



**SHAWNEE HEIGHTS
MIDDLE SCHOOL**
THUNDERBIRDS

T-BIRDS

2018-2019

AGENDA PLANNER

Mr. Tim Urich
Principal

Mr. Brad Mickens
Assistant Principal

4335 SE Shawnee Heights Rd
Tecumseh, KS 66542
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This agenda belongs to:

NAME: _____

ADDRESS: _____

CITY/STATE: _____ **ZIP CODE:** _____

PHONE: _____ **LOCKER NO.** _____

BUS NUMBER: _____

SHAWNEE HEIGHTS MIDDLE SCHOOL

4335 Shawnee Heights Road
Tecumseh, Kansas 66542-9796
Phone: (785) 379-5830
Fax: (785) 379-5848

Building Administration

Mr. Tim Urich, Principal (Last Names A-K)
Mr. Brad Mickens, Assistant Principal (Last Names L-Z)

Building Counselors

Mrs. Amy Esquibel – 7th Grade
Mrs. Beth Robinett– 8th Grade

Support Staff

Mrs. Jackie Calovich - Administrative Assistant
Mrs. Dianne Yeagley - Bookkeeper/Student Attendance/Athletic Secretary

District Office Administration

Dr. Martin Stessman, Superintendent
Mrs. Rebecca E. Greer, Curriculum Director
Mr. Matt Hirsch, Human Resource Director
Dr. Kristen Bennett-O'Brien, Special Education Director
Mrs. Sara Hoyer, District Finance Director

Board of Education

Mr. Joel Manzaneres, Board President	Mrs. Renae Hansen, Board Member
Mr. Eric Deitcher, Board Vice-President	Mrs. Erica Price, Board Member
Mr. Rocky Busenitz, Board Member	Mrs. Lauren Tice-Miller, Board Member
Ms. Rosa Cavazos, Board Member	



2018-2019 Student Handbook Acknowledgement

Note to parents: In the past, this page was signed by parents or guardians and returned by the student to the front office. Now, this page is signed electronically during the online enrollment process. Please read the handbook thoroughly with your student. Thank you, Tim Ulrich, Principal

I, _____ do hereby acknowledge receipt of the student handbook for SY 2018-2019.

I have read this handbook, and I understand the contents. Further, I understand:

As a condition of enrollment, I am required to abide by all regulations contained in this handbook as well as other policies established by the board of education.

If I choose not to abide by the regulations contained in this handbook, any other policy established by the board of education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school.

Date: _____ Signature of Student: _____ Sample _____

Date: _____ Signature of Parent: _____ Sample _____

SHAWNEE HEIGHTS USD #450
DISTRICT BELIEF STATEMENTS

1. Quality education is an investment in the future.
2. Education is a shared responsibility among schools, parents, students and communities.
3. Learning is life-long process.
4. High expectations and hard work are essential to achieve quality results.
5. Cooperation and communication skills are essential for success in a competitive world.
6. Identifying and solving problems are essential skills.
7. A safe, secure, nurturing environment is vital for positive human development.
8. Intellectual, physical, emotional and social aspects are among the components that make up the total person.
9. Everyone has inherent worth.
10. Everyone can learn.



DISTRICT MISSION STATEMENT

The mission of Shawnee Heights USD #450 is to ensure a quality education that promotes academic achievement for all students and supports the development of caring, productive and responsible citizens.

This will be achieved through:

- diverse academic opportunities.
- staff committed to continuous instructional improvement.
- student, family and community involvement.
- safe schools.

DISTRICT EXIT OUTCOMES

Shawnee Heights USD #450 will prepare students as life-long learners to:

- apply their academic skills.
- communicate effectively.
- think critically and creatively.
- use computers and apply technology.
- use self-management and practical life skills.
- maintain and enhance physical and emotional health.
- respect diversity and work cooperatively with others.
- participate as informed, responsible citizens.

SHAWNEE HEIGHTS MIDDLE SCHOOL
BELIEF STATEMENTS:

1. The Middle School years are a time for promoting strong basic education and encouraging exploration.

2. A safe, secure, nurturing environment is essential to the learning process.
3. Academic goals and developmental needs of young adolescents are equally important.
4. Everyone can increase self-understanding.
5. Everyone can learn to accept individual differences.
6. Everyone can demonstrate respect for others.
7. The extended school community, school staff, parents, and students all share responsibility for student learning.

SHAWNEE HEIGHTS MIDDLE SCHOOL
MISSION STATEMENT

Shawnee Heights Middle School, through the collaboration of our learning community, will provide a challenging curriculum in a safe, positive environment in order to develop productive and responsible life-long learners.

SHAWNEE HEIGHTS MIDDLE SCHOOL
PHILOSOPHY

Students in the 7th and 8th grades are experiencing a crucial period in their development. They require unique educational and social experiences. During this time of heightened sensitivity, they are faced with expanding their knowledge of the world around them and learning to work and interact with others while becoming independent. Therefore, the middle school program is designed to meet these individual needs of young adolescents.

The middle school instructional program is distinctively different from the elementary or secondary schools. This program offers rigorous, standards aligned core courses and elective offerings designed to support the core curriculum and to encourage students to cultivate interests beyond traditional subjects. Strong math and literacy ties are purposely integrated into all elective course offerings.

Teachers, counselors, and administrators strive to balance academic goals with human needs. The middle school schedule will include different teachers and classrooms for each subject. Various activities are provided to address the unique needs of adolescent learners. A team of teachers will monitor each student's academic, social, emotional, and physical progress.

At the middle school, students learn to better understand themselves, they learn to accept individual differences, and to respect others. To this end, the middle school offers positive learning experiences and effective guidance for the academic, social, emotional, and physical development of each student.

Parents, teachers, counselors, and administrators must share the responsibility to ensure that the students receive the best possible education. The common goal

is to provide for the needs of the students. Opportunities are provided for developing positive self-esteem, acquiring a good foundation of basic skills, and becoming wise decision makers and lifelong learners.

ATTENDANCE RESPONSIBILITY/TRUANCY

The middle school and high school have a unified attendance policy. Irregular attendance invariably leads to inferior work, failure, suspensions or dropouts. Equally important is preparation for high school and expectations for the working world. It is the school's goal for each student to develop a sense of responsibility for reporting to school or work on time and for being at an assigned location on a regular basis.

- Students are allowed five full day call-in absences per semester. Beginning with the 6th absence of the semester, a medical note or other acceptable documentation must be provided or the absence will be marked as unexcused. The student's call-in absence count resets to zero at the beginning of the second semester.
- Parents/guardians must contact the attendance office by 8:30 AM on the day of absence.
- The middle school adheres to Kansas truancy law. Children between the ages of 7 and 18 are required to attend school. By Kansas statute, students who miss three consecutive school days unexcused, five days in a semester unexcused, or seven days in a year unexcused are considered truant.
- An absence is recorded when a student has missed more than 30 minutes of a class period. A tardy is recorded for absences <30 minutes.
- Students who report to school later than 11:06 are considered to have missed a *significant portion of the school day* and may not be allowed to participate in certain extra-curricular and co-curricular activities per KSHSAA regulations.

Students are not to leave the building without permission. Parents must either send a note or call the school if a student is to be released during the day for an appointment. The student should take the parent note to the office where a pass to leave class is written and given to the student. Upon returning to school the student reports to the office for an admit slip to return to class.

ABSENCES AND MAKE-UP WORK

When students who are absent return to school:

1. At 7:25 A.M., retrieve an admit slip and make-up sheet from the office.
2. Present admit slip to each teacher to obtain make-up work.
3. It is the responsibility of the student to ask for and acquire missing work from teachers. It is the

responsibility of the student to take any assessments missed while absent.

4. The school principal requires teachers to enter zeros for all missing assignment or assessments until the work or assessments are submitted and have been graded.

Students have two class periods for make-up for each class period of absence for all credit eligible absences. If a student is absent for more than three (3) days due to a credit eligible absence, parents or guardians may call the school on the third day to obtain assignments. The call should be made to the school by 9:00 A.M., and the assignments may be picked up that afternoon after school and before 3:45 P.M. Teachers are not required to accept makeup work after a mid-term, quarter, or semester grading deadline. All grade changes must be approved by building administration and must be based on unforeseen and significant circumstances facing the student or family.

PREARRANGED ABSENCES

A prearranged absence is a type of call-in absence created in advance. When it is known in advance that a student will be absent, parents/guardians are requested to send an email to the middle school attendance secretary 24 hours in advance of the planned absence. Include the reason for the absence in the text of the email. If the absence is a medical appointment, send the medical note with your student the next day he or she returns to school. Parents are encouraged to communicate with their student's team via email for planned absences.

LEAVING DURING SCHOOL HOURS

Once a student boards the school bus, he is considered to be in school and must receive permission from the office before leaving. Students leaving school without permission are subject to disciplinary action.

WITHDRAWAL PROCEDURE

Parents will notify the Guidance Office as soon as moving plans are known.

On the last day of attendance students will:

- a. Pick up a withdrawal slip from the Guidance Office.
- b. Present the withdrawal slip to each teacher for a final grade and return of textbooks.
- c. Present the withdrawal slip to the librarian.
- d. Clear lunch record with ticket clerk.
- e. Clear all fees, lost books, etc. with the office.

GRADING PHILOSOPHY

The purpose of grading is to communicate academic progress to the student and his or her family. The middle school operates under two primary grading agreements:

Agreement #1:

The majority of a student's grade should be based on graded activities and assessments that communicate what they know and can do.

Agreement #2:

The minority of a student's grade should represent classroom compliance and accountability. [i.e. completion grades, bellwork checks, extra credit, etc]

The final grade is given continuity from course to course and department to department by an application of a grading scale:

A	-	excellent	90-100
B	-	above average	80-89
C	-	average	70-79
D	-	below average	60-69
F	-	failure	below 60

Life has deadlines and due dates. Students who observe due dates become workers who observe due dates. Late work invariably leads to poor performance on assessments and low grades. Students should take care to record assigned work and due dates in their planners on a daily basis. Students and parents are encouraged to review the team's online assignment calendar several times per week. Due dates for assignments and assessments will be clearly communicated by teachers. The school does not have a unified policy on late work, late assessments, or retaking assessments. Accepting late work or assessments or allowing a student to retake an assessment is as the sole discretion of the teacher and is not required by the school. Teams will make their late work policies known to students. Teachers will make any assessment retake policies known students.

PROGRESS REPORTS & GRADE CARDS

Progress reports will be emailed to parents at mid-quarter and grade cards will be emailed at the end of each quarter. Progress reports and grade cards are nearly identical in appearance. Progress reports may indicate areas that need improvement. Progress reports are designed to facilitate communication regarding grades and should be considered a snapshot of performance. Teachers will update grades every Tuesday by 5:00 P.M. The school advises checking PowerSchool with your student weekly on Wednesdays. Teachers are not

required to accept makeup work after a midterm, quarter, or semester grading deadline. All grade changes must be approved by building administration and must be based on unforeseen and significant circumstances facing the student or family.

HONOR ROLL

In order to acknowledge, encourage, and recognize the efforts of students in their quest for knowledge, the honors program of Shawnee Heights Middle School has been established.

An all "A" Honor Roll	(4.0)
High Honors	(3.9 – 3.5)
Honors	(3.4 – 3.0)

Students with D's or F's will not be placed on the honor roll. An honor roll will be posted in the school following the end of each quarter.

S.T.A.T.E.

Students are given the chance each quarter to participate in the S.T.A.T.E (Students Taking Action Toward Excellence) program. Students who demonstrate good behavior, passing grades and who are in good social standing (as noted below) will qualify to attend a quarterly celebration of their success.

S.T.A.T.E Quarterly Eligibility Criteria

- No grades of D's or F's for the quarter.
- No discipline points for the quarter.
- Students should be "in good standing". Integrity issues in proximity to a S.T.A.T.E activity such as cheating, bullying, fighting or other concerning behavior that warrants conversations with students or parents can disqualify a student from being recognized or participating.
- No more than 2 minors referrals during the quarter for which discipline points were not assigned.
- No student who receives a discipline referral on the day of a S.T.A.T.E activity or dance will be allowed to participate in the activity.

Night of the Stars & Worlds of Fun Trip

The **Night of the Stars** is a special award dinner in mid-May for both 7th and 8th grade students who qualify. The dinner is a S.T.A.T.E. activity for those students who demonstrate behavior and academic progress most congruent with middle school expectations. There is no charge for the dinner.

Night of the Stars Eligibility Criteria

- 3.0 minimum GPA for each quarter.
- No discipline points for the year.
- 3 tardies or fewer for each quarter.
- Met the quarterly S.T.A.T.E. eligibility criteria each quarter.

- In good-standing with the team and administration

The **Worlds of Fun** trip is the 4th quarter S.T.A.T.E. activity for both 7th and 8th grade students. The trip typically occurs on the Thursday (7th grade) and Friday (8th grade) during the 3rd week of May. The Worlds of Fun 2018-2019 trip cost student share is \$45. This cost includes the ticket price, lunch and a partial charge to offset a portion of the bussing expense. If your child has a season pass, the student share is \$15. Historically, 80% of students at each grade level have met the qualifying criteria (Quarterly Eligibility Criteria above.)

RETENTION PROCEDURE

The Board acknowledges the teacher is responsible for awarding marks and/or grades, and the professional staff (teachers, school counselor, and building administrators) are responsible for making decisions relative to promotion or retention of students. In regard to retention, the parent(s)/ guardian(s) will be involved early in the discussion and will have input into the decision. The professional staff and the parent(s)/guardian(s) are encouraged to work together to make a decision, relative to retention, which is in the best interest of the student. If agreement cannot be reached, the professional staff recommendation will be the final decision.

SPECIAL EDUCATION SERVICES

Special Education services are provided for all exceptional students in grades seven and eight.

BEHAVIOR EXPECTATIONS

USD 450 schools use the 8 Keys of Excellent as a behavior management system. The 8 Keys define a set of positive academic and behavior expectations for students and staff.

INTEGRITY – Match behavior with values

Demonstrate your positive personal values in all you do and say. Be sincere and real.

FAILURE LEADS TO SUCCESS – Learn from mistakes. View failures as feedback that provides you with the information you need to learn, grow, and succeed.

SPEAK WITH GOOD PURPOSE – Speak honestly and kindly. Think before you speak. Make sure your intention is positive and your words are sincere.

THIS IS IT! – Make the most of every moment
Focus your attention on the present moment. Keep a positive attitude.

COMMITMENT – Make your dreams happen
Take positive action. Follow your vision without wavering.

OWNERSHIP – Take responsibility for actions.
Be responsible for your thoughts, feelings, words, and actions. “Own” the choices you make and the results that follow.

FLEXIBILITY – Be willing to do things differently
Recognize what’s not working and be willing to change what you’re doing to achieve your goal.

BALANCE – Live your best life. Be mindful of self and others while focusing on what’s meaningful and important in your life. Inner happiness and fulfillment come when your mind, body, and emotions are nurtured by the choices you make.

STUDENT APPEARANCE/BEHAVIOR KANSAS ASSOCIATION SCHOOL BOARD RECOMMENDATION

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student:

- Shall not lead school officials to reasonably believe that the behavior, apparel, activities, acts, writings, marks, drawings, painting, or designs; or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- Shall not present a physical safety hazard to self, students, staff, and other employees;
- Shall not create an atmosphere in which a student, staff, or other person’s well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- If the student’s behavior or other attribute is in violation of these provisions, the principal or designee will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary. (See JDD, JCDA)

BULLYING and HARASSMENT POLICY The 2013 Legislature amended the anti-bullying statute (KSA 72-8256) and effective July 1, 2013 establishes the following definition of bullying for public schools.

Bullying means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member that is sufficiently severe, persistent, or pervasive that such

gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- a. Harming a student or staff member, whether physically or mentally;
- b. Damaging a student or staff member in reasonable fear of harm to the student or staff member; or
- c. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- d. Cyberbullying; or
- e. Any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection of K.S.A. 72-8205 and amendments thereto.

Course of action for bullying incidents:

- Students who observe or are the target of a bullying incident should report it on a Bullying Report form.
- Teachers who observe a bullying incident **must** report it on a Bullying Report form.
- If a student tells a teacher he/she has been bullied, that teacher should assist the student in filling a Bullying Report form.

Consequences for bullying:

- 1st report: Conference with counselor or administrator, parent phone call, sign bullying/harassment statement.
- 2nd report or more: Conference with administrator, office referral, possible school discipline.

SEXUAL HARASSMENT

Sexual harassment is any unwelcome behavior of a sexual nature that interferes with the school environment. Sexual harassment includes, but is not limited to:

- Letters, notes, telephone calls, e-mails, electronic communication, distribution or display of materials of a sexual nature.
- Deliberate touching of self or others; leaning over, cornering or pinching others.
- Sexually suggestive leering or gestures.
- Pressure for sexual favors.
- Sexual teasing, jokes, remarks or questions.
- Sexual innuendoes.
- Sexting (see sexting section.)

Course of action for sexual harassment incidents:

- If a student is sexually harassed, he/she needs to report it to a counselor.
- If a teacher observes the sexual harassment of a student by another, they **must** report it to the administration on a Bullying Report form.

Consequences for sexual harassment incidents:

- 1st offense: If a student reports sexual harassment to the counselor, the counselor discusses the options available to the student:
 1. The student may file a formal complaint.
 2. The counselor calls the targeted student's parents, if a formal complaint is filed.
 3. An administrator calls the offender's parents, if a formal complaint is filed.
- 2nd offense: Disciplinary actions will be determined by administration.

RACIAL HARASSMENT

Racial harassment is discrimination on the basis of race, color or national origin. This may include, but not be limited to, verbal or physical conduct or written graphic material.

Course of action for incidents of racial harassment:

- If a student is racially harassed, he/she should report it to any staff member and complete a Bullying Report form.
- If a teacher observes racial harassment of one student by another, the teacher must complete the bullying form online.
- Disciplinary actions will be determined by administration.

SEXTING

Sexting is harmful to minors and is against the law. The school cooperates with local law enforcement on sexting cases and may notify the USD 450 school resource officer (SRO) at the onset of every investigation involving sexting. A variety of Kansas statutes prohibit the transmission of sexual content of minors.

Transmitting nude or semi-nude images to another student will result in the eventual embarrassment, humiliation, and regret of the sender and the potential criminalization of both the sender and the receiver. Parents are encouraged to Google and review with their children the Kansas statutes related to sexting and harassment by an electronic device: K.S.A. 21-5610, K.S.A. 21-5611 and K.S.A. 21-6206. Families are encouraged to take precautions and use strategies to monitor the electronic communication habits of their students. It is against school rules to commit a sexting crime at school, on school property, or at school sponsored events, or if it substantially disrupts the

school learning environment. School consequences may apply.

- School administration may make a report to the USD 450 school resource officer at the onset of each investigation involving the electronic transmission of sexual content.
- Students are encouraged to preserve evidence and report sexting to their parents, school officials or the SRO.

In plain language, students should not:

1. Create and send sexual content to another student.
2. Receive, keep and fail to report that one has received sexual content from another student.
3. Retransmit sexual content that one has received to others via any electronic means.
4. Use another's sexual content to bully, intimidate, harass or defame another student.
5. Request, pressure, or coerce any other student to provide sexual content.

PHONES & PERSONAL ELECTRONIC DEVICES AT SCHOOL

Students may exercise the privilege of possessing personal electronic devices on USD 450 property and at district sponsored activities. The use of cell phones or other electronic devices to make calls, text message, take photos/videos, use the internet, or play games during the school day is not allowed. For the purposes of this policy, the school day is defined as 7:25 AM to 2:47 PM. Personal electronic devices are to remain off and stowed in student lockers during the school day. Parents/guardians should not text their students during school hours. While convenient, texting students during school hours encourages them to violate school rules. All messages for students should be called into the school's main office or the health room. Neither SHMS nor USD 450 can safeguard personal property. Repeated violations of this policy may result in the revocation of this privilege. Students may use the phone in the main office with permission from their teacher or office staff.



Consequences for violating SHMS Personal Electronic Device Policy:

- 1st – Device will be confiscated for the day. The student may collect the device from the office at the end of the day.
- 2nd – Device will be confiscated for the day. School personnel will contact the student's parent. The student may not possess personal electronic devices at school for the remainder of

the current semester or 2 months, whichever is longer. 1 discipline point will be assigned.

- 3rd – Device will be confiscated for the day. Student may not possess electronic devices at school for the remainder of the school year. 1 discipline point will be assigned.
- Refusing to surrender a personal electronic device to a staff member upon request advances the student to the consequence associated with the next violation level. Additional school consequences may apply.

PICTURE / VIDEO RECORDING

No student may create a video recording or take a picture during school hours or at a school sponsored event of another student or staff member with the intent to harass, intimidate, demean, extort or otherwise abuse their student peer or the staff member. Media making activities during school hours should have a bona fide academic or co-curricular purpose.

SHMS iPad EXPECTATIONS

- The student is responsible for the care, condition, location, and charging of the iPad assigned to you.
- The iPad is an educational tool and should not distract you from learning, reading, listening to instructions, or paying attention.
- Use only apps, programs, or Internet sites that your teacher has instructed you to use.
- Make no changes to your iPad's settings without approval from your teacher.
- Limit your camera use to educational purposes only.
- All communication coming from your iPad should speak with good purpose.

CONSEQUENCES

1st - Teacher notifies student and completes iPad violation form. The front office forwards the form response home to the parents with a copy and paste of the iPad Expectations. Warning given by teacher.

2nd - Teacher notifies student and completes iPad violation form. The front office forwards the form response home to the parents with a copy and paste of the iPad Expectations. Warning given by teacher. Warning given by an administrator.

3rd - Teacher notifies student and completes iPad violation form. The front office forwards the form response home to the parents with a copy and paste of the iPad Expectations. Detention assigned by administrator. Confiscation of iPad.

4th and up- Teacher notifies student and completes iPad violation form, which is forwarded home to the parents, along with a copy of the iPad Expectations. Student will be assigned to the Bridge room for one day. Confiscation of iPad.

Depending on the nature of the violation, school administrators may choose to assign school consequences beyond those indicated above.

DRESS EXPECTATIONS

The goal of the dress code is to teach students expectations for dressing appropriately for a professional working and learning environment. The dress code recognizes that certain types of dress that are appropriate for elementary school children are not appropriate as children transition into adolescence and become young adults. The dress code is reviewed annually by school administration, the school's site council and a student leadership group. The school dress code is approved annually by the USD 450 Board of Education as part of this handbook. Generally, the school prohibits students from wearing anything deemed disruptive, distracting, provocative, provoking and/or intimidating; or any dress which is not congruent with middle school or community values.

- Clothing and appearance shall be neat and clean.
- No student will display undergarments at any time.
- No house slippers or pajamas are to be worn in school.
- The waist band of all shorts and pants must be worn above the hips. Students will not sag their pants or shorts.
- Shorts and skirts of an appropriate length are acceptable. Appropriate length means appropriate for a professional working and learning environment.
- Clingy or revealing lower garments (Spandex / Yoga Pants, etc.) are acceptable if worn under shorts, skirts, or if worn with a cardigan, long shirt, or sweatshirt which covers the student's bottom and front while seated or standing.
- All male students must wear at least a full t-shirt with sleeves.

- Students are not allowed to show bare midriffs or wear backless shirts.
- Halter tops, tube tops, spaghetti/noodle strap tops, and mesh shirts are not allowed.
- Hats, bandanas, and other head coverings may not be worn in the school during school hours.
- Unsafe/distracting accessories, wallet chains, spike jewelry, electronic clothing, etc., are not to be worn or brought to school.
- Clothing or adornment which describes in picture, word, or inference any reference to illegal drugs, alcohol, tobacco, profanity, obscenity, sexual innuendoes, racial insults, violence, violence against law enforcement officers, mutilation, or gang participation will not be worn.
- Face painting is prohibited without administrative authorization.
- Backpacks and coats should remain in student lockers for the school day.

Clothing judged by a teacher, counselor, administrator or other school worker to be unacceptable for a professional working and learning environment will not be allowed. The school also reserves the right to restrict student activity around machinery or in any other situation where the student's health or safety could be affected due to manner of dress. Parents/guardians are encouraged to take an active interest in the appearance of their students.

ASSEMBLIES

Students are expected to sit in assigned areas, to listen to the speakers respectfully, to clap at appropriate times, and to wait for dismissal by a supervisor at the end of the activity. Inappropriate behavior will lead to a discipline referral and/or loss of the privilege of attending future assemblies.

DUTY TO COMPLY

SHMS is committed to maintaining a safe and orderly academic and social environment for all students during the school day and at school sponsored activities. To that end, all students are required to comply with all reasonable instructions and requests given to them by teachers, administrators, counselors, coaches, and all school workers. The middle school values a fair partnership and good faith cooperation between parents, students, and school employees.

HALLWAY BEHAVIOR

Behavior in the halls shall be orderly and allow for easy movement of students and staff at all times.

Below are the expectations for students' behavior in the halls:

1. Students are expected to keep their hands and feet to themselves. Pushing and shoving are not acceptable.
2. Running is not permitted in the halls.
3. It is acceptable for students to hold hands. All other public displays of affection between students are not allowed.
4. Loud disruptive talking and yelling in the hallways is not acceptable.
5. The student handbook contains hall passes. When a student requires a hall pass, he or she is encouraged to complete a pass to be initialed by their teacher.

TARDIES

A tardy is defined as a student not being at his/her assigned location at the time of the tardy bell or assigned time to be back from lunch. Each core team will have a consistent tardy policy and communicate that policy to students. The school does not issue excused tardies to students unless a bus arrives late in the morning or if school meetings prior to school or during activity periods exceed the allowed time. Parents may excuse their students with a written note or phone call at the time the student comes to school. Students are allowed 5 parent-excused tardies per semester. Parent-excused tardies in excess of 5 may result in the consequences indicated below. Excessive tardies will affect a student's eligibility for certain incentives. Students will face the following consequences as they accumulate tardies:

- a. 4th – Detention
- b. 6th – Assignment of 1 discipline point.
- c. 8th and every 2 subsequent tardies – Assigned to the Bridge room for one day.
- d. As a preventative measure for chronically tardy students, the team may choose to restrict any student's passing periods between classes.
- e. Each student's in-building tardy count resets at the end of each quarter.

FOOD AND DRINK

Students are allowed to consume food, candy, and drink at the discretion of their teachers during appropriate, supervised occasions. Students may possess a bottle of water or a personal, refillable water bottle or container. There are bottle filling stations located in both the 7th and 8th grade hallways. Water bottles or containers must have spill proof lids. Commercially prepared beverages (milkshake, fountain drinks, cup of coffee) are not permitted in school. Due to the nature of special equipment in certain classrooms, food and drink will be prohibited in these areas. Chewing gum must be consumed responsibly and discarded appropriately. Candy is not to be distributed and should be eaten at

lunch in individual quantities. Failure to comply with a teacher's request to dispose of gum or candy will result in a disciplinary referral.

STUDENT CONDUCT BEFORE & AFTER SCHOOL

Students arriving before 7:25 A.M. by private car are to enter the "F" hall doors and sit on the front benches until the 7:25 A.M. bell, then go to the designated area. Students may not go to their lockers nor walk the hallways without a pass. At the 7:42 A.M. bell, each student may go to his locker. The tardy bell rings at 7:50 A.M. 7:25 A.M. to 2:47 P.M. defines the official school day.

After the last period, students are to go to lockers quickly and report to buses within 4 minutes. If students remain after school for scheduled activities, they should report to a designated area (gym, commons). Failure to comply with the rules will lead to a discipline referral.

CHEATING:

Cheating will not be tolerated on assignments or tests. Students cheating, either by supplying or taking information, may receive a zero for the assignment. The student maybe required to complete an alternative test/assignment to evaluate learning. Plagiarism is using or closely imitating the language and thoughts of another author or representing another's work as one's own. Plagiarism is cheating. Photographing and/or posting/publishing/sharing classroom materials including assessments, assignments, or another student's work is cheating. School consequences may apply to any student who is caught cheating.

DETENTIONS

Teachers may detain students before or after school for disciplinary reasons or for failure to complete necessary work. Parents will be notified at least 24 hours in advance. If a student does not then complete the detention time obligation, the student will be referred to the office. Generally, failing to serve a detention will result in assignment to the Bridge room. Detentions will be either Tuesday morning from 6:40 A.M. to 7:40 A.M. or Thursday afternoon from 3:00 P.M. to 4:00 P.M.

SUBSTITUTE TEACHERS

The school maintains a pool of quality substitute teachers. Students will cooperate with all instructions and assignments given by substitute teachers as they would for their regular classroom teachers. "Behavior notes" from a substitute teachers are taken seriously and may result in the assignment of school consequences.

Bridge Room

Students may be assigned to the Bridge by a teacher, counselor, administrator or other school worker for a cool down, to complete missing work, to complete a missing assessment, to serve a lunch detention, for a working lunch, or for violations of school or classroom rules. Students who are assigned to the Bridge room will have their school work brought to them and are expected to spend their workday productively. Violations of school rules while in the Bridge room, failure to comply with reasonable requests, or refusing to complete work will result in the assignment of additional time in the Bridge room or an assignment of out-of-school suspension. Students receive full credit for work completed while assigned to the Bridge room. The Bridge room is an alternative to out-of-school suspension. Student who are assigned to the Bridge room for behavior will meet with a counselor or administrator during the school day to have a restorative discussion.

FIREARMS

Possession of a firearm shall result in expulsion from school for a period of one calendar year, with the possible exception that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. School district officials will contact appropriate law enforcement officers to report any violations of firearms as defined by law.

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 action of an explosive:

- ** the frame or receiver of any such weapon;
- ** any firearm muffler or firearm silencer; or
- ** any such 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;
- ** IED (*improvised explosive device*);
- ** mace or pepper spray; or
- ** other such device similar to any of these devices.

WEAPONS AT SCHOOL

The Shawnee Heights Board of Education has adopted a policy (reference JCDC, JCDCA, JCDCAR) which states that a student shall not 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. Knives, water guns, play guns, fireworks, as well as "real" weapons are not to be brought to school. Infractions of this policy will result in a parent/student consultation with the principal to determine the consequences.

HAZING PROHIBITED

Incidents involving initiations, hazing, intimidation, and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affects the attendance of another student, are prohibited.

UNAUTHORIZED GROUP POLICY/GANGS

Unauthorized group activities which initiate, advocate, promote, or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, which indicates or implies membership or affiliation with such a group is prohibited.

ALCOHOL/DRUG POLICY

All public schools in Shawnee County are committed to the education of every student in drug/alcohol abuse awareness and pledge to work cooperatively to achieve early intervention and zero tolerance of substance abuse in the county. The USD #450 Shawnee Heights school district will actively enforce this policy.

1. Self-Referral Component:

A student or parent/guardian may directly refer the student to the Shawnee Regional Prevention and Recovery Services, Inc. The initial assessment and one additional visit will be funded by the United Way free of cost to the family.

2. Early Intervention Component:

In an effort to limit the severity of drug/alcohol abuse among youth through early intervention, the principal or his/her designee will schedule a parental conference. With agreement of the parent/guardian, the principal or his/her designee may refer the student to the Shawnee Regional Prevention and Recovery Services, Inc. (for students under 18 years old). The initial assessment and one additional visit will be funded by The United Way free of cost to the family.

ZERO TOLERANCE COMPONENT:

The USD 450 Board of Education maintains policies for controlled substances/and unauthorized use of drugs and

alcohol which includes: use, possession, or possession with the intent to sell or distribute.

Use, possession, or possession of a quantity which would suggest intent to sell or distribute a controlled substance, drugs or alcohol may result in a 10-day suspension and a recommendation for a long term suspension or expulsion. The counseling provision may not be available in such cases.

First Offense: Students will be suspended for ten days with recommendation for long term suspension. The long-term suspension provision may be waived if the student and/or guardians agree to assessment through counselors at the Shawnee Regional Prevention and Recovery Services, Inc., (785) 266-8666 in Topeka. Cost for this initial assessment and one additional visit will be free of charge to the family and the costs will be incurred by the United Way. Further consultation will be at the expense of the parents/guardians. Parents/guardians will have the option to choose a provider other than Shawnee Regional Prevention and Recovery Services, Inc. if approved by USD #450. However, the assessment then becomes the financial responsibility of the parents/guardians. If the student and parents/ guardians refuse to participate in the Shawnee Regional Prevention and Recovery Services, Inc. or other approved assessment, the long-term suspension procedure will be implemented.

Second Offense: Student will be suspended 10 days with recommendation for long term suspension or expulsion.

TOBACCO FREE SCHOOLS

The USD #450 Board of Education has committed itself to the existence of a tobacco-free environment in all buildings and facilities at Shawnee Heights. This policy is dedicated to the modeling of desirable health habits for our students. Therefore, it is the policy of USD #450 that no board member, staff member, or student shall possess or use tobacco products while on school property or at school functions. Hopefully, all persons who visit school property will join our staff and students in refraining from the possession or use of tobacco

products; however, the Board of Education recognizes that non-employed patrons and visitors may wish to use tobacco products on school property outside of regular school hours only, and they will be required to use them outside school buildings in designated areas only.



Any teacher or staff member at Shawnee Heights has the right and obligation to confiscate tobacco products from

students found to be possessing or using them and report the student to the office. Students found to be in violation of this policy are subject to disciplinary action: As determined by the administration.

STUDENT SEARCHES

To ensure the safety of the school population, school personnel may conduct searches of students. SHMS and USD 450 acknowledge both state and federal constitutional rights which are applicable to personal searches of students, searches of their possessions (e.g., pocket contents, backpacks, handbags, etc.) and vehicle searches. School administrators need only have *individualized reasonable suspicion* that a particular search will reveal evidence that a crime or breach of the disciplinary code is being committed by the student or that a safety or security issue may exist. Personal property which is prohibited by school rules, is illegal, serves no academic purpose, or any other property deemed inappropriate or harmful by school personnel may be confiscated. Personal items, property, or digital content which constitutes the commission of a crime will be turned over to law enforcement.

SCHOOL PROPERTY

School property lost or damaged by a student will be assessed under the following categories:

- a. Vandalism - payment of all charges including labor. School consequences may apply
- b. Unintentional damage or destruction due to a student violation of a rule, regulation, policy or direction of one in authority – payment of all charges, including labor. Other disciplinary measures may be considered.

LOST & FOUND

Inquiries as to found items may be made in the office. Unclaimed items will be disposed of at the end of each quarter.



LOCKERS

Each student is assigned a locker with a built-in combination lock. Students are asked not to share the combination with others! Locker problems should be reported to the office immediately. Lockers are the property of the school and students should not assume an expectation of privacy. Lockers are subject to search by school administration at any time for any reasonable cause or suspicion. For safety, students should keep

their lockers locked when not in use. Students are to use only the locker that they are issued. School administration will not conduct a search for property taken from an unlocked locker.

PERSONAL PROPERTY

Any personal property brought to school is the sole responsibility of the student. Students are not to bring personal items which serve no academic purpose—toys, for example. Items confiscated will be kept until the end of the grading period unless a parent or guardian retrieves them. Students should bring no more money than is necessary to school. If it is necessary to bring a large sum of money to school, the student should bring it to the office for safekeeping upon arrival. The school is not responsible for lost or stolen items. School administration will not conduct a search for property taken from an unlocked locker.

COLLECTIONS, SALES, SOLICITATION & DISTRIBUTION OF MATERIALS

Individual or group collections, sales, and solicitations are not permitted. Students are not allowed to bring any items to school to sell to other students, faculty or school personnel. Student may not distribute materials or other items to staff or students without permission from the building principal. Examples are: flyers, posters, jewelry or trinkets, religious materials, t-shirts, wristbands, food etc. This policy does not prohibit students from providing gifts to close friends or teachers.

POLICY FOR COLLECTION OF OUTSTANDING BILLS

In June, all outstanding student bills for the current school year will be turned over to the USD 450 Central Office for collection. Please work with the principal and middle school bookkeeper to see that all outstanding bills have been paid.

LUNCH

Shawnee Heights Middle School operates a closed lunch hour, and all students are required to eat in the cafeteria. The school offers a hot lunch, a sack lunch, and a salad bar. Lunch may be brought from home. In all cases, the student is to bring only what he/she can eat during the lunch period. Personal deliveries, such as pizzas or hamburgers are not permitted during the school day.

Your cooperation is urged in following these procedures:

1. Quiet conversation is encouraged at lunch.
2. Students are responsible for spills they create. Each student is responsible for cleaning his or her section of the table, chair and floor before being released by the lunchroom supervisors.

3. The Shawnee Heights Food Service program operates as a part of the National School Lunch Program and follows its guidelines and regulations. Students are issued computerized ID cards with an account number. Students may deposit monies into their accounts during class breaks.

All students whose account balance reaches a negative \$5.00 will have to deposit money before access to the lunch program can resume. Students purchasing or receiving a meal and or food items from the Food Service Department are required to have their activity/lunch card, or cash for their purchase. Lost or stolen cards need to be reported immediately to the Food Service office. The first lunch/library replacement card will be free of charge. Additional cards will be a \$1.00 fee. This policy is in effect for the protection of the student's account so that misuse or use by unauthorized individuals can be avoided.

LUNCHROOM EXPECTATIONS AND CONSEQUENCES

1. Students will use quiet voices when entering, exiting, and while eating lunch in the lunchroom.
2. Student will clean up their mess.
3. Students will stay seated in the seat they first select upon entering the lunchroom.
4. Student will behave in a safe manner.
5. Students will respect themselves, peers, and all adults.
6. Students will follow the directions of the lunchroom supervisor(s).
7. Students will not throw food or other items.
8. Students must receive permission to use the rest room during their lunch period.
9. Students may not take their lunch out of the lunch room unless directed by an adult.

PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES/FIELD TRIP

The student who is a member of a school sponsored group or team is expected to be in school on the day of participation in a contest. In no case may a student participate if the absence from school is a non-credit absence. The student must have any make-up work due on the day missed by attending a school-sponsored activity, turned in by the next class.

The school usually plans for and provides transportation to school-sponsored activities. Students are expected to ride to and from the activity as a group. Written permission is required from a parent, an administrator and the coach or sponsor in order for a student not to travel in school vehicles. This permission must be secured before the departure to the activity.

Sponsors will be provided for all trips. The sponsor is in charge of student behavior. Should a student violate the rules of good conduct, he may be denied the privilege of riding the bus on future trips. Students must be passing all classes to leave school for participation on field trips during school hours.

ATHLETICS

Shawnee Heights Middle School sponsors teams in football, volleyball, basketball, wrestling and track. Parent information meetings are held prior to the beginning of each sport to discuss insurance, equipment and other school policies. Any student involved in a sport will pay a participation fee. This fee is applied toward uniform costs.



ELIGIBILITY RULES

To be eligible in middle school, a student must have passed five of seven subjects in the preceding semester and have a current physical and consent form signed by both a physician and parent(s) on file, before starting practice. All students are subject to the Kansas State High School Activities Association rules and regulations. Students must consent to random drug testing in order to participate in any KSHSAA sponsored activity.

Extra-Curricular Eligibility Requirements (ER)

Students must be passing all classes or they will be placed on ER probation.

There are two levels of ER:

Level 1 (ER1) is if a student has one F. ER1 results in the student getting a reminder sheet with the class listed on it that they are failing. After they have the sheet they must contact the teacher of the class they are failing and get direction on how they will raise the grade to passing. The student must then raise the grade to passing and then return the sheet to the office signed by the teacher indicating the grade has been raised. Until the grade is raised, the student will eat lunch in the Bridge room where they are to work on the missing work. Students that do not work themselves off of ER1 in one week's time will then be placed on ER2.

Level 2 (ER2) is if a student has two or more F's or has been failing the same class for more than one week. The student will get a reminder sheet with the classes listed on it that they are failing. After they have the sheet, they must contact the teachers of the classes they are failing and get directions on how they will raise the grades to passing. The student must then raise the grades to passing and then return the sheet to the office signed by

the teachers indicating the grade has been raised. Until the grade is raised the student will eat lunch in the Bridge room where they are to work on the missing work. When a student is on ER2 they are allowed to practice but CANNOT participate in any competition home or away (this includes academic and athletic) competitions. A student that is failing more than one class can earn their way to ER1 by raising their grades so they are only failing one class.

Participation Conflicts

If an occasion should arise in which a student is obligated to perform for a curricular event and also represent the school for an extra-curricular event, the curricular event should prevail. In other words, events in connection with a class in which a student is enrolled take precedence over non-class connected events. Students who are to participate in any extra-curricular activity must be in school at least half a day on the date scheduled for the activity. If the student's absence from school is due to a school-approved activity, he/she is not considered absent from school.

Sports Procedures Policies

In all sports the participant should follow the training and practice rules and complete the season of their sport. Generally, the training rules consist of the following:

- Good health habits regarding exercise, sleep and diet.
- Practice rules concerning the use, care of, and responsibility for equipment.
- Conditioning procedures.
- Regular attendance at practice.

ATHLETIC UNIFORM AND EQUIPMENT REPLACEMENT POLICY

Any athletic uniform or equipment is the responsibility of the person to whom it is issued or loaned. Restitution for loss or negligent damage to a uniform or equipment will be assessed to the

TRAINING RULES

All athletes are prohibited from using tobacco in any form, vaping, consuming alcoholic beverages, or other controlled substances as defined by the Controlled Substance Act of the State of Kansas. This applies to an athlete both on and off school premises.

The penalties are as follows:

First Offense-Alcohol, tobacco substances or anabolic steroids.

Penalty: One Week Suspension.

Second Offense-same sports season- Alcohol, tobacco substances or anabolic steroids

Penalty: Dismissal from team for that sport season.

The above rules are to be applied regardless of the school Suspension Policy and shall in no way stand in

lieu of the Suspension Policy. Penalties accumulate during a sports season but do not carry over to the next sport season. Any of the above offenses must have been observed by a teacher, coach or administrator either on or off school premises.

SPORTSMANSHIP CODE

We consider athletic opponents as guests and treat them all with courtesy.

We accept all decisions of officials without question.

We never hiss or boo a player or an official.

We never utter abusive or irritating remarks from the sidelines.

We applaud opponents who make good plays or show good sportsmanship.

We never attempt to rattle an opponent, such as a player attempting a free throw.

We seek to win by fair and lawful means, according to the rules.

We do unto others, as we would have them do unto us.

We try to win without boasting and lose without excuses.

We ask that every player in the game and every fan in the stands do his level best throughout the game to cooperate with us in living up to this code.

The effective American secondary school must support both an academic program and an activities program.

We believe that these programs must do more than merely coexist – they must be integrated and support each other in “different” arenas. The concept of “sportsmanship” must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

Activities are an important aspect of the total educational process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of sportsmanship and teamwork.

They offer opportunities for coaches and school staff to teach and model sportsmanship, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities provide opportunities for the community to demonstrate support for participants and the school to model the concepts of sportsmanship for youth as respected representatives of society.

Sportsmanship is good citizenship in action! All actions are to be positive, not negative.

STUDENT CONDUCT TO ALL ATHLETIC ACTIVITIES

Athletic events are an extension of the school day. All school rules and consequences continue to be in effect.

STUDENT CONDUCT AT MIDDLE SCHOOL ATHLETIC ACTIVITIES

A. OUTSIDE EVENTS

For events starting at 3:30 P.M. students staying for the activity:

1. Should report to the commons area by 2:52 P.M.
2. Will be escorted to the stadium by a staff member. They are expected to be seated and remain seated until after the half-time entertainment or the completion of the game.
3. Are to remain on the Shawnee Heights side of the stadium.
4. Should make arrangements at home, before school begins that day, to be picked up by 5:30 P.M. or the announced time.
5. May not return for activities without written permission from a parent or guardian if they leave school premises at 2:47 P. M.

B. INSIDE EVENTS

For events starting at 3:30 P.M. students staying for the activity:

1. Should report to the commons area by 2:52 P.M.
2. Should take all necessary materials to the game. Students will not be allowed to return to lockers
3. May purchase candy or pop before the game, after half-time entertainment, and between events. During the event they are to remain seated in the student section.
4. Are expected to sit in the student sections filling available seats.
5. Should have made arrangements to be picked up at 5:30 P.M. or the announced time.
6. May not return for activities without written permission from a parent or guardian if they leave the school premises at 2:47 P.M.

STUDENT ORGANIZATIONS

Student Council

The Shawnee Heights Middle School Student Council is the student organization that provides leadership and organization for various functions during the school year. The Student Council leaders are involved in planning activities for the students and various community service projects. At the beginning of each year, both 7th and 8th grade students have the opportunity to run for Student Council. Students who are interested will be required to give a speech to their team and have a reference sheet signed by their core and elective teachers. Students on all teams will vote for which students they think are best fit to be their representatives. Each 7th and 8th grade team will elect three representatives. Meetings will be held every other

Thursday morning, at 7:15 AM in Mrs. Bergman's classroom.

Yearbook

The yearbook is ordered in the fall and distributed in May. Any student wishing to work on the yearbook staff must submit an application and a work sample. Only applications received before the announced deadline will be considered. Yearbook staff must meet quarterly S.T.A.T.E. eligibility criteria for continued participation. After school attendance is required for participation, but students can select times which work around other sports or activity obligations. A successful yearbook staff member is well organized, maintains good grades, is willing to work outside of school hours and is self-motivated. Participation on the yearbook staff is at the discretion of the yearbook sponsor and school administration.

LIBRARY



Hours: 7:25 A.M. – 2:50 P.M. Monday through Friday. The library media center contains a wide variety of print and non-print materials, which are arranged according to the Dewey Decimal Classification System.

The automated library catalog is an index to most materials in the library. The collection can be accessed by author, title, subject, call number, series and keyword. The classification number or call number in the upper left-hand corner of a catalog record is a guide to the location to the material. Students may use the library between classes without passes. Other times of the day, unless accompanied by a teacher, students are required to have their student agenda with a signed pass.

Checking out Materials

Materials are checked out through the Destiny computerized circulation system. Students are issued a combination lunch card and library card. This card should be presented when checking out materials. The loss of a lunch card / library card should be reported to the lunch window and a new card will be issued.

- A. Regular or circulating books may be checked out for two weeks.
- B. Reference books may be checked out for overnight and are due the following school day by the end of the day.
- C. Magazines may be checked out for overnight use and are due the next day before the end of the day.
- D. Students may check out materials from other libraries

in the district by making a request of the librarian for an interlibrary loan.

Lost and Damaged materials: Students are expected to take proper care of library materials and return them on time. If items are lost or damaged, students and their parents will be notified of the cost in writing and are required to pay for these materials. A \$5.00 charge is made for the removal and loss or defacement of a barcode.

Loss Prevention: Adult staff members have the right to search and remove unchecked library materials from student possessions.

SHAWNEE HEIGHTS USD #450

Guidelines for Computer Network and Internet Usage

AUTHORIZED USER

AGREEMENT

(AUA 201/2019)

Ref. BOE Policy IIBG

USD #450 Acceptable Use

Policy

(Technology Devices, Networks, and Internet)

The Internet is a tool for life-long learning. It is a necessary tool for Shawnee Heights School District to develop students ready to live and work in the 21st Century. With the privilege of Internet access comes Guidelines for Computer Network Responsibility and Accountability. Shawnee Heights School District expects all students using the District network and the Internet services it provides will:

1. Have the permission of their parent or guardian.
2. Agree to abide by the policies and responsible use set forth in the Shawnee Heights School District Acceptable Use Policy.
3. Understand the use of the District network and Internet services is a privilege which may be terminated by the school or district for failing to abide by the policies described in the Acceptable Use Policy.

As the parent or guardian of a Shawnee Heights student, we are asking that you review the policy and guidelines set in this Acceptable Use Policy and that you go over the Acceptable Use Policy with your child so that everyone understands and is in agreement.

Privacy is not guaranteed

The Superintendent, Information Technology Department, and other administrators may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Teachers and administrators may monitor ongoing student Internet activity to maintain system integrity and ensure that student users are abiding



by this policy and are acting responsibly. Privacy is not guaranteed.

Use is a Privilege

Use of the network and the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or network/Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

Student Emails

Students in grades 5-12 will be assigned his or her own email account and will be allowed to send and receive email through the filtered and monitored Google Apps for Education email system. Every attempt has been made to provide safe, secured student email; however, it is still the responsibility of users to follow all school rules, teacher directions and procedures and to report any inappropriate use or material to school personnel.

Liability

Shawnee Heights School District makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The school district will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The school district will not be responsible for any damages users suffer, including -- but not limited to -- loss of data resulting from delays or interruptions in service. The school district will not be responsible for the accuracy, nature, or quality of information stored on school district hard drives or servers, nor for the accuracy, nature or quality of information gathered through school district provided Internet access. The school district will not be responsible for personal property used to access school district computers or network for school district-provided Internet access. The school district will not be responsible for unauthorized financial obligations resulting from school district-provided access to the Internet.

Parental Advisory

Access to inappropriate and/or unwanted Internet content through the district's network is restricted through the use of "filtering" solutions which are updated regularly, however, the global and changing nature of the World Wide Web contents make it extremely difficult for the school district to completely regulate and monitor the information received or sent by students. As such, the school district cannot assure parents that students will be denied access to undesirable materials or sending or receiving objectionable communications. Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In

addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. While the school district's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well.

Acceptable Use

The educational value of student Internet access is the joint responsibility of students, teachers, parents and employees of Shawnee Heights School District. Since access to the Internet is a valuable and limited resource, students are expected to place a premium on the quality of use. Taking up valuable network resources to pursue frivolous ends, not consistent with the mission of **Shawnee Heights School District** is prohibited.

All use must be consistent with the educational mission and goals of the school district.

Unacceptable Use for Student Users:

- Users shall not use school district computers or networks for purposes of personal profit, any non-instructional, or non-administrative purpose (e.g., activities for personal profit).
- Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Users shall not erase, rename, or make unusable anyone else's computer files or programs.
- Accessing another person's materials, information, or files without the implied or direct permission of that person is prohibited.
- Users shall not use or try to discover another user's password.
- Users shall not copy, change or transfer any software or documentation provided by the school district, teachers, or another student without permission from the superintendent or his designee.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
- Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
- Users shall not deliberately access or create any obscene or objectionable information, language or images.
- Users shall not intentionally damage the system, damage information belonging to others, misuse

system resources, or allow others to misuse system resources.

- Users shall not tamper with computers, networks, printers or other associated equipment
- Users shall not gain unauthorized access to resources or entities.
- Users shall not invade the privacy of individuals.
- Users shall not post anonymous messages.
- Users shall not use the network for commercial or private advertising. The Internet, web pages, and other technology shall not be used for private or commercial offerings of products or services for sale, or to solicit products or services or to raise funds for non-district related activities or organizations.
- Users shall not use the network while access privileges are suspended or revoked.
- Users shall report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.

General Use and Care Technology

- Users are expected to treat equipment with care and respect. The technology equipment is the property of the Shawnee Heights School District, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device or carrying case are not allowed and will result in loss of privileges.
- Laptop computers and iPads can be fragile, and if they are dropped they may break. Users are advised to only use their laptop and iPad when they are on a flat, stable surface, such as a table.
- Users should protect their laptop from extreme heat or cold. Computer equipment should never be left in a car, even if the car is locked.
- Computers should be protected from the weather, water or liquid, food, and pets. Students should never eat or drink while using their laptop or use their laptop near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
- Any inappropriate or careless use of a computer should be reported to the principal and IT Department immediately.

COUNSELORS

The primary focus of the counselor is the welfare of all students. If a student needs help with a problem, either school related or personal, he/she is encouraged to make a request in the guidance office to speak with a

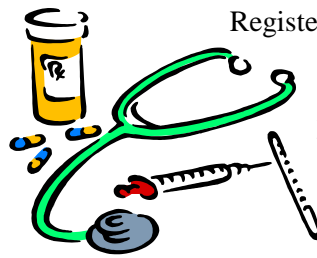
counselor. The counselors provide services which include individual and small group sessions, consulting with parents, teachers, and administrators, new student enrollment and scheduling and orientation of new students.

SCHEDULE CHANGES

Changes in student schedules are made for various reasons. The school does not arbitrarily change a student's schedule. A student must realize that when he/she fills out the enrollment form, he/she is making a commitment to a schedule. All schedule changes should be made during the first week of each semester through a school counselor. The school does not allow students to change teams.

HEALTH SERVICES

Health Services for USD 450 are provided by a Registered Nurse and Health Technician in each of the schools. The services provided include, but are not limited to, yearly screenings, communicable disease control, health education and temporary treatment of minor illness and injury. The health services provided at USD 450 should not be viewed as a substitute for the family's health care provider.



HEALTH INFORMATION

Parents will be notified and students will be sent home when: he/she vomits for an unexplained reason, has diarrhea, shows signs of an unexplained rash, has a temperature of 100 degrees or greater, or has an injury that needs a parent's attention. The school nurse or school health technician will call when it is felt that your child needs to go home, so it is very important that the home, work and emergency numbers are current and accurate. If your student is diagnosed with a communicable or contagious disease, such as chickenpox, strep throat, head lice, scabies, hepatitis, etc., it is important to notify the school health room with this information as soon as possible.

To prevent illnesses from being transmitted at school, here are some guidelines to help you decide when to keep your student home.

1. Fever-often a child's temperature will be lower in the morning and rise as the day progresses. Children should stay home until the temperature has been normal for 24 hours. (*Normal temperature is 98.6*)
2. Sore throat with fever
3. Nausea, vomiting, or diarrhea.
4. A physician needs to check skin eruptions or

rashes *before the student comes to school.*
5. Head lice.

HEALTH HISTORY FORM

A health history form is required to be filled out annually by parents/legal guardians. Parents or guardians will complete the health history form online during the July online enrollment period. This form is to keep the health staff current on the health status of each child and allow them to care for your child in the health room.

PHYSICAL EXAM

Children entering a Kansas school for the first time who are 8 years old or younger are required by state law to have a physical exam and/or health assessment form completed and on file in the health room at school.

IMMUNIZATIONS

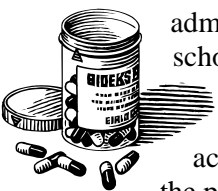
The state law requires that all students be fully immunized prior to school entry. Proof of immunization must be provided to the health staff. (Proof would include a copy of immunization booklet, document signed by a physician, or a copy of health department records.) It is the responsibility of the parent/guardian to provide this information.

The superintendent may exclude any student who fails to provide the documentation required by law from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law.

MEDICATIONS AT SCHOOL

All medications must be kept in the health room and are administered by the health or delegated school staff during school hours. All medications **MUST** come to school in the original containers accompanied by a permission note from the parent. (Foil wrapped over-the-counter medications need to come in the box with the directions.) The health room cannot administer foil wrapped OTC medications without the original box and instructions. If the doctor gives a professional sample medication to use, the health room must have a doctor note or copy of a prescription for the drug. Parent/guardians are responsible for transporting prescription medications to and from school for their students.

Dosage changes from the medication pharmacy label: We need to be notified by a note from the doctor with the new dosage listed and new parent permission form needs to be signed.



Medications to be taken 3 times a day can usually be done before school, after school and/or bedtime, thus avoiding the need to take it at school.

The school will not administer aspirin or medications containing aspirin at school to children without a doctor's order. This is due to the connection with Reye's Syndrome. Herbal, natural and homeopathic remedies will not be administered at school without written authorization from the primary care physician. In most cases we do not give narcotics at school. The registered nurse (R.N.) in each school will make this decision. It is recommended that students recover from injuries or surgery at home and be able to switch to non-narcotic pain medications before returning to school. Parents or legal guardians may come to the school to administer the medications if they choose.

Unless the student has a permission form on file with the nurse's office, a student in possession of his/her own prescription or non-prescription medication who fails to bring medication to the nurse's office immediately upon arriving at school will be subject to the following:

1st Offense – Parent conference

2nd Offense – Parent conference and one day out-of-school suspension.

3rd Offense – Parent conference and three (3) day out-of-school suspension.

4th Offense – Parent conference and student will be suspended for five (5) days with recommendation for long term suspension. The long-term suspension provision may be waived if the student and/or parents/guardians agree to assessment through counselors at the Shawnee Regional Prevention and Recovery Services, Inc., (785) 266-8666 in Topeka. Cost for this initial assessment and one additional visit will be free of charge to the family and the United Way will incur the costs. Further consultation will be at the expense of the parents/guardians. Parents/guardians will have the option to choose a provider other than Shawnee Regional Prevention and Recovery Services, Inc., if approved by USD #450. However, the assessment then becomes the financial responsibility of the parents/guardians. If the student and parents/guardians refuse to participate in the Shawnee Regional Prevention and Recovery Services Inc. or other approved assessments, the long-term suspension procedure will be implemented.

HEAD LICE

All children are susceptible to head lice. If you suspect that your child has them, please call the school nurse as soon as possible. Appropriate individual action is the key to control and we will advise you as to the proper

control methods and Kansas' Regulations regarding head lice.

ASBESTOS MANAGEMENT PLAN

The Asbestos Management Plan for U.S.D. #450 is available for inspection in the district office and the administrative office of each school. A visual surveillance is completed of all the asbestos containing materials noted in the management plan every six months. Shawnee Heights U.S.D. #450 will comply with all regulations necessary to meet the required standards for asbestos management.

EMERGENCY PROCEDURE

Bad Weather Procedure:

During the winter season the central administrative staff checks road conditions whenever there is a possibility of our busses having severe difficulty bringing students to school. If school is to be canceled due to road conditions, all radio and television stations in Topeka are notified by 6:30 A.M. During severe weather, parents and students are encouraged to listen to the station of their choice for information regarding the possible closing of school. If severe weather occurs during the school day, it is highly unlikely that school will be dismissed early since our buses are used on both secondary and elementary routes. Our secondary buses start loading at the middle school at 2:47 P.M. in the afternoon. We are also fearful of sending students home at an unusual time due to many parents working and no adult being in the home except at normal school dismissal time. This also gives the road crews the opportunity to get the roads in the best of condition before the buses are placed back on the roads. Parents are welcome to pick up their children in inclement weather or to keep them at home even though the busses run.

TORNADO DRILL



Instructions for students and teachers:

At the bell for students to be brought to the shelter, these guidelines need to be followed:

1. Instructions to take cover will be given over the intercom or in the halls if the intercom is nonfunctional.
2. Students are not to talk from the time they leave the room until they get out of the shelter, because special instructions may need to be given during this time.
3. Each class should stay in single file and follow the teacher into the shelter.

4. Upon entering the shelter, students should keep moving into the center and away from the stairways and remember that there is to be no talking during this time.
5. Administrators, counselors, secretaries, and teachers that do not have students need to be at the entrance to the shelter to help students on crutches or wheel chairs and to keep the lines moving in an orderly manner.
6. The all-clear signal will be given with the bell or by the administration.

It is important that students respect the seriousness of tornado drills and practice the necessary behavior for the time when they may need to take cover from a tornado.

FIRE DRILL

Upon hearing the fire signal, all students are to file out of the building via the routes posted in each classroom. All persons are to remain at least 50 feet away from the building until an all clear bell is sounded or an administrator signals for return to the building. Fire drills will be held once each month.



BOMB/CRISIS/EMERGENCY

Students are to follow adult directions in any emergency.

VISITORS

All visitors are asked to register in the office. Any adult visiting school is to obtain and wear a visitor badge while in the building and sign out in the office at the close of the visit. Personal deliveries to students such as flowers, balloon-o-grams, or food cannot be made during the school day. Any items delivered to school for students must come to the office and the students will be notified at the appropriate time. Parents or guardians occasionally request to observe their student's classes. Parents wishing to observe a class must meet with the



principal in person at least 24 hours in advance. Class observations should have a bona fide purpose and are at the discretion of the building principal. Parents or guardians who wish to discuss student behavior or academic concerns are encouraged to meet directly

with their student's team members.



Dear Parents, Guardians and Students: This is the SHMS bullying / harassment affirmation form. The school uses this form to document that that school conducted an investigation and provided education to all students involved in an investigation of bullying, harassment or social conflict. The school promotes a culture of mediation. School counselors and administrators regularly meet with groups of students to discuss and resolve social concerns. (This is an example of the form. Do not sign and return this page.)

Date _____

Social Affirmation

I, (print name) _____, have read and understand the following resolutions:

- School should be a safe and affirming place to exist and to learn.
- Students have the right to come to school and to feel comfortable, safe, and secure.
- Harassment, bullying, and cyber bullying substantially interfere with students' ability to feel comfortable in school.
- In accordance with KS 72-8256, the school will investigate all reported instances of bullying/harassment and document student/parent education and resolutions.
- It has been explained to me that bullying, harassment, cyber bullying, and sexting are crimes in the State of Kansas which are punishable by arrest and criminal penalty.
- I have been informed by (Administrator/Counselor) _____ of the consequences for future bullying, harassment, or cyber bullying which include but are not limited to: detention, Bridge, OSS, or long-term expulsion.

To the best of my abilities, I agree to the following:

Electronic:

- ✓ I will not create or send negative, hurtful, threatening, or inappropriate electronic communications nor will I ask another student to create them on my behalf.
- ✓ I will notify an administrator if any student creates or sends inappropriate electronic communications to me or to any other person with bearing on this issue.
- ✓ I will be responsible for my open domain social media spaces. I will notify an administrator if another student creates inappropriate content that I cannot control.
- ✓ I know that I am responsible for all content on my personal electronic devices.
- ✓ I will refrain from any electronic action which constitutes the commission of a sexting crime or violates school policy.

Physical:

- ✓ I will not physically touch other students at SHMS or on the bus, nor will I move to impede their passage in the hallways.
- ✓ I will not verbally harass other students at SHMS or on the bus, nor will I ask my friends to harass other students on my behalf.
- ✓ I will avoid making negative or hurtful statements about other students (rumors) to my friends.
- ✓ I will refrain from discussing details of this situation, or details of any mediations, with other students.

As a consequence (if necessary); _____ days of **detention / Bridge /OSS** has been assigned for this incident(s).

Future harassment, bullying, cyber-bullying or sexting **WILL** result in additional school consequences in accordance with the SHMS Code of Conduct.

Student Signature _____ Sample _____ Date _____ Sample _____

Administrator/Counselor Signature _____ Sample _____ Date _____ Saple _____

MIDDLE SCHOOL DISCIPLINE POINT SYSTEM

Each day of out of school suspension will result in 3 discipline points being added to a student's record. After a student has received 20 discipline points during a semester, recommendation may be made for long-term suspension until the end of that semester.

INAPPROPRIATE BEHAVIOR / DISRUPTION (CLASSROOM OR OTHERWISE)

WARNING, PARENT CONTACT, LOSS OF PRIVILEGE, DETENTION, BRIDGE, OSS, Points

IMPEDING AN INVESTIGATION / LYING TO SCHOOL PERSONNEL

DETENTION/BRIDGE and/or 1 - 3 points per instance

REPEATED VIOLATIONS OF SCHOOL POLICY (INCORRIGIBLE CONDUCT)

BRIDGE/OSS and/or 2 - 3 points per instance

WILLFUL DISOBEDIENCE OR DISRESPECT OF ONE PROPERLY IN AUTHORITY

BRIDGE/OSS and 2 - 3 points per instance

FIGHTING / INSTIGATING AN ALTERCATION / INAPPROPRIATE BEHAVIOR

BRIDGE/OSS and 2 - 3 points per day

VANDALISM AND/OR THEFT (Suspension and cost of repair or replacement)

BRIDGE/OSS and 2 - 3 points per day

RACIAL REMARKS, BULLYING, HARASSMENT, and INTIMIDATION

BRIDGE/OSS and 2 - 3 points per instance. Sign bullying/harassment affirmation.*

NARCOTICS, ALCOHOL, TOBACCO, PARAPHERNALIA AND DRUG VIOLATIONS

Short-term suspension. 3 points per day.

(Student may be recommended for long-term suspension).

UNSAFE ACTS/ACTIONS WHICH POSE A THREAT TO THE HEALTH AND/OR SAFETY OF STUDENTS, STAFF, OR SELF

BRIDGE/OSS 2 - 3 points per day

This list is not intended to be exhaustive. Administration reserves the right to classify other infractions. In-school suspension may carry the penalty of 2 discipline points per day and any out-of-school suspension will carry the penalty of 3 discipline points per day. After a student has received 20 discipline points during a semester, the student may be recommended for long-term suspension /expulsion. *Students who are part of an investigation related to bullying or harassment will sign the building's bullying / harassment affirmation document.

SHMS Attendance Codes Guide

T=Tardy

The student arrives late to first period before 8:20AM. Students who arrive late without a parent phone call or parent note report directly to their first period teacher and are counted tardy by the teacher.

E=Parent Called/ Excused Tardy

Parent must call ahead of tardy or send student with a signed note. Each student is allowed 5 parent-excused tardies per semester. The count is set back to zero at the start of second semester.

C=Absent

The school has confirmation from the parent/guardian that the child will be absent from school. The parent/guardian has 24 hours from 7:50 AM on the date of the absence to call in or the student's absence will be marked as unexcused. This code is applied for general absences, illness, pre-arranged absences, and other family business. Each student will be allowed 5 full-day parent call-in absences per semester. The count is set back to zero at the start of second semester.

N=Parent Called / Unexcused

The parent has called the school to report that a student will be absent. The student has already accumulated 5 parent-call in absences "C" during the current semester.

U=Unexcused

Student is unexcused from school. No parent or guardian called the school to report the student's absence. Students who are unexcused are still expected to makeup missed work.

M=Absent Medical

The school has been provided with a date-bounded medical excuse. These may be applied historically as far back as indicated by the medical excuse. Common medical excuses are doctor's office visits, medical specialists, mental health appointments, and dental / orthodontic appointments.

D=Document Excused

The student is excused via non-standard, non-medical occurrences. Ex: School hours contact with a government agency, court appearance, juvenile hearing, funeral, or any other documented absence.

R=School Related

The student is participating in a school sponsored extra-curricular or co-curricular activity.

I=Illness

The school nurse sent a student home.

V=In School Suspension

W=Out of School Suspension

O=Other

Use when the student is in juvenile detention or incarcerated.



HOME/SCHOOL COMMUNICATION – Special Information Insert

MISSION STATEMENT

The mission of Shawnee Heights USD 450 is to provide quality education that ensures academic achievement for all students and develops caring, productive and responsible citizens.

This will be achieved through:

- diverse academic opportunities,
- staff committed to continuous improvement,
- student, family and community involvement,
- safe schools

PROOF OF IDENTITY OF SCHOOL CHILDREN

Whenever a student enrolls in a public or non-public school for the first time, the school is required to secure proof of identity of the student. Proof of identity is either (a) a birth certificate for a student enrolling in kindergarten or the first grade, a copy of the court order placing the student in the custody of Social and Rehabilitation Services (SRS), or a certified transcript or other similar pupil record of a student enrolling in kindergarten through grade twelve, or (b) any other documentary evidence that the school determines to be satisfactory proof of identity.

If proof of identity is not provided to the school within thirty (30) days of enrollment, the school must notify the local law enforcement agency.

RESIDENCY REQUIREMENTS

RESIDENT STUDENTS

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are homeless as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy parent means the natural parents, adoptive parents, step-parents and foster parents. For purposes of this policy, person acting as a parent means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

NON-RESIDENT STUDENTS

Any non-resident student who desires to be admitted to one of the Shawnee Heights attendance centers must make application to the superintendent or his/her designee after March 1 of the current school year to be considered for admission the following school year. Students whose academic achievement (passing all classes or meeting all objectives of the IEP), attendance (no absences beyond district/building policies, no unexcused absences and no truancy referrals) and conduct (no suspensions of any kind) warrant acceptance, as determined by the building principal, and who are able to arrange their own transportation, may be permitted by the superintendent to attend a USD. 450 school if they meet one of the following criteria:

1. If the parents can present evidence, such as a contract, that proves the parent will be buying, building, leasing or renting a dwelling in the school attendance area during the first semester, the student will be permitted to start the school year in the appropriate school.
2. When a student, who has been a resident of the Shawnee Heights School district, moves out of the school district anytime during the school year, the student may complete the current school year in the building he/she is attending as long as the student is in good standing (academic achievement, attendance, and conduct as defined under JBC-R-2) as determined by the building principal. Parents must provide transportation to and from school or transport the student/(s) to an established bus stop. Students under this provision will be allowed to ride the bus unless it becomes overcrowded.
3. When a student, who has been a resident of the Shawnee Heights School District, moves out of the school district, he/she may be allowed to continue attending school in the Shawnee Heights School District if all the following provisions are met:
 - a) Academic achievement, attendance, and conduct as defined under JBC-R-2 are at an acceptable level as determined by the building principal,

- b) Parents must provide transportation to and from school or transport the student(s) to an established bus stop. Students under this provision will be allowed to ride the bus unless it becomes overcrowded.
 - c) Enrollment and attendance in the Shawnee Heights School District has been continuous and uninterrupted for a least two (2) years, or the child has completed his/her kindergarten year in the Shawnee Heights School district, and the intent of the parents is to maintain continuous and uninterrupted enrollment and attendance. (The student has not enrolled nor attended school in another district for even one (1) day and has not been dropped from the enrollment or attendance rolls of a Shawnee Heights school).
 - d) Application is made each year as a non-resident student requesting permission to attend.
4. Former Shawnee Heights High School students may pursue a diploma at New Directions Learning Academy.

Should a student, who has been approved and accepted on non-resident status, violate the academic achievement, attendance, and/or conduct standards under which he/she was approved, the individual's approval and acceptance as a student in the Shawnee Heights School District will be terminated.

Out-of-district students are subject to changes in board policy, which may affect their status as students attending one of the schools in the Shawnee Heights School District.

A parent or legal guardian of a student requesting continued enrollment and attendance in the Shawnee Heights School District, as an out-of-district student, must sign a statement of understanding and acceptance of board policies and administrative regulations pertaining thereto as a condition of approval for out-of-district status.

A non-resident student who has been suspended or expelled from another school, or who has voluntarily withdrawn from school in another district for disciplinary reasons, will not be admitted to the district.

Non-resident students with no previous history of district residence will not be accepted as students in the Shawnee Heights School district.

KANSAS IMMUNIZATION REQUIREMENTS

All parents/guardians are required to present certification from a physician or a local health department that their student has received the required immunizations that are deemed necessary by the Secretary of the Kansas Department of Health and Environment.

- DTap/DT (diphtheria, tetanus, pertussis) – **5 doses required**
- IPV (polio) – **4 doses required**
- MMR (measles, mumps, rubella) – **2 doses required**
- Varicella (chickenpox) – **2 doses required** *if no proof of having the disease has been documented by a physician's signature.*
- Hepatitis B – **3 doses required**

SUSPENSION/EXPULSION

(Pursuant to KSA 72-8901-72-8908)

The suspension and expulsion regulations of Shawnee Heights USD 450 apply to all school sponsored activities including both curricular and extracurricular.

A student may be suspended or expelled for infraction of rules and policies of Shawnee Heights Schools.

Students who are under suspension or expulsion from school or whose character or conduct brings discredit to the school will not participate in extracurricular activities sponsored by the district.

A suspension may be short term or long term. Short term suspension includes time up to and including five (5) school days. Long Term suspension exceeds five (5) school days.

When long term suspension or expulsion is recommended a letter to suspend or expel shall be sent to the student and parents or guardian. A formal hearing will be held before the USD 450 Suspension/Expulsion Committee.

**USD 450 GUIDELINES
REPORT TO LAW ENFORCEMENT**

USD 450 Schools will follow state law (KSA 72-89 b03), Safe and Secure Schools.

For the purpose of creating safer and more secure schools and to provide a safe and orderly environment conducive to learning, each board of education shall adopt a policy that will provide for:

A requirement that an immediate report be made to the appropriate state or local law enforcement agency by or on behalf of any school employee who knows or has reason to believe that an act has been committed at school, on school property, or at a school supervised activity and that the act involved conduct which constitutes the commission of a felony or misdemeanor or which involved the possession, use or disposal of explosives, firearms or other weapons, and the explosives, firearms or other weapons, and the procedures for making such a report.

**INFRACTIONS ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS
WHICH MAY RESULT IN SUSPENSION OR EXPULSION INCLUDE:**

Possession or use of:

1. "Firearms" or "Destructive Devices" as defined in Kansas Statutes Annotated.
2. Possession or use of knives, weapons, simulated weapons, or any objects that can reasonably be considered a weapon.
3. Possession or use of fireworks or ammunition.
4. Willful disobedience, open defiance or disrespect of one in authority.
5. Leaving school during the school day without knowledge or permission of the school officials.
6. Profane or vulgar language and/or possession of pornographic or profane material.
7. Racial slurs.
8. Striking a staff member or school employee.
9. Fighting.
10. Consuming or having possession of alcoholic beverages.
11. Being under the influence of alcohol/drugs at school or at school functions.
12. Use or possession of tobacco-related products or e-cigarettes. Note: Parking areas are considered school property.
13. Possession or use of controlled substance or simulated substance or drug paraphernalia as defined by the Controlled Substance Act of State Statutes.
14. Any unauthorized use, possession, or disbursement of prescription or non-prescription medicines or drugs.
15. Vandalism and/or theft. (Suspension and cost of repair or replacement).
16. Unlawful entry to any district-owned building.
17. Actions which are disruptive to the educational process.
18. Violation of school bus procedures.
19. Issuing false notes to school personnel.
20. Causing a fire in or on school property.
21. Actions which pose a threat to the health and/or safety of students and/or staff.
22. Intimidation, threats, and/or harassment of students and/or staff including sexual harassment and sexual misconduct.
23. Repeated violations of school policies.

The above list is not all-inclusive.

SCHOOL BUS PROCEDURES

PHILOSOPHY:

Shawnee Heights USD 450, is committed to excellence in its transportation program and considers appropriate bus conduct essential to the safe transportation of students to and from school. Parents can assist a great deal in maintaining proper discipline on the school bus. Please review the following with your child.

The district believes that all students can behave on the bus and have a responsibility to behave in a manner which allows the driver to concentrate on operating the bus in the safest possible manner.

The district believes student conduct should be maintained with procedures which will advance the purposes of safety while remaining consistent with applicable state law and established Board of Education school policy.

SCHOOL BUS SAFETY REGULATIONS:

- No balloons or flower arrangements.
- Book bags need to be no larger than your student can carry up and down the bus steps and hold while on the bus.
- If musical instruments or sports equipment are too large for your student to hold, they need to be transported by the parent.
- Flags, golf bags, and skateboards are not allowed on the bus.
- Parents, please check your students' clothes and book bags and remove drawstrings and straps that could get tangled around legs or get caught on items on the bus.
- All loaded buses leaving the High School and Middle Schools have the right of way.
- While on site, all vehicles must obey bus stop arms.

PRIOR TO LOADING:

- Students must be on time! If a regular rider is not at the stop the driver will honk, then proceed on the route according to schedule.
- Drivers will discontinue stopping for secondary students who do not ride or call after 3 consecutive days.
- Bus riders should conduct themselves in a safe manner while waiting for the bus.
- Riders should wait until the bus comes to a complete stop before attempting to enter the school bus. If crossing the street, riders should observe the direction of the driver.
- Authorization must be obtained from the building principal before students can change buses or ride home with another student.
- Students will be allowed one designated morning and one designated afternoon stop address. These can be different locations, but must be the same every day. Changes can be made to those locations twice per semester.

WHILE ON THE BUS:

- The driver is in charge of the pupils and the bus. Students must obey the driver promptly.
- Classroom conduct is to be observed by the students while on the bus. In the interest of safety, only low conversation is acceptable. Unnecessary conversation with the driver is prohibited.
- When boarding the bus, go quickly and quietly to assigned seats.
- Keep arms and head inside the bus at all times.
- Keep the bus clean and free from trash.
- Damage to the bus must be paid by the offender.
- Students should never tamper with the controls or the equipment on the bus.
- Do not throw anything out of the bus windows.
- Keep books, packages, coats, feet and all other objects out of the aisle.
- Riders are to remain seated and face the front of the bus while the bus is in motion.
- Quiet is necessary when approaching a railroad crossing stop.
- Food and beverages shall not be consumed on route buses.
- No glass containers, animals (except for service animals) or pets are allowed on the bus.
- Student conduct endangering the safety of others, committing acts of vandalism, swearing or using obscene language, unacceptable signs or gestures or committing moral offenses, may result in suspension from transportation.
- Smoking, possession of liquor or illegal drugs, firearms, any type of explosive, or any type of weapon is prohibited and shall be reason for immediate suspension.

AFTER LEAVING THE BUS:

- Students should cross the road at least ten feet in front of the bus. Observe directions of the driver, and then look to be sure no traffic is approaching from either direction.
- The driver will not discharge riders at places other than the regular bus stop unless by proper authorization from school officials.

- Students are not allowed to go to the mailbox until the bus has left the area.

The above list is not all-inclusive, nor is it intended to be. It is impossible to list every infraction that may occur, however, misconduct on the part of a student may result in suspension or expulsion.

EXTRA-CURRICULAR TRIPS:

All rules and regulations apply on any trip under school sponsorship.

TRANSPORTING ASSIGNED SCHOOL PROJECTS:

- Students shall make prior arrangements with the principal before bringing projects to school.
- Every project or article shall be transported in an approved container or package and small enough the student can hold on his/her lap. Anything larger should be transported by the parent.

BUS DISCIPLINE PROCEDURES

The driver may, and is encouraged to visit with students who violate bus procedures. The driver may handle many infractions on an informal basis; this may include informal contacts with the student's parents. When in the driver's judgment or policy dictates the need for administrative intervention the driver will initiate a Bus Conduct Notice.

BUS DISCIPLINE PROCEDURES

The driver will deliver to the building principal or designee the bus Contact Notice. The principal will deal with the bus notice and record what action, consequences or contacts are made. A copy of the completed slip will be returned to the driver; a copy will be sent to the Director of Transportation; a copy will be mailed to the parent or guardian. The purpose of the Bus Conduct Notice is to insure a safe bus through remediation of the student's behavior by involving all concerned parties. When necessary or when it becomes evident that to insure student safety the student may be denied bus transportation. Depending on the offense or severity of the student's actions, transportation privileges may be suspended immediately. For less severe but chronic misbehavior the principal will generally follow the procedure at the bottom of the School Bus Conduct Notice.

BUS DISCIPLINE POLICY FROM BUS CONDUCT NOTICE:

Misconduct by students on any bus is unacceptable because the safety of all bus riders is involved. Continual abuse of rules and regulations by bus riders will result in the following sequence of disciplinary actions. Depending on the offense or severity of the student's actions, transportation privileges may be suspended immediately.

When transportation privileges are denied it becomes the responsibility of the parent to provide transportation to and from school.

SPECIAL EDUCATION SERVICES

Special Education services are provided for all exceptional students of school age, three through graduation, or twenty-one (21). If you have any questions, please call the Director of Special Education at 379-5800.

NOTICE: Other school policies and procedures are found in your building's handbook/calendar. Please review these important policies and procedures with your student.

STUDENT STATE ASSESSMENT SCORES

Parents may have access to their student's state assessment scores. These are generally available at the close of the school year. Typically, the school newsletter will post information about when and how the scores will be available. Contact the school office for past student scores or with questions.

PROFESSIONAL QUALIFICATIONS

Parents with students in Title I schools have the right to request and receive timely information of the professional qualifications of their children's classroom teacher. The information that can be provided includes: 1) met qualifying and licensing criteria, 2) if they have emergency or provisional status, 3) their degree major, and 4) whether your child is receiving services by a paraprofessional. Parents wanting this information may contact the building principal.

STATE BUILDING REPORT CARD

Building Report Cards can be found online at www.ksde.org. If you do not have internet access and would like to review the district or building report card, call the school office and request a copy.

BOE POLICY ON EMERGENCY SAFETY INTERVENTIONS

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, 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. Seclusion and restraint shall be used only with a student’s conduct necessitates the use of an emergency safety intervention as defined below. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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

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

“Emergency Safety Intervention” is the use of seclusion or physical restraint.

“Seclusion: means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonable believes that he or she will be prevented from leaving the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1-46 (d) (2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“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.

GAAF Emergency Safety Interventions

GAAF-2

“Time-Out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, *except:*
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional’
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructing of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

GAAF Emergency Safety Interventions

GAAF-3

Seclusion Restrictions

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of such medical condition must be indicated in a written statement from the student's licensed healthcare provider, a copy of which has been provided to the school and placed in the student's file.

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to insure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

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 national recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

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

GAAF Emergency Safety Interventions

GAAF-4

Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified, then shall notify an emergency contact person for such person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the State Board of Education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

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

Notification and Documentation (continue)

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

Reporting Data

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

GAAF Emergency Safety Interventions

GAAF-5

Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

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 information resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the information resolution with the board of education and provide a copy to the state department of education.

GAAF Emergency Safety Interventions

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If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI.

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: KASB Recommendation – 6/13; 1/14; 6/15

USD 450 Random Drug Testing Policy

The USD 450 Learning Community believes all students can develop to their fullest potential only when provided a drug free educational setting. The use of illegal drugs and/or the abuse of prescription drugs not only inhibits the academic potential of the individual user, but negatively impacts the educational environment for all students. The purpose of the random drug testing policy is to help students manage social pressure associated with drug use and to promote healthy decision making. In addition, the policy engages students, parents and schools in a proactive partnership when identifying the use of illegal substances. Early identification and treatment is important when addressing addiction or other issues associated with drug use.

In order to provide a drug free environment and effectively create partnerships in the prevention of drug use, as well as the treatment of students who engage in drug use, USD 450 students in grades 7-12 who participate in KSHSAA sponsored activities (all athletics, cheer, dance, debate, forensics, scholars bowl, student council, marching band and all second semester band, orchestra and choir classes) and/or are issued a parking permit will participate in the USD 450 random drug testing program. Additionally, students and parents may “opt-in” to the random drug testing pool at any time regardless of activity participation or parking permit status.

The random drug testing process is outlined below:

1. The testing facility will randomly select students to be tested from the eligible pool of students mentioned above for testing throughout the school year.
2. The building principal or designee(s) will collect and send each hair sample following drug-testing facility guidelines. Parents will be notified at least two days prior to sample collection and may be present for the sample collection.
3. Parents/Guardians will be contacted by the principal or designee and given the results of each test within two to three weeks of taking the hair sample by mail, in person or by phone.
4. Students who have a positive test will meet with parents/guardians and the principal/designee for discussion of next steps.
5. Positive test results are cumulative throughout each student’s 7th-12th grade years.

A first positive test result will result in the following actions:

1. The parent/student will schedule an assessment through the Prevention and Recovery Services (PARS). The student will remain fully eligible for all activities and parking privileges if the PARS assessment is conducted within seven business days. If an assessment cannot be conducted within seven business days due to PARS availability, the grace period will be extended with proper documentation. If the initial appointment is missed or is not completed within the time allocation described above, the student will be subject to suspension from participating in activities and parking privileges until the assessment is completed. The student is expected to continue to practice with the team/organization but will not attend competitions and/or activities outside of practice during the suspended time period.
2. The student will follow the PARS recommendations in order to remain eligible for KSHSAA activities and retain parking privileges. PARS will provide a written summary of the assessment, including recommendations, and progress to school officials. The student/family will be responsible for costs associated with the recommendations.
3. The student must submit to one (1) follow-up drug test that will be scheduled after at least ninety days following the initial positive test.

A second positive test will result in the following actions:

1. A twenty-one (21) calendar day suspension from KSHSAA activities. With administrative approval and coach/sponsor consent, the student may practice with the team/organization but will not attend competitions/activities outside of practice during this time period.
2. The student will lose parking privileges during the suspended time period.
3. The student will be referred to Prevention and Recovery Services (PARS) for an assessment and will follow recommendations. PARS will provide a written summary of the assessment, including recommendations, and progress to school officials. The student/family will be responsible for costs associated with recommendations.
4. The student must submit to one (1) follow-up drug test that will be scheduled at least ninety days following the initial positive test.

A third positive test will result in the following actions:

1. A 180-day suspension from KSHSAA activities. The student will not be permitted to participate in practices during the banned period.
2. The student will lose parking privileges during the suspended time period.
3. The student will be referred to Prevention and Recovery Services (PARS) for an assessment and will follow recommendations. PARS will provide a written summary of the assessment, including recommendations, and progress to school officials. The student/family will be responsible for costs associated with recommendations.
4. The student must submit to one (1) follow-up drug test that will be scheduled at least ninety days following the initial positive test.

Test results will be made available only to the student, parents/guardians and to school officials who have a legitimate educational interest in the student. Once a student has been tested, his/her identification information is placed back in the general pool for further random testing. It is possible that a student may be tested more than once during a school year and multiple times throughout his/her middle school and high school experience.

If a parent/guardian questions the validity of a test result, a request for an additional test on the same hair sample may be made at parent/guardian expense.

Any student refusing to submit to a drug test after random selection will be deemed to have a positive test result and will be subject to actions outlined above.

A student or parent/guardian may self-report drug usage at any time. A self-report may not be motivated out of concern of being reported by law enforcement following an incident. The student will not be subject to suspension from participation in events or parking when self-reporting. The student will be referred to PARS for an assessment and must follow recommendations. The assessment, recommendations and progress will be shared with school officials. The student must submit to one (1) follow up drug tests that will be scheduled at least ninety days from the day of the self-report. Any future positive tests will count as a second positive test or third positive test as appropriate. All costs related to follow-up recommendations will be the responsibility of the student/family.

This policy was reviewed and renewed by the U.S.D. 450 Board of Education in May 2018. Please contact SHMS Principal Tim Urich 785-730-5256 or uricht@usd450.net with questions.

Consent to Perform Random Drug Testing (Opt-In Form)

As a student:

I agree to be subject to random drug testing in order to participate in any KSHSAA sponsored activity and/or park on any district-owned property.

I understand that participation/attendance in KSHSAA activities and parking on any district-owned property may be restricted for any violation of the USD 450 Random Drug Testing Policy.

I understand that refusal to submit to a random drug test when selected as part of the pool will be treated the same as a positive test result.

I understand that this agreement is binding while a student at Shawnee Heights High School or Shawnee Heights Middle School for the remainder of the school year.

I understand that I or a parent/guardian may rescind consent to random drug testing at any time by submitting such a request in writing to my current school. Removing consent will make me immediately ineligible to participate in KSHSAA sponsored activities and/or park on any district-owned property.

Student Name (Please Print): sample

Grade Level: _____ Date of Birth: _____

Student Signature: _____ Date: _____

As a parent/guardian:

I have read the USD 450 Random Drug Testing Policy and understand the responsibilities of my student as a participant in all KSHSAA sponsored activities and as a requirement to park on any district-owned property.

I have read and agree to the terms of the policy. I understand that this agreement is binding for the remainder of the school year.

I understand that my student or a parent/guardian may rescind consent to random drug testing at any time by submitting such a request in writing to my student's current school. Removing consent will make my student immediately ineligible to participate in KSHSAA sponsored activities and/or park on any district-owned property.

Parent/Guardian Name (Please Print): sample

Parent/Guardian Signature: _____ Date: _____