

Altoona-Midway
Middle/High School
Student Handbook
2020-2021

“Breaking Barriers!”



JETS!

Board of Education Members

David Hutchinson, President
 Rita Drybread, Vice President
 Lynsee Relph
 Wanda Mustain
 Debra Meigs
 Wendy Wade

Important Numbers

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USD #387 SCHOOL YEAR 2020-2021 ORGANIZATIONAL CHART

ADMINISTRATION

Superintendent

Brent Kaempfe
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Principal –MS/HS

Darrin Ashmore
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Principal – Elementary

Kim Reazin
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Activities Director – MS/HS

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Technology Director

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Clerk of the Board

Reyna Almond
ralmond@usd387.org

District Data Clerk

Tracey Marsh
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HIGH SCHOOL/MIDDLE SCHOOL STAFF

Sarah Morton	(HS) Math
Cathy Caylor	(HS/MS) FACS
Tiffany Day	(6 th) Teacher and (7th/8th) Math
Kara Kariker	(D) Nurse
Jeff Almond	(HS) Social Studies/Activities Director
Steve Dixon	(HS/MS/Elem) Art
Cynthia Dvorchek	(HS) ELA/Yearbook
Melanie Taylor	(D) Special Education
Lane Huffman	(D) Physical Education
Katelyn Meiwes	(HS/MS) Vo-Ag
Matt Carter	(D) Choir/Band
Robert Pearce	(HS/MS) Physics, Chemistry, Sciences, Horticulture
Chelcey Sexton	(D) School Counselor
Crystal Sizemore	(HS/MS) ELA/SS, Technology Director
Chary Weilert	(MS) Sciences
John Weilert	(HS) Sciences

SUPPORT PERSONNEL and CLASSIFIED STAFF

HS/MS Secretary	Clydene Stacy
Asst HS/MS Secretary	Carrie Carter
Custodians	Lynn Carter (lead), Daniel Williams (Evening) Jimmie Burke (utility)
Food Services	_____ (head), Vivian Catterson (asst), Dee Dee Bennett (asst)
Para-Educators	Kimberly Cain, _____, _____
Aides	Katie Almond

Additional support staff is provided through the district’s membership in ANW COOP

INTRODUCTION

PHILOSOPHY

The purpose of Altoona-Midway Middle/High School is to prepare our students to become effective, responsible citizens of our democratic society. The school shall provide a variety of activities designed to promote student growth and development in the cognitive, affective, and psychomotor domains. Effective citizenship is impossible without the ability to think. The one who contributes effectively and responsibly in a democratic society can fill his role only if he is aware of the values of his society and is capable of making his own value judgments. He must have, in addition, the intellectual means to study events, to relate his values to them, and to make wise decisions as to his own actions. He must also be skilled in the processes of communication and must understand both the potentialities and limitations of communication among individuals and groups.

PURPOSE

This handbook is designed to assist with communicating to students and parents important issues, whether law, regulation, Board policy, or practice required of them.

USD #387 MISSION STATEMENT

The mission of the Altoona-Midway Schools is to ensure that all students have the opportunity for a quality education which will enable them to develop attitudes, knowledge, and experience necessary to reach their potential for becoming responsible and productive members of society.

ALTOONA-MIDWAY MIDDLE SCHOOL MISSION STATEMENT

The mission of the Altoona-Midway Middle School is to provide students with a learning environment that will develop a positive attitude and self-concept, master basic skills, maximize learning opportunities, and set a direction for life to prosper as a contributing member of society.

ALTOONA-MIDWAY HIGH SCHOOL MISSION STATEMENT

The mission of the Altoona-Midway High School is to prepare students to become productive citizens in a changing world.

POLICY CLARIFICATION

All provisions set forth in this handbook, which discuss or define student conduct are intended to be and shall be regulations for student conduct. This handbook is designed to prevent misunderstanding by students about their responsibilities and privileges. This handbook and all of the provisions in this handbook are adopted and approved by the Board of Education each year for the purposes of defining minimum expectations for student conduct and insuring that all USD #387 schools maintain the best possible environment for learning and an atmosphere in which students and teachers may work together in harmony.

CONDITIONS OF ENROLLMENT

As a condition of enrollment, students are required to abide by all regulations contained in this handbook as well as other policies established by the USD 387 Board of Education.

If a student chooses not to abide by the regulations contained in this handbook, any other policy established by the USD 387 Board of Education, or any reasonable request by school authorities, disciplinary action may be imposed at the administration's discretion, up to and including expulsion from school.

NONDISCRIMINATION STATEMENT

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a matter deemed appropriate by the administration, up to and including suspension or expulsion from school.

<p>Fight Song Tune: "On Wisconsin"</p> <p>On you, Jets; on you, Jets, Fighting to the end. Always faithful, striving onward, Trying hard to win. Go! Fight! Win!</p> <p>On you, Jets; on you, Jets, Victory is our cry. Striving hard to win this game For A-M High</p>	<p>Alma Mater Tune: "Aura Lee" (Love Me Tender)</p> <p>A-M High, we sing to you. Raise your banners high. Loyal, steadfast, straight and true The Jets will ever fly.</p> <p>A-M High, A-M High Always will be true To the school we love so well With colors, gold and blue.</p>
	

ROLE OF THE PARENTS

A school system, to be effective, must have the support and confidence of the parents. Schools are what parents make them to be. To have understanding, you must have good communication. Parents are urged to visit the school and to keep a check on their students' progress. Please be sure to "check in" at the building's main office before proceeding.

When there is a problem or a concern, parents are urged to contact the school. Following the standard "chain of command" can help the parent find answers to questions. Students should be instructed to consult first with the teacher before going to the building principal. In most cases, the teacher is in a better position to make adjustments.

The building principal, then the superintendent, should be consulted before a parent carries a complaint or concern directly to school board members. If the parent is not satisfied with the response or action of the administrator, then the issue can become a matter for school board consideration.

Complaints or petitions to the school board should be made in writing or the complainant should request that s/he be placed on the next school board agenda. The complainant will not be placed on the board agenda until the chain of command has been followed through the appropriate steps (teacher-principal-superintendent-school board). That request should be made to the superintendent at least one week in advance of the next regularly scheduled board meeting. Regular board meetings are held the second Monday of each month.

ENROLLMENT/WITHDRAWAL FROM SCHOOL

ADMISSION REQUIREMENTS

All resident students shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or person who is a resident of the district. All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation, which the Board determines to be satisfactory. Students enrolling in grades K-12 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall include:

1. a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order.
2. The name, address, telephone number of the lawful custodian.
3. The records shall also provide the identity of the student as evidenced by one of the following:
 - a. a birth certificate
 - b. a copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services
 - c. a certified transcript of the student
 - d. other documentation the Board considers satisfactory

ADDRESS/PHONE REQUIREMENTS

Please notify the school secretary within seven (7) days if any of the following changes: phone number for home or parents' work; mailing or street address; or emergency contacts.

ASSIGNMENT TO SCHOOL/CLASSES

The administrator shall assign students to the appropriate building. The administrator, based on the educational abilities of the student, shall determine assignment to a particular grade level, or particular classes. If the parents disagree, the administrator's decision may be appealed in writing to the Board.

CHANGE OF CLASS SCHEDULE

Any change of class schedule must be granted approval by the following, in order: principal, counselor, both sending and receiving instructors, and the parent/guardian. Changing class schedules will be permitted only during the *first three days* of classes beginning each semester and will be granted only if there is another appropriate class for the student to take.

WITHDRAWAL AND DROP PROCEDURES

A student who withdraws from Altoona-Midway Middle/High School during the academic year will follow these procedures:

1. Bring a note from his/her parents explaining the reason for withdrawal and giving their approval. Present this note to the counselor. The parent may come to school and personally make the arrangements.
2. Obtain a withdrawal form from the counselor and take it to his/her teachers and coaches for identification of outstanding obligations and recording of grades (to date of withdrawal). Secure the signature of the librarian, office secretary, and principal.
3. Books and materials must be returned and financial obligations met before withdrawal can be completed.
4. Clean out his/her locker(s).

5. Return the completed withdrawal form to the counselor.

**Students who are absent in excess of five consecutive school days, and where the school is unable to contact the student's parents may be dropped from the school enrollment.

OUT-OF-DISTRICT ENROLLMENT

In order to enroll as an out-of-district student, proper paperwork must be completed. A meeting will then be held with the principal prior to enrollment. The principal will then determine to admit or not admit.

ACADEMICS

COLLEGE CLASSES/DUAL CREDIT

College courses taken for college credit or for dual credit may be USD 387 required courses needed for graduation. They may be elective courses taken at the option of the student. There is no requirement by USD 387 for students to enroll in college courses. With parental permission, juniors and seniors who can complete graduation requirements prescribed by the Board are eligible to take *college classes offered at the high school campus*. Students may receive *dual credit* (both college and high school). Dual credit courses will comply with district-community college memorandums of agreement. *Students pay their own college fees*. The district may provide some textbooks and/or supplemental materials, but the student may be required to purchase additional textbooks or required classroom materials.

ELIGIBILITY CRITERIA - Rule 13 - KSHSAA/USD 387 SCHOLARSHIP REQUIREMENTS

Section 1: General regulations (apply to grades 7-12) - Art. 3:

A student in grades 7-12 shall meet the following requirements for eligibility in inter school activities:

a. Scholarship—The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalent, the previous semester or the last semester of attendance.

(See Rule 14-1-1, Bona Fide Student and the Rule 15-1-3, Enrollment/Attendance.)

b. Enrollment—The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed), of unit weight, or its equivalent, during the present semester. (See Rule 14-1-1, Bona Fide Student, and Rule 15-1-3, Enrollment/Attendance.) NOTE: High school students dually enrolled in colleges, who have their college hours recorded on their high school transcript, may count five hours of college credit as two subjects of unit weight or three hours of college credit as one subject of unit weight. However, the student must attend at least one class of unit weight at the member, base school per semester.

Section 3: Middle/Junior High School Regulations - Art. 1:

Middle and junior high schools may elect to report scholastic eligibility on a quarterly basis, at the option of the local school. In that event, the student shall meet the following requirements for eligibility in inter school activities:

a. Scholarship—The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalent, the previous quarter or the last quarter of attendance. (See Rule 14-1-1, Bona Fide Student and Rule 15-1-3, Enrollment Attendance.)

b. Enrollment—The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed), of unit weight, or its equivalent, during the present semester. (See Rule 14-1-1, Bona Fide Student, and Rule 15-1-3, Enrollment/Attendance.)

KANSAS BOARD OF REGENTS (KBOR) QUALIFIED ADMISSIONS

State of Kansas students must meet the following requirements *to be guaranteed admission* to any of the six Kansas State universities: Graduated from an accredited high school; AND

1. Achieve an ACT composite score of 21 or above (or SAT score of 980); OR
2. Rank in the top one-third of the high school graduating class; OR
3. Complete the qualified Admissions curriculum with at least a 2.0 grade point average (GPA) on a 4.0 scale.

State of Kansas students must meet **one** of the following five requirements *to qualify for admission* to any of the six Kansas Regents universities:

1. Achieve an ACT composite of 21 or above.
2. Rank in the top 1/3 of the high school's graduating class.
3. Complete the qualified admissions Pre-college with a 2.0 GPA if graduating from a Kansas High School.
4. Apply for the 10% exceptions window.
5. Complete 24 credit hours with a GPA of 2.0 or better at a community college or non-Regents university.

2017 Qualifications for the University of Kansas

Complete the Qualified Admissions curriculum with at least a 2.0 grade point average (GPA) on a 4.0 scale and you have to have a 3.0 overall GPA with a 24 or above on the ACT, **OR** 3.25 overall GPA with a 21 or above on the ACT.

GRADING/GRADE CLASSIFICATION

To evaluate progress, the following grading scale will be used:

- **100-90 = Grade A (Superior):** Scholarship exceeds the expectations of the instructor.
- **89-80 = Grade B (Above Average):** Scholarship is accurate and complete.
- **79-70 = Grade C (Average):** The student's scholarship is of medium quality.
- **69-60 = Grade D (Below Average):** The student is barely meeting minimal requirements.
- **Below 60 = Grade F (Inferior):** This is a failing grade resulting from any or numerous weaknesses.
- **Incomplete** = Coursework is missing and must be made up within **two weeks** of the end of the quarter or the "Incomplete" becomes a grade of "F."

For the purpose of **classification**, the following will apply:

- Freshman = promotion from the eighth grade
- Sophomore = 6 units of credit
- Junior = 12 units of credit
- Senior = 18 units of credit

GRADUATION EXERCISES

Formal public graduation activities for the high school and a ceremony of completion for the eighth grade will be conducted for each school.

In order for a senior student to participate in the graduation exercises, that student must have fully completed the state and district requirements prior to participating in the graduation exercises and be in good standing. For a student who has not completed the state and district requirements prior to the graduation date, that student will

not be allowed to participate in graduation exercises. That student may, however, receive his/her diploma at a later date upon completion of summer school or course recovery if offered and available.

Graduation exercises shall be under the control and direction of the building principal. At eighth grade promotion and high school graduation, the students who participate will be required to adhere to the school dress code.

GRADUATION REQUIREMENTS

In order to graduate from Altoona-Midway Middle/High School, the student must have earned 26 credits. The requirements for graduation shall include the work completed in grades 9-12. Those requirements are as follows:

- 4 units of Language Arts, which include English I, II, III, and IV
- 3 units of Social Sciences, which shall include one unit of American History and one unit of American Government
- 3 units of Science, which shall include one laboratory course
- 3 units of Mathematics
- 1 unit of Health and Physical Education
- 1 unit of Fine Arts
- 11 Electives

Seniors not meeting requirements will not be permitted to participate in commencement exercises. Students are not eligible to receive a diploma if they have outstanding debts or are not in good standing. (Students not in good standing would include students on suspension or with detention time not served.)

QUALIFIED ADMISSIONS – PRE COLLEGE CURRICULUM

- 4 units of English
- 3 units of Natural Sciences chosen from Biology, Advanced Biology, Chemistry, or Physics
- 3 units of Mathematics chosen from Algebra I, Algebra II, Geometry, or College Algebra
- Applied Math I and II can be substituted for Algebra I
- 3 units of Social Sciences to include American History, American Government, and World History

KANSAS SCHOLARS CURRICULUM

- 4 units of English
- 3 units of Natural Sciences – Biology, Chemistry, and Physics (strongly encouraged to take a fourth year of science)
- 4 units of Mathematics – Algebra I, Algebra II, Geometry, and one advanced math course.
- 3 units of Social Sciences to include American History, American Government, and World History
- 2 units of Foreign Language

HOMEWORK

Students are expected to complete homework assignments on time as prescribed by the classroom teacher. Students will be able to turn in late assignments within one week from the due date. They will receive a grade no higher than 75%. Any assignments after the extended time will be counted as one point.

HONOR ROLL

Students having a grade point average of 3.0 to 3.49 will be on the honor roll. Students who have a 3.5 to 4.0 grade point average will be on the high honor roll. All courses are considered in the compiling of the grade point average.

PLAGIARISM

The practice of taking someone else's work or ideas and passing it off as one's own.

- Consequences:
- 1st Offense—Zero on assignment
 - 2nd Offense—Meeting with student, parent, teacher, administrator, and a zero on the assignment.
 - 3rd Offense—Automatic failure of course

CHEATING

To include but not limited to: acting dishonestly or unfairly in order to gain an advantage on any school related assigned work.

- Consequences:
- 1st Offense—Zero on assignment
 - 2nd Offense—Meeting with student, parent, teacher, administrator, and a zero on the assignment.
 - 3rd Offense—Automatic failure of course

SEMESTER FINALS

All Middle School and High School students will take semester tests in all classes. Each test will be an accumulative assessment, representative of what was covered during that semester.

Tests are scheduled on the following dates:

Winter Finals

December 16th (Grades 6th-12th: Blue Schedule)

December 17th (Grades 6th-12th: Gold Schedule)

Spring Finals

May 6th and May 7th (SENIORS--May 6th Blue Schedule; May 7th Gold Schedule)

May 13th and May 14th (8th GRADE--May 13th Gold Schedule; May 14th Blue Schedule)

May 19th (GRADES 6th, 7th, 9th-11th: Gold Schedule)

May 20th (GRADES 6th, 7th, 9th-11th: Blue Schedule)

REPORT CARDS

Report cards are issued on a quarterly basis. Mid-quarter reports are also sent out as needed. Students and parents are reminded that even though grades may be passing at the mid-quarter mark, students may still fail the marking period. For up to date grading and attendance information, parents and students should log onto our district website www.usd387.org and then click the PowerSchool link to log in.

ACTIVITIES

DANCES

- All school policies will be in effect during school dances or parties.

- Once a student leaves a school-sponsored dance or party, he/she may not return to the function.
- Unless otherwise approved, attendance at all dances is limited to students of Altoona-Midway Middle/High School.
- Outside dates must register in the office no later than 2 days prior to the dance. The registration list will be present at the entrance to the dance. Those not listed will not be admitted.
- NOTE: Graduates of A-M High School are invited to attend Homecoming Dances.
- All school-sponsored social events must be approved by the principal.
- A social event that includes the sponsoring club or organization members-only must be placed on the school calendar at least one month in advance of the planned event.
- Social events that include students outside the sponsoring organization (such as school dances) must be placed on the calendar by October 1st of each school year.
- Age limit on outside dates will be 20 years old. EXCEPTION: Alumni attending Homecoming.

The number of school dances per year will be limited in number, as indicated, to the following organizations: STUCO – 2; Middle School – 2; Junior/Senior Prom.

ACTIVITIES AND PARTICIPATION REQUIREMENTS POLICY

The following are subject to the Activities and Participation Requirements listed in the policy written below:

1. Athletics/Cheer
2. FFA
3. FCCLA
4. Forensics
5. Quiz Bowl
6. Scholars Bowl
7. NHS
8. STUCO
9. College Visits (w/ Mrs. Sexton)
10. Other

Requirements Policy Defined

The requirements for participation in KSHSAA governed activities (athletics, cheer, etc.) will be subject to the policy written in the Student Handbook. Middle School students must be passing five new subjects in order to be eligible to participate. Eligibility will be determined on a *quarterly basis*. High School students must also be passing five new subjects. Eligibility for HS will be determined *per semester*. It will be the responsibility of the Activities Director to create and provide a list of students who will not be eligible for these state sanctioned activities as stated.

In addition to these requirements, Altoona-Midway MS/HS students must also perform to an academic level that exceeds the following criteria and participation guidelines:

Students with two D's and/or lower will not be eligible to attend or participate in any of the activities listed one through ten. Also, students with one or more F's will not be eligible to attend or participate in these listed activities. This policy will be for the entire week following posted grades. When grades no longer fall into either of these categories, a student will then be eligible to attend and participate the next school week.

In an effort to reduce the time students are out of class, students will not be able to attend more than two events or activities, as listed above, per week. The purpose for this requirement is based on a more stringent need for academic fidelity. Students need to be in class in order to benefit from the complete academic experience. This requirement excludes participation in KSHSAA sanctioned activities. Coaches and sponsors, however, are allowed to require students to work on their academics prior to attending practice. This could range from thirty minutes to the duration of practice.

In order to monitor and enforce these requirements, it will be the responsibility of the activities director, secretary, and individual teachers to provide pertinent information to whoever requires it. The A.D. will provide a list of ineligible students to all staff. Secretary will provide all staff with a list of students who have been absent two days for the school activities listed (within a school week).

FUNDRAISING

In an effort to keep fundraising to a minimum, the following guidelines have been set. The freshmen and sophomore classes as well as student organizations are limited to ***ONE*** fund raising event per year. The junior class will have cake raffles plus two other events. The senior class is responsible for all events requiring a concession stand at both the middle school and high school levels. In addition, seniors will also be allowed two additional fundraisers. All fundraising events must be scheduled with the principal within the first month of school. The actual fundraiser does not need to be chosen but the time frame must be scheduled with the principal. Juniors will have first choice in scheduling fundraisers.

INTER-SCHOOL ACTIVITIES

Altoona-Midway is a member of the Kansas State High School Activities Association (KSHSAA) and must follow the rules and regulations of KSHSAA. For further specific details of rules, see your coach/sponsor, or principal.

LEAGUES AND ASSOCIATIONS

Altoona-Midway Middle School is associated with the Mineral Belt League.
Altoona-Midway High School belongs to the Three Rivers League.

OVERNIGHT SCHOOL SPONSORED TRIPS

Students participating in overnight school-sponsored trips will be required to have their luggage checked by the sponsor/coach/school official prior to leaving for the activity. A student in violation of district policy will be excluded from the trip and will also be disciplined according to handbook policy.

SPORTSMANSHIP

The KSHSAA states “sportsmanship is a general way of thinking and behaving.” The following sportsmanship policy items are listed below for clarification:

- Be courteous to all: participants, coaches, officials, staff, and fans.
- Know the rules.
- Abide by and respect the officials’ decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, team, and school.
- Permit only positive sportsmanship behavior to reflect on you, your team, your school, and its activities.

STUDENT IN GOOD STANDING

Student in good standing is defined as:

- Passing all classes (no “F” grades).
- Not a chronic violator of behavior guidelines: not assigned to detention, ISS, or OSS on the date of the trip.
- No chronic problems with attendance or tardies.
- The student has paid all fees and/or fines, does not have any overdue library books, is up-to-date with money owed to his/her class for fundraising, and has returned school (as applicable) uniforms and equipment.

The building principal shall have the final determination of whether or not a student is in “good standing.”

TRANSPORTATION TO AND FROM ACTIVITIES

When the District provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.

No student will be released from the obligation of traveling to and from a school-sponsored event in school-operated vehicles unless the student's parent releases, in writing, the school from the coach or sponsor. Every coach in charge will carry a Transportation Log; the parent must sign the Transportation Log in person and in the presence of the administrator in charge in order for that student to be released. No other adult or family member except the parent may sign the Transportation Log.

ATTENDANCE

In the event of a pandemic, alternate attendance policies may apply.

MIDDLE/HIGH SCHOOL ATTENDANCE POLICY

The board requires the regular attendance of all students in their assigned classes and activities. Regular attendance is an important part of education. Only by attending classes can a student receive the full benefit of instruction. Class participation is one of the areas of student performance used to determine grades. Students are expected to attend all classes every day.

Provisions have been made for those occasions when it is absolutely necessary for a student to be absent. All absences must be restricted to essential causes.

ABSENCES

Students must get an admit slip from the office for the day or days that they have missed.

EXCUSED ABSENCE

An excused absence is one that has been classified excused by the building administration. An absence, which falls under one of the 6 board approved reasons for absence, will be classified excused if the building attendance procedure is followed by the student and the parent or legal guardian.

In-school suspensions are considered excused under board policies. Make-up privileges shall be allowed for excused absences. (EX: Absent on Monday, returns on Tuesday, assignment, due on Wednesday.)

Absences shall be excused for:

- Personal illness. The school administration may, with due notice to the student or parent/legal guardian, require verification from a physician of absences due to reasons of health.
- Serious illness or death of a member of the family.
- Obligatory religious observances.
- Participation in a Kansas State High School Activities Association activity, a district approved function, or a school sponsored activity.
- Emergency situations requiring immediate action.
- An absence, which has been requested in writing and approved in advance by the building administration. Activities of an educational nature or involving the student's family may fall in this category. Assignments are to be requested by the student before the absence occurs.
- Assessments may be made up after the absence.

Students who are absent more than 5 days in a row will need a note from a doctor in order to be excused. Students who are absent more than 9 times in any 9-week grading period will need a note from a doctor in order to be excused.

UNEXCUSED ABSENCES

An unexcused absence is one that has been classified as such by the building administration. An absence will be classified unexcused if it does not fit one of the board's six stated reasons for excusable absence, or if the student and/or the parent or legal guardian does not follow the building attendance procedure.

A student *may* not receive credit for work missed due to an unexcused absence. The student is responsible for getting missed assignments/assessments from each teacher. Students shall be encouraged to maintain continuity of learning by completing the assignments missed during a period of unexcused absence even though credit *may not* be given.

The student, the student's parent, or legal guardian shall be entitled to informal procedural due process and may request, in writing, an appeal to the building principal and it will be brought before an appeal committee.

EXCESSIVE ABSENCES

A student's regular attendance in the classroom is an essential ingredient of the educational process. Classroom teachers will take excessive absences, whether excused or unexcused, into consideration in determining the grades to which students are entitled. Except in circumstances clearly beyond the control of the student, the failure of a student to attend at least 85 percent of all class periods in each academic semester shall be considered excessive absences and may result in a failing grade and/or loss of credit for the course.

The student, the student's parent, or a legal guardian shall be entitled to informal procedural due process and may request in writing an appeal to the building principal which will be brought before an appeal committee.

Students who are engaged in extracurricular activities must be in school the final four periods of the school day if they are to take part in that activity that day. Exception: In case of a doctor appointment,

case of illness in the family, a family emergency, or a funeral, the student will be eligible to participate in the activity if that student notifies the principal in advance. This rule also includes practice.

School officials should be notified by 9:00 A.M. by a parent or guardian if the student is going to be absent that day. If the school is not notified by 9:00 A.M., school officials will attempt to contact parents/guardians at home, workplace, etc.

In order to leave the school grounds during the day, the student must:

- Get parental approval and approval by the principal prior to checking out.
- Sign the check - out sheet in the principal's office. Students who leave school without permission of office will be considered unexcused and will be subject to disciplinary measures.

TARDIES

Students are expected to be in class and ready to go to work when the bell rings. The only reason that a student might be late to a class is if he/she is detained by a staff member for educational purposes. If this should occur, the student will receive a pass explaining why the student was detained and no tardy will be recorded.

Students tardy to first hour must report to the office for an admit slip to class. Tardies that will be excused are those which the student has had an appointment with a doctor or dentist. Tardies such as the car would not start, sleeping in, etc., are not excused. Students will receive a 10 min detention for the 4th tardy in a class, and a 20 min detention for the 5th tardy in class, to be served with the teacher where the tardies occurred. On the 6th tardy, the student will receive ISS for 1 day. The 7th tardy student will receive 2 days ISS. Tardies will accumulate per semester. The parent or guardian will be notified if any detentions or ISS are given. Any student having more than 7 tardies in a class will be required to have a parent meeting with the administration to discuss the chronic tardiness. Discipline after 7 tardies will be on a case-by-case basis as determined by the administration.

PERFECT ATTENDANCE POLICY

In order for the student to be eligible for perfect attendance, the student must have no absences or discipline referrals for excessive tardies.

TRUANCY

Definition of Significant Part of the School Day-A significant part of a school day is twenty (20) minutes or more.

Truancy is defined by state law as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. Students who are absent for a significant part of the school day (20 minutes or more) shall be considered truant.

Truancy as defined by USD 387:

Not attending school after leaving home to do so.

Leaving school without permission.

Not attending a class the student is enrolled in without a legitimate pass to do so.
Leaving class without permission.

The building principal is authorized to report students who are inexcusably absent from school to the appropriate authority. Prior to reporting to either DCF or the county or district attorney, a letter will be sent to the student's parent or guardian notifying them that the failure of that student to attend school without a valid excuse shall result in the student being reported truant.

DISCIPLINE MEASURES

EXPULSION/LONG TERM SUSPENSION

Expulsion means to bar a student from school for a period of time longer than 10 days. Altoona-Midway USD #387 Board of Education in conjunction with Kansas 72-8901-KS72-8906 covers expulsion.

IN SCHOOL SUSPENSION (ISS)

ISS is for the less serious discipline offender. A student can be placed in ISS for no more than 5 days per offense. If in ISS, a student cannot participate in any outside activities during the school day. If the activity is after school and all work is turned in, then participation will be permitted. This includes practice.

Guidelines for In-School Suspension (ISS)

- Student must report to the principal's office *at 8:05 A.M.*
- **Teachers will email a list of that day's assignments to the student. Assignments are due the next school day unless specified otherwise by the teacher.**
- The student must stay in the assigned area for that day to complete his/her work. The only time the student is allowed to leave the area is to go to the restroom. This time will be approved by the principal or designated person.
- Student will get his/her lunch and be assigned a designated location.
- After the last bell, the student will leave all completed assignments with the principal, or designee, to be given to the teachers.
- If a student needs help with an assignment, arrangements will be made during the teacher's planning period if he/she is available at that time.

NOTE: The student is not to leave the ISS room except for an emergency (fire or tornado alarm), or with permission given by the principal or office staff. Violation of this policy will result in extended time in ISS or an out of school suspension.

SHORT TERM OUT OF SCHOOL SUSPENSION (OSS)

To suspend means to temporarily bar a pupil from attending school or any school activity. The first offense of the following rules may result in a suspension not to exceed three days. A second offense will result in a suspension not to exceed 10 days. **The student will then be responsible to get an assignment from each teacher. The student will receive the same amount of time as an excused absence would receive. Assessments will be taken at the teacher's discretion.**

When a student is under suspension he/she cannot participate in, or attend any school functions or be present on school grounds. This includes all school activities.

The following actions are prohibited and could result in immediate suspension or expulsion:

- Demonstrating disrespect for any student or member of the staff to include the use of profanity, name-calling or making threats.
- Possession or use of tobacco or vaping materials on school property.
- Fighting on school property while attending any school functions.
- Destroying, defacing, vandalizing school property.
- Disregarding the policy of dress and personal appearance.
- Possessing, using, or being under the influence of alcoholic beverages and/or drugs on school property.
- Engaging in any activity that endangers the life, safety, or well-being of students and staff.
- Extortion (to get something by threats)
- Any other violation of criminal law.
- Sexual Harassment
- Weapons are not allowed at school, on school grounds or at any school sponsored activity. A violation will result in an administrative hearing for long-term suspension or expulsion.

SCHOOL BUS DISCIPLINE PROCEDURES

1. **1st Offense**: Student will receive a warning based on infraction. A discipline notice will be mailed to parent/guardian.
2. **2nd Offense**: Student will be suspended from the bus for (1) one day, to begin on the next school day. Parent/guardian will be called to inform them, and a discipline notice will be mailed.
3. **3rd Offense**: Student will be suspended from the bus for (3) days to begin on the next school day. Parent/guardian will be called to inform them, and a discipline notice will be mailed.
4. **4th Offense**: Student will be suspended from the bus for (5) days to begin on the next school day. Parent/guardian will be called to inform them, and a discipline notice will be mailed.
5. **5th Offense**: Student will be suspended from the bus for the remainder of the school year. This will not include riding the bus to and from school activities.

NOTE 1: Parents/Guardians are responsible for transportation to and from school if a student is suspended from the bus.

NOTE 2: Administration will determine if an incident is severe enough to bypass any of the above listed offenses. Behavior that jeopardizes the safety of others and themselves will not be allowed.

GENERAL INFORMATION

INSURANCE COVERAGE FOR STUDENTS

We have catastrophic insurance coverage through the Kansas State High School Activities Association. All insurance coverage is the responsibility of the student, parent or guardian.

PURCHASES

No student is to make any purchase in the name of the school without the approval of the principal and the organization sponsor.

STUDENT VISITORS

No student visitors will be allowed to come to school with our students. No student visitors will be allowed to ride the school bus.

TELEPHONE

Office telephones are used for business and emergencies only. Please get permission to use this phone when a special need exists.

VISITORS

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal. To ensure safety and security, all visitors must check in at the office before proceeding to contact any other person in the building or on the grounds. If conduct of the visitor is not satisfactory, he/she will be asked to leave the building.

WAIVER OF LIABILITY

The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

HEALTH & SAFETY

EMERGENCY DRILLS

Fire, tornado, and crisis drills are held at various intervals throughout the school year. Basic Rules:

1. Check the map in each classroom indicating how to leave the building in case of fire or crisis. (A map should be posted near the classroom door.)
2. Walk with no talking, moving quickly and quietly to the designated area. Drills are to be conducted in a manner reflecting an actual event.
3. Follow the teacher's instructions.

Each teacher will be responsible for assisting any disabled students in his/her charge to the nearest accessible exit or safe refuge area. Each building administrator will be responsible for assisting any disabled visitors to the nearest accessible exit or safe refuge area. Disabled occupants will be assisted to the following meeting place outside the school:

1. The east exit leading from the lobby area.
2. The east exit leading from the south end of the building.
3. The north exit through the gym area.

HEALTH SERVICES

The School Health Program is maintained to improve and promote the health of the student. A health record is established for each student. This includes the testing of eyes and ears and keeping records of diseases and immunizations of each student. The school nurse may make home visits as needed.

The school nurse will be at the high school two days a week. If a student is injured or becomes ill while at school he/she should always notify a teacher, the principal or the nurse. Procedures for emergency care are under the direction of the principal and school nurse. Simple first aid may be

applied, and a cot is available for use. Minor injuries or illnesses may not require a student to be taken home.

If an injury or illness is serious, the student's parents will be contacted before the student is sent or taken home. It is extremely important that current information be on file in the office so that the school will know where and whom to notify in case of emergencies.

Students who need to take prescribed medications at school should bring them to the office. School personnel will give no drugs or internal medicine of any kind to a student unless there is a written statement from the child's physician giving the name of the drug, the amount to be taken and the specified time of administration. **All over the counter medications are to be brought to and kept in the office. This includes cough drops.**

PHYSICAL EXAMINATION/PARENTAL CONSENT

Students in grades 6-12 are not eligible to represent their school in interschool athletics or cheerleading until there is on file with the principal a signed statement by a physician certifying that the student has passed an adequate physical examination. A signed statement by a parent or legal guardian stating that the student has permission to participate must also be on file. Physical exam forms are available in the principal's office or through the activities director/coach/sponsor.

The physical examination shall not be taken earlier than May 1st, nor later than the first practice session for the activity in which a student participates. The physical examination for cheerleaders shall be completed and on file one week prior to the first athletic event at which the student represents her school as a cheerleader.

PHYSICALS

Students in grades 6-12 participating in athletics, cheerleading, and/or any other sanctioned KSHSAA sport must have a physical on file. It is the responsibility of the parent to see that the student has a physical as required by the KSHSAA. Physical forms are available in the high school office. A student may not participate in any sport until the physical is on file.

WEATHER

If ice or snow should cause the school day to be shortened or canceled, an ALL-CALL will be sent by phone. Notification will also be broadcast by KKOY and KINZ Radio in Chanute, and KOAM TV in Pittsburg.

SCHOOL PROPERTY

LOCKERS

Lockers are the property of Unified School District #387. **Lockers are not to be altered so that they do not lock.** Personal locks may not be put on school lockers. Students are required to lock their lockers. Students are prohibited from storing anything in their lockers that is not needed for school related activities. The marking on or abuse of lockers is prohibited and is considered vandalism and is subject to administrative and/or legal action. The use of any type of tape is strictly prohibited, as it

will damage the paint. Money or other valuables should not be kept in an unlocked locker. The school is not responsible for lost or stolen money or valuables. The principal or their designated representative has the authority to search any locker upon reasonable belief that the locker contains

items prohibited by law or school regulations. Such a search may be made without notice to the student to whom the locker has been assigned. The student is responsible for all items in his/her locker. **All book bags/backpacks will be stored in lockers throughout the school day. They are not to be allowed in classrooms.** *Exception: Students may take them to the Ag building, but must put them back in lockers when they return.*

USE OF TRAINED DOGS TO SEARCH

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees.

STUDENT CODE OF CONDUCT

Before learning can take place, there must be an atmosphere conducive to learning. The maintenance of this atmosphere is a cooperative effort involving students, staff, teachers, and parents. Students must show proper respect to authority and peers, be attentive in class, take proper care of school property, respond appropriately to authority, and obey applicable laws and statutes, whether federal, state, or local, and follow the policies and regulations of USD 387 schools. Unacceptable and/or disruptive behavior in the building, any place on school grounds, on school transportation, or at school functions occurring off school grounds will be dealt with in a manner appropriate to the infraction or as expressly stated in school district policy or regulation.

A student chooses to violate the policies and regulations of USD 387 and in so doing must accept the consequences of his/her choice. The sole purpose of school discipline is to change negative behavior. To fulfill that purpose, the following Code of Conduct will be adhered to.

AUTOMOBILE AND PARKING PROCEDURES

A parking lot for student use is provided for students driving to school. Students are expected to drive automobiles in a safe manner in the parking lot and while entering and leaving the campus. Abuse of driving or parking regulations will result in the driver's loss of parking privileges on the campus. The following procedures must be observed.

1. Safe operation of automobiles and motorcycles is mandatory.
2. Speed limit in the parking lot is 5 M.P.H.
3. Do not drive behind a school bus when it is backing out or preparing to back out.
4. Students are not to be in their automobiles or parking lot between 7:55am through 3:15 pm, except for late arrival and early dismissal traffic, or those students with permission from the office.
5. The yellow-marked zone is for bus parking only.
6. The parking area north of the gym is reserved for students who are participating in athletics before or after school.
7. Students will use the main parking area east of the gym either adjacent to the sidewalk or on the far-east portion of the parking area.
8. Automobiles will not be double parked, as ample parking space is available.

BEHAVIOR CODE

It is imperative that a positive learning environment be established and maintained at Altoona-Midway. Students have the right and need for an atmosphere conducive for learning. When disciplinary actions are taken against a student, the student will be counseled, the parents/or legal guardian will be notified and a parent conference may be requested. This behavior code as outlined does apply to all students at all times while they are the school's responsibility.

The following Discipline Matrix will be used to determine consequences for violations of the Behavior Code. The Matrix will include, but is not limited to, items listed under each Level.

Altoona-Midway MS/HS Discipline Matrix				
Level 1	Level 2	Level 3	Level 4	Level 5
<i>documented in Kickboard</i>		<i>immediate office referral</i>		
<ul style="list-style-type: none"> Unexcused tardy to class Unprepared for class Public displays of affection Inappropriate language Clothing violation Cell phone violation Food/drink violation Minor misconduct Horseplay Hall pass violation Discourteous behavior Not having district issued device charged (one mark per day) Not having district issued device at school (one mark per day) 	<ul style="list-style-type: none"> Cheating (daily work) Refusal to work Profanity (non-directed) Noncompliance Out of assigned area without permission (room/gym/cafeteria) Leaving Class without permission Dishonesty Personal Space Violation Games/Off Task – on district issued technology 	<ul style="list-style-type: none"> Disruptive conduct Noncompliance of reasonable request Profanity – Directed at peer Skipping Class Disrespect to Visitor Plagiarism Inappropriate Behavior at school activities Recording violation (minor) 	<ul style="list-style-type: none"> Leaving Building without permission Disorderly conduct Profanity towards staff Tobacco violation Endangering the safety or welfare of self/others Intimidation, bullying, harassment, threats Sexual misconduct Vandalism Fighting (physical) Verbal assault Insubordination Truancy 	<ul style="list-style-type: none"> Sexually explicit or violent material Battery/assault Sexual harassment Illegal activity Theft Weapons possession Controlled substance Drugs/Alcohol Drug Paraphernalia
Immediate Consequences	Immediate Consequences	Immediate Consequences	All Violations	
<ul style="list-style-type: none"> 1st - Verbal Warning 2nd- + = 1 negative Kickboard point per instance 	<ul style="list-style-type: none"> 2 negative Kickboard point per instance 	<ul style="list-style-type: none"> Parent Notification by Administration 5 negative Kickboard point per instance 	Depending on the severity of the offense, one or more of the following options may be chosen along with administrative contact of parents. <ul style="list-style-type: none"> ISS OSS Expulsion Hearing Law Enforcement Referral Restitution 	
Weekly Consequences			Technology Misconduct	
<ul style="list-style-type: none"> 5 negative Kickboard points = 1 detention 10 negative Kickboard points = ½ day ISS 15 negative Kickboard points = 1 full day ISS 20 + negative Kickboard points = administrative discretion 			Serious and severe technology misconduct will result in the immediate confiscation of the device and administrative referral.	

BEHAVIOR

All school regulations are made to provide orderly operation of the school and to assure each student the opportunity for a good education. Regulations will be modified, added, or eliminated as necessary. Our goal is to provide a school atmosphere and attitude that will encourage excellence in education.

- Students must be in good standing to participate in extracurricular activities. Administration will determine if a student is in good standing.

- Students will not deface, damage, steal or destroy school or private property.
- Students will not fight, push or engage in horseplay.
- Students will not run in the building.
- Students will not gamble, use tobacco, narcotics or intoxicating liquors on school grounds or at any school-sponsored activity.
- Students will not use profanity on school grounds or at any school-sponsored activity.
- Students will not be disrespectful to other students, staff, faculty, or administrators.
- Cheating (plagiarism) in any class will result in a zero for the assignment and in-house suspension as determined by the administrator.
- Students will not play cards in the building during class time or study hall.
- Students will not display affection while on school property or during school activities.
Affection may be defined as: petting, kissing, sitting excessively close together or any other actions not conducive to good school behavior. (Examples: defined as a close personal contact that is considered out-of-place for the school activity or any other actions not conducive to good school behavior.)
- Students shall submit to the authority of all teachers of the school.
- Students cannot assume rights of privacy regarding vehicles parked on school grounds, book bags, purses, lockers, etc. “Reasonable suspicion” searches will be rendered in an appropriate manner.
- School authorities or the principal will handle all other behavioral matters not mentioned above. Law enforcement may be contacted as deemed necessary by the principal or designee.

District personnel may refer students to any medical, treatment or social service agency when a student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs. Immunity from civil liability for any such referrals will be given to district personnel unless such referrals were made in bad faith or with malicious purpose. Law enforcement will be contacted in all such cases. When appropriate, the parents of students under 18 years of age will also be notified of the referral in a timely fashion.

CYBER-BULLYING:

Cyber-bullying that impacts the school, its safety, and the safety and well being of its staff and students is strictly forbidden. The use of district-owned equipment and/or district computer systems for cyber-bullying will result in the suspension of the student, loss of technology privileges, and possible referral to law enforcement. Cyber-bullying which is dangerous or abusive that directly affects another student(s), the school, or its staff, whether district equipment or district computer systems are used or not, will be referred to law enforcement.

INTERVENING TO ADDRESS BULLYING:

Responsibilities of Altoona-Midway and ANW Employees

All Altoona-Midway and ANW employees, including lunchroom staff, custodians, and bus drivers, who witness incidents of bullying or school violence or who possess reliable information that would lead a reasonable person to suspect that a person is a target of bullying, must:

1. Intervene immediately in a manner that is appropriate to the context and ensures the safety of all people involved;
2. Report the incident of bullying or retaliation to the Principal/ Designee as soon as practicable, but within 24 hours, on the Altoona-Midway Bullying Complaint Form;
3. Cooperate fully in any investigation of the incident and in implementing any safety plan established by the Principal/ Designee.

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits;
3. has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
4. has the effect of substantially disrupting the orderly operation of a school and/or school district work environment.

Accused is defined as any district employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses, and at training facilities or training programs sponsored by the district who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

Complainant is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.

Victim is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses and at training facilities or training programs sponsored by the District, who is reported to have been the target of an act of bullying during any educational program or activity conducted by AMS.

CELL PHONES AND ELECTRONIC DEVICES

- Cell phones may be used before school (7:55am), during HS lunch, and after school (3:15pm). The rest of the time the cell phone will be turned off, **including when they are in your locker**. Any exceptions will be approved by the administration/classroom teacher.
- During times not specified above, cell phones will be turned off and placed out of sight in the student's pocket, purse, or backpack.
- Teachers and Administrators reserve the right to see a student's cell phone to check for compliance.
- During school activities, the cell phone will be turned off and placed out of sight in the student's pocket, purse, or backpack.
- Teachers, Coaches, and Administrators reserve the right to see a student's cell phone to check for compliance.

Refusal to give a cell phone to a staff member will result in disciplinary action as determined by administration.

- Any illegal use of the cell phone will be turned over to the sheriff or legal authority. Due to the enormous time spent on stolen cell phones, the school will NOT investigate stolen cell phones. Cell phone security is the sole responsibility of the student.

- This policy will be reviewed and adjusted as necessary by the administration.
- No student iPods, MP3 players, and/or headphones, or other non- approved electronic devices will be used in the building during the school day. Special permission may be granted by
- teachers (with administrative approval) for use in a classroom. WEARING HEADPHONES OR EARBUDS, WHETHER TURNED ON OR OFF, IS PROHIBITED IN THE HALLWAYS. This is a safety issue and will be enforced.

FIGHTING

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. These are suggested consequences. Final decisions will rest with the administration.

- ***First offense:*** 1 to 3 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies may be notified. A parent/student/principal conference must be held before the student will be readmitted.
- ***Second offense:*** 5 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies may be notified. A parent/student/principal conference must be held before the student will be readmitted.
- ***Third offense:*** 10 days OSS as assigned by the principal or his/her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.
- ***Subsequent offenses:*** 11-180 days OSS or expulsion as assigned by superintendent or her designated representative. Law enforcement agencies will be notified. A parent/student/principal conference must be held before the student will be readmitted.

HALL PASSES (**In the event of a pandemic, alternate hallway pass policies may apply.**)

Students should not be in the hallways during class time.

There are few reasons for a student to be out of class during class time. If a student is required to be out of his/her scheduled place during class time (called to the office), he/she must have a hall pass from his/her teacher. The hall pass will identify the student's sending teacher, the student's destination, and the time and date the hall pass was issued. The student will not be allowed to pass to another classroom if there is no adult supervision in that classroom. It is the **student's responsibility** to see that the hall pass is completed properly. Only **PINK passes are** acceptable forms of passes. Any student in the hall without a pass will serve detention. The teacher who allowed the student out of class will serve as detention supervisor. The principal or designee must be notified so that the detention and teacher are assigned accordingly. The student will also receive negative Kickboard points.

SCHOOL BUS PROCEDURES

Students in USD #387 who ride a bus are subject to bus regulations. Any misbehavior that distracts the driver is a very serious violation and jeopardizes the safety of everyone. Students must abide by the following:

1. The bus driver shall be in charge of all passengers while they are riding, loading, or unloading. Students must obey the bus driver promptly.
2. The bus driver shall have the authority to assign a seat to each student passenger.
3. Students shall not stand in the traveled portion of a roadway while waiting for a bus.
4. Students shall not extend any part of their body out of bus windows.
5. Students shall not get on or off the bus or move about while the bus is in motion.
6. Animals shall not be transported in a bus.

NOTE: The above six rules are Kansas Law (K.S.A. 1976 Supp. 8-2009)

7. Students in less desirable seats may move to another seat for added comfort after the passenger load is lightened, if permission is first obtained from the driver and if the bus is not in motion.
8. Students are required to turn cell phones on vibrate or silence while being transported.
9. Students must be on time. The bus cannot wait for those who are late.
10. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention.
11. Students must not throw waste paper or other rubbish on the floor or out of the window of the bus. Help keep your bus clean and sanitary at all times.
12. Intentional or careless damage to the bus is in violation of the BEHAVIOR CODE. Any damage to the bus that you find is to be reported at once to the driver.
13. The bus driver should be notified if a student does not intend to ride the bus.
14. Students will not be allowed to change buses unless permission is requested by the parents and approved by the principal and the bus driver in advance. The bus driver will report to the principal any students who violate these rules.

STUDENT DRESS CODE

The administration has the authority to determine what is considered inappropriate to wear at school and, as the need arises, will inform individual students or the student body of any changes.

1. Shorts/dresses/skirts may be worn during the regular school day. When arms are at your side, the shorts/dress/skirt should be at or below your fingertips.
2. No fishnet shirts, mid-drift tops, or spaghetti strap tops will be worn as outer garments, unless worn over an appropriate garment.
3. Tank tops allowed if sleeves are 1 1/2 in. width (3 finger width) or wider may be worn.
4. No suggestive or inappropriate wording, signs, or pictures will be allowed on clothing, including gang related.
5. No undergarment exposure.
6. **No pajamas and or sleeping attire—THIS INCLUDES BLANKETS.**
7. Pants will be worn at the waistline or above.
8. Facial hair will be allowed so long as it is neatly trimmed.
9. Clean and neat hair that is not distracting in style and/or color.
10. No one will be allowed to walk barefooted in the hall at any time.
11. **No head covering of any kind allowed in the building between 7:45am and 3:15pm.**
12. No lip, eyebrow, nose, labret, or tongue piercings.

Coaches and/or sponsors of school organizations have the right to ask for more restricted hairstyles, and/or uniforms if they and the administration feel that it is for the good of the organization or team. The administration may determine the appropriate dress for various extracurricular functions such as sponsored dances and parties. Students in violation of district dress code may be required to correct the situation immediately and may also be suspended for serious or repeated violations.

STUDENT SERVICES

LIBRARY

The mission of the library is to provide a variety of materials at various reading levels covering a wide range of subjects. Some parents may find some materials offensive or inappropriate. You may elect to

restrict the access of your children to these materials. Contact the school to exercise this right. A fine of 10 cents per day occurs for overdue books. Students are held responsible for books checked out in their name.

BREAKFAST/LUNCH PROCEDURES

****In the event of a pandemic, alternate attendance policies may apply.****

Breakfast will begin *at 7:40 A.M.* Breakfast counts will be taken the day before. Lunch will operate on a split schedule. Not all students will be dismissed for lunch at the same time. All students must be seated when eating. **When finished eating breakfast, students go to the gym. When finished with lunch, students stay in the cafeteria.** Students should not be wandering the halls or in other areas during lunch. Food may only be consumed in the lunchroom.

USD 387 MEAL CHARGING POLICY

Parents and students should be aware that USD 387 School Board Policy states that a student may only charge up to \$10. If payment is not received or definite arrangements made with the building secretary by the \$10 limit the student will not be allowed to eat until payment is received. USD 387 Board of Education will establish the cost of school provided meals on a yearly basis.

OFFER vs. SERVE

USD 387 participates in the National School Lunch and Breakfast Programs. Our schools implement Offer vs. Serve. This means that a student may choose to refuse one or two of the five food items served at lunch, or one of the four items served at breakfast. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer

GUIDANCE/ACADEMIC COUNSELING

Students are encouraged to talk with the counselor or principal in order to learn about the curriculum, course offerings, graduation requirements, qualified admissions for Regents universities, and other academic issues. From them, the student may receive information about vocational training schools, colleges and universities, careers, financial aid, and scholarship opportunities.

PERSONAL COUNSELING

Chelcey Sexton, K-12 Counselor, is available to assist students with personal concerns. From her, students may receive information about community resources to address personal concerns. Students who wish to meet with the student success coordinator or a counselor should make an appointment.

SCHOOL BOARD POLICIES

While all the regulations in this handbook become policy upon adoption of the handbook by the Board of Education, there are some policies that should be particularly noted by high school students. For complete wording and listing of policies, refer to the Board of Education policy manual.



GAACA Racial Harassment: Employees/Students

USD 387 Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Racial harassment will not be tolerated in USD 387. Racial harassment of employees or students is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII 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, whether or not the harassment occurs on school grounds.

Violations of district policy by any employee shall result in disciplinary actions, up to and including termination.

Complaints received will be investigated promptly, and to the extent possible, confidentiality will be maintained.

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

(The complete policy may be viewed at the District Office.)

GAAC Sexual Harassment

USD 387 Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts against discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment associated with the school is prohibited, whether or not the harassment occurs on school grounds.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant to the extent possible, confidentiality will be maintained throughout the investigation of a complaint.

(The complete policy may be viewed at the Central Office.)

WEAPONS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by case basis under the provisions of JDC (Probation). Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to DCF. As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of

any such weapon, or any firearm muffler or silencer; or any destructive device. As used in this policy, the term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade,

rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices. Weapon or firearm means any object, material or substance, which in the manner it is used, designed to be used, or intended to be used, is capable of producing death or bodily injury. Knives of any kind have no place in the public school. If found and/or in sight, said student will be dealt with on a case by case manner with administration and the student is then placed on probation and subject to random searches by administration.

Examples of weapons include, but are not limited to:

- Firearms, loaded or unloaded, including BB guns and pellet guns
- Any knife which can be opened by means of a switch, button or spring mechanism or which is displayed in any manner which tends to threaten, intimidate, frighten or harass another person
- Brass knuckles, or other objects placed on the fist
- Nunchucks or any other martial arts weapon
- Slingshots
- Bludgeons, including any instrument intended to strike another person

Weapon also means any object which is generally used for nonviolent or non-dangerous purposes, but which can be considered a weapon under this policy as a result of its intended or threatened use.

Examples of weapons include, but are not limited to:

- rocks, bottles, or cans;
- Chains,
- Shoes, belts, belt buckles;
- Aluminum or wooden ball bats;
- Ropes;
- Mace or similar noxious chemical substances used in a threatening or improper manner.

Facsimile or replica of a deadly weapon is considered under this policy if used in a threatening, intimidating, violent or improper manner. Examples of facsimile or replica weapons include, but are not limited to:

- Water pistols;
- Cap guns;
- Any “look-alike” weapon.

GAAF Emergency Safety Interventions (See JRB, JQ, JQA, and KN)

GAAF

The board of education is committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and 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.
- “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.

GAAF **Emergency Safety Interventions**

GAAF-2

Prohibited Types of Restraints

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

GAAF Emergency Safety Interventions**GAAF-3****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 shall review the documentation of ESI students with appropriate staff members to consider the appropriateness of the use of ISI 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.

GAAF Emergency Safety Interventions**GAAF-4**

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

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report 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 a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.

Approved: KASB Recommendation – 6/13

**USD 387 Altoona-Midway MS/HS (6th-12th Grades)
Technology Usage Handbook
2020-2021**

Accessibility Policy

Altoona-Midway Middle/High School has the ability to enhance your education through the use of electronic devices. You will be able to communicate through electronic mail and the Internet. The Internet allows you the opportunity to reach out to many other people, share information, learn concepts, etc. With this educational opportunity also comes responsibility. It is important that you read the policy below and discuss it with your parents. When you are given a password and allowed to use the computers, it is extremely important that you keep that password secret and should under NO circumstances let anyone else use your password. Students are responsible for all actions that occur on their account. Hardware, software, and all computer media will be treated with respect by users. Inappropriate use is described below, but is not limited to those items. Teachers, administrators, and the system administrator are all considered enforcers of this policy.

Users shall not:

- Use the Internet to access and/or send offensive or objectionable material or messages. Use the Internet for any illegal activity
- Attempt to infiltrate/access the district's computing systems and/or damage the software components
- Plagiarize, regardless of whether it is print or non-print media
- Share their password with anyone or leave their files open or unattended
- Install/use copyrighted software, files, or shareware on district computers
- Download files to the hard drive or network without prior approval of the system administrator
- Have expectations of confidentiality for eMail messages which are subject to review at any time
- Use eMail for commercial, political or religious purposes.

Because objectionable material may be accessed accidentally, users are expected to immediately close said items without drawing the attention of others and inform the teacher/aide. PersonalMail accounts owned by students and adults alike may only be accessed after school hours. Use policy remains in effect after school. Total loss of privileges will immediately be enacted upon anyone who chooses not to comply with the above policy. As an education network, the Board believes that individuals must take responsibility for their actions and words. Therefore, any losses, costs, or damages, becomes the responsibility of the parents or guardians.

1. Receiving Your Chromebook & Check-in

○ **Receiving Your Device**

- Students will receive their Chromebooks, chargers, and cases during enrollment. If they do not enroll on one of the enrollment days, they may have to wait until the first week of school to receive their device. Students who enroll mid year, will receive their device during their first week of school.
- Before devices are issued to students, they must first take care of (or make payment arrangements) for outstanding technology fees and also take care of the \$20 Technology Usage Fee for the current school year.

- **Device Check-in**
 - Devices will be returned during the students' final two weeks of school so they can be checked for serviceability and updated. At that time, the student will be held responsible for any charges for damages or missing technology and/or accessories.
 - Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 387 for any other reason must return their individual school Chromebook, charger, and case on the date of termination.
- **Check-in Fines**
 - Individual school devices and accessories must be returned to the Technology Director at the end of each school year.
 - If a student fails to return the device at the end of the school year or upon termination of enrollment at USD 387, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device. Failure to return the device will result in a theft report being filed with the Wilson County Sheriff's Department.
 - Furthermore, the student will be responsible for any damage to the device, consistent with this policy and must return the device and accessories to the high school office in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.
 - The device, protective case, and charger must all be turned in. They must be undamaged to avoid charges (fee amounts are detailed later in document).

2. **Taking Care of Your Device**

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the designated staff member for an evaluation of the equipment.

- **General Precautions**
 - The device is school property and all users will follow this policy and the USD 387 acceptable use policy for technology.
 - Only use a clean, dry, soft cloth to clean the screen, no cleansers of any type.
 - Cords and cables must be inserted carefully into the device to prevent damage.
 - Devices must remain free of any writing, drawing, stickers, or labels that are not the property of USD 387.
 - Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.
 - Students are responsible for keeping their device battery charged for school each day.
- **Carrying Devices**

A protective case/cover for the device is required to help protect the device and provide a suitable means for carrying the device throughout the day. Devices should always be within the protective case when carried. USD 387 will provide a protective case for the device. A student must use the district provided case or provide a suitable case of their own. This case does not guarantee protection against damage.
- **Screen Care**
 - The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
 - Do not put unnecessary pressure on the top of the device.
 - Do not place anything near the device that could put pressure on the screen.
 - Do not place anything in the carrying case that will press against the cover.

- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the device against lockers, walls, car doors, floors, etc. as it may crack or break the screen.

3. **Using Your Device at School**

Issued devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.

- **Devices Left at Home** - If students leave their device at home, they are responsible for getting the course work completed as if they had their device present. If a student repeatedly leaves their device at home, they will be subject to appropriate disciplinary action. Teachers are not responsible for giving alternate assignments if a student does not bring their device to class.
- **Devices Undergoing Repair** - Loaner devices may be issued to students whose machines are being repaired. Loaner devices may not always be available.
- **Charging Your Device’s Battery** - Devices should be charged sufficiently to last the entire day before they are brought to school. Repeat violations will result in appropriate disciplinary action being taken. Students are not to charge their devices during class.
- **Sound, Music, Games, or Programs** - Chromebooks will only have district provided apps and resources on them.
- **Printing** - Limited printing services will be available with the devices. Students should talk to their teachers about the need to print and printer availability. Students will be given information and instruction on printing with the devices at school.
- **Devices and Extra Curricular Activities** - Coaches/sponsors for individual activities may limit whether or not devices are allowed on buses or at particular events.

4. **4. Managing Your Files & Saving Your Work**

Students should save work to the device. It is recommended students regularly back up data to Google Drive. Staff will encourage students to back up their documents through email. Limited storage space will be available on the device—data will NOT be backed up in the event a device has to be re-imaged or restored to factory settings. It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

5. **Software on Devices**

- **Originally Installed Software** - The apps and operating system originally installed by USD 387 must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add additional apps and upgrades. Periodic checks of devices will be made to ensure that students have not removed required apps or installed inappropriate material.
- **Inspection** - Students will be subject to random inspections of their device. Inspections could include but are not limited to the following: checking to see if history has been deleted, device settings, damage or misuse of device, etc.
- **Software Updates** - Updated versions of licensed software/apps are available from time to time. Students may be required to check in their devices for periodic updates and syncing. USD 387 will notify students on how to update, should updates be necessary.
- **Technology Support** - If tech support is needed, students are encouraged to email helpdesk@usd387.org, an appointment will then be scheduled. If they can NOT email the Help Desk, they can have a teacher or the office email on their behalf.

6. **Acceptable Use**

The use of the USD 387 technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD 387 is not transferable or extendible by students to people or

groups outside the district and terminates when a student is no longer enrolled in USD 387. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. USD 387's Student Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

- **Parent/Guardian Responsibilities**
 - Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
 - Students will have access to their device 24/7. Obviously, you, as parents will need to establish ground rules for device use outside of the school day. Devices will have Internet filtering on them while at school.
- **On-Campus School Responsibilities**
 - Provide Internet and e-mail access to its students.
 - Provide Internet filtering.
 - Provide network data storage. (These will be treated similar to school lockers. USD 387 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 387 owned equipment and to investigate inappropriate use of resources.)
 - Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
 - Provide user accounts for information storage.
 - Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.
- **Students are responsibilities**
 - Using devices in a responsible and ethical manner.
 - Obeying general school rules concerning behavior and communication that apply to technology use.
 - Using all technology resources in an appropriate manner so as to not damage school equipment.
 - Helping USD 387 protect our technology by contacting an administrator about any security problems they may encounter.
 - Monitoring all activity on their account(s).
 - Securing their devices after they are done working to protect their work and information.
 - Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.
 - Returning their device to the office at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at USD 387 for any other reason must return their individual school device on the date of termination.
- **Student Activities Strictly Prohibited:**
 - Illegal installation or transmission of copyrighted materials.

- Any action that violates existing Board policy or public law.
 - Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
 - Inappropriately utilizing photos, video, and/or audio recordings of any person.
 - Changing device settings in an effort to circumvent the filtering system.
 - Downloading inappropriate apps.
 - Removal of required apps or deleting history.
 - Spamming/sending inappropriate emails.
 - Gaining access to other student's accounts, files, and/or data.
 - Vandalism to your device or another student's device.
 - Using the device in any unauthorized area (i.e. locker rooms, restrooms).
 - **Device Care**
 - Students will be held responsible for maintaining their individual device and keeping them in good working order.
 - Device batteries must be fully charged and ready for school each day.
 - Devices must remain free of any writing, drawing, stickers, or labels that are not the property of USD 387.
 - Devices that malfunction or are damaged must be reported to the Technology Department. The school district will be responsible for repairing devices that malfunction and/or repairs covered under warranty.
 - Students will be responsible for the entire cost of repairs to devices that are damaged, stolen, or lost.
 - Devices that are stolen must be reported immediately to the Office and the Wilson Sheriff's Department.
 - **Legal Propriety**
 - Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
 - Plagiarism is a violation of the USD 387 Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
 - Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.
 - **6.7 Student Discipline**
 - If a student violates any part of the above policy, board policy, or Altoona-Midway High School handbook policy, he/she may be subject to the following disciplinary steps:
 - Student(s) will check-in/check-out their device daily.
 - Required to attend a device policy refresher class.
 - Loss of individual device and be issued a generic loaner device.
 - Loss of device while being required to complete coursework.
 - Disciplinary/Legal action as deemed appropriate.
- 7. Protecting & Storing Your Device**
- **Device Identification** - Student devices will be labeled in the manner specified by the school. Devices can be identified based on serial number and USD 387 identification number.
 - **Storing Your Device** - When students are not using their devices, they should be stored in their locked locker. Nothing should be placed on top of the device. Students are encouraged to take

their devices home every day after school, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at school or at home.

- **Devices Left in Unsupervised Areas** - Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Students are responsible for their iPads off campus as well. An administrator on a case-by-case basis will handle any devices left unsupervised off campus. Any device left unsupervised is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the office. A student will be charged \$5.00 to retrieve their device that has been turned into the office due to not being supervised.
 - **7.4 Devices in Cafeteria/Locker room/Bathroom** - Under no circumstances should district provided devices be taken into the cafeteria, the locker room, or the bathroom unless they are in a secure bag. They are not to be used or left on tables. Staff will take your device to the office if they see it and you will be subject to the \$5.00 fee for having it in an unauthorized area.
- 8. Repairing or Replacing Your Device** - USD 387 recognizes that with the implementation of the 1:1 device initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.
- **Technology Usage Fee/Responsibilities** - There will be a \$20 usage fee charged to each student enrolled in USD 387. Students/Parents will be held responsible for ALL damage to/loss of devices, protective cases and charging accessories. In the event a device is damaged, should the cost to repair exceed the cost of purchasing a new device, the student will pay for the full replacement value of the exact item or its equivalent. A warranty may also be available for the equipment. It will be necessary to contact administration regarding the replacement of equipment and warranty information.
 - **Personal Home or Homeowner's coverage** - Students or parents may wish to carry their own personal insurance to protect the devices/protective cases in the event of theft, loss, or damage. Please consult with your insurance agent for details about your personal coverage of the device.
 - **Vandalism and Theft** - In cases of theft, vandalism and other criminal acts, the student or parent MUST file a police report.

Altoona-Midway USD 387 ~ 6th - 12th
Student Pledge for Technology Use
2020-2021

- I will take good care of my device.
- I will never leave the device unattended.
- I will never take my device to unauthorized areas.
- I will never loan out my device to other individuals.
- I will know where my device is at all times.
- I will charge my device battery as needed.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by keeping it in a protective case.
- I will use my device in ways that are appropriate, meet USD 387 expectations, and are educational in nature.
- I will not place decorations (such as stickers, markers, etc.) on the device or accessories. I will not deface the serial number.
- I understand that my device is subject to inspection at any time without notice and remains the property of the USD 387.
- I will follow the policies outlined in the *Student Handbook* at all times, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the device, case and power cords in good working condition.
- I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
- I will use USD 387's network, facilities, and/or mobile devices in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 387. I acknowledge that I understand this policy and will follow the guidelines. I acknowledge that failure to adhere to these standards may result in disciplinary action and/or revocation of my mobile device and/or network privileges.
- I understand that the administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 387 technology. I understand that this includes, but is not limited to email, documents, pictures, music, or other components associated with all USD 387 technology.
- I understand that USD 387 reserves the right to define inappropriate use of technology.

I agree to the stipulations set forth in the above documents including the Technology Policy, Procedures, and Information; the Acceptable Use Policy; and the Student Pledge for Technology Use.

Student Name (Please Print): _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent Name (Please Print): _____

Parent Signature: _____ **Date:**
