

# MIDDLE SCHOOL HANDBOOK

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## **WELCOME**

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The entire staff of U.S.D. #101 school district welcomes each student back to what will be another great year. We recognize the potential in every individual and together we will strive hard to develop your capabilities.

This handbook has been prepared to assist you in having a productive school year. The information presented cannot possibly anticipate every situation that arises. It should serve as a guideline and reference for questions that might arise.

Each of us is responsible for our own successes. We have unique capabilities that hinge upon perseverance and self-discipline. Please know we stand ready to assist you whenever possible.

Good luck to all in the school year.

## **PHILOSOPHY**

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U.S.D. #101 serves all students who reside in the school district. It is the goal of the Board, administrators, and teachers at U.S.D. #101 to create an environment for the maximum development of each student. The total program shall be student-centered, with the welfare of the student as the criteria on which all programs and proposals are evaluated. The schools are dedicated to providing not only academic and vocational education, but also to help young people to understand themselves and the world around them. It is the final goal of this institution to provide sound leadership for students through qualified and interested administrators and teachers, and to influence students to become morally and socially responsible citizens.

## **NON-DISCRIMINATION STATEMENT**

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U.S.D. #101, Erie, Kansas does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have questions regarding the above, please contact:

Superintendent of Schools  
U.S.D. #101  
P.O. Box 137  
Erie, Kansas 66733

UNIFIED SCHOOL DISTRICT #101  
ERIE ~ GALESBURG

**Administration and Staff:**

Superintendent..... Mr. Troy Damman  
Board Clerk..... Mrs. Connie Buskirk  
Board Treasurer..... Mrs. Tracy Tromsness

**Principals:**

High School..... Mr. Noah Francis  
Middle School..... Mr. Jared Han  
Elementary School..... Mrs. Heather Newton

Unified School District No. 101

205 S. Main P.O. Box 137  
Erie, Kansas 66733  
(620)244-3264 fax: (620)244-3664

TROY DAMMAN, *Superintendent*

CONNIE BUSKIRK, *Board Clerk*

TRACY TROMSNESS, *Treasurer*

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August 1, 2022

TO: Parents, Staff, Students  
REF: Notification of Asbestos Reinspections  
FROM: Troy Damman, Superintendent of Schools

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos hazard Emergency Response Act (AHERA), in the Fall of 1988 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires us to perform reinspections of the asbestos materials every three years. During the months of January and February, 1995, accredited asbestos inspectors performed these reinspections. An accredited management planner reviewed the results of the reinspections and recommended actions we should take to safely manage asbestos material.

Asbestos containing material is still present in some of our buildings. However, it is in a non-friable state and therefore does not pose a hazard unless it is disturbed.

All of the asbestos is in good condition and should pose no problem. Any and all evidence of damage is to be reported to our Chief of Maintenance, Bill Carpenter, immediately.

We will take every precaution to see that the material is not damaged. We will be having inspections from time to time to determine whether or not there is a problem.

The results of the reinspection are on file in the management plan in each school's administrative office. Everyone is welcome to view these anytime during normal school hours (M-F, 8:00 a.m. – 4:00 p.m.). The asbestos Program Manager, Bill Carpenter, is available to answer any questions you may have about asbestos in our buildings.

**2022-2023 SCHOOL CALENDAR**  
**Erie-Galesburg USD 101**

**OFFICIAL**

July 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						11

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	20

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					19

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			17

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						12

AUGUST	
Enrollment Aug. 3-4	
10	New Staff Orientation
11	Orientation Staff Development
12-15	Staff Development
15	First Day FB, VB, X-Country Practice
16	Work Day
17	First Day of School
SEPTEMBER	
5	LABOR DAY - NO SCHOOL
12	Staff Development - NO SCHOOL
20	Snow Make-Up Day

OCTOBER	
7	End of 1st Quarter (36 days)
11-13	Parent Teacher Conference (4:00-8:00)
14	No School (In-lieu of P-T Conferences)
31	Staff Development- NO SCHOOL

NOVEMBER	
21-25	THANKSGIVING VACATION - NO SCHOOL

DECEMBER	
16	End of 2nd Quarter (44 days)/1st sem (80 days)
19-30	WINTER VACATION - NO SCHOOL
23	CHRISTMAS HOLIDAY-OBSERVED
30	NEW YEARS HOLIDAY-OBSERVED

JANUARY	
2	WINTER VACATION - NO SCHOOL
16	Staff Development - NO SCHOOL
FEBRUARY	
20	Staff Development - NO SCHOOL

MARCH	
3	End of 3rd Quarter (42 Days)
7	Parent Teacher Conference (4:00-8:00)
9	Parent Teacher Conference (4:00-8:00)
10	No School (In-lieu of P-T Conferences)
13-17	SPRING BREAK - NO SCHOOL

APRIL	
6	Staff Development - NO SCHOOL
7	No School

MAY	
18	Last Day of School
18	End 4th Quarter (45 days)/2nd sem (87 days)
19	Work Day
19	Snow Make-Up Day
22	Snow Make-Up Day
29	Memorial Day

Students	Teachers
	2 PD/Collaboration
167.0	167.0 Students in Class
	2 Parent/Teacher Conferences
	8 Staff Development Days
	2 Add/Orientation-Work Day
167.0	181.0 TOTALS

January 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				20

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				19

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						17

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						18

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						14

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## **2022-2023 SCHOOL FEES**

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Book Rental Grade K-12 .....	\$25.00
Student Lunch (K-5 grades).....	\$2.90
Student Lunch (6-12 grades).....	\$3.00
Extra Milk.....	\$ .40
Student Breakfast (K-12).....	\$1.70
Adult Breakfast (School employee).....	\$2.60
Adult Breakfast (Patron).....	\$3.50
Adult Lunch (School employee).....	\$4.10
Adult Lunch (Patron).....	\$5.00
Summer Driver's Education.....	\$135.00
(Students currently enrolled in U.S.D. #101)	
Summer Driver's Education(Non USD 101 Students)	\$235.00
Summer Driver's Education (Adults).....	\$335.00
Chromebook Fees.....	\$35.00
Art Class Fees (HS Only).....	\$15.00
Middle School Family Activity Pass.....	\$50.00
High School Family Activity Pass.....	\$100.00

## **SCHOOL CLOSING**

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In the event of inclement weather or mechanical breakdown, school may be closed or starting time delayed. These events will be announced over radio stations KKOY Chanute, KLKC Parsons, KKOW Pittsburg, and KOAM-TV Pittsburg and KODE-TV Joplin. Reports in the morning will be between 6:30 and 7:30 a.m. Please do not call the school or principal's house. Telephone lines must be kept open for emergencies.

## **WITHDRAWAL OF STUDENTS**

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The parent's of a student planning to withdraw from school should report their intentions to the office. It is important that the student's record be marked to this effect, textbooks checked in, equipment and properties checked in, detentions served, and settlement of outstanding bills made. The school reserves the right to withhold credit for work completed until withdrawal arrangements are properly made with the school.

## **DROP OUTS**

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Students who are 16 or 17 years of age and wish to be exempt from the compulsory attendance law must, along with their parents, sign a disclaimer before dropping out of school and attend a counseling session with the school counselor or principal. Disclaimer forms are available from the school office.

## **NEW STUDENTS**

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Any student enrolling in U.S.D. #101 for the first time must have required immunization, proof of identity, i.e. birth certificate, and a health assessment for any student 8 and younger, including preschool. For students transferring from other school districts, school records will meet this requirement.

Immunization records are required for all students. Alternative to this certification of immunization is an annual written statement of medical exemption signed by a licensed physician, or a written statement signed by one parent or guardian that the child is of a religious denomination whose religious teachings are opposed to such tests or immunizations.

All student health records including immunizations will be reviewed and updated by USD 101 school nurse. Students who require additional immunizations, will receive notice from the school nurse, and will have 60 days to complete immunizations.

Any non-resident student must make annual application prior to attending classes. This application is subject to approval by the building principal and USD #101 Board of Education.

## **CUSTODY OF STUDENTS**

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In situations where parents of a student are divorced or separated, each parent, custodial and or non-custodial has equal rights to their student records unless a court order specifies otherwise. Copies of court orders concerning custody must be on file in the school office. **Visitation exchanges are not the responsibility of the school.** All visitation exchanges will take place off school property. Copies of school information such as newsletters, parent teacher conferences, report cards, etc. will be mailed to the non-custodial parent upon request.

## **ACADEMIC AND INELIGIBLE STUDENT**

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### Student Eligibility for Activities: IDA-R

At the Middle School level, all students will be eligible at the beginning of the grade level for which the activity begins (6<sup>th</sup> or 7<sup>th</sup> grade depending upon activity).

Student eligibility will be based on a semester basis. Any student receiving more than two (2) "F's" in a subject of unit weight will be ruled ineligible for the following semester.

Any student who is determined to be ineligible shall not be allowed to participate in the following semester activities. An activity is defined as any type of out-of-classroom performance, contest, etc. Also, students who are determined to be ineligible shall not be allowed to ride school transportation to any extra curricular activity.

When a student is ruled ineligible, the student and his parents shall be notified in writing.

To insure that a student is eligible to practice or participate he/she must be in school at least the last four (4) class hours of the day. The principal will render a decision under special circumstances.

Students who do not attend school fourth hour through seventh hour of the school day shall not participate in school activities, including practice sessions, school performances, or any school-sponsored events, unless a previous arrangement for the absence have been made through the school office. Activity sponsors are responsible for enforcing the regulation.

## **MIDDLE SCHOOL PROMOTION REQUIREMENT**

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In order to complete either the 7<sup>th</sup> or 8<sup>th</sup> grade a student must have passed six (6) of eight (8) credits in the four major subject areas (language arts, math, science and social studies). A student who fails to comply with this requirement may ask for a hearing with a review team for further consideration.

Any student not meeting 8<sup>th</sup> grade promotion requirements may not participate in the 8<sup>th</sup> grade promotion ceremony nor attend the 8<sup>th</sup> grade trip.

## **HONOR ROLLS**

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The Honor Roll will be announced at the end of each semester. There will be two categories, High Honors and Honors.

High Honors – no grade on grade card lower than A-.  
Honors – at least one A and all the rest B- or above.

## **EXAMINATIONS**

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Teachers may administer tests in their classes at their discretion during the school year. A definite date and time may be provided for final semester examinations. Students who fail to take semester examination may be given no credit for the examination. All examinations (except finals in May), tests, term papers, and major assignments handed in by students will be corrected and returned by the teacher.

Students using inappropriate means to complete school work will be given "0" for that work and will be referred to the office.

## **GRADE REPORTS**

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There will be two nine-week periods in each semester, with one final grade at the end of the semester. Students will receive a progress report at the end of the first nine weeks, showing both percent of success and a letter grade, ie; 70 percent, grade C-. At the end of the semester, the grade will be the accumulation of the student's scores during the semester and that will determine the grade to be placed on a permanent report card.

Progress reports will be sent to parents of students currently averaging D's and F's following the mid point of each nine-week period.

Grade cards will be sent home with the student, with the exception of the final grade card of the year, which will be mailed.

## **GRADING SYSTEM**

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The following grade scale will be used in all Attendance Centers of U.S.D. #101:

A 90-100%	B 80-89%	C 70-79%
D 60-69%	F 59-below	

## **CHECKING OUT OF SCHOOL**

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1. After a student has reported to school he/she is not to leave the building at any time except after reporting to the office and receiving permission.
2. If a student finds it necessary to leave during the day, he must report to the office for permission, which requires approval from parents/guardians.
3. Failure to follow the proper procedure when leaving the building will result in disciplinary action taken at the discretion of the administration.

## **ATTENDANCE**

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### **Absences and excuses: JB**

The purpose of this policy is to aid in meeting the district educational goals and comply with state law and district attendance requirements.

### **Requirements**

All students enrolled in U.S.D. #101 schools are required to attend all classes promptly and regularly beginning with the official first day of school.

Absences from class for school sponsored activities are not considered as being absent from school, but all work missed must be made up.

The attendance standards will also apply to special education students unless otherwise stipulated in an I.E.P. or as modified at the discretion of the Multi-Disciplinary Team.

### **Absences and Excuses: JB-R (Grades K-12)**

### **Responsibilities**

**Students and Parents:** The primary responsibility for regular attendance rests with students and parents (or guardians). Parents are responsible for notifying school attendance personnel **PRIOR** to planned absences, or on

the **FIRST DAY** of an unplanned absence. Planned absences must be in the best interest of the student (when being absent is more important than being in school). Written notes will be accepted from parents, who do not have phones, if the note accompanies the student **ON THE FIRST DAY OF RETURN, OR PRIOR TO PLANNED ABSENCES.** Missing class without such notice is considered to be an absence without parental and school approval. **FAKED PHONE CALLS WILL RESULT IN SUSPENSION.**

Toll Free phone numbers are available for parents to call the attendance center their child attends. The numbers are:

- District Office ..... 1-800-498-1013 or 244-3264
- High School ..... 1-800-498-1014 or 244-3288
- Middle School ..... 1-800-573-2470 or 763-2470
- Elem. School..... 1-800-498-1015 or 244-5161

Students returning to school after an absence must report directly to the office. **Students must coordinate make-up work for all excused absences with their teachers.**

## **HEALTH AND WELLNESS EDUCATION**

The USD 101 school nurse will work in conjunction with the classroom teacher to implement education for all ages, starting with Pre-K on healthy habits to keep our students healthy. This will general education to help keep our students healthy, to decrease the spread of illness, and keep our students in school. This will cover topics such as hand hygiene, cover your cough, how to stop the spread of germs, not sharing personal items, good personal hygiene, symptoms to report if not feeling well, and when to stay home if ill. Education will also be provided on nutrition, exercise, and sleep hygiene.

4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade classes will also receive education on health topics, such as physical, social, emotional, and cognitive changes to expect during puberty/adolescence, and good personal hygiene. Additional topics covered will be intrapersonal relationships, respectful communication skills, and ways to communicate and honor personal boundaries.

## **ILLNESS DURING SCHOOL**

If a student becomes ill during the day, he may not leave without checking out through the office. Students not ill enough to leave school will remain in their classrooms. Those students waiting for parents or rides may wait in the office area or nursing office.

The health of all USD 101 students is important to the entire school community. In order to keep the number of cases of communicable diseases to a minimum, parents and/or guardians are asked to observe the following: Please keep students home if they exhibit any of the following symptoms:

1. Vomiting (two or more times in 24 hours)

2. Has a rash/skin infections (body rash, especially with a fever or itching, or drainage)
3. Has diarrhea (3 or more watery stools in 24 hours)
4. Has an eye infection (thick mucus or pus draining from the eye)
5. Has a sore throat (with a fever or swollen glands)
6. Just not feeling very well (unusually tired, pale, lack of an appetite, confused or cranky)
7. Has a fever (temperature of 100 degrees (F) or more without fever reducing medication)
8. Influenza, COVID-19, or other respiratory viruses.

Students may return to school when: they have been on antibiotic treatment for 24 hours (if applicable), if symptoms are improved for 24 hours, when student has been fever free for 24 hours, without the use of fever-reducing medication, or when released by their primary care provider. See COVID protocol for further information.

## **MEDICATION**

### **PRESCRIPTION MEDICATION:**

Students who must take prescription medication while at school, must check prescription medication in with the office, in the original container, with directions clearly printed on bottle.

ALL prescription medication should also be accompanied by documentation from the student's primary care provider.

Please notify the school office if there are any changes to prescription, with new orders by provider and new medication label.

### **OVER THE COUNTER MEDICATION:**

Over the counter medicine that needs to be administered at school must have a medication administration form completed by the parent/guardian.

Medication administration form will identify the name, date of birth of the student, medication name, dosage, reason for medication, time of day the medication is to be administered, and anticipated number of days medication is to be provided. This form **MUST** have **PARENT/GUARDIAN SIGNATURE**. Medication administration forms can be filled out upon enrollment, or can be obtained from the office.

If written parental/guardian consent for over-the-counter medication administration is not available, verbal consent may be obtained by delegated school personnel, from parent/guardian. Medication administration form must then be sent home for parent/guardian signature and returned to school.

**ALL** medication will be documented in the Power School student record by school personnel at the time the medication is administered.

All out of date medication will need to be picked up by parent/guardian or will be destroyed.

**\*SHARING OF MEDICATION IS STRICTLY PROHIBITED\***



## HEAD LICE

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The Centers for Disease Control, the American Academy of Pediatrics, and the National Association of School Nurses advocate that student diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease.

If a student is found to have lice or nits, the parent(s) and/or guardian(s) will be contacted and alerted of that situation. It will be their option as to whether or not they want their child to go home at that time. Students will not be sent back to class who are found to have live head lice.

## TRUANCY

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Regular attendance is required by law for students under the age of 18. Any student under 16 years of age who is absent more than three (3) consecutive days or five (5) days in any semester or (7) days in a year, without valid excuse acceptable to the principal is considered truant in the legal sense of the term.

Applies to students under 16 years of age:

When a student is truant, the principal will notify the District Superintendent by letter stating:

1. Student's age and birthday
2. Parent's name, address and telephone number
3. Number of days and dates truant
4. Efforts taken by the school (home visits, telephone calls, etc.) to remedy the situation.

The principal will notify, by letter, the student, parents or guardian, county attorney, or SRS and pass on the above information.

## ADVANCE NOTICE OF ABSENCE

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It will be the student's responsibility to plan ahead, forewarn each instructor in a timely manner of a planned absence or activity and obtain assignments.

Teachers are responsible to provide advanced assignments to students who need to be absent when requested.

## MAKE-UP WORK

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In many cases, classes are taught in a progressive manner and in a logical sequence. One lesson may be the groundwork for all succeeding lessons. It is to the discretion of each teacher to determine specific requirements for make-up work in each class. An expected requirement would be conferring with the

student outside of regular class time (before, during, or after school), to help bring him up to date.

A reasonable amount of time for make-up would be interpreted as the number of days absent plus one-day. Students will be given number of days absent plus one day to complete the make-up work. If the work is not made up during the time allowed, the student will be given a "0" for all work not completed.

## TARDINESS

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Students will be counted tardy if they are not in class according to classroom procedure when the bell rings.

## SAFETY DRILLS

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Fire and tornado drills are held regularly to develop safety practices that will help students react quickly and safely in a real emergency. Rules of safety and evacuation routes are posted in each classroom. All persons are asked to take seriously these drills because personal safety in a real emergency depends on our readiness to react to any situation.

## \*\*DISCIPLINE\*\*

## SUSPENSION POLICY

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The Board of Education authorizes the principal to suspend from school any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education, or
2. Conduct which substantially disrupts, impedes, or interferes with the operation of any school, or
3. Conduct which substantially impinges, or invades the right of others, or
4. Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal status of the United States, or
5. Disobedience of any order of a teacher, peace officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school, or substantial and material impingement upon or invasion of the rights of others.
6. Possession of a weapon as designated in board policy JCDBB.
7. Physical attack of a staff member.

A written notice of any short term suspensions and the reason therefore shall be given to the student involved, to his parents or guardian, and to the Board of Education within twenty-four (24) hours after the suspension has

been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date and place the student and representatives should meet. All suspensions will be in compliance with K.S.A. 72-8901 and in accordance with due process as outlined by Kansas's statute.

## **PRINCIPAL – STUDENT – DISCIPLINE**

The administrator at each attendance center has the discretion of professional judgement when administering discipline.

### **Principal – Student Discipline**

1. Possession of a weapon as designated in board policy JCDBB
2. Physical attack of a staff member.  
Suspension for remainder of semester and/or expulsion and recommended filing of complaint with police. Proper authorities will be notified.
3. Electronic devices.

**Use of Cellular Telephones in School:** Cell phones are to be turned off and out of sight during the school day.

**Use of Laser Device:** Students shall not possess a laser device while on school property or while attending a school-sponsored activity on or off school property.

Acts of unacceptable behavior that may result in some form of suspension upon first offense, depending upon the severity of the infraction, or which may result in suspension for repeated infractions, are included but not limited to the following:

1. Possession, consumption, sale, or being under the influence of alcoholic beverages, narcotics, marijuana, addictive drugs, and deleterious substances, and possession of drug paraphernalia.
2. Vandalism
3. Excessive tardiness
4. Theft or possession of property belonging to another student, staff, school or outside agency while under school supervision
5. Threat or use of lethal weapons
6. Defacing and/or destruction of school property
7. Possession, use, consumption, or sale of tobacco in any of its form or possession, use, consumption of any e-cigarette, e-cigar, e-pipe or any other type of vaporizer or vape liquid.
8. Fighting and/or provoking a fight
9. Student dress which is disruptive to school
10. Harassment
11. Possession or ignition of fireworks
12. Possession of weapons as designated in Board Policy JCDBB, including any knife
13. Open defiance of authority
14. Repeated violation of school regulations
15. Temper tantrums
16. Extortion of any type and/or amount

17. Unauthorized absences
18. Assault or physical attack of a student of staff member
19. Verbal, written, or implied threat to teachers or staff
20. Computer system tampering
21. The use of profanity, vulgarities, obscenities, and/or inappropriate language
22. Possession of electronic devices
23. Failure to comply with reasonable request from administrator, teaching staff, or other school employee
24. Intimidation, threatening by word or deed including veiled or implied threats
25. Academic dishonesty: plagiarism/cheating
26. Conduct which disrupts the school's activities and educational mission
27. Inappropriate use of computer.

## **IN SCHOOL SUSPENSION**

There is no intention of substituting the In-School Suspension to cover all discipline problems. Some discipline problems will continue to result in a student being removed from school.

Students assigned to In-School Suspension will be required to report prior to the start of school with appropriate texts, papers, and writing instruments. Students assigned to In-School Suspension will be allowed a lunch period under continuous supervision at a time when other members of the student body are not at lunch. Students will not be allowed to participate in or attend extra curricular activities while assigned to the In-School Suspension room.

The student will not be allowed a choice of selecting in-school or out-of-school suspension. This assignment will be made by the administration.

Students in the In-School Suspension room are to work toward the completion of assigned work. Time not spent in the endeavor will be disallowed toward the assigned time.

### **Rules for In-School Suspension:**

1. **LOCATION:** To be determined by the Principal.
2. **PREPARATION:** Students will bring all their textbooks, paper, reading materials, pencils, and assignments with them upon the time being assigned ISS.
3. **ASSIGNMENTS:** Students must complete all assignments while in ISS.
4. **SEATING:** This will be arranged by the faculty member in charge.
5. **TARDINESS:** Is a violation of rules and either time will be added or may result in out of school suspension.
6. **LUNCH:** Students may not leave the room. Lunch will be brought to the students. Students will eat lunch in the ISS room.
7. **ACTIVITIES:** Students will not be allowed to attend any scheduled activities while confined to ISS (Athletics, Clubs, Band, Vocal, etc.)
8. **SLEEPING:** Will not be permitted.

9. COMMUNICATIONS: Teachers and students will be notified of ISS by the building principal. Teachers are to provide sufficient and necessary work for the duration of ISS.
10. OFFENSE: Students who refuse to adhere to the above rules of this learning experience or choose to be dishonest, disruptive, destructive, or disrespectful will be subjected to the following:  
  - 1<sup>st</sup> offense: Out of School Suspension

## OUT OF SCHOOL SUSPENSION

Students assigned to out of school suspension are not allowed to be on school property or be at school events on the days that they are suspended. These students will be given the opportunity to do their course work at home and make up tests and labs they may have missed. Parents or guardians will be responsible for picking up the students assignments from the school.

## DETENTION SESSIONS

After school detentions may be assigned by the administration to enforce school regulations. Detention time will convene promptly after school.

Failure to attend detention may result in doubling of time for first offense. Suspension will result thereafter.

Detention Procedure:

1. Tardies will result in an additional hour being assigned by the supervisor to be served the same session.
2. All work, assignments, and materials should be brought by the student.
3. Students are required to stay busy on legitimate school work the entire time.
4. Leaving early will result in additional detention sessions.
5. No food, candy, pop, gum, electronic devices etc. are to be brought into the classroom.
6. Absolutely no disruptions will be tolerated. Any lack of cooperation, rudeness, sleeping, failure to work, excessive tardiness, horseplay, eating or violation of any school session policy will result in removal from the session. All acquired time will be forfeited and double time will be assigned for another session.
7. Students will not participate in any extra-curricular activities until assigned detentions are served.

## BULLYING POLICY

Galesburg Middle School is committed to making the school a safe and caring place for all students. Each person will be treated with respect and bullying will not be tolerated in any form at school.

The school defines bullying as follows: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior

is repeated, or has the potential to be repeated, over time. This definition is taken from [www.stopbullying.gov](http://www.stopbullying.gov)

The Board of Education prohibits bullying in any form during the school day while on school property, in a school vehicle, or during an elementary school sponsored activity or event.

Students who have bullied others may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Training to encourage prevention of bullying will be provided to students and staff on an annual basis. The training and support will be utilized from The Anti-Bullying Guidebook, [www.stopbullying.gov](http://www.stopbullying.gov), KSDE/KASB recommendations, and other available resources that promote positive education for prevention. Staff will incorporate anti-bullying into appropriate lessons provided both to students and other staff members as well as a parent involvement factor.

## STUDENT AND PARENT SOCIAL MEDIA POLICY

While we at GMS feel strongly about a student or parent's right to express their personal feelings about all issues on social media, we would like to ask that any school or teacher related issues be solved face to face or over the phone rather than in a public forum like Facebook or Twitter. We ask that any school related issues be brought to the attention of the student's teacher first. If the issue cannot be resolved at this level, it is appropriate to involve building administration. Any major issues should be immediately brought to the attention of administration. It is our goal to have open lines of communication and to embrace the relationships between parents and staff that lead to student success. Together we are GMS Strong!

## STUDENT-TEACHER CONFERENCES

Teachers should detain after regular school dismissal any student who could benefit from a student-teacher conference.

Some signs of the necessity of a student-teacher conference include:

1. Back work (daily lesson assignments, book reports, special projects, tests, etc.) that has not been completed within a reasonable amount of time.
2. Failing work for the previous week
3. Poor citizenship

The student-teacher conference is scheduled to begin after school and may not be more than one (1) hour. One day's notice will be given to all students scheduled for conference period in order that transportation home can be arranged.

## SIT

USD #101 has initiated Student Improvement Teams (SIT) in each school, district-wide. The purpose of SIT is to provide a

collaborative problem – solving process for teachers, parents, and students to develop intervention plans that attempt to assist students with academic or behavior concerns in the classroom and ensure success for every student. The SIT process allows schools to focus and connect resources for students experiencing such difficulties. The SIT process seeks to connect students with appropriate available resources and, at the same time, promote building evaluations which encompass every student.

## **SECTION 504 of THE REHABILITATION ACT and AMERICANS WITH DISABILITIES ACT**

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### **Notice of Non-discrimination**

Applications for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with USD 101 are hereby notified that this school district does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact:

USD 101 Section 504 Coordinator:  
Troy Damman, Superintendent  
USD 101 Central Office  
Erie, Kansas 66733  
(620) 244-3264

You may also contact the Section 504 Coordinator at the Kansas State Department of Education.

## **SPORTSMANSHIP**

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A school never produces a truly championship team unless students, fans and spectators have exhibited good sportsmanship. Good sportsmanship is contagious and will be the top priority of every school.

The acceptable best way to support one's team is to do just that - **Cheer For Your Team, Not Against the Opponent!!!**

Good sportsmanship is resisting any negative behavior that tends to influence the outcome of a contest. Yelling during free throws, obscenities, and booing of players and/or officials, chanting You! You! are evidence of poor sportsmanship. Suspensions may result for unacceptable sportsmanship/conduct.

We never get a second chance to make a good first impression. Let us strive to insure that sportsmanship is noticeable in all #101 schools.

## **DRESS CODE – STUDENTS**

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Each student attending #101 schools shall be responsible for maintaining appropriate school dress and for the develop-

ment of personal grooming standards, which will result in a neat, clean personal appearance.

Extreme, offensive, sloppy styles, which are disruptive, will not be allowed. Clothing or other wearing apparel that promotes and/or advertises alcohol, tobacco, illegal substances or sexual connotations will be prohibited.

No body piercing jewelry will be allowed that is a distraction to the learning environment.

The building principal is responsible for requiring students to make improvements in grooming when such appearance does not give indication of effort to dress appropriately, to be neat and clean, or whose appearance is disruptive.

Students who participate in or attend interscholastic activities will be expected to adhere to the personal appearance standards developed by the directors or coaches of those activities and as approved by the building principal.

The following items listed are some (not an all-inclusive list) that are considered inappropriate for school wear:

1. Hats – to be left in lockers during regular school hours; may not be carried around.
2. Sunglasses
3. Shirts with spaghetti or string straps, tube tops, midrifs, tank tops, or any revealing blouses or tops are not allowed.
4. Obscene, offensive, suggestive, double-meaning, alcoholic, or drug clothing or hats.
5. Shorts and skirts must be within 5 inches from the top of the knee cap. The pants and shorts that are bought with holes in them can not have any skin or underwear showing above that 5 inch limit.

## **HALL PASS**

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Hall passes are issued to students by the classroom teacher.

Hall passes may also be used by administrators and counselors when requesting a student from classrooms. Usually a counseling appointment will not involve the entire period.

Other personal reasons (locker privileges, restroom, etc.) will be handled by the teacher. These reasons should be of an emergency nature and not because the student necessarily desires to do so. These will be issued on a limited basis, and if abused, the privilege will be withdrawn.

## **TEXTBOOKS**

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The student is responsible for maintaining his book in good condition and for returning it to the issuing teacher at the conclusion of the course or upon withdrawal from the class. A student who damages a book must pay an amount sufficient for restoring the book to its original condition. If a book is stolen, the student to whom the book was issued is responsible. All books for which a student is responsible must be returned to the teacher or paid for before grade cards, transcripts or diplomas will be released. This applies

to library books also. Student planners that are lost or misplaced will be replaced at the student's expense.

## **PAYMENT FOR FEES, CHARGES, RENT AND FINES**

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All students are expected to resolve promptly all financial obligations that are school related.

## **BREAKFAST & LUNCH**

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Students must remain at school during the lunch period. Lunches must be paid in advance. Applications for free and reduced price lunches are available in the office.

Students who are in arrears with school meal payment will be contacted by a building administrator.

## **PERSONAL ITEMS**

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Students are encouraged not to bring valuables or money to school. If valuables or money are brought to school, the student would be wise to leave them with a teacher or in the office for safekeeping. All personal clothing should be labeled with the student's name. The school will not assume responsibility for the loss of personal items.

Student radios, MP3's, and electronic devices may be used in the classroom at teacher discretion. They are not be used while testing.

## **TEACHER AUTHORITY**

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Teachers are expected to maintain a proper school atmosphere. This authority extends beyond their own classrooms and their particular assignment of pupils. Pupils who refuse to comply with reasonable requests of any teacher discharging this responsibility will be subject to appropriate disciplinary action. A student is expected to give his own name if asked for by a teacher who is dealing with a problem situation.

## **CARE OF PROPERTY**

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We have a good school building and campus due to the care given it by our custodians and because teachers and students are careful not to abuse it. In the event a student is apprehended for willfully and maliciously mutilating, defacing, or destroying school property the student will be suspended in accordance with Board of Education policy. The student will also be required to pay a dollar amount, including labor, cost, for repairing the damages. Damage resulting from accidents or horseplay may result in full payment by the student(s) responsible. Parents and taxpayers are legally required to pay taxes that build and maintain our school. Damage done to facilities or equipment, athletic uniforms or equipment, buses, or books must be paid for with your own family's money. Help protect your school and report vandalism by others. Remember, most trouble starts as fun.

## **LOCKERS**

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Students are assigned lockers at the beginning of school. These lockers and lock combinations are recorded in the office for the student's convenience. Students are not to change lockers for any reason. All lockers are to be kept shut when not in use. Only school owned locks may be used.

Lockers will not contain nude pictures, advertisements or paraphernalia pertaining to alcohol or drug use or any other material the administration deems unacceptable or unsuitable for display in the school.

Lockers are school property and are subject to being opened and/or searched at any time by the school administrator or his/her designee.

## **STUDENT RELATIONSHIPS**

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Over physical displays of affection are not acceptable at any time. Physical contact will result in disciplinary action. Repeat offenders may be suspended.

## **TRANSPORTATION POLICY**

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All students in our #101 schools who ride a bus are subject to regulations. Any misbehavior, which distracts the driver, is a very serious violation and jeopardizes the safety of everyone. Students must abide by the following:

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
2. The driver may assign a seat to each student. Each student must be provided a seat. (Students in less desirable seats may move to a second assigned 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).
3. Students must be on time. The bus cannot wait for those who are tardy.
4. Students must never stand in the road while waiting for the bus. All students must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember, safety is in the driver's hands.
6. Outside of ordinary conversation, classroom conduct is to be observed. Profanity will not be allowed.
7. Students may not throw waste paper or other rubbish on the floor of the bus. Help keep the bus clean and sanitary at all times.
8. Students must not at any time extend arms or head out of bus windows.
9. Students must not try to get on or off the bus or move within the bus while it is in motion.
10. When leaving the bus, students must observe directions of the driver. If one crosses the road, do so in front of the bus after making sure the highway is clear.

11. Any damage to the bus is to be reported at once to the driver.
12. Students riding a bus during a stormy season are advised to listen to their home radio for storm warnings and to unsafe conditions, such as heavy snows or floods, and not attempt to reach school when so forewarned.
13. Use of tobacco inside a bus is prohibited. Lighting of matches is prohibited.
14. Intoxicating liquor, alcohol, or illegal drugs are not allowed in a bus.
15. Do not bring objects on the bus that are not necessary school items.
16. Radio or tape players may be allowed on activity trips at the discretion of the sponsor or driver of the bus.
17. Eating or drinking may be allowed on the bus at the discretion of the sponsor or driver of the bus. Students must observe the rules and regulations adopted by the board governing student transportation. Students will also be subject to the school's behavior code while riding school buses.

Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused bus transportation but required to attend school.

Students in activities are required to ride school transportation to the activity to be eligible to participate.

In the event the parent/legal guardians of a student desire to transport their youngsters home from an activity, the parents/guardians must sign a form furnished by the sponsor at the activity, wherein they acknowledge and accept the release of the student from the supervision, care, custody, control, and responsibility of the district to the parents/legal guardian. **A student may not be signed out by someone else's parent or guardian.**

## **ATTENDANCE-PARTICIPATION IN ACTIVITIES**

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In most cases students absent a significant part of the day (fourth hour through seventh hour), the day of the activity are not eligible to participate, practice or be in attendance in that day's activity. The principal will be responsible in reviewing the circumstances and he alone will render a decision of eligibility. All cases are contingent upon circumstances. As a rule if a student is too sick to attend class all day then participation will be denied. Arrangement for exceptions to this must be made in advance whenever possible.

Those students who have been suspended either in-school or out-of-school may not participate in any activities or be on school property (except to serve the in-school suspension time) until reinstated by the building principal.

Individual coaches/sponsors may set group/team training rules, codes of conduct, etc. Students are obliged to adhere to such policies if they plan to participate in activities.

## **VISITORS**

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No student visitors will be allowed during the school day without prior approval. Parents are invited to visit but must check in the office prior to attending any class.

## **EXTRA CURRICULAR SUBSTANCE ABUSE POLICY**

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Twenty-four (24) hours each day during the season of practice and competitive play, a student athlete shall not use or consume, have in possession, buy, sell or give away any beverage containing alcohol or any controlled drug or substance, including tobacco products.

**First Violation:** The student athlete shall lose eligibility for the next contest at their level of participation. For the student athlete to regain eligibility it will be recommended for the student athlete to receive an evaluation and any necessary counseling from a professional chemical dependency counselor at their own expense.

**Second Violation:** The student athlete will be dismissed from that sport for the remainder of the season. Chemical dependency counseling is also recommended at their own expense.

**NOTE: This includes school sponsored athletics, activities, clubs, and organizations that represent USD #101.**

## **ATHLETIC ATTENDANCE**

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Practice and meetings are mandatory. Absences from practice, meetings and/or games will not be tolerated. Participants may be excused by coach for educational activities, family situations, and death in the family. The coach has the discretion to discipline participant if the above excused absences are being abused.

**INCENTIVES FOR UNEXCUSED ABSENCES:**

1. 1<sup>st</sup> time: Loss of full contest.
2. 2<sup>nd</sup> time: Dismissal from team for remainder of season.

We understand that there are always extenuating circumstances that cannot be foreseen. Coaches will deal with them as they occur.

Weekend practices must be approved by building Principal.

## **STUDENT INSURANCE**

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The U.S.D. #101 Board of Education will not purchase an "All School Plan" insurance policy.

**BOARD POLICY: JGA** – Student Insurance Program – The school does not provide individual insurance for students while attending school or participating in, practicing for, or traveling to and from student activities. Parents should

expect to file claims through their own policies if their child is injured at school or at a school event. Parents of 6-12 students who will be participating in interscholastic athletic competition will be required to certify that they maintain insurance for their child.

## **ATTENTION PARENTS AND STUDENTS ELIGIBILITY CHECK LIST**

### **For Junior and Senior High Students to Determine Eligibility When Enrolling**

If a negative response is given to any of the following questions, the enrollee should contact his/her administrator in charge of evaluating eligibility. This should be done before the student is allowed to attend his/her first class and prior to the first activity practice. If questions still exist, the school administrator should telephone the KSHSAA for a final determination of eligibility. (Schools shall process a Transfer Form E on all transfer students).

1. Are you a bonafide student in **good standing** in school? (If there is a question your principal will make this determination.)  
\_\_\_\_\_ Yes \_\_\_\_\_ No
2. Did you **pass at least FIVE subjects** last semester?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
3. Are you planning to **enroll in at least FIVE subjects** of unit weight this coming semester?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
4. Did you **attend** this school or a feed school in your district last semester?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If the answer is "no" to Question 4, please answer Sections a and b.

- a. Do you reside with your parents? \_\_\_\_\_ Yes \_\_\_\_\_ No
- b. If you reside with your parents, have they made a permanent and bonafide move into your school's attendance center? \_\_\_\_\_ Yes \_\_\_\_\_ No

**NOTE:** Transfer Rule 18 states in part, a student is eligible transfer-wise if:

**BEGINNING SEVENTH GRADER** – A seventh grader, at the beginning of his or her seventh grade year, is eligible under the Transfer Rule at any school he or she may choose to attend.

## **SUMMARY OF SELECTED BOARD POLICIES**

### **ANIMAL & PLANTS IN THE SCHOOL: ING/ING-R**

Plants and animals are not to be brought in the building without first checking with the principal.

### **DRESS CODE: JCDB**

Students will conform to dress and personal appearance in their school attendance center, which will not disrupt the learning process and the educational setting.

### **DRESS CODE: JCDB-R**

Students will not represent their attendance center or district in activities if their dress or personal appearance does not meet specific conditions acceptable to the principal and instructor.

### **WEAPONS: JCDBB**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

#### Weapons and Destructive Devices:

As used in this policy, the term "weapon" and/or destructive device shall include, but shall not be limited to:

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

#### Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession

of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

### **STUDENT HEALTH SERVICES: JGC**

The district will endeavor to maintain a healthful environment for each student in school attendance and in school-sponsored activities.

All students participating in cheerleading and interscholastic athletics are required to provide the building principal with evidence of having passed a physical examination in accordance with KSHSAA regulations. Students are not able to participate or practice without a physical.

### **DRUG FREE WORKPLACE**

The board believes that maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

### **EMERGENCY DRILLS: JGFA**

Each building principal on a periodic basis will conduct the minimum emergency drills required by law to instruct students in the proper procedures to follow in contingencies, such as tornado alert, civil defense disaster, fire or any other such emergencies. Since many parents may not be at home during an actual emergency period when there is less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. The staff will remain on duty with the students during such emergency periods. Parents may come to the designated premises to pick up their children if they so desire under procedures as outlined in the rules and regulations which pertain to this policy or to a specific publication designed to implement civil defense procedures pertaining to emergency situations.

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 a meeting place outside the school designated by the building administrator.

### **DISMISSAL PRECAUTIONS: JGFC-R**

School will not be dismissed because of storms that arise during the school day, as long as it is feasible for students and teachers to remain at school in safety.

Parents are urged not to send their children to school when storm conditions exist or when road conditions are such as to create a definite hazard.

If adverse weather conditions exist before school begins, the building principals will consult with the Superintendent concerning dismissal of school.

If the Superintendent decides the weather to be of such a nature that the safety of students is threatened, he will notify the radio/TV stations, KOAM-TV Pittsburg, KKOW-Radio

Pittsburg, KODE-TV Joplin, KKOY-Radio Chanute, KLKC-Radio Parsons, and have a school closing announcement broadcast.

### **CONTESTS FOR STUDENTS: JM**

No student shall enter any contest as a representative of a school in the district, unless such contest is acceptable to the KSHSAA and approved by the Board of Education. Students shall be advised by the appropriate sponsor that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility in that identical activity before the KSHSAA. Each faculty sponsor bears the responsibility for monitoring his student activity sponsorship and must make his students aware of those activities, which put them in violation of this policy and KSHSAA regulations.

### **AWARDS AND SCHOLARSHIPS: JN**

Student awards for having represented a school in the district shall be limited to those approved by the administration and the Board of Education. Awards for interscholastic activities shall be limited to those approved by the KSHSAA.

Students shall be advised by the appropriate sponsor that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility in that identical activity before the KSHSAA.

Each faculty sponsor bears the responsibility for monitoring his student activity sponsorship and must make his students awarded of those activities, which put him/her in violation of this policy and KSHSAA regulations.

### **TOBACCO POLICY: Effective July 1, 2010**

Tobacco use of any kind is not permitted by any person (staff, student, or visitor) at any time in or on USD #101 properties, whether owned, leased, or rented. Staff, students, and parents who violate this policy will be subject to disciplinary measures in accordance with applicable school and district policies. Visitors who violate this policy will be asked to refrain from tobacco use or leave such district property and may be referred to school security personnel or local law enforcement if continued refusal occurs.

This policy further prohibits tobacco industry advertising, marketing, and sponsorship on district property, at school functions, and in school publications. In addition, the exhibition of tobacco-oriented gear or paraphernalia by staff and students is prohibited.

USD #101 will use signage and, when possible, written and verbal notices in district communications to advertise this policy. This district will make available current information regarding smoking cessation programs.

### **SCHOOL LUNCH PROGRAM**

District 101 participates in the National School Lunch and Breakfast Program. Breakfast is available to morning Pre School and K-12. Lunch is available to K-12.

Free and Reduced price meal applications are available to all families and may be obtained at enrollment or anytime throughout the school year at your student's attendance



center. All information concerning free and reduced meal qualification submitted by your household will remain confidential according to state and federal guidelines. Kindergarten snacks do not qualify under the free and reduced price meal program.

Each student will receive a meal card at the beginning of the school year and is responsible for having this card at the scanning stations for meals each day. Teachers will hand out K-5 cards just before lunch and a book of scan codes will be used for K-5 breakfast.

All schools have a closed lunch period.

Students will receive one milk and one juice for breakfast as well as one milk for lunch. Water is available to all. Any additional milk or juice will be an extra charge whether you have free, reduced or paid meals.

There are no caffeinated beverages allowed in the Elementary or Jr. High cafeteria and should not be included in sack lunches from home. No fast food containers or advertising restaurant containers allowed in any of the cafeterias.

If a student has a food allergy that rises to the level of a disability, they should submit a food allergy form. These required forms will be available at enrollment or at the student's attendance center throughout the school year. Substitutions cannot be provided until these forms are on file.

A student's account is expected to have a positive balance at all times. You may make payments to either your students school office or online via credit card. If you are having trouble keeping the account in a positive way, you can contact the school for payment plans.

Students with a low or negative balance will receive a phone reminder weekly.

## **DP COLLECTION PROCEDURES**

### **Unpaid Fees and Negative Account Balances**

Unpaid or overdue accounts disrupt accounting practices within the district. All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to three times in not less than ten day increments by the superintendent or superintendent's designee via letter sent by U.S. First Class Mail or through electronic mail providing that the individual owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals.

If, within ten days after the second notice was mailed/e-mailed, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent's designee to pay it, a third and final notice shall be sent to the debtor by mail/e-mail.

If full payment is not received by the school within ten days after mailing of the final notice, authorization for the enforcement of collection may be obtained through the local small claims court in compliance with Kansas statutes or the superintendent or superintendent's designee may turn the

matter over to legal counsel to commence debt collection proceedings on behalf of the district.