systems is up to each teacher.
Vandalism	Student deliberately impairs the usefulness of property. Student participates in an activity that results in substantial destruction or disfigurement of property. Student defaces school property leaving a permanent marking.
Weapons	In possession of knives or guns, real or look-alikes, or other objects readily capable of causing harm.

CONTINUUM OF CONSEQUENCES

Positive Consequences: Positive consequences refer to rewards or reinforcers for appropriate behavior.

Natural Consequences: An outcome that happens as a result of behavior that is not planned or controlled. A teacher does not plan or control this consequence, but he or she may discuss and help students predict natural consequences to encourage them to see the connection between their choices and what happens to them.

Legal Consequences: The school works closely with S.R.S., law enforcement, and the Court and will report student behavior as required by law or when deemed necessary by the building principal. School personnel are mandatory reporters whenever they have reason to suspect that a child has been abused or neglected.

Non-Traditional Time-Based Consequences:

- Assignment Zone: The student reports to a specified location after school to complete homework with a supervising adult.
- Private Academic Setting with Support (PASS): The student is placed in a one-on-one setting and is supported by an adult.
- Private Dining: The student sits, eats lunch, and visits with an administrator during the lunch period.

Traditional Time-Based Consequences:

- 8th hour: The student spends time before or after school with the teacher.
- Detention(s) - The principals or their designees may assign detention time to students for not meeting positive behavioral expectations. When detention time is assigned, students must start serving it the second day from the day assigned. (Example: one hour assigned on Monday, the student must start serving his/her time by Wednesday.) All detention time will be made up on consecutive nights. If students miss a detention, they will be given an additional day of detention. If students miss two detentions, they will be assigned to In-School Suspension.
- Saturday School – The student spends part of their Saturday at school.
- *Expulsion - The student is removed from school for a period not to exceed 186 school days and

the student does not receive credit during this time.

- *In-School Suspension (ISS): The student is removed from the general student population and placed in a small group setting and completes assignments under the supervision of an adult.
- *Long-Term Suspension (OSS): The student is suspended out of school for a period in excess of 10 school days but not more than 90 school days. Long-Term Suspensions may carry over to the next school year.
- Loss of credit – The student may lose loss of credit for work involved with cheating/lying/forgery.
- Loss of Bus Riding privileges – The student may lose the privilege of riding on the bus if they do not comply with bus rules.
- Loss of computer/technology privileges – The student may lose lose computer/technology privileges if he/she does not adhere to the Acceptable Use Policy.
- Loss of cell phone privileges.
- Notify Parent/Guardian – Parent/Guardian will be notified if a consequence is given for inappropriate behaviors.
- Notify Authorities.
- Office Referral: The student is directed to leave the classroom and report to the office.
- *Out-of School Suspension (OSS): The student is not allowed to attend school but may complete and turn in work for credit upon his/her return to school.
- Parent/Student pick up phone for not following cell phone policy.
- Restitution – Student may be required to pay for damages.
- *Short-Term Suspension (OSS): The student is suspended out of school for a period of not more than 10 school days.
- Student/Parent Conference with Principal.
- Student/Parent Conference with Counselor.

*Students are not permitted to attend or participate in school activities or events while under suspension or expulsion.

What Consequences Will Be Assigned To Students?

- MHS is taking a proactive approach to teaching, modeling, reinforcing, and promoting positive and appropriate behavior. However, this will not alleviate the need for consequences.
- There is no “one size fits all” discipline rubric that is truly effective.
- Students need to be treated fairly, not equally.
- By year’s end, each of the previously listed consequences may be used. However, the consequence will focus on what needs to be done to assist the student in replacing inappropriate behavior with positive and appropriate behavior, not on what they “deserve” .
- Not all students react to similar consequences in similar situations. Therefore, comparisons should not be made when “interventions” are implemented.
- The key to assisting a student in replacing inappropriate behavior with positive and appropriate behavior is having the right interventions and supports in place for the student.

What Factors Are Considered When Assigning A Consequence?

- (This list is not meant to be all inclusive and cannot cover every situation that may arise.)
- The number of times the student has exhibited the inappropriate behavior.
- The severity of the student’s inappropriate behavior.
- Whether or not the student’s inappropriate behavior resulted in self-harm.
- Whether or not the student’s inappropriate behavior resulted in the harm of another person.
- Whether or not the student’s inappropriate behavior resulted in the damage of property.
- Whether or not the student’s inappropriate behavior was threatening to another person.
- Whether or not the student’s inappropriate behavior was an act of bullying.
- Whether or not the student’s inappropriate behavior was an act of harassment of any kind.
- Whether or not the student’s inappropriate behavior violated BOE policy that mandates a consequence.
- Whether or not the student’s inappropriate behavior was illegal and the consequence is mandated.

- The effectiveness of any prior consequences that were implemented.
- The effectiveness of any prior interventions that were implemented.

Disciplinary Points System

Levels of Unacceptable Behavior: Each inappropriate behavior is categorized by the five levels of unacceptable behavior. The level that an infraction contains, will be credited to a point system based on that level of inappropriate behavior. (For instance, Level 1 = 1 point, Level 2 = 2 points, etc.)

- **Level 1:** Behaviors that occur in the classroom or the school environment and affects only the misbehaving student. **Disciplinary Actions:** Detentions/Saturday School
- **Level 2:** Behaviors that interrupt the ordered educational environment or interfere with the learning of others. **Disciplinary Actions:** Detentions/Saturday School/ ISS or OSS
- **Level 3:** Behaviors that are not intended to cause physical harm to another individual, are not illegal, but do negatively affect an orderly environment. **Disciplinary Actions:** Saturday School/ISS or OSS
- **Level 4:** Behaviors that are intended to cause another individual physical harm and/or are illegal. **Disciplinary Actions:** OSS or Expulsion
- **Level 5:** Criminal Activity and repeated life safety issues. **Disciplinary Actions:** OSS or Expulsion.

Cumulative Disciplinary Procedures:

- Behavior points will accumulate throughout the school year, which can lead to other disciplinary consequences as outlined below:
 - 5 points = Saturday School
 - 10 points = 2 Saturday Schools
 - 15 points = 1 day OSS
 - 20 points = 3 days OSS
 - 25 points = 5 days OSS
 - 30 points = Expulsion

BEHAVIORAL CODE WITH DISCIPLINARY ACTION

PROBLEM AREA	OCCURRENCE	MINIMUM ACTION TO BE TAKEN	MAXIMUM ACTION TO BE TAKEN
TARDINESS	1 - 5	INFORMAL TALK	PARENT INVOLVEMENT
	5 - ?	DETENTION / SATURDAY SCHOOL	IN-SCHOOL SHORT SUSPENSION 1-3 DAYS
UNEXCUSED ABSENCE	FIRST	DETENTION. PARENT INVOLVEMENT	IN-SCHOOL SHORT SUSPENSION 1-3 DAYS / SATURDAY SCHOOL
	REPEATED	3-5 DAYS IN-SCHOOL SUSPENSION	OUT-OF-SCHOOL SUSPENSION 1-5 DAYS
DEFIANCE OF AUTHORITY	FIRST	DETENTION 1-3 DAYS IN-SCHOOL SUSPENSION. PARENT CONFERENCE	3-5 DAYS IN-SCHOOL SUSPENSION / SATURDAY SCHOOL
	REPEATED	1-3 DAYS OUT OF SCHOOL SUSPENSION	3-5 DAYS OUT-OF-SCHOOL SUSPENSION OR EXPULSION

INAPPROPRIATE STUDENT CONDUCT	FIRST	DETENTION	IN-SCHOOL SHORT SUSPENSION 1-3 DAYS / SATURDAY SCHOOL
	REPEATED	3-5 DAYS IN-SCHOOL SUSPENSION / SATURDAY SCHOOL	LONG-TERM SUSPENSION
AUTOMOBILE MISUSE	FIRST	PARENT INVOLVEMENT	NOTIFY AUTHORITIES
	REPEATED	NOTIFY AUTHORITIES	NOTIFY AUTHORITIES
ALCOHOL OR DRUGS	FIRST	1-3 DAYS OUT-OF-SCHOOL SUSPENSION	EXPULSION NOTIFY AUTHORITIES
	REPEATED	5 DAYS OUT-OF-SCHOOL SUSPENSION	EXPULSION/ NOTIFY AUTHORITIES
FIGHTING	FIRST	1-3 DAYS SHORT TERM IN-SCHOOL SUSPENSION	3-5 DAYS OUT-OF-SCHOOL
	REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION PARENT INVOLVEMENT	EXPULSION
THREATS OR HARASSMENT	FIRST	1-3 DAYS IN-SCHOOL SUSPENSION PARENT INVOLVEMENT	1-3 DAYS OUT-OF-SCHOOL SUSPENSION
	REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION	EXPULSION
SEXUAL HARASSMENT	FIRST	DETENTION COMPLETION OF SEXUAL HARASSMENT ACTIVITY PACK	3-5 DAYS OUT-OF-SCHOOL SUSPENSION
	REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION	EXPULSION
BUS MISCONDUCT	FIRST	PARENT CONFERENCE	LOSS OF BUS RIDING PRIVILEGE
	REPEATED	SUSPENSION FROM BUS	LOSS OF BUS RIDING PRIVILEGE
FORGERY OR LYING	FIRST	DETENTION	1-3 DAYS IN-SCHOOL SHORT SUSPENSION / SATURDAY SCHOOL
	REPEATED	3-5 DAYS IN-SCHOOL SUSPENSION	LONG-TERM SUSPENSION
CHEATING	FIRST	LOSS OF CREDIT FOR WORK INVOLVED	LOSS OF ACADEMIC COURSE CREDIT
	REPEATED	LOSS OF CREDIT FOR WORK INVOLVED	LOSS OF ACADEMIC CREDIT
TOBACCO	FIRST	1-3 DAYS OUT OF SCHOOL SUSPENSION	3-5 DAYS OUT OF SCHOOL SUSPENSION
	REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION	LONG-TERM SUSPENSION
VANDALISM	FIRST	1-3 DAYS IN-SCHOOL SUSPENSION/SATURDAY SCHOOL PAYMENT FOR DAMAGES	EXPULSION NOTIFY AUTHORITIES
	REPEATED	3-5 DAYS OUT-OF- SCHOOL SUSPENSION PAYMENT FOR DAMAGES	EXPULSION NOTIFY AUTHORITIES

PHYSICAL ASSAULT	FIRST	1-3 DAYS OUT-OF-SCHOOL SUSPENSION	EXPULSION NOTIFY AUTHORITIES
	REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION	EXPULSION NOTIFY AUTHORITIES
SKIPPING DETENTION	FIRST	ADDITIONAL HOUR OF DETENTION	IN-SCHOOL SUSPENSION / SATURDAY SCHOOL
	REPEAT	IN-SCHOOL SUSPENSION / SATURDAY SCHOOL	3-5 DAYS OUT-OF-SCHOOL SUSPENSION/ LONG-TERM SUSPENSION OR EXPULSION
ISSUING FALSE ALARM	FIRST	3-5 DAYS OUT-OF-SCHOOL SUSPENSION/ NOTIFICATION OF AUTHORITIES	EXPULSION NOTIFICATION OF AUTHORITIES
	REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION/ NOTIFICATION OF AUTHORITIES	EXPULSION NOTIFICATION OF AUTHORITIES

COMPUTER DISCIPLINE CODE

INFRINGEMENTS ON RIGHTS OF OTHERS	FIRST	1-3 DAYS IN-SCHOOL SUSPENSION PARENT CONFERENCE/ LOSS OF INTERNET FOR LENGTH OF SUSPENSION	3-5 DAYS IN-SCHOOL SUSPENSION/ LOSS OF INTERNET FOR 45 SCHOOL DAYS
	REPEATED	1-3 DAYS OUT-OF-SCHOOL SUSPENSION/ LOSS OF INTERNET FOR 90 SCHOOL DAYS	3-5 DAYS OUT-OF-SCHOOL SUSPENSION/ EXPULSION LOSS OF INTERNET FOR FULL SCHOOL YEAR
TRANSMISSION OF INAPPROPRIATE MATERIAL	FIRST	1-3 DAYS IN-SCHOOL SUSPENSION/SATURDAY SCHOOL PARENT CONFERENCE	3-5 DAYS IN-SCHOOL SUSPENSION LOSS OF INTERNET FOR 90 SCHOOL DAYS
	REPEATED	1-3 DAYS IN-SCHOOL SUSPENSION LOSS OF INTERNET FOR FULL SCHOOL YEAR	EXPULSION
TRANSMISSION OF INAPPROPRIATE SOLICITATION	FIRST	1-3 DAYS IN-SCHOOL SUSPENSION PARENT CONFERENCE LOSS OF INTERNET FOR 45 DAYS OF SCHOOL	1-3 DAYS OUT-OF-SCHOOL SUSPENSION LOSS OF INTERNET FOR 90 DAYS OF SCHOOL
	REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION LOSS OF INTERNET FOR FULL SCHOOL YEAR	EXPULSION
PROMOTION OF ALCOHOL, DRUGS, OR CRIME	FIRST	1-3 DAYS OUT-OF-SCHOOL SUSPENSION/SATURDAY SCHOOL	EXPULSION
	REPEATED	LOSS OF INTERNET FOR 90 DAYS 5 DAYS OUT-OF-SCHOOL SUSPENSION	EXPULSION

		LOSS OF INTERNET FOR FULL YEAR	
MISUSE OF EQUIPMENT	FIRST	1-3 DAYS IN-SCHOOL SUSPENSION/SATURDAY SCHOOL/PAYMENT FOR DAMAGES/ LOSS OF NETWORK 45 DAYS	3-5 DAYS IN-SCHOOL SUSPENSION/ RESTITUTION LOSS OF NETWORK 90 DAYS
	REPEATED	3-5 DAYS OUT-OF-SCHOOL SUSPENSION RESTITUTION LOSS OF NETWORK FOR FULL SCHOOL YEAR	EXPULSION
MISUSE OF PERSONAL SOFTWARE APPLICATIONS	FIRST	PARENT CONFERENCE LOSS OF NETWORK FOR 10 DAYS	1-3 DAYS IN-SCHOOL SUSPENSION LOSS OF NETWORK 30 DAYS
	REPEATED	3-5 DAYS IN-SCHOOL SUSPENSION LOSS OF NETWORK 90 DAYS	3-5 DAYS OUT-OF-SCHOOL SUSPENSION LOSS OF NETWORK FOR FULL SCHOOL YEAR
FOOD/DRINKS AROUND COMPUTERS	FIRST	DETENTION	1-3 DAYS IN-SCHOOL SUSPENSION PAYMENT OF DAMAGES
	REPEATED	3-5 DAYS IN-SCHOOL SUSPENSION LOSS OF LAB 45 DAYS	LONG-TERM SUSPENSION/ LOSS OF LAB FOR FULL YEAR
LEAVING WORK AREA DISORDERLY	FIRST	INFORMAL TALK	PARENT INVOLVEMENT
	REPEATED	DETENTION	1-3 DAYS IN-SCHOOL SUSPENSION
MISUSE OF PASSWORD OR OTHER SECURITY	FIRST	INFORMAL TALK	PARENT INVOLVEMENT
	REPEATED	DETENTION	1-3 DAYS IN-SCHOOL SUSPENSION

CELL PHONES

Students are permitted to use their cell phones prior to the beginning of the school day, during lunch, ILT, and following the conclusion of the school day. Students are strongly urged to keep cellphones in school locker or bookbags, cell phones should not be visible.

- The first consequence for a student cell phone ringing during class or anytime that a student is observed using their phone, phone ringing or making any sound during the school day excluding lunch or ILT is that the student will receive a warning and the phone will be confiscated and turned into the office by the teacher or administrator. The student can pick up their phone at the end of the day from the administrator.
- The second consequence will be that the student's cell phone will be confiscated and turned into the office by the teacher or administrator, and the parent/guardian will be required to come to school and pick up the phone. The student will not be allowed to have a cell phone in his/her possession and will be required to check his/her phone in the office for the next 5 school days.
- Any cell phone violation after the second consequence will be considered as Defiance of Authority

and dealt with according to the Behavior Code of Conduct Matrix.

PERSONAL ELECTRONIC DEVICES (PED)

Personal electronic devices may not be accessed by students during class, **unless they are being used for instructional purpose as defined by the teacher**. Personal entertainment systems include, but are not limited to, iPods, iPads, mP3 Players, CD players, electronic games, etc. These devices must be turned off and out of sight during class.

- The first consequence for using a PED during class, excluding lunch or ILT, is that the student will receive a warning and the personal electronic device will be confiscated and turned into the office. The student can pick up their PED at the end of the day from the administrator.
- The second consequence for using a PED during class, excluding lunch or ILT, is that the student will receive a detention and the PED will be confiscated and turned into the office. The student can pick up their PED at the end of the day from the administrator.
- Any PED violation after the second consequence will be considered as Defiance of Authority and dealt with according to the Behavior Code of Conduct Matrix.

DRESS CODE

Appropriateness, moderation, and concern for the avoidance of distractions to the educational process are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot be covered by specific rules and regulations.

Although dress and grooming habits are constantly changing, the Board of Education and Administration believe that certain standards of dress and grooming habits are necessary to maintain a wholesome and inspiring atmosphere for students. USD 364 will endeavor to work with parents and students to ensure that students come to school each day in clean, neat, and appropriate attire.

The personal appearance of the students enrolled in Marysville USD 364 is the responsibility of parents. The personal appearance of students becomes the responsibility of the school only when their mode of dress or personal grooming habits is disruptive to the function of the school and/or the other members of the student body or faculty.

The school will work with students and parents in encouraging young people to assume this responsibility and to execute it sensibly. The purpose of the home and school working together should be to help students accept and cooperate with the stated guidelines, tempered with common sense and good judgment.

The school does reserve the right to regulate student dress that is a distraction to learning, is of questionable decency, or creates a health or safety hazard.

Specific examples of guidelines include, but are not necessarily limited to:

- For reasons of health and safety, footwear must be worn.
- No hats, caps and full cover headbands or bandanas will be worn inside the buildings.
- Clothing shall meet the standards of decency and acceptability in the school and community.
- Clothing is not to have references to obscenity, be of a sexual connotation, or promote illegal drugs/criminal acts. Additionally, no known logo or insignia of any alcohol or tobacco product shall be worn or displayed in any fashion on or in the junior/senior high facilities.
- Open mid-sections and exposed rib areas are not considered appropriate.
- All tops must have a 2" strap, including those worn under overalls, etc. (No spaghetti straps, undergarment tank tops, etc.).
- See through clothing is not appropriate.
- No undergarments shall be visible.
- Jeans, slacks, etc. will be worn at the waistline, not in a sagging fashion.
- Dresses, skirts, shorts, tunic tops, or any such primary garment must be a minimum of fingertip length or mid-thigh. The rule of thumb is that they be cut no higher than fingertip length with the

- arms and fingers hanging down in the “at rest” position.
- Students will be expected to keep themselves well-groomed and neatly dressed at all times, school activities included. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance, or detrimental to the purpose of school will not be permitted.

E-MAIL

E-mail accounts provided to students are for educational purposes only. **Students may not use district technology to access personal e-mail accounts.** Students who are issued school e-mail accounts are required to adhere to the acceptable use policy.

NETWORK/INTERNET/COMPUTER USAGE

Students and their parents must sign the district's Acceptable Use Policy form before the student can use district technology or receive a district Chromebook (1:1 initiative).

HALL POLICY

The doors by the Bulldog Entrance will open at 7:00 am. All other doors will remain closed until 8:00 am. All students will report to the cafeteria for breakfast and then report to the assigned area inside or outside until 8:00 am. All students may enter the hallways at 8:00 am. All school rules are to be observed in the hallways and will be strictly enforced. Student exceptions to enter the hall are but not limited to; instructor permission, morning activity meetings and 8th hours or detentions.

LIBRARY/MEDIA CENTER USE

The library/media center is for your convenience and educational welfare. Please handle all materials and equipment with care and comply with the library/media center regulations.

1. Students need to sign in when they arrive and sign out when they leave.
2. Books may be checked out for a period of 3 weeks with one renewal.
3. Magazines may be checked out for 2 weeks.
4. There will be a fine for overdue materials. You may recheck an item when it is due in order to avoid a fine. Parents will be notified by e-mail, phone, or post card when fines are above 30 cents.
5. The library/media center is to be used for reference, reading, and study.
6. The library/media center is not a meeting place for students to visit.
7. All candy, drinks, and other consumables are prohibited in the library/media center.
8. Students not following the posted rules in the library/media center may lose privileges for a period of time determined by the library/media center supervisors.

LOCKERS

When a student is issued a locker, the student should immediately inspect the locker for any damage and report it to the office. If these damages are not reported in advance, the student will be responsible for and billed for all damages at the end of the school year.

Students are expected to observe the following locker rules at all times:

1. Each student must use the locker assigned to him/her.
2. Lockers should be kept clean and neatly arranged at all times.
3. Students may go to their lockers at the following times:
 - a. Before school in the morning after the 8:00 am bell.
 - b. Between classes during the passing time.
 - c. Immediately after school.
 - d. When a teacher gives permission.
4. Do not tell anyone your locker combination. Your items in your locker **WILL NOT** be safe if people know your combination.
5. Do not give others permission to get into your locker.
6. Use your locker in the manner for which it was designed.

If your lock is damaged, you will be assessed an \$11.00 replacement fee. Students are issued a locker at

enrollment. **As per board policy, Section G, Students Article X, lockers are the property of USD 364 and consequently subject to search in accordance with board policy.**

POP MACHINES

Students may use pop machines after 3:35 pm.

MILK & WATER MACHINES & HEALTHY SNACKS

These machines may be used throughout the day according to the Kansas School Wellness Policy. If this is determined to be the cause of excessive tardies, the privilege may be revoked. Water is allowed in see-through containers only.

ACTIVITIES/ATHLETICS

LIST OF EXTRA-CURRICULAR ACTIVITIES (Students are encouraged to get involved and participate in the variety of extra-curricular activities and clubs led by highly qualified faculty and staff. Make the best of your year and take advantage of the opportunities available at Marysville Jr/Sr. High School.)

Grades 7-8 Extracurricular activities include:

- Fall Athletics: Cross Country, Football, Volleyball
- Winter Athletics: Girls Basketball, Wrestling (season ends prior to Winter Break)
- Winter Athletics: Boys Basketball (competitions begin after Winter Break)
- Spring Athletics: Track
- Activities: Band, Builders Club, Ring Tones, Scholars Bowl, Robotics Club

MHS Extra-Curricular

Art	FBLA	M-Club	Tennis-Girls
Baseball	FCCLA	Matmaids	Track
Basketball-Boys	FFA	National Honor Society	Tri-M
Basketball-Girls	Football	Presidents' Club	Vocal Music
Biology Club	Golf	Student Council	Volleyball
Cheerleading	High School Plays	Scholar's Bowl	Wrestling
Cross Country-Boys	Instrumental Music	Softball	YOGOWYPI
Cross Country-Girls	KSCFL Debate/Forensics		Spanish Heritage Club

STUDENT ELIGIBILITY POLICY

Academic success is the primary reason for students to attend Marysville Jr/Sr. High School. A well-rounded student is one who combines extra-curricular activities with his/her academics. While we encourage students to be involved in activities outside the classroom, we believe academic success should be the primary focus. Marysville Jr/Sr High School will use the following criteria for determining eligibility to participate in or attend school social events.

The first level requires students to meet the guidelines set forth by the Kansas State High School Athletic Association (KSHSAA). The KSHSAA has a minimum regulation which requires students to pass at least five subjects of unit weight in their last semester of attendance.

In addition to the KSHSAA requirements, Marysville Jr/Sr. High students must also meet the following eligibility standards:

- In order to maintain eligibility to participate in extra-curricular activities or school sponsored social events, students must maintain a 64% or higher in a minimum of 5 subjects of unit weight **(If a student has a 63% or below in two or more classes, he or she will be ineligible).**
- Eligibility will be determined on a weekly cumulative basis. (semester)
- Students will be given a two week grace period at the beginning of each semester to establish grades before eligibility reports will be run. Student will be placed on probation the 3rd week if receiving 2 grades below 64%.
- The period of ineligibility begins on the following Monday through Sunday.
- Each instructor will update their grades a minimum of one time per week and a minimum of 2 grades per week will be entered no later than 4:00 pm on Thursday..
- Administration will have the authority to reinstate student eligibility if grades are not entered in a timely manner.
- Students enrolled in a co-curricular class that has activities or performance requirements scheduled after the school day will be allowed to perform or participate to meet the requirements of that class.
- Students who wish to participate in extracurricular activities must also be considered “a student in good standing.”
- Students who are required to attend Assignment Zone may miss/be late to practice and/or competitions.
- **Please be advised that students must be in school no later than 11:30 a.m. in order to be eligible to participate in or attend an extracurricular activity on that day.**

ACTIVITY PARTICIPATION CODE

General Information – Students will be responsible for adhering to these activities regulations starting from the first fall practice through the last sanctioned event. Students who are found to be in possession of or using alcoholic beverages, tobacco, or illegal drugs in any form at any time during the time guidelines outlined above shall be subject to the disciplinary action described below. Dead week will be considered part of the winter sports season. If a student violation occurs towards the end of the school year and there are not enough school days remaining to meet the requirements of the Activity Participation Code policy, the consequences will be carried over to the next academic school year.

1st Offense - ALL VIOLATIONS WILL FOLLOW DRUG TESTING POLICY

After confirmation by Police, Administration or Student Reporting, the student will be immediately suspended from participation in all games, contests, performances, etc. for a period of 14 calendar days or a minimum of 1 event. Students will be allowed to practice and rehearse. Students who would have received a grade for a contest or performance will have the option and responsibility to ask for an alternative assignment so that they will not be penalized academically.

All students who have an offense their 1st - will be testing a minimum of six (6) times within a time span of two (2) calendar years from the first positive test.

2nd Offense - See Drug Testing Policy

3rd Offense - See Drug Testing Policy

ACTIVITY TICKETS

Once book rental fees have been paid, students will be issued a complementary activity ticket that allows them free admittance to most home school athletic events. Students must present their ticket at the admission gate in order to be admitted free. If activity tickets will not allow a student free admission into an event, students are notified in advance through the student announcements, and it is posted at the admission gate. Activity Tickets must be shown at the gate in order for the student to be admitted free of charge. If the student does not show their ticket, the student will pay the full admission price. A fee of \$2.00 will be charged for the initial replacement of a lost activity ticket. For subsequent replacements, the fee is \$20.00.

PHYSICAL EXAMINATION

KSHSAA requires that each student who participates in interschool athletics or is a cheerleader obtain a physical before participating in that sport. Students need to schedule appointments with their family doctor to obtain these physicals.

SPORTSMANSHIP

Those students attending Jr/Sr High School activities will adhere to the Citizenship/Sportsmanship as a way of thinking and behaving and the following expectations are in place for students, parents, and patrons who support Marysville Jr/Sr High School activities:

- We consider athletic opponents as guests and treat them all with courtesy.
- We accept all decisions of officials without question.
- We never hiss or boo a player or an official.
- We never utter abusive or irritating remarks from the sidelines.
- We applaud opponents who exhibit good sportsmanship.
- We never attempt to rattle an opponent, such as a player attempting a free throw.
- We seek to win by fair and lawful means, according to the rules.
- We do unto others as we would have them do unto us.
- We try to win without boasting and lose without excuses.
- We ask that every player in the game and every fan in the stands do their level best throughout the contest to cooperate with us in living up to this code.

STUDENT INSURANCE

Student insurance for all students is available in the office. Students who do not purchase insurance will need to have a waiver form signed by their parents and turned in by the beginning of school to the high school office. Athletes need to have a waiver signed and turned into the activities office prior to the first practice.

Football insurance is offered for students in grades 7 through 12 participating in football. Players wishing to take advantage of this offer will have the cost of the insurance shared by MJSHS. **Football insurance must be purchased before the first practice if you wish to have this insurance coverage.**

TRANSPORTATION OF STUDENTS TO AND FROM SCHOOL ACTIVITIES

- Students are expected to ride to and from school events via district vehicles. Coaches may give parents/guardians permission to transport their own child home from an event. No student may ride with a parent/guardian other than their own.
- A building administrator must approve any other transportation arrangement including an alternate pick-up or drop-off location. Requests for alternate transportation arrangements must be made 24 hours in advance of the activity. Extenuating circumstances will be considered only in emergency situations when the 24 hour prior request cannot be made.
- The student will be suspended from participation in the event if he/she does not ride to the event in the district vehicle if prior approval for other means of transportation to the event was not attained.

- The student may be subject to other consequences if he/she does not return to the school via the district vehicle if prior approval for other means of transportation from the event was not attained.

SCHOOL SOCIAL EVENTS AND DANCES – GRADES 9-12

1. All dances and parties held prior to a day of school should end at 11:00 pm. All dances and parties held Friday or Saturday night or on a night prior to a school holiday should end at 12:00 midnight.
2. Students must be in good standing both academically and behaviorally to attend school parties/dances.
3. All dances and parties that permit out-of-school guests must have the guests registered with the Principal's Office prior to the day of the dance or party. Only students who are juniors or above may attend the prom. No guests who have reached the age of 21 are permitted to attend any dance. All out-of-school dates must provide a photo I.D. upon entering the dance. The student signing up the out-of school guest is responsible for the behavior of the guest.
4. Students will be breathalyzed at all dances.
5. Students are responsible for the conduct of any guest.
6. Students may be asked to leave if their dancing is determined to be obscene.
7. A student does not return to school parties/dances once he/she has left.
8. Dress Code: Homecoming - Semi-Formal; Winter Formal/Prom – Formal

Dances and Celebrations – Grades 7-8

MJHS dances and celebration events are informal. Dances are held from 7:00–10:00pm. Unless prior arrangements are made, no students are allowed in after 7:30pm.. Students must be in good standing to attend dances or celebration events.

SCHOOL FEES

TEXTBOOK RENTAL/WORKBOOKS/ TECHNOLOGY FEES

All students are to pay book rental at enrollment time. Book rental fees are set by the Board of Education prior to each school year. Books will be distributed to students at the first regular class session. Parents of students unable to pay the book rental fee may set up a monthly payment schedule by stopping at the Jr/Sr. High School Office prior to the beginning of school. Students must turn in all books at the end of the school year. Each book will be numbered, and the student's name placed on the book label. Unauthorized markings or damage will be charged to the student.

DAMAGED BOOK CHARGES

The following fees will be charged for damaged books when a student turns in their books at the end of the semester, year or when withdrawing and/or transferring to another school:

Minor Page Tear	\$ 1.00
Major Page Tear/Missing Page	\$10.00
Bent Book Cover	\$10.00
Broken Book Cover	\$15.00
Excessive Wear or Soiling	\$10.00

The following assessments will be charged for books that are missing, lost or damaged beyond repair.

LOST BOOK CHARGES

In-Print Books	Current Replacement Cost
Out-of-Print Books	
First Year Books	\$40.00
Second Year Books	\$35.00
Third Year Books	\$30.00
Fourth Year Books	\$25.00
Fifth Year & Older Books	\$20.00

SPECIAL FEES

Some classes will require students to pay fees for supplies and materials of a consumable nature such as Art, Science, etc.

GUIDELINES & POLICIES

DRUG-FREE SCHOOLS

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

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, sell, distribute, dispense, possess, or use illicit drugs, controlled substances or alcoholic beverages at school, on school property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to suspension and expulsion procedures.

Nothing in this policy is intended to diminish the ability of the district to take other disciplinary actions against the student in accordance with other policies governing student discipline.

EMERGENCY GUIDELINES

In the event of an emergency situation, the following guidelines will be used to determine the course of action to be taken by all students and staff:

EMERGENCY PROCEDURE	WARNING SIGNAL
Bomb	Instructions will be given over the intercom.
Fire	Fire Alarm System will sound; evacuate the building.
Intruder on Campus	Intruder Alarm System will sound; instructions will be given over the intercom.
Tornado	Tornado Alarm System will sound; go to Refuge Areas.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The Board of Education is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, and menacing or bullying by students, staff, or third parties is strictly prohibited and shall not be tolerated in the district.

Students, whose behavior is found to be in violation of this policy, will be subject to discipline, up to and including expulsion. Staff, whose behavior is found to be in violation of this policy, will be subject to discipline, up to and including dismissal. Third parties, whose behavior is found to be in violation of this policy, shall be subject to appropriate sanctions as determined and imposed by the superintendent of schools and/or the Board of Education. Individuals may also be referred to law enforcement officials.

RACIAL HARASSMENT

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, or national origin. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964 and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial harassment against individuals associated with the school is prohibited, whether or not

the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities, or programs of the school;
2. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities, or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for students or termination of

employment for an employee.

False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: KASB Recommendation—8/98; 7/03; 4/07; 6/09

REPORTING STUDENT OR PARENT CONCERNS

If a student, parent, or patron has a concern regarding a school employee or program including academics, athletics, and activities in Marysville Junior/Senior High School, the following protocol should be followed:

1. Schedule an appointment with the teacher, coach, or sponsor and discuss the issue.
2. If the issue is not resolved, schedule an appointment with the principal or activities director to further discuss the issue.
3. If the issue is still not resolved, schedule an appointment with the superintendent of schools.
4. In the case that a matter cannot be resolved, the superintendent and/or the Board of Education will serve as an impartial hearing officer or agent.

REPORTING TO LAW ENFORCEMENT (SEE EBC AND JDD)

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- in possession of a weapon,
- in possession of controlled substance or illegal drug; or
- to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in serious bodily injury to others, the principal shall report such acts to the appropriate law enforcement agency if any of the behaviors noted above occur.

RESOURCE OFFICER

Officer Selia Self is our Resource Officer. He works with all students K-12 in USD 364. Please contact the high school office or police department if you wish to contact Officer Ohlde.

SAFE SCHOOLS

The Marysville Public Schools shall maintain a safe and nurturing educational environment where students can learn, teachers can teach, and parents and patrons can meet and recreate without fear. The Marysville Public Schools will not tolerate violence or injury to staff or students. Weapons of any kind, especially firearms, or any instrument, object, or device that can be reasonably perceived as a weapon or firearm, including replicas and look-alikes such as cap guns and water guns, will not be tolerated at any school-supervised activity, in any school building, or on any school district property. The Board of Education policies pertaining to school safety and student discipline shall be fairly and firmly enforced, criminal misconduct shall be reported to the proper law enforcement authority, and school district staff shall cooperate with any subsequent criminal prosecution. The provisions of the laws of the United States, including the Gun-Free Schools Act (Public Law 103-382, Stat. 3518) and the laws of the state of Kansas pertaining to school safety and security, including the Kansas School Safety and Security Act K.S.A. 72-89b01, et seq., K.S.A. 72-89a01 et seq., and K.S.A. 21-4204, as amended, prohibiting firearms and other weapons on school property, in school buildings, or at school-supervised activities shall be strictly observed and enforced. The superintendent shall prepare and enforce administrative regulations prescribing the proper procedures for making the various reports required by law and designating the person(s) to do so.

SCHOOL SAFETY HOTLINE

The Kansas State Department of Education, in cooperation with the Kansas Highway Patrol, has established a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline gives students the opportunity to anonymously report any potential violence. The Kansas School Safety Hotline number is 1.877.626.8203.

SEXTING

Sexting refers to an act of sending sexually explicit materials through mobile phones. The word is derived from the combination of two terms sex and texting. Sexting is a punishable offence in the U.S.A. teenager texting sexually explicit photographs of themselves, or of their friends or partners, can be charged with distribution of child pornography and those who receive the images can be charged with possession of child pornography. The term was defined by the court in United States Broxmeyer, 2010 U.S. App. LEXIS 16032 (2d Cir. 2010)

In Kansas, sexting can result in charges of sexual exploitation of a minor and creation, possession or distribution of child pornography.

Offenders will be reported to Law Enforcement.

SEXUAL HARASSMENT

It is the policy of Marysville Unified School District to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the district staff to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature.

SEXUAL HARASSMENT - DEFINITIONS

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

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

Sexual harassment, as defined above, may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome touching.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

SEXUAL HARASSMENT - EXAMPLES

1. Sexual comments and jokes
2. Sexual gestures and looks
3. Touching, grabbing, pinching in a sexual way
4. Brushing up against
5. Flashing or mooning
6. Sexual rumors spread about the individual

7. Clothing or given sexual pictures, messages, or notes
8. Blocking passage in a sexual way
9. Sexual messages or graffiti on walls, locker rooms, etc.
10. Forced to kiss someone
11. Derogatorily calling someone gay or lesbian
12. Had clothing grabbed inappropriately pulled off or down
13. Forced to do something sexual other than kissing
14. Spied on while showering or dressing

SEXUAL HARASSMENT - PROCEDURES

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to the building principal, guidance counselor, or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the Student Discipline Code.

STUDENT PRIVACY RIGHTS

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed of any requests.

Any employee who inappropriately releases information or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties up to, and including, termination.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate School official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School board. A School official also may include a volunteer or contractor outside of the School who performs an institutional service of function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another School official in performing his or her tasks.

A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another School district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a School district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Unified School District #364 Marysville, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Unified School District #364 Marysville may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Unified School District #364 Marysville to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. ¹

If you do not want Unified School District #364 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first day of school each year at the District Office, 211 South 10th, Marysville, Kansas 66508. Unified School District #364 has designated the following information as directory information:

Student's name	Dates of attendance
Address	Grade level
Telephone listing	Participation in officially recognized activities and sports
Electronic mail address	Weight and height of members of athletic teams
Photograph	Degrees, honors, and awards received
Date and place of birth	The most recent educational agency or institution attended
Major field of study	Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

VERBAL/PHYSICAL ASSAULT, THREAT OR HARASSMENT OF A SCHOOL EMPLOYEE AND/OR DAMAGE TO AND/OR THEFT OF PRIVATE PROPERTY BELONGING TO OR UNDER THE CONTROL OF A SCHOOL EMPLOYEE

A student shall not intentionally cause or attempt to cause physical injury to a school employee or intentionally behave verbally in such a way as could reasonably be interpreted as a threat of physical violence to a school employee.

1. On the school grounds during, before, or after school hours.
2. On the school grounds at any other time when the school is being used by a school group.
3. Off the school grounds at a school activity, function, or event.
4. Off the school grounds – during, before, or after school hours provided the act is a direct result of a school employee performing his/her duties.

A student shall not intentionally cause or attempt to cause damage to any property and/or theft of any property belonging to or under the control of any school employee.

1. On the school grounds during, before, or after school hours.
2. On the school grounds at any other time when the school is being used by a school group.
3. Off the school grounds at a school activity, function, or event.
4. Off the school grounds – during, before, or after school hours provided the act is direct result of a school employee performing his/her duties.

A student shall not use language or exhibit actions or gestures that could reasonably be considered profane, indecent, or obscene at or toward any school employee.

1. On the school grounds during, before, or after school hours.
2. On the school grounds at any other time when the school is being used by a school group.
3. Off the school grounds at a school activity, function, or event.
4. Off the school grounds – during, before, or after school hours provided the act is a direct result of a school employee performing his/her duties.

Violation of any provision of this behavior code may result in suspension and/or expulsion from school.

VIDEO SURVEILLANCE

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the School Board authorizes the use of video surveillance. The district may use video cameras to monitor student activity. Video cameras may be used to monitor students riding in district vehicles and to monitor student behavior in or around any district facility.

Video tapes that are records of student behavior shall be secured in a locked file until the tapes are either reused or erased. The videotape shall be considered a student record and shall be subject to current law for the release of student record information.

Approved: July 11, 2012

VISITORS

Students are not allowed to have guests accompany them to their classes. All parents/guardians and visitors are to check in at the Jr/Sr. High School office upon arrival at the school. All parents/guardians and visitors will state the purpose of their visit, sign the registry, and obtain a visitor's ID which is to be worn so that it is visible. Anyone without the proper identification may be redirected to the office so they can complete the check-in process. Please be advised that people without the proper identification may be considered an intruder, and the school will respond accordingly.

WEAPONS PROHIBITED

The Improving America's Schools Act of 1994 (Public Law 013-382, 108 Stat. 3518) contains a Gun-Free Schools Act that requires expulsion for one calendar year of students who bring certain defined weapons to school grounds, building, or activities. The law requires states to adopt similar mandatory provisions and Kansas has done so (K.S.A. 72-89a01 et seq.). Hearings requested by students expelled for violation of these laws may be conducted by the superintendent of schools, by a certificated employee or a committee of certificated employees of the school in which the student is enrolled, or by a hearing officer appointed by the Board of Education. The superintendent of schools may, but is not required to, modify the mandatory expulsion on a case-by-case basis. These laws also impose different rules for students covered by the Individuals with Disabilities Education Act, and those students will be disciplined in accordance with that Act.



USD 364 Emergency Operations Plan (EOP):

"Families trust schools to keep their children safe during the day. Thanks to the efforts of millions of teachers, principals, and staff across America, the majority of schools remain a safe haven for our nation's youth. The unfortunate reality is, however, that school districts in this country may be touched either directly or indirectly by a crisis of some kind at any time." (ksde.org)

In June 2013, the USD 364 Marysville Schools Administrators teamed with Marshall County Emergency Management, First Responders, and Law Enforcement Officials and participated in Emergency Operations Training presented by Dr. Bob Hull, The Kansas Center for Safe and Prepared Schools (KC-SPS)

[Cycle of Crisis Planning](#)

Working Group.



(ksde.org)

We are in the ongoing process of reviewing, evaluating and updating our District EOP for all hazards.

The following list includes but is not limited to the more common hazards that impact schools:

People Caused Hazards

Activity Trip
Assault
Bomb threat materials
Bus emergency
Student/Staff tragedy/death
Hostage
Intruder/missing or abduction
Medical emergency
Poisoning

Natural Disasters

Earthquake
Fire
Lightning

Pandemic
Floods
Severe weather/Tornado

Physical Plant/ Technology Hazards

Anthrax threats
Chemical/hazardous

Cyber attack
Explosion
Gas leak
Utility outage

In the event that a crisis occurs at school, KC-SPS provides us with the following

guidelines for parents/guardians:



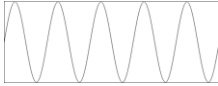
- Please do not Telephone the school or the District Office.
- Please do not come to the school until requested.
- If your student(s) have a cell phone, please do not call the line and discourage them to call you.
- Impress upon your student(s) the need for them to follow the directions of any school emergency management, or law enforcement personnel.
- In the event that our students are evacuated to an off-site location and we have received permission to dismiss them, we will release students to parents/guardians or persons you have specified as an emergency contact on the demographics page.


School Communication System

- School Messenger: alerts you by phone, text or e-mail
- Website: www.usd364.org
- KNDY Radio

Universal Emergency Procedures

Universal Emergency Procedures are a set of standard, clear directives that can be implemented across a variety of emergency situations. When the emergency begins, the Principal or his/her designee, as the Incident Commander (IC) will decide upon the Universal Emergency Procedures to implement. There are six Universal Procedures to respond to various emergency situations:

<p>1. Evacuation (Fire) – An orderly and pre planned exit from a building when conditions are safer outside than inside.</p> <p>Signal – loud continuous intermittent blasts from alarm horn and pulsating strobe lights</p>   <ul style="list-style-type: none">▪ Take closest & safest planned route out of building▪ Be familiar with 2nd route as needed▪ Teachers take attendance▪ Take classroom kits▪ Office staff ensures evacuation destination is safe▪ Office staff take building crisis kit & megaphone▪ Office staff account for itinerant staff & visitors▪ Assist those with special needs <p>Drill to be held 4 times annually – Record Results</p> <p>3. School Bus Evacuation – An orderly removal of bus occupants due to an emergency situation</p> <p>Signal – Verbal directions given by the bus driver, adult aid, sponsor or designated student helper</p> <ul style="list-style-type: none">*Assess the need to evacuate & recognize the hazard*Safe exit of students (passengers) is first priority*Indicate type of evacuation (i.e. – front door, rear floor emergency, side door or combination, etc.)*Assist younger students or those with special needs*Use radio or other communication systems to obtain help and notify dispatch of situation and precise location*Direct passengers to a safe area 100' from bus*Take fire extinguishers, first aid kits & other safety items*Take attendance & stay together <p>5. Off-Site Evacuation & Reunification – An orderly</p>	<p>2. Tornado or Severe Weather Shelter – Placement of students and staff in a pre-determined interior part of the building were damaged due to weather will be less</p> <p>Signal – loud continuous sound with pitch rising and falling throughout.</p>  <ul style="list-style-type: none">▪Students take refuge in specified locations▪Remain quiet for further instructions▪Teachers take attendance – close all doors & windows▪Teachers take classroom crisis kit (if have one)▪Pre-determine communication methods between office staff and shelter areas▪Remain until all clear is given▪Assist those with special needs <p>Drill to be held 3 times annually – Record Results</p> <p>4. Lock Down – A situation where there is an imminent threat inside or outside of the building. Students and staff are to immediately go to a protective place/position in their room</p> <p>Lock In/Out – Schools practice a lock in/out as part of this drill. A lock in/out is where normal activities continue in the classroom or building.</p> <p>Signal – Intruder Alarm is long continuous tone. Intercom</p>
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<p>removal of students and staff to a pre-determined host location (or a safe area in building) due to conditions inside the school building.</p> <p>Signal – Clear speech announcement using the intercom. If the intercom is unavailable a pre-determined method will be used</p> <ul style="list-style-type: none"> ▪ Find and use pre-determined evacuation & reunification procedures ▪ Staff will escort students to safe area ▪ Method of transporting to safe area may be either by walking or by bus transportation ▪ Teachers take attendance and account for all their students before leaving school ▪ Teachers take their classroom crisis kits ▪ Office staff take the building crisis kit and account for itinerant staff and visitors ▪ Upon arrival at host site, teachers retake attendance ▪ Upon arrival at host site, additional instructions will be given for reunification ▪ Assist those with special needs 	<p>announcement may be used for other situations</p> <ul style="list-style-type: none"> ▪ Clear all hallways – report to nearest available classroom ▪ Close, cover and lock all windows and doors – shut off lights ▪ Move away from doors and windows drop to floor in designated place – usually with backs against interior walls ▪ BE QUIET! – Wait for further instructions ▪ Take attendance – use red/green card system if part of plan ▪ Assist those with special needs <p>Drill to be held 9 times annually – Record Results</p> <p>6. Shelter in Place (SIP) – Placement of students and staff in a pre-determined area of the building’s interior due to an external gas or chemical release.</p> <p>Signal – Clear speech announcement via the intercom</p> <ul style="list-style-type: none"> ▪ Move students and staff to designated area(s) ▪ Open and use items from SIP kit to seal off area ▪ Shut down HVAC - close , lock & seal doors & windows ▪ Take attendance ▪ Do not allow anyone to leave area ▪ Wait for further instructions ▪ Assist those with special needs ▪ Teachers take classroom kits to SIP area <p>Drill to be held annually – Record Results</p> 
<p>Evacuation, Tornado and Bus Drills are required. Lock Down, Off-site Evacuation & SIP Drills are encouraged.</p>	

HEALTH – RELATED MATTERS

STUDENT ILLNESS

When a child does not feel well enough to participate in daily classroom activities or has a fever of 100 or higher, the parent will be notified and requested to take the student home.

Please give the school current phone numbers where you or a designated relative or friend may be reached during school hours. It can be very frightening (and sometimes dangerous) to both a child and school personnel when a child has been injured and/or is ill and a parent cannot be reached.

Do not send your child to school with a fever or when they have other symptoms of illness. This only exposes other children and staff to illness.

KEEP YOUR CHILD AT HOME UNTIL HIS/HER BODY TEMPERATURE HAS BEEN NORMAL (<100 degrees) for 24 hours.

KEEP YOUR CHILD AT HOME IF HE/SHE HAS VOMITED WITHIN 12 HOURS OF COMING TO SCHOOL.

If infectious diseases are occurring at school, you will most likely be notified by note. Please notify the MHS Office and the school nurse if your child has a significant health condition.

STUDENT INJURY

Teachers have been instructed to administer basic first-aid in case of injury. Minor cuts are cleansed with soap and water and then covered with a bandage. There are a number of staff on campus that are certified in CPR, AED, and First Aid.

MEDICATION

No medication(s) for students will be administered without delegation of such from the school nurse.

Children who require medication during the school day can and will be accommodated, as specified by school district policy.

1. Medication Forms must be completed by a physician/care provider and parent/guardian before medication can be administered.
2. Medication must be brought to the MHS Office in the original Rx prescription bottle; labeled by a pharmacy or physician and have a current date for use for your child.
3. Written request from the physician/care provider/dentist AND parent/guardian should accompany ALL medication to be administered, including "over-the-counter" medications such as Tylenol, Ibuprofen, Allergy, and Cough Medicines.
4. A safe and locked place will be provided for storage of medications in the MHS Office.
5. Inhalers and cough drops may be kept in student book bags.
6. Emergency medications for life-threatening allergic conditions may also be carried by the student with the appropriate documentation from the physician/care provider and the parent/guardian.
7. Communicate with the School Nurse and/or MHS Office Secretary before sending medication to school for your child.

IMMUNIZATION REQUIREMENTS FOR USD 364 – MJHS & MHS

District policy and state guidelines read "students who are not completely immunized (**within 30 calendar days after admission to school**) and who have not previously claimed religious exemption, will be excluded from school until such time that they complete the series or provide a medically approved exemption or postponement." If your child cannot receive immunizations for medical reasons, a new medical exemption form must be completed yearly.

Not all physicians' offices carry all immunization vaccines, so it is advisable to check prior to going.

The Marshall County Health Department is open for immunizations and is now located at 600 Broadway in Marysville. Be advised that parental signatures are needed in order for a student to receive immunizations.

Marshall County Health Department hours are:

- **M–T–TH 8:00 AM – 5:00 PM; Wed 8:00 AM -6:30 PM; Fri. 8:00AM – 12:00 PM.**
- Phone number is **562-3485**.

Please see that your child obtains the necessary immunizations, and return proof of receiving the needed immunizations to the school nurse. Contact Kathy Huerter, School Nurse (phone 562-3641) or the school office where your child attends if you have questions.

MEDICATIONS IN SCHOOL

The medication policy of USD #364 allows school personnel to administer medications (prescription or "non-prescription") to a student **ONLY** with the written order of a physician or dentist, and the written permission of the parent(s). This means that students cannot be given plain Tylenol, aspirin, cough medicine, cold remedies, etc. without a written physician's order and written parental permission. The same rules apply to prescription drugs as for "over-the counter" medications.

All medications in school need to be supplied by parents for their child in the original and appropriately labeled container. Most pharmacies are happy to provide an additional prescription bottle for school doses if asked to do so. The school will not supply any medication for students; the sole exception being antiseptic solutions used in the prudent prevention of infection to external cuts, lesion, and abrasions.

Students with communicable illnesses should stay home. Children with chronic conditions and resolving medical conditions requiring medications can and will be accommodated. Check with your physician about the need to send medication to school at the time he/she is seen. In most instances, medications prescribed three times daily can be given outside school hours. Parents may come to school at any time to give their child needed medication(s).

Medication order forms are available in the offices of all attendance centers. In addition, one has been provided on the back of this notice. Copies of this form will also be sent to local physicians. If you or the physician your child visits does not have one of our district's forms, or chooses not to use it, the written order the physician supplies will suffice in most cases. Parents will need to sign permission for medication to be given by school personnel as delegated by the school nurse.

The dispensing and handling of all medicines in school is the responsibility of the school nurse. Permission slips, notes regarding student illness, and inquiries about this or other health related matters need to be directed to the school nurse. If the school nurse is unable to give the medication herself, this responsibility will be delegated, with instruction, to an appropriate school employee (a teacher, secretary, paraprofessional, etc.)

Medications brought to school by students without the required permission slips from the parent or physician will not be given by school personnel. If this happens, we will make an effort to get in touch with a parent to arrange for parental administration or obtaining the necessary written physician/parent permission.

NOTE: Many pain relievers are now available in extended length doses. For example, children's Motrin is available in forms lasting up to 6-8 hours. Please check product

information on medication labels or ask your pharmacist to assist you to select preparations which might allow relief of symptoms for most or all of the school day.

Please direct communication regarding medication to:

Kathy Huerter, School Nurse, USD 364

Phone 562-3641 /Fax 562-341

khuerter@usd364.org

MARYSVILLE JUNIOR/SENIOR HIGH SCHOOL

7-12 Office

Hours: 7:30 am – 4:30 pm

Phone: 562-5386 (Press 1)

Fax: 562-5387

Mr. Darren Schroeder, Principal

Ms. Ali Busch, Counselor – Grades 7-12

Mrs. Leigha Behrens, Counselor - Grades 7-12

Mrs. Kandy Cudney, 7-12 Administrative Assistant

Ms. K'Lynne Degenhardt, Student Data Coordinator

Activities Office

Hours: 8:00 am – 5:00 pm

Activities Office Phone: 562-5386 (Press 2)

Fax: 562-5390

Mr. Doug Minneman – Assistant Principal/Activities Director

Mrs. Gina Bartels, Activities Secretary

Special Services Office

Hours: 8:00 am – 12:00 / 12:30 - 4:00 pm

Phone: 562-5308 (Press 2)

Fax: 562-5215

Mrs. Caroline Green, Director of Special Services

Mrs. Deb Hawkinson, School Psychologist

Mrs. Kelly Studer, Administrative Assistant

Director of Buildings & Grounds

Mr. John Runnebaum

Phone: 562 - 5386 (Press 3)

Custodians & Maintenance

Mr. Titus Moehler

Mrs. Carlene Schneider
 Mr. George Severns
 Mr. Richard Wecker
 Mr. Dolph Walton
 Mr. David Weir

Director of Food Services

Mrs. Cindy Creek
 Phone: 562-5386 (Press 4)

IT Department

Mr. Brad Dressman, Director of Technology
 Mr. Kevin Clark, Network Administrator
 Phone: 562-5386 (Press 4)

Director of Transportation

Mr. Ross Wright
 Phone: 562-5308 (Press 3)

School Nurse

Mrs. Kathy Huerter
 Phone: 562-5386 (Press 1)

Inclement Weather Information

TV: WIBW, Channel 13; KSNT, Channel 27; KTKA, Channel 49
 RADIO: KNDY, 95.5 FM; 1570 AM
 INTERNET: www.usd364.org

USD 364 Matrix for Handling Concerns and Issues					
Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Athletics	Coach	Athletic Director	Principal	Superintendent	Board of Education *
Athletic Facilities	Athletic Director	Principal	Superintendent	Board of Education *	
Curriculum/Academic/ Instruction	Teacher	Principal	Superintendent	Board of Education *	
Discipline	Teacher	Assistant Principal if applicable	Principal	Superintendent	Board of Education *
Facilities	Principal	Superintendent	Board of Education *		
Guidance	Counselor	Principal	Superintendent	Board of Education *	

Special Education	Teacher	Principal	Special Education Director	Superintendent	Board of Education *
Student Concern	Teacher	Principal	Superintendent	Board of Education *	
Computers/Technology	Teacher	Principal	Superintendent	Board of Education *	
Transportation	Driver	Transportation Director	Principal	Superintendent	Board of Education *

* All concerns that are brought to the attention of the Board of Education should be submitted on the Formal Complaint Form that can be found under Board Documents at www.usd364.org or at <https://5il.co/7z9v>

ON TO VICTORY

On to Victory!
 On to Victory!
 Fight for our dear name.

Make your school
 Be proud of you.
 They'll ner forget your name.
 GO BULLDOGS!

On to Victory!
 On to Victory!
 Fight for future fame.
 Fight Bulldogs!
 Fight! Fight! Fight!
 And win this game.