

KANOPOLIS MIDDLE SCHOOL



STUDENT HANDBOOK
2023-2024

PRINCIPAL'S MESSAGE

Dear Students and Parents:

Welcome to Kanopolis Middle School! We are excited to have you join us for the 2023-24 school year. KMS is an AWESOME school with excellent teachers and staff members that are here to help you navigate the middle school years. This handbook is your guide to everything you need to know to be successful at KMS.

It is your responsibility to read and understand the information contained here. Upon registering, your parents are asked to sign that you have read all the rules and regulations and that you agree to abide by them. If you ever have a question regarding anything in the handbook, please feel free to discuss it with one of your teachers, our counselor, or myself.

KMS has high expectations for our students. Bulldogs will:

- attend school regularly.
- be in their seat and ready to work when the bell rings.
- give maximum effort in every class, every day.
- do assigned homework and read, every day.
- show respect for self, schoolmates, and all school staff.
- take pride in the school and help to keep it clean.

My best wishes to you in the 2023-24 school year. Let's make it a GREAT ONE!

Respectfully,

Dr. Kristy Rodriguez, Principal

KANOPOLIS MIDDLE SCHOOL

STUDENT HANDBOOK

2023-2024

Mrs. Deena Hilbig – USD 327 Superintendent

Dr. Kristy Rodriguez – Principal

School begins at 8:10am and ends at 3:20pm. The doors will open at 7:35am and lock at 3:30pm

4th GRADE

Mrs. Laura Barta	ELA
Mrs. Rebekah Tripp	Science/S.S.
Mrs. Jenna Zamrzla	Math

5th GRADE

Mrs. Emma Belisle	Math/S.S.
Mrs. Jill Naasz	ELA
Mrs. Tracy Wacker	Reading
Mr. Steve Bolton	Science

6th GRADE

Mr. Steve Bolton	Science
Ms. Jayme Sloan	ELA
Mrs. Deb Talbott	Math/S.S
Mrs. Tracy Wacker	Reading
Mrs. Angie Bunch	4 th -6 th Special Educator

ELECTIVE TEACHERS

Mr. Nancy Bolton	Library	Mr. Chris Barlow	Band
Mrs. Laura Kyler	PE	Mrs. Kelly Clark	Music
Mrs. Traci Sallman	Technology		

SUPPORT STAFF

Mrs. Angela Montoy	Administrative Assistant	Mrs. Sandy Choitz	Building Aide
Ms. Bonnie Peterman	USD 327 Nurse	Mrs. Alisa Kempke	Para-educator
Mrs. Erica Howard	School Psychologist	Ms. Savannah Hellebust	Para-educator
	School Social Worker	Ms. Mary Eliassen	Para-
educator			
Mrs. Nichole Jefferies	Speech/Language	Mrs. Diane Rojas	Food Service
	Gifted Consultant	Mr. Shane Sneath	Custodian
Mrs. Sondra Claassen	4-6 Counselor	Mr. Dan Magie	IT

DISTRICT TELEPHONE NUMBERS

USD 327 District Office	785.472.5561
EJSH	785.472.4471
EES	785.472.5554

NOTICE OF NON-DISCRIMINATION

Unified School District No. 327, Ellsworth County, State of Kansas does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-

discrimination policies: Mr. Joshua Lanning, Superintendent, District Office, 145 W. 15th, PO Box 306, Ellsworth, Kansas, 67439; 785.472.5561

USD 327 MISSION STATEMENT

To provide an exceptional education experience and encourage responsible citizenship.

OUR VISION

Better together, Community, parents, faculty, staff and administrators helping to promote positive personal character and challenging every learner to strive for excellence.

OUR MOTTO

Better Together: Striving for excellence!

CODE OF CONDUCT

Kanopolis Middle School will maintain an environment that is ethical, legal, and non-abusive towards all parties. It is the expectation that all interactions by staff, students, parents, and community members be conducted with professionalism, courtesy, dignity, and respect. This includes personal and private interactions as well as behaviors at any school-sponsored activity, both on and off school grounds. Behaviors that are prohibited include, but are not limited to, use of profanity, personally insulting remarks, attacks on a person's race, gender, nationality, religion, or behavior that disrupts learning and/or the safety of anyone in the school. Such interactions could occur in telephone conversations, voicemail messages, face-to-face conversations, written letters, e-mail, or at public events.

PARENT'S RIGHTS

USD 327 recognizes that divorced parents continue to share caregiving and custody of their children and that each parent, if not otherwise prohibited by court order, should have equal access to information regarding his/her child's school progress and activities. KMS recognizes the value of providing information to both parents regarding school progress and activities pertaining to their child(ren). Upon request to the child's teacher and/or administrator, either parent may obtain copies of school information.



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Section 1: ATTENDANCE

THE KANSAS COMPULSORY ATTENDANCE LAW KSA 72-1113 states that a child under the age of 18 is truant when one of the following applies:

Unexcused absences on three (3) consecutive school days, five (5) or more days in a semester, or seven (7) days in a school year, whichever occurs first. Attendance of the student is the responsibility of the Parents (Guardians). A significant part of a school day for this purpose shall be two or more per board policy JBD.

1.1 Absences:

A parent or guardian must call the school EACH day his/her child will be absent prior to 8:30 am and provide a reason for the absence. If no permissible reason is given, the absence will be unexcused.

Students will be allowed 5 absences per semester with parent/guardian permission. Any student with 6 or more absences per semester will be required to have written/signed confirmation of any illnesses, appointments, and funerals to be considered excused. Students who leave after the start of school must have parent's/guardian's permission. Parents/guardians of students must sign students in or out of the office upon arrival or departure from school.

1.2 Late to School (LTS):

Most late arrivals are avoidable. If you know your child will be late, call the school to avoid an unexcused absence. All children who arrive late MUST report to the office. A child is considered late to school if their arrival is more than fifteen minutes after the start of the school day. LTS incidents accumulating seven hours will equal one unexcused absence (see the Kansas Law above).

1.3 Truancy:

Expect a call from the school to ask how the school staff may help attendance. Excessive absences will be reviewed by the truancy officer who may request a meeting with designated personnel. Parents or guardians will be required to attend all meetings to assist in developing a truancy prevention plan.

Truancy Response: If absences continue following the truancy prevention plan, a report will be filed with DCF and the County Attorney's office for legal action.

Sections 2: EXPECTATIONS

2.1 Student Expectations:

- Students are expected to show respect and obey all school personnel at all times.
- Students are expected to be respectful of others in their interactions. This includes face to face contacts as well as online interactions.
- Students are expected to be considerate of others.
- Students are expected to show good manners at all times.
- Students have a responsibility to cooperate and show self-discipline so that classrooms are orderly. They will keep hands, feet, and objects to themselves. Students will work out disagreements in a manner which respects others and not use fighting as a solution.
- Polite behavior is expected at all times. Students will not "put down" or harass other students in any manner. Students will not have or use any types of obscenity, profanity, or vulgarity in their language or sounds. These types of language or sounds discredit the school and the individual. Pushing, shoving or loud talking in the hall are inappropriate behavior and are not permitted. Teachers will monitor the hallways during passing periods and will expect considerate behavior.
- Students are expected to report to classes on time and be prepared for their class. They should be in the classrooms and ready to work when the bell rings.

2.2 Dress and Appearance:

It is expected that students of KMS will use good judgment concerning personal appearance.

Abbreviated shorts, halter tops and other brief or revealing attire, sagging, clothes with inappropriate messages, signs or emblems are not acceptable. **No hats will be worn in any school buildings.** School staff will require a student whose dress or appearance is considered inappropriate to change or arrange different attire.

Since good grooming and moderate dress are attributes of persons having respect for themselves and for others, it is expected that students will be responsible for maintaining appropriate school dress and for the development of personal grooming standards that will result in a neat, clean personal appearance.

Being appropriately dressed consists of being clothed at all times from the shoulders to mid-thighs. Students will be permitted to wear shorts throughout the year, however, they will be expected to go outside for recess when the weather permits. All shirts, blouses, and overalls shall be appropriately buttoned. Extreme or sloppy styles which are disruptive will not be allowed. Clothing or other wearing apparel that promotes and/or advertises alcohol, tobacco, or illegal substances, as well as, clothing or other wearing apparel displaying obscene, profane, or suggestive slogans is prohibited.

The personal appearance of students will become the responsibility of the school when the mode of dress or personal grooming habits is disruptive to the function of the school and/or other members of the school community.

2.3 Faculty and Staff Authority:

Students of KMS are under the authority of any and all teachers or staff members at all times during all school events. Any student who is insubordinate to a staff member or creates any disturbance, which restricts or alters the learning process for themselves or other students, is subject to immediate consequences by the staff person in charge.

2.4 Drug Free Schools and Communities Act:

The unlawful possession, use, sale, or distribution of illicit drugs and alcohol by student on school premises or as a part of any school activity is prohibited. Violations may lead to expulsion from school for a period of one year. This policy is required by the 1989 Amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Prescription drugs will be considered the exception. Use or possession of alcohol, drugs or tobacco will be dealt with in accordance with KSA 72-6131, and will include suspension or expulsion as determined by the administration

2.5 Alcohol and Tobacco:

Possession and/or use of alcohol and/or tobacco, electronic, vapor or similar smoking devices are prohibited. Students will not attempt to sell or distribute those products; nor can a student be under the influence of alcohol or an illegal drug.

2.6 Illegal Drugs:

A student shall not use, purchase, sell, distribute, or be under the influence of any controlled substance or prescription drugs which are used or obtained in an improper or illegal manner. Students shall not possess drug paraphernalia. A student shall not distribute, sell, attempt to sell, or possess with intent to sell any illegal drug or controlled substance, nor any prescription drug or medication. Students shall not be under the influence of any illegal drugs or controlled substances, other than prescription medications properly registered, kept and taken in the office.

2.7 Weapons and Dangerous Objects:

A student shall not have or possess a weapon. Weapon means articles defined according to Kansas law at K.S.A. 72-89a01 and/or USD # 327.

Examples are as follows:

"Weapon" as defined in K.S.A. 72-89a01 means

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter;

- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Possession of a weapon by state law will result in an expulsion from school for a period of not less than one year.

2.8 Consequences for Possessions:

Possession of a firearm or other weapon listed under the “Weapons and Dangerous Objects” heading above shall result in expulsion from school for a period of one calendar year. The superintendent has the right to review each incident on a case-by-case basis and has the authority to recommend the expulsion requirement be modified.

Possession of, handling or, and/or transmitting a weapon of a type other than described under “Weapons and Dangerous Objects” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for a weapons violation shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile to the Secretary of DCF or the KDOC.

2.9 HOTLINE NUMBER (1.877.626.8203)

A statewide school safety hotline staffed by the Kansas Highway Patrol has been established to allow students to anonymously report possible impending violent acts in schools. This hotline is a toll free number available 24 hours/day, 365 days/year.

Section 3: CONDUCT RESULTING IN DISCIPLINARY ACTION

3.1 Conduct which would Constitute a Misdemeanor Crime:

Conduct which if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult.

3.2 Conduct which would Constitute a Felony:

Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult.

3.3 Computer Use:

No student shall violate the schools Technology Acceptable Use Policy, which includes commercial or illegal use of computer resources and unauthorized network access.

3.4 School Rule or Regulation:

Willful violation of any published rule or regulation for student conduct adopted or approved by the Board of Education.

3.5 Disruptive Conduct:

Conduct which materially or substantially disrupts, impedes and/or interferes with the operation of the school.

3.6 Disrespect and Insubordination:

Any show of disrespect or defiance by word, action, gesture or in another manner toward any staff member is prohibited. A student will obey the lawful direction of any staff member. All students are expected to behave in a respectful manner toward all persons, including without limitation staff, guests and fellow students.

3.7 Disobedience:

Disobedience of a directive from a teacher, administrator, and/or other school authority that results in disorder, disruption or interference with the operation of the school and/or a substantial and material impingement upon or invasion of the rights of others.

3.8 Endangering Safety:

Conduct which endangers the safety of others or which substantially impinges upon and/or invades the rights of others.

3.9 False Alarms/Threats:

In the absence of an emergency, a student will not call, or cause another to call 911 or other authority, signal or set off an alarm, or take other action to indicate the presence of an emergency. A student will not make a false report indicating the presence of a bomb, explosive device or other non-existent crisis or danger.

3.10 False or Misleading Statements:

Lying Making false, untrue or misleading statements to anyone in authority during an inquiry or investigation of any student or students conduct which conduct may constitute a prohibited behavior, as described in these provisions

3.11 Fighting – Threats - Intimidation – Assault:

Physical contact that endangers, threatens, or harms the health or safety of any person, or behavior that causes a reasonable person to fear such contact. A student shall not approach another person in a confrontational, provocative, intimidating, harassing or bullying manner. This includes, but is not limited to, attempts to intimidate or prompt another person to fight or commit other acts of physical aggression. A student will not take, threaten or attempt to take the property of other students through threat or intimidation.

3.12 Plagiarism and Cheating:

Academic dishonesty is not acceptable. Cheating includes, but is not limited to copying another's work such as homework, class work, **test answers or claiming others work as one own**. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

3.13 Profanity, Obscenity and/or Derogatory Language:

Profanity, obscenity, and/or derogatory language are prohibited. This rule applies to cursing, possessing, sending, or receiving written materials or electronic text and/or images that convey, either explicitly or implicitly, an offensive, racial, derogatory, bullying, obscene or sexual message to another person. This also includes but is not limited to references to color, ancestry, national origin, gender, gender identity or expression, sexual orientation, religion, and/or physical or sensory disability, physical appearance or the making of offensive statements or gestures.

3.14 Stealing – Theft:

A student will not steal or possess stolen property, or participate or assist others in doing so. All lost or stolen school property should be turned into the office.

3.15 Trespassing:

A student will not enter any school building or facility, except during the school and activity day and then for appropriate purposes.

3.16 Vandalism:

A student will not damage or destroy property of another, including property belonging to the school or district, staff, students or other persons. A student or parent/guardian will be held financially responsible as allowed by law for any such vandalism.

3.17 SUSPECTED CHILD ABUSE

Individuals may file a report of suspected abuse anonymously to either the Department of Children and Families (DCF) by phoning 1.800.922.5330 or to local law enforcement officials. The Code for care of Children also provides civil immunity from prosecution if the report is made in good faith.

Section 4: HARASSMENT

Any unwelcomed gesture(s) and/or comments between student(s) and student(s) and/or student(s) and staff, which are offensive or cause discomfort, should be reported to the principal.

4.1 Non-sexual Harassment:

Nonsexual harassment consists of bullying, unwelcome teasing, inappropriate comments and inappropriate physical contact.

4.2 Sexual and/or Gender-based Harassment:

Sexual and/or gender-based Harassment is prohibited per board policy. Sexual and gender-based harassment will not be tolerated in the school district. Sexual and gender-based 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.

All forms of sexual and gender-based harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual and gender-based harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It is a violation of Board policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass a 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.

- Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual and gender-based harassment may result from verbal or physical conduct or written or graphic material. Sexual and gender-based harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks or actions with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual and gender-based harassment will be promptly investigated and resolved.

Any student who believes that he or she has been subjected to sexual and gender-based harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See board policy, KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual'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 sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

4.5 Racial Harassment:

Racial harassment is prohibited per board policy. 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, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

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 is a violation of Board 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 to 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 or graphic material.

Section 5: ANTI-BULLYING PLAN

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

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied

others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. Students who violate the bullying prevention policy may be reported to local law enforcement.

What is bullying?

- “Continued intentional hurt to another specific person”
- “Any repeated, intentional act by a more powerful/influential person which causes someone embarrassment, pain, discomfort, or an imbalance of power between those involved”
- “Unprovoked, persistent, offensive, abusive, intimidating or insulting behavior, abuse of power which makes the recipient feel upset, threatened, humiliated, or vulnerable, which undermines their self-confidence and which may cause them to suffer stress”

Bullying includes but is not limited to:

- Social/Emotional-being unfriendly, excluding, tormenting
- Physical-pushing, kicking, hitting, punching or any use of violence
- Racist-racial taunts, graffiti, gestures
- Sexual-unwanted physical contact or sexually abusive comments
- Homophobic-because of, or focusing on the issue of sexuality
- Verbal/Non-Verbal-name-calling, sarcasm, spreading rumors, teasing, and gestures
- Written-notes, letters, graffiti or electronically transmitted acts (internet, cell phone, wireless handheld device)
- Any action that a reasonable person may consider harmful to one’s physical or mental well being

USD 327’s objectives:

- To prevent bullying so we can create a safe, peaceful, and respectful atmosphere both in and out of school, at school functions, and on district transportation
- To encourage all who come to our school to take responsibility for stopping and preventing ALL bullying
- To discipline for bullying incidents. They will be addressed by district personnel in an age appropriate manner
- To be a bully free school

How as a school can we prevent bullying?

- By treating allegations of bullying very seriously
- By promoting positive attitudes towards each other
- By respecting the confidentiality of students involved
- By disciplining bullies and to help them change their behavior
- By prohibiting retaliation against any person who reports an act of bullying

- By training staff on an annual basis how to respond to bullying reports
- By informing students what bullying is and how to prevent/stop it

As a student of our school I can:

- Expect help if I am being bullied
- Expect to be treated with respect and to be safe from persistent bullying
- Help someone being bullied and not ignore it
- Report to an adult if I see someone being bullied
- Become a friend to the person being bullied to show the bully it is not acceptable
- Expect that serious action will be taken against me if I bully others

As a victim of bullying, I have the power to:

- Tell the bully to stop
- Tell my friends
- Tell my family
- Speak to a responsible adult

If I bully someone, I can expect:

- My teachers to be aware of my bullying behavior
- Help towards changing my behavior and attitude so I can stop myself from doing it in the future
- The incident to be investigated and appropriate action taken
- Action may include but not limited to verbal warning, parents informed; detentions, internal or external suspension; all dependent upon the seriousness and length of the incident to be determined by the building principal
- If appropriate, it will be reported to local law enforcement

Staff is expected to deal with the situation by:

- Intervening as quickly as possible
- Collecting information from all parties
- Documenting exactly what is seen or heard
- Reporting it to the principal if necessary on the Bullying Incident Form
- Speaking with the bully so they are aware that teachers know what is happening.

Section 6: REPORTING OF SEXUAL, GENDER, RACIAL, and/or DISABILITY HARASSMENT

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 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, or another administrator, the guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (see board policy, KN).

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. 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. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. 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 a student or termination of employment for an employee. False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

Section 7: BEHAVIOR CONSEQUENCES

7.1 Exclusion of Students from School Activities:

The Principal has the authority to exclude any student whose dress, appearance, conduct, attitude and/or scholastic achievement does not meet acceptable standards from attending or participating in school activities. Student participation in these activities is a privilege and not a right which may be limited or withdrawn by the school.

Consequences may be applied on a case-by-case basis depending on the severity of the behavior code violation. These actions are necessary to ensure the safety and well-being for all students and to ensure non-violent methods to resolve conflict. Consequences will be invoked for behavior contrary to the listed expectations in any class, school area or school activity or incidents, which may have effects on school discipline or on the school general welfare.

Penalties that may be invoked are include by not limited to:

- Reprimand by teacher, supervisor, administrator, or any other school personnel
- Detention as assigned by a teacher, administrator, or any other school personnel before or after the school day. Detention may be served the same day it is assigned or during the next school day. However, it should not be delayed beyond this time.
- Notification to a parent of the infraction;
- Removal from class or activity for a certain period of time
- Suspension from the activity, class or school

- Expulsion from school in accordance with all K.S.A. rules and regulations

As per state statute and Board of Education Policy, all school employees of the district are required to report any behavior which constitutes the commission of a felony or misdemeanor to the appropriate law enforcement agencies.

The administration reserves the right to apply other consequences as appropriate.

7.2 Suspensions and Expulsions:

Except as limited by Section 504 and/or IDEA, a student may be suspended or expelled, for reasons set forth in Kansas' law. Any student who is suspended for a period of more than 10 days or expelled shall receive a copy of the current suspension and expulsion law and district policy. Suspension and/or expulsion hearings shall be conducted by the superintendent/designee or other certified employee, or committee of certificated employees of the school in which the pupil is enrolled, or by any other hearing officer appointed by the board.

Kansas Statutes Annotated (K.S.A.) 72-6114

- Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
- Conduct which substantially disrupts, impedes or interferes with the operation of any public school, or
- Conduct, which endangers the safety of others or which substantially, impinges upon or invades the rights of others at school, on school property, or at a school supervised activity.
- Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult.
- Conduct at school, on school property, or at a school supervised activity which, if a pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Suspension. Suspension is a disciplinary action for violation of proper school conduct. A suspended student may NOT ATTEND school or school activities during the time of their suspension. Procedures of suspension or expulsion are defined in laws K.S.A. 72-8901 and KSA 72-8905 and are available in the school office. In all cases of suspension, the parents and/or guardians will be notified in writing of the reason and duration of the suspension.

In-School Suspension (ISS). Students receiving In-School Suspension (ISS) will receive credit for their attendance. The student will be given the opportunity to receive credit for work completed during that time.

Out-of-School Suspension (OOS). Students receiving Out of School (OOS) will receive credit if work is completed within the appropriate timeline given by the teacher. OOS is considered an excused absence. During an Out of School Suspension, students are not permitted on school grounds or attend school sponsored activities.

Expulsion. Expulsion means removal from school all school privileges for the remainder of the semester or longer and in accordance with KSA 72-8903. State and Board of Education policies are in effect with the institution of an expulsion. All Kansas school districts can refuse to admit an expelled student for one year from the date of the student's expulsion from any prior school. ← Expulsion from school in accordance with all KSA rules and regulations.

Section 8: STUDENT SERVICES

8.1 School Nurse:

KMS will have a school nurse available on a limited basis. Their responsibilities include the following: maintenance of school health records, checking immunization certificates, assessing students' health problems, checking vision and hearing, conducting certain educational programs for the students, and administering first aid.

8.2 School Counseling Services:

All USD #327 students have access to counseling services. School **counselors or social workers** are part of the educational community. These individuals work directly with the students, in addition to consulting with the teachers, administrators, and parents on behalf of the students throughout the school day.

8.3 Medication at School:

Circumstances where medication is necessary and required during the school day, the school secretary will dispense the medication with written permission of parents and the student's physician. No medication of any nature should be kept in lockers or carried by a student for personal use. Permission for medication forms are available at the school office. Over the counter medications must be brought to school in the original container appropriately labeled with the name of the medication and dosage with an expiration date that will outlast the course of therapy.

8.4 First Aid:

First aid will be limited to applying simple bandages or infection preventatives except where justifiable emergency aid will prevent further injury, disability, or death (such as excessive bleeding). At least one person in every school building is a trained person qualified to administer first aid. When medication is necessary and required during the school day, the school secretary will dispense the medication with written permission of the parents and the student's physician. No medication of any nature should be kept in lockers or carried by a student for personal use.

8.5 Computer Use:

USD 327 is committed to making advanced technology and access to learning opportunities available to all students. An *Acceptable Use* Form must be signed by the student and the parent/guardian and returned before the student will be allowed to use of the district/school computers. **This form is currently part of the enrollment paperwork.**

8.6 Food Program:

In cooperation with the Kansas Dept. of Education, our district endeavors to meet all the requirements of the Type A lunch. Lunch prices and payment information will be given to each parent at enrollment.

Parent/Guardians will be able to track student account balance by logging on to Infinite Campus Parent Portal. Student accounts are allowed a \$25 overdraft delinquency period. After which, all children in the family will be served a sandwich, fruit, and a milk until their account is paid in full. Students may bring sack lunches instead of purchasing school lunches. Juice, water or sport drink will be permitted in sack lunches. **Pop is not allowed.** Additional milk may be purchased.

8.7 School Library:

Students are allowed to check out a total of **two** items from the library at any given time. Checkout is for three weeks at which time the item needs to be returned or renewed. All items may renew once (unless the item is on reserve/hold for another student) and the item must be present to renew.

If an item is overdue, lost, or returned damaged, students will not be allowed to check out new items until the overdue or lost item is returned. Students will be assessed a fee on damaged items or items that can't be found.

8.8 Social Activities & Parties:

Planned by classes or organizations, activities are subject to the approval of the building principal. All school-scheduled parties and other events will be held on school district premises. The principal may make exceptions when deemed necessary.

Please do not have flowers, balloons or other gifts delivered to students while attending school. Also, do not hand out invitations at school; children's feelings are easily hurt, so please mail them. If your child plans to attend a birthday party after school, please do not send the gift to school with your child.

8.9 Student Lockers:

A locker is assigned to each student. Lockers are owned by the school and provided for student use. To insure maximum security, the combination to each locker is changed each year. That combination is given only to the student assigned to that locker. It is the student's responsibility to keep the locker locked and possessions kept inside. Valuable non-school articles should not be brought to school. The principal or his/her representative has the authority to inspect any locker when deemed necessary. Lockers will be subject to periodic inspections. Warrants issued by the courts may also provide for entering specified lockers. Lockers are also subject to random drug searches using K-9 units. Students are expected to take care of the lockers and to use them properly. The school is not responsible for any losses that may occur.

8.10 Student Insurance:

It is the responsibility of the student or parents to have ample accident insurance coverage. Eyeglasses and loss of valuables are not covered by school insurance.

8.11 Transportation:

Transportation is a privilege for students and parents; however, it is a privilege that may be lost. For the safety of all students riding in school vehicles the following rules and regulations will be observed:

- They are to remain seated while the vehicle is in motion, keeping their feet on the floor and their heads, hands, and arms inside.
- Sit in the seat assigned if the driver or school official makes such an assignment.
- Keep hands and feet inside the bus at all times.

- Do not stand or walk while the bus is in motion. Sit facing forward.
- Assist in keeping the bus safe and clean at all times.
- No loud talking or yelling. Be absolutely quiet when the bus stops for railroad crossings.
- Obtain permission to open window. Close windows before leaving the bus.
- Keep feet on the floor.
- Never throw anything inside or outside the bus.
- Carrying animals or dangerous objects on a bus is against state law.
- In case of a road emergency, remain in your seat until directed otherwise.
- Keep all articles out of the aisles.
- Do not attempt to bring large items on the bus.
- Check with the driver about storage of musical instruments.
- Be respectful and courteous to the driver and other students.

The school is concerned with the safety of all students. While waiting for the bus, stay in designated areas. No shoving, pushing, name-calling or general horseplay is acceptable. Wait until the bus stops before approaching it to enter. When departing the bus, if it is necessary to cross the road/street, do so at least 10 feet in front of the bus. Look for traffic both ways before crossing. Excessive noise and loud talk may distract the driver and should be kept at a minimum. Students are responsible for keeping the vehicles clean. Students who violate the rules may be denied the privilege of riding the school vehicles.

Violations of transportation rules may result in the student losing bus privileges.

8.12 Tutoring Program:

KMS recognizes that some students may need extended learning opportunities to meet the curricular expectations for student success. After-school tutoring is available for students every Tuesday and Thursday as the schedule allows. Students will report to the library at 3:25 and will be dismissed at 4:10.

Transportation will be provided for students as needed. Classroom teachers will discuss the Tutoring Program with parents and/or guardians to get the appropriate forms completed.

8.13 Visitors:

Visitors are welcome at school but are asked to receive permission from the school office prior to visitation. Please limit your visitation to one hour. All visitors must report to the office upon entering our building.

Except in unusual circumstances, student visitors will not be permitted at KMS. Permission for any exceptions must be obtained through the **building** principal.

Section 9: STUDENT SAFETY

9.1 Dismissal Due to Weather:

When severe weather exists, it may become necessary to call off school. Should school be canceled, an announcement will be made over a variety of news media by 7:00 a.m.. Parents are encouraged to sign up for district texting notification on the district website at www.usd327.org.

9.2 Emergency Drills and Procedures:

Drills will be conducted as required by law for emergencies such as fire, tornado and civil crisis. When it is necessary to evacuate the school, students will be directed to a designated area charted on their rooms wall chart, and will remain under the direct supervision of their teacher until the emergency no longer exists. Parents removing their students from the class group during such an emergency must obtain permission from the building principal.

9.3 Emergency Safety Interventions:

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

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

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

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;

- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

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

Reporting Data

District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process

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

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the report written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education.

See board policies GAAF, GAO, JRB, JQ, and KN