

# **PIPER MIDDLE SCHOOL**

## **2023-2024 STUDENT HANDBOOK**

**4420 NORTH 107TH STREET  
KANSAS CITY, KANSAS 66109**

** (913) 721-1144**

**FAX: (913) 721-1526**

**TIM LEFFERT, PRINCIPAL**

**ANDREA PAULAKOVICH, ASSISTANT PRINCIPAL**

**BRIAN GRAY, ASSISTANT PRINCIPAL**

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## Piper Middle School

# COMMUNICATION MATRIX



Parents/Patrons should use the matrix below to address questions or concerns. Issues should be addressed beginning at level 1. If the issue cannot be resolved, it is appropriate to move to the next level with the inquiry.

Areas of Concern	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Academics, Curriculum, Instruction & Assessments	Teacher	Andrea Paulakovich Asst. Principal	Tim Leffert Principal	John Nguyen Asst. Superintendent	Dr. Jessica Dain Superintendent	Board of Education
Activities & Athletics	Sponsor	Brian Gray Asst. Principal/ Athletic Director	Tim Leffert Principal	Dr. Jessica Dain Superintendent	Board of Education	
Discipline	Teacher	Team Principal	Tim Leffert Principal	Dr. Jessica Dain Superintendent	Board of Education	
Facilities	Brian Gray Asst. Principal/ Athletic Director	Tim Leffert Principal	Mike Williams Director of Facilities	Dr. Jessica Dain Superintendent	Board of Education	
Food Service	School Kitchen Manager	Kitty Mullins Director of Food Service	Mitch Nutterfield Director of Business & Operations	Dr. Jessica Dain Superintendent	Board of Education	
General Concerns	Teacher	Team Principal	Tim Leffert Principal	District Level Directors	Dr. Jessica Dain Superintendent	Board of Education
Guidance, Social Emotional Learning & Mental Health	Team Counselor	Team Principal	Tim Leffert Principal	John Nguyen Asst. Superintendent	Dr. Jessica Dain Superintendent	Board of Education
Maintenance & Grounds	Brian Gray Asst. Principal/ Athletic Director	Tim Leffert Principal	Mike Williams Director of Facilities	Dr. Jessica Dain Superintendent	Board of Education	
Special Education	Teacher	Andrea Paulakovich Asst. Principal	Tim Leffert Principal	Darcey Bast Director of Student Services	Dr. Jessica Dain Superintendent	Board of Education
Transportation	Brian Gray Asst. Principal/ Athletic Director	Tim Leffert Principal	DS Bus Lines Director of Transportation	Mitch Nutterfield Director of Business & Operations	Dr. Jessica Dain Superintendent	Board of Education

## **VISION STATEMENT**

Building the Future One Child at a Time

## **MISSION STATEMENT**

The mission of Piper USD 203 is to provide each student with quality instruction, learning opportunities, and a safe educational environment which inspires academic success, personal excellence, and responsible citizenship.

## **CORE BELIEFS**

- Every child can learn
- Every building will provide a safe, nurturing environment
- Every opportunity will be provided to foster, educate and recognize diversity
- Every student will be provided the skills to be successful in institutions of higher learning, career and life-long learning
- Every opportunity will be made to provide effective, efficient accountability in all areas of fiscal responsibility and educational responsibility
- Every opportunity will be made to engage in partnering with community members to maximize learning

**All goals are based on the following measures:**

**Rigor, Relevance, Responsive Culture, Results, Relationships**

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### **Notice of Nondiscrimination**

USD #203 prohibits discrimination on the basis of race, color, national origin, sex, sexual preference, gender identity, age, religion, marital status, disability, or need for special education services in its programs, activities and employment, and provides equal access to the Boy Scouts and other designated youth groups to its facilities as required by: Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Individuals with Disabilities Education Act, and other relevant state and federal laws.

### **Office of Superintendent, Piper USD 203**

3130 North 122nd Street, Suite A, Kansas City, Kansas 66109  
913-721-2088

For further information on notice of non-discrimination, visit:

<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm>

For address and phone number of the office that serves your area or call 1-800-421-3481.

# ACADEMICS

## ACADEMIC CALENDAR

7-8	New Teacher Orientation
9	Work Day
10	1/2 PD Day / 1/2 Work Day
11	Pre-K - 12: Convocation / PD Day
14	Pre-K - 12: PD Day
15	Pre-K - 5: PD Day
16	6-12: Work Day
	1/2 Day 6th, 9th & New 6-12 Students
	Pre-K - 5: Work Day
	6-12: PM PD Day
17	First Full Day of Classes
<b>SEPTEMBER</b>	
4	Labor Day (No School)
25	PD Day (No School)
<b>OCTOBER</b>	
13	End of First Quarter
	1/2 PD Day / 1/2 Work Day (No School)
18	Conferences (No School)
19	Conferences (No School)
20	No School
<b>NOVEMBER</b>	
20-24	Thanksgiving Break (No School)
<b>DECEMBER</b>	
19	Pre-K - 5: Full School Day
	6-12: 1/2 Day for Students / 1/2 Work Day
20	Pre-K - 5: No School / Work Day
	6-12: 1/2 Day for Students / 1/2 Work Day
21-31	End of Second Quarter
	Winter Break (No School)
<b>JANUARY</b>	
1-2	Winter Break (No School)
3	Work Day (No School)
15	Martin Luther King Jr Day (No School)
16	PD Day (No School)
<b>FEBRUARY</b>	
14	Conferences (No School)
15	Conferences (No School)
16	No School
19	Presidents Day (No School)
<b>MARCH</b>	
10	End of Third Quarter
11-15	Spring Break (No School)
18	1/2 PD Day / 1/2 Work Day (No School)
<b>APRIL</b>	
1	No School
<b>MAY</b>	
TBD	High School Graduation
22	Pre-K - 5: Full School Day (Last Day)
	6-12: 1/2 Day for Students / 1/2 Work Day
23	Pre-K - 5: No School / Work Day
	6-12: 1/2 Day for Students (Last Day) /
	1/2 Work Day / End of Fourth Quarter
24	Work Day (No School)

## PIPER USD 203

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

OCTOBER						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

AUGUST						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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

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

## 2023 | 2024

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

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

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

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

  Teacher Work Day (No School)
   Professional Development (No School)
   1/2 Day
   No School
   End of Quarter
   Parent-Teacher Conferences
   End of Semester Schedule - See Notes

## IDEA & INDIVIDUALIZED EDUCATION PROGRAM

The Individualized Education Program (IEP) is defined as a written statement for each student with an exceptionality, which describes that child's educational program and is developed, reviewed, and revised in accordance with special education laws and regulations. The IEP describes services for each child on an individual basis. The IEP also assists teachers and other staff to have very specific, well-defined measurable annual goals for each eligible child. Contact your student's counselor or administrator for additional information.

## GRADING

Grading policies will be determined in accordance with Piper School District's PORTRAIT OF A GRADUATE competencies and communicated to parents, guardians, and students prior to the start of each course.

- Balance tactical (short-term) and strategic (long-term) goals
- Utilize time and manage workload efficiently
- Monitor, define, prioritize and complete tasks without direct oversight

## REQUIRED COURSES

In order to prepare Piper Middle School students for their eventual success at Piper High School the following courses are required at each grade level:

- 6th Grade: Academy Prep, English Language Arts, Mathematics, Social Studies, Science, and Project Lead the Way
- 7th Grade: Academy Prep, English Language Arts, Physical Education & Health, Mathematics, Social Studies, Science, and Project Lead the Way
- 8th Grade: Academy Prep, Project Lead the Way, Mathematics, Social Studies, Science, and English Language Arts

## RETESTING

All students are encouraged to contact individual teachers for grade improvement and retake opportunities. Retakes may be offered by arrangement between the student and the teacher.

## SCHEDULE CHANGES

Teaching assignments, class offerings and the master class schedule are all developed from the pre-enrollment requests that students make in the spring. Therefore, it is important that students choose wisely in the spring when they request their courses for the next year. After students' schedules have been completed, changes will be made only if the request for a change conforms to one of the following reasons:

- The change is necessary because the student is academically misplaced. This change must be recommended by the teacher, a counselor, a parent/guardian, a case manager, and also be approved by the administration.
- The change is necessary because of extenuating circumstances. The change must also be approved by the administration, and viewed to be in the best interest of the student.
- The change is necessary to finish an incomplete schedule or meet a grade level course requirement.

## SECTION 504

The district adheres to Section 504 of the Rehabilitation Act of 1973. Contact your student's counselor or administrator for additional information.

## STUDENT PROGRESS

Throughout each quarter, teachers will notify the parents, if student performance declines to substandard work. Parents are also encouraged to contact their child's teacher for grade updates. Skyward can be used anytime during the school year to view grades, attendance, and other current information on student progress.





# ATTENDANCE

## ARRIVAL & DISMISSAL

### Arrival Times

Monday-Thursday: Students should not arrive prior to 7:05 am.

Friday: Students should not arrive prior to 7:55 am.

### Arrival Procedures

- Parents may choose to (1) drop their child at the crosswalk and proceed south on 110th Street toward Independence Avenue or (2) loop in front of the building to drop off and proceed east away from the school on 110th Street.
- When students arrive at school in the morning they are expected to enter the building immediately in order to provide appropriate student supervision.
- ONLY buses will be allowed to enter the campus from the South via Independence Avenue during morning arrival and afternoon dismissal.
- Students arriving after 7:25 will need to check into the office.

### Dismissal Times

Bus Riders: 2:33 pm Monday-Friday.

Walkers & Car Riders: 2:40 pm Monday-Friday.

### Dismissal Procedures

- In an attempt to maintain a safe exit for all students, we dismiss bus riders first. This will ensure a safe path for the bus departure.
- ONLY buses will be allowed to enter the campus from the South via Independence Avenue during afternoon dismissal.
- When school is dismissed, students are expected to leave school property unless they are under the direct supervision of an approved staff member.
- Students waiting for after-school transportation need to wait in the front lobby.

## APPOINTMENTS

In the interest of student safety, parents (or designated adult(s)) will need to come into the office to sign students out when leaving the building prior to 2:33pm. Students returning during the school day can sign themselves in upon their return.

Parents/guardians are encouraged to schedule appointments outside of the school day to minimize the disruption to the student's education.

## ATTENDANCE REPORTING

Students are expected to attend school as required by law and be punctual for all classes. Teachers will submit their attendance on Skyward. Students' parents/guardians will be notified of absences.

## E-HALL PASS

In order to ensure students are accounted for throughout the school day Piper Middle School uses an E-Hall pass to monitor student movement throughout the day so students are able to be easily located.

## EXCUSED ABSENCES

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

The following are recognized as excusable reasons for absences:

- Personal illness;
- Health related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences pre arranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

Parents are expected to notify the school if their child will be absent from school. The absence is counted as unexcused if notification is not made. The school will contact the parent if notification is not received. The principal and/or the principal's designee may require documentation to support the excusal of an absence.

## MAKE-UP WORK

A student who is absent (excused) will have the opportunity to make-up their work. It is the student's responsibility to meet with the teacher or check Canvas to determine missed work. Students will have a number of days equal to the days absent to complete

missing work. If an extended absence requires additional time to complete work, students may contact their counselor for assistance in developing a plan.

## RESIDENCY REQUIREMENTS

All new and returning students must provide proof of residency within the boundaries of the USD 203 Piper School District in order to enroll. Proof shall consist of any three of the following:

- Documents of home ownership in the name of the caregiver;
- Documents of rental or lease of residential property in the name of the parent/caregiver that includes landlord contact information and the names of all tenants living in the residence;
- Property tax statement in the name of the caregiver;
- Proof of BPU or ATMOS utility service to the residential property in the name of the caregiver;
- Driver's License with current address of home owner and/or parent and/or guardian with residency in Piper School attendance boundaries;
- Court Order or other Official documentation of the prospective student's custodial status;
- Verification by a school official employed by USD 203

[BOARD POLICY JBC](#)

## TARDY POLICY

The Piper Middle School tardy policy is designed in order to maximize academic excellence and minimize classroom disruption. Students that are late because of extraordinary reasons may be excused. Students are considered absent from the class if they have not been present for at least 3/4 of the class.

### **Quarterly Consequences:**

- 8th tardy – notification to the parent by the administration by tardy letter
- 9th-14th tardy – notification to parent and an after school detention
- 15th and above tardy – notification to parent and administrative consequence

## UNEXCUSED ABSENCES - TRUANCY

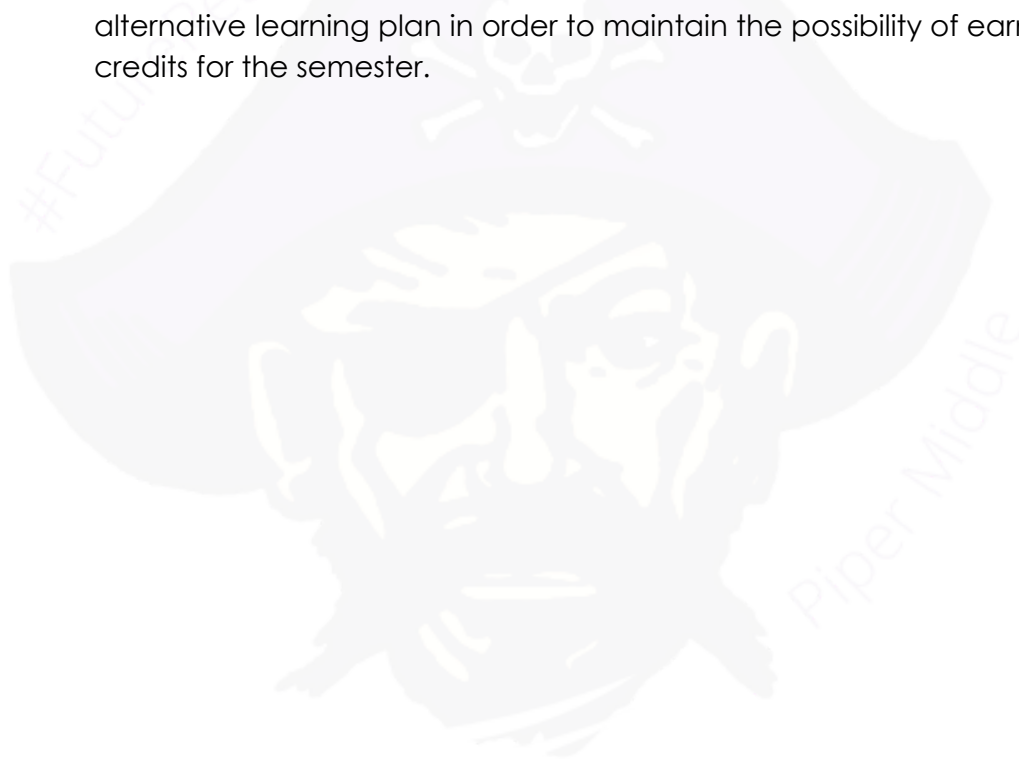
The state of Kansas requires mandatory school attendance. Students absent from school for a reason other than those outlined above shall be considered unexcused. Truancy is defined as any three (3) consecutive unexcused absences, any five (5) unexcused absences in a semester, or seven (7) unexcused absences in a school year. A truant student under the age of 13 years of age shall be reported to the Department

for Children and Families. A truant student 13 years of age but less than 18 years of age shall be reported to the Wyandotte County District Attorney.

**Absence Intervention:**

To promote daily attendance, the following interventions will be initiated when students are absent from school for **any** reason:

- Upon the 8th absence in a semester, a letter will be sent to the student's parents/guardians as notification of lost learning time.
- Upon the 12th absence in a semester, the administration will require a conference with the parent/guardian to discuss the student's chronic absenteeism. No further absences will be excused beyond this point.
- Upon the 15th absence in a semester, the administration will require a conference with the parent/guardian and student to develop an alternative learning plan in order to maintain the possibility of earning credits for the semester.



# BEHAVIOR & EXPECTATIONS

The staff and administration of Piper Middle School seek to create an environment that is safe and conducive to student learning. With that in mind, the following disciplinary action sequence is designed to create clear expectations for students to be successful with regard to their behavior and decisions.

The authority for school boards to suspend or expel students is provided in the following statute:

## **K.S.A. 72-6114. Grounds for suspension or expulsion; who may suspend or expel.**

The board of education of any school district may suspend or expel, or by regulation authorize any certificated employee or committee of certificated employees to suspend or expel, any pupil guilty of any of the following:

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

**Suspensions may initially be short term (not to exceed ten days), with written notice of the short term suspension and reason given to (A) the student involved, (B) to the student's parent or guardian and (C) to the superintendent within 24 hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date and place that the student will be afforded a hearing, and such date shall not be later than the last day of the short term suspension of such pupil or students. A copy of the K.S.A. 72-6114 shall accompany the notice of the proposal to suspend for an extended term or to expel. The administration reserves the right to determine consequences based on the unique circumstances of each case.**

## DISCIPLINE GUIDE

Chronic behaviors and disruptions to the learning environment may follow the following progression of disciplinary consequences:

**RETEACHING EXPECTATIONS ➡ TEACHER CONSEQUENCE ➡ OFFICE MANAGED**

## PLAGIARISM, CHEATING, AND ACADEMIC DISHONESTY

Academic dishonesty, cheating, and plagiarism, in any form, are not permitted and are subject to disciplinary action, including, but not limited to: rewriting of the assignment or loss of credit for the work in question. Plagiarism is knowingly taking ideas or writings from another person and presenting them as one's own work or failing to give credit to the sources used in writing an essay or research assignment. Materials taken from electronic sources are covered by this policy.

Other examples include, but are not limited to: giving or receiving unauthorized assistance on a test, copying another student's homework or allowing homework to be copied (including computer generated homework or assignments), falsifying laboratory data, submitting work that has been copied (wholly or partially) from a book, magazine, etc. without crediting the author, stealing tests or using tests stolen by another student.

[BOARD POLICY JFAD](#)

### **Potential Consequences:**

- Teacher Detention: Staff member assigns detention for infraction and notifies the student and parent/guardian. Students are given a 24 hour notice before the detention is served. Failure to serve the detention within one week may result in an office referral.
- Office Referral: For significant or repeated offenses that disrupt the learning environment, staff members may submit a referral to the office.
- In School Suspension (ISS): Students are ineligible to attend practices, games or school activities on days when they have received ISS.
- Out of School Suspension (OSS): Students who are suspended are not permitted on school property for any reason for the duration of their suspension. They are not allowed to attend any school sponsored activities, such as dances or away games.
- Long Term Suspension/Expulsion: Any suspension of more than 10 days will be accompanied by a formal due process hearing.

[BOARD POLICY JDD](#)

## BULLYING/CYBER-BULLYING/HARASSMENT

In accordance with the Kansas Anti-Bullying, Cyberbullying & Character Development initiatives, the Piper School District has adopted the following definition of Bullying and Cyberbullying:

### **Definition:**

1. "Bullying" means:
  - a. Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
    - i. Harming a student or staff member, whether physically or mentally;
    - ii. Damaging a student's or staff member's property;
    - iii. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
    - iv. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
  - b. Cyberbullying, or Any 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 (e) of KSA 72-8205, and amendments thereto.
2. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, social media, and text messages.

Piper School District has adopted the following practices and procedures to prevent and address bullying and cyberbullying that has the effect of substantially disrupting the orderly operation of the school.

- Continual student education
- Staff training
- Mandatory Staff Training at the beginning of the school year
- Anti-Bullying pledge/contract for all students and parents/guardians to sign in the enrollment packet
- Printed anti-bullying policy in all student handbooks
- Administrative decision on disciplinary procedure

**Each Offense:** Parent contacted, Detention, ISS, OSS, or Long Term Suspension or Expulsion.

[BOARD POLICY JDDC](#)



## DISRUPTIVE BEHAVIOR

Disruptive behavior is considered anything that impedes the school learning process, which includes but is not limited to disrespect, defiance of school personnel, class/hallway disturbance, verbal assault or threat to another person, or inappropriate behavior.

- First Offense: Parent/guardian contacted by teacher, Detention, Parent Conference, ISS or OSS.
- Second Offense: Parent/guardian contacted by administration, Detention, Parent Conference, ISS, or OSS
- Third/Severe Offense: Parent/guardian contacted by administration, Parent Conference, Detention, ISS, OSS, or Long Term Suspension/Expulsion.

## EXTORTION/INTIMIDATION

Extortion includes but is not limited to threatening, intimidating, or harassing any person with the intent of obtaining money or anything of value. Intimidation includes but is not limited to demeaning comments and threats to personal safety.

- First Offense: Parent/guardian contacted, Parent Conference, Detention, ISS, OSS, or Long Term Suspension/Expulsion.
- Second Offense: Parent/guardian contacted, Parent Conference, ISS, OSS, or Long Term Suspension/Expulsion.

[BOARD POLICY JCDA](#)

## DRESS CODE

Personal appearance should not substantially or materially disrupt the educational process, violate federal, state, or local health or obscenity laws, or affect the welfare and safety of the student or their classmates. The dress code is designed to promote a professional atmosphere that is inviting and inclusive for all students. While on campus, and during school related activities, students should dress in a manner that is not indecent, obscene, or offensive. Prohibited dress code items include: bandanas, beanies, hats, and, hoods should be removed in all common areas and classrooms, unless given teacher permission in the classroom setting, tops that expose midriff, all pants should be worn at or around the waist and should not expose undergarments, clothing that references, insinuates, or promote inappropriate materials through words or images (e.g., drugs, tobacco, alcohol, violence, gangs, profanity, illegal activities).

Prohibited dress code items include:



- Hats, hoods, beanies, durags, and bonnets should be removed in all common areas and classrooms, unless given teacher permission in the classroom setting.
- Clothing that references, insinuates, or promotes inappropriate material through words or images (Ex: drugs, alcohol, tobacco, violence, gangs, sexual, profanity, or illegal activities)
- Any item that could present health or safety concerns
- Students who violate the dress code may be asked to change and refrain from wearing that or similar items in the future. Serious or repeated violations of the dress code may result in disciplinary action. Medical, religious, and/or other exceptions may be granted with administrative approval.

[BOARD POLICY JCDB](#)

## FALSE ALARM

This includes but is not limited to the reporting of false fires, bombs, or other actions that endanger the safety of people.

- First and each: Parent contacted, referral to proper authorities, Subsequent Offense: OSS, or Long Term Suspension/Expulsion.

[BOARD POLICY JCDA](#)

## FIGHTING/ASSAULT

Fighting is defined as a threat or attempt to inflict offensive physical contact or bodily harm on a person that puts a person in immediate danger of or in apprehension of such harm or contact.

- First Offense: Parent/guardian contacted, five days OSS, or Long Term Suspension/Expulsion, referral to proper authorities.
- Second Offense: Parent/guardian contacted, seven days OSS, or Long Term Suspension/Expulsion, referral to proper authorities.
- Third Offense: Parent/guardian contacted, ten days OSS, or Long Term Suspension/Expulsion, referral to proper authorities.

## GANG-RELATED ACTIVITIES

No student on school property or at any school activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that are evidence of membership or affiliation in any gang. No student shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) showing or insinuating membership or affiliation in a gang. No

student shall solicit others for membership in any gang, request any person to pay for protection or otherwise intimidate or threaten any person, or incite other students to act with physical violence upon any other person. Students will face disciplinary consequences if they are involved in any gang-related activity.

- Each Offense: OSS or Long Term Suspension/Expulsion; referral to proper authorities

## INSUBORDINATION

Insubordination is defined as actions and/or words that convey disrespect or an unwillingness to cooperate with a person of authority, including dishonesty toward school personnel. Students are expected to honor any reasonable request by an adult in the building.

- First Offense: Parent/guardian contacted, Detention, ISS, or OSS.
- Second Offense: Parent/guardian contacted, ISS, or OSS.
- Third Offense: Parent/guardian conference, ISS or OSS.
- Fourth Offense: Parent/guardian conference, OSS, or Long Term Suspension/Expulsion.

## MISCELLANEOUS OFFENSES

Disciplinary action may be taken for actions included in, but not limited to the following list:

- Failure to make academic progress, gambling, hazing, possession or brandishing of a chemical repellent, indecent exposure, possession of pornographic material, refusal to clean up food or trays in the cafeteria, refusal to clean up trash, hallway loitering/wandering, conducting secretive audio or video recordings, or other actions that create a disruption to the learning environment of PMS.
  - Action could be parent contact, Parent Conference, Detention, ISS, OSS, or Long Term Suspension/Expulsion.

## OBSCENE DRAWINGS, GESTURES, LANGUAGE AND/OR WRITING

- Each Offense: Parent/guardian contacted, Detention, ISS, OSS, or Long Term Suspension/Expulsion.
- Each subsequent offense will be considered a repeated violation of school policies and subject the student to additional disciplinary action.

## POSSESSION AND/OR USE OF ILLEGAL SUBSTANCES AND/OR DRUG PARAPHERNALIA

No PMS student shall possess, sell, use, be under the influence of, or distribute any illegal drug or alcohol on school campus or during any school-sponsored event. Drugs include all illegal drugs (as defined by state law), prescription drugs not prescribed to the student, or alcohol.

- Each Offense: Parent/guardian contacted, referral to proper authorities, ten days OSS, Long-Term Suspension, or Expulsion, and subject to professional drug intervention. Students who are under the influence, appear to be under the influence or have self-reported fall under this category.

## POSSESSION AND/OR USE OF TOBACCO PRODUCTS

The use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in all district facilities, on district grounds, in school vehicles, and at all school-sponsored functions. Parents who accompany their children on school trips need to abide by this rule. Tobacco products include, but are not limited to: chewing tobacco, cigarettes, smokeless tobacco, and snuff. A "nicotine delivery device" means any device that can be used to deliver nicotine to the person inhaling from the device and shall include, but not be limited to: an electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer. Also, included in this policy are products that can be logically determined to be associated with tobacco (e.g. coffee chew or anything used in the same manner as chewing tobacco).

- First Offense: Parent/guardian contacted, five days OSS, or Long Term Suspension/Expulsion, and referral to proper authorities
- Second Offense: Parent/guardian conference, seven days OSS, or Long Term Suspension/Expulsion, and referral to proper authorities
- Third Offense: Parent/guardian conference, ten days OSS, or Long Term Suspension/Expulsion, and referral to proper authorities

## POSSESSION OF WEAPONS/EXPLOSIVES

Any item that could inflict injury to self or others including, but not limited to: a blade, chain, explosive, gun, facsimile of weapon, knife, or switchblade.

- Each offense: Parent/guardian contacted, ten days OSS, Long-Term Suspension, or Expulsion, referral to proper authorities.

## PUBLIC DISPLAYS OF AFFECTION

P.D.A. is limited to hand holding. Continued infractions after warnings will be treated as insubordination.

## RACIAL AND DISABILITY HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, national origin, sex, sexual preference, gender identity, age, religion, or disability. Discrimination or harassment on the basis of race, color, or national origin ("racial harassment") or on the basis of disability ("disability harassment") shall not be tolerated in the school district. Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Prohibited under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, sex, sexual preference, gender identity, age, religion, or disability in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities, or programs of the school;
- Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive, or persistent as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities, or programs of the school.
- Racial and/or disability harassment may result from verbal conduct, physical conduct, and/or written graphic material. Violations of this policy shall result in disciplinary action by PMS administration.
- Any student who believes that they have been subjected to harassment on the basis of race, color, national origin, sex, sexual preference, gender identity, age, religion, or disability should discuss and report the situation to a certified staff member, the administration, or the school resource officer. All reports are to be investigated.

Each Offense: Parent/guardian contacted, Detention, ISS, OSS, or Long Term Suspension/Expulsion. Each subsequent offense will be considered a repeated violation of school policies and subject the student to additional out of school suspension.

## SOCIAL MEDIA

Facebook, Twitter, Instagram, Snapchat, etc. are frequently used by students as a way of networking and communicating with others. The information that students post is a direct reflection of them and could be detrimental to their future employment, scholarships, and recognition. In regards to social media use, PMS has developed the following guidelines:

- Students will be held accountable for information, photographs, etc. that appear on their profile that are offensive and/or create disturbances at school.
- Any information that is deemed to be harmful to others or the school environment may be subject to disciplinary and/or legal consequences.

## SEXUAL HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex/gender, including sexual harassment. Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Sexual harassment includes, but is not limited to: unwelcome sexual advances; requests for sexual favors; inappropriate oral, written, or physical conduct of a sexual nature; verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement; derogatory comments, jokes, slurs, remarks or questions of a sexual nature; derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures.

Any student or staff who believes that they have been subjected to sexual harassment should discuss and report the situation to the principal, assistant principal, SRO, teacher,

counselor, or other certified staff member. All reports will be investigated. If the matter is not resolved to the satisfaction of the student, they may initiate a complaint under the district discrimination complaint procedure. Students involved in sexual harassment against other students or adults may be suspended or expelled.

- Each Offense: Parent contacted, Detention, ISS, OSS, or Long Term Suspension/Expulsion.
- Each subsequent offense will be considered a repeated violation of school policies and subject the student to additional out of school suspension.

## THEFT

Theft is the taking of private or school property belonging to another party without permission. This includes theft of food from the cafeteria.

- Each Offense: Parent/guardian contacted, up to 10 days OSS, or Long Term Suspension/Expulsion, referral to proper authorities, and full restitution of value of stolen property.

## UNSERVED DETENTIONS

- First Offense: Detention with Administration
- Second Offense: Double Detention with Administration Third Offense: One Day of ISS

## WILLFUL DAMAGE OR VANDALISM TO PROPERTY

- Each Offense: Parent/guardian contacted, up to 10 days OSS, or Long Term Suspension/Expulsion, referral to proper authorities, and full restitution of value of the damaged property.




# COMMUNICATION

## CHANGES TO HOME ADDRESS OR PHONE NUMBERS

After open enrollment closes, please notify the school office when a phone number, home address, place of employment, emergency contact, doctor, etc. has been changed. The school must have complete and current information about each student. It is important that we have the name and phone number of someone who can take responsibility for your child in case you cannot be reached. Please provide cell phone numbers and email addresses as appropriate.

## COMMUNICATION MATRIX

<div> <b>Piper Middle School</b>  <b>COMMUNICATION MATRIX</b>  </div>						
Parents/Patrons should use the matrix below to address questions or concerns. Issues should be addressed beginning at level 1. If the issue cannot be resolved, it is appropriate to move to the next level with the inquiry.						
Areas of Concern	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Academics, Curriculum, Instruction & Assessments	Teacher	Andrea Paulakovich Asst. Principal	Tim Leffert Principal	John Nguyen Asst. Superintendent	Dr. Jessica Dain Superintendent	Board of Education
Activities & Athletics	Sponsor	Brian Gray Asst. Principal/ Athletic Director	Tim Leffert Principal	Dr. Jessica Dain Superintendent	Board of Education	
Discipline	Teacher	Team Principal	Tim Leffert Principal	Dr. Jessica Dain Superintendent	Board of Education	
Facilities	Brian Gray Asst. Principal/ Athletic Director	Tim Leffert Principal	Mike Williams Director of Facilities	Dr. Jessica Dain Superintendent	Board of Education	
Food Service	School Kitchen Manager	Kitty Mullins Director of Food Service	Mitch Nutterfield Director of Business & Operations	Dr. Jessica Dain Superintendent	Board of Education	
General Concerns	Teacher	Team Principal	Tim Leffert Principal	District Level Directors	Dr. Jessica Dain Superintendent	Board of Education
Guidance, Social Emotional Learning & Mental Health	Team Counselor	Team Principal	Tim Leffert Principal	John Nguyen Asst. Superintendent	Dr. Jessica Dain Superintendent	Board of Education
Maintenance & Grounds	Brian Gray Asst. Principal/ Athletic Director	Tim Leffert Principal	Mike Williams Director of Facilities	Dr. Jessica Dain Superintendent	Board of Education	
Special Education	Teacher	Andrea Paulakovich Asst. Principal	Tim Leffert Principal	Darcey Bast Director of Student Services	Dr. Jessica Dain Superintendent	Board of Education
Transportation	Brian Gray Asst. Principal/ Athletic Director	Tim Leffert Principal	DS Bus Lines Director of Transportation	Mitch Nutterfield Director of Business & Operations	Dr. Jessica Dain Superintendent	Board of Education

## SCHOOL CLOSINGS

Student safety is our first consideration. When weather conditions or emergency situations warrant it, school will be closed if the situation is not expected to improve in a short time. The following TV stations will broadcast our school closing and late start schedule information:

WDAF TV-4 KCTV TV-5 KMBC TV-9 KSHB TV-41

Most major radio stations will broadcast our school closing or late start schedule. The district office will also send an automated telephone call and will post on the district webpage.

## SOCIAL MEDIA

We encourage students, families, and community members to follow our social media channels to engage with our school community in a positive way.

## MESSAGES

In order to avoid disruptions in our classrooms, we do not deliver personal messages to students, except in emergencies. Non-emergency messages are delivered at the discretion of school personnel.



# EXTRACURRICULAR

## ACADEMIC ELIGIBILITY

A student shall have passed at least five new subjects of unit weight the previous semester to meet the eligibility requirements of the Kansas State High School Activities Association.

Student eligibility is determined based on the weekly grade report. If a student has a failing grade at the time of the grade report they will be placed on academic probation for one week. If the student has any failing grades the following week, they will be considered academically ineligible. Ineligible students cannot compete, spectate, attend dances, or perform while ineligible, but may attend practices/rehearsals. A student may be released from a team, group, or club if an adequate effort is not seen in deficit academic areas. Weekly grade reports begin the second week of each quarter.

## ATHLETIC ELIGIBILITY

Students must have on file in the office a current physical form, Activity Care Plan, and a notarized Emergency Medical Authorization Form. No student may participate or receive athletic equipment until all necessary paperwork is in.

## STUDENT IN GOOD STANDING

Extracurricular participants must attend all scheduled classes in order to participate in an extracurricular activity (contest or practice) that same day unless the athletic director excuses the absence. Students who are in ISS or suspended from school may not participate in practices or events during that period of time. All students must be in attendance within the 1st 20 minutes of their school day in order to play, participate, or be a spectator. Students and student athletes who arrive late or must leave during the school day due to medical appointments must bring proof of attendance from the doctor's office (date and time seen). The administration reserves the right to set parameters to define a student in good standing at Piper Middle School.

**Coaches/sponsors may have team rules that are stricter than these school rules. These expectations will be given to participants and parents.**

## SITE COUNCIL

As part of the School Improvement process, every school has a Site Council made up of interested patrons, parents, and staff members. The council is an advisory body only, not a decision-making body. If you are interested in participating, please contact your building principal for meeting dates and times.

## DANCE GUIDELINES

Attending dances at Piper Middle School is a privilege and not a right.

- Staff members will supervise dances.
- Anyone leaving a dance may not return.
- Only students who attend Piper Middle School will be admitted to these dances.
- Anyone known to be drinking or using illegal substances (including tobacco) prior to arrival will not be admitted to the dance. Parents will be notified. Regular school consequences will be imposed.
- Students who are suspended or not defined as in good standing by administration may not attend dances during that period of time.
- Students are required to enter the dance within thirty minutes of the start time.
- All school policies will be in effect at all dances.

## FIELD TRIPS

Students must turn in field trip forms to the appropriate sponsor one day prior to the field trip in order to attend. They will not be permitted to attend the field trip if this is not done on time. Students are responsible for turning in assignments due from missed classes. Please note, students must be in good standing and eligible in all classes to attend a field trip.

# HEALTH & WELLNESS

## Student Health Services

The following regulations and guidelines were established to help maintain a safe and healthy environment for all students. Health services will be provided by the school nurse or qualified designee. This primarily consists of assessments, screenings, administration of medications and first aid to sick or injured students.

### Nurse's Office

- Students who become ill at school must report to the nurse's office with a pass from their current teacher.
- Students must check out from the health room if leaving school early is related to illness. Parents/guardians will be notified by the school nurse or school secretary.
- The use of cell phones to contact parents during the school day regarding illness is discouraged and may result in a cell phone violation. School officials need to be aware if there is a situation before parents are contacted so we can appropriately address the issue.
- Students will be excluded from school when displaying one or more of these symptoms: Temperature of 100 degrees or greater, undiagnosed rash, vomiting, persistent diarrhea or nurse judgment based upon physical assessment.
- Parents will be notified of all significant injuries at school. Appropriate actions will be taken. Returning to School after Illness
- Students should be fever-free without the use of fever reducing medication for 24 hours before returning to school.
- Students should be free of continuous coughing.
- Students should remain at home for 24 hours after cessation of vomiting or diarrhea.
- Students infested with head lice shall be excluded from school until treatment is initiated at home.
- When returning to school, students will not be allowed to ride the bus. They must be accompanied by a parent/guardian and checked by the school nurse before returning to class.
- A doctor's note stating that the student may return to school should be presented after an infectious illness or after three consecutive days unless otherwise advised by administration. A doctor's note should include a release or activity restrictions. The note will be filed in the student's health record. Activity restrictions or recommendations should include the physician's contact information and an end date.

## MEDICATIONS

The school will cooperate with parents/guardians in giving students needed medications. The following guidelines will be enforced:

- Students are not permitted to carry and self-administer medications (non-prescription or prescription) during the school day unless proper authorization is granted.
- The appropriate medication form (Prescription, Non-prescription, Self-administration) should be completed and signed by parent/guardian and healthcare provider (if required). All medication forms are available in the school office or can be downloaded from the district's website.
- All non-prescription medications should be in the original container and clearly marked as to the medication contained therein and with directions.
- Prescription medicines should be marked with the name of the medication, the amount of a single dosage, the name of the physician, and the dates and times to be given.

## CHRONIC HEALTH CONDITIONS/ALLERGIES

Parents/guardians should notify the school of any chronic health conditions and specific allergies by completing the Medical Information/Consent to Treat form. This information is required to be provided each year during enrollment. Notification is given to individual teachers and appropriate staff for students with known allergies and chronic health conditions.

## IMMUNIZATIONS

It is the responsibility of the parents/guardians of every student enrolling to furnish satisfactory evidence of up-to-date immunizations as mandated by Kansas Law on or before the first day of school each year.

A list of the required and recommended immunizations is provided on the district's website at the "enrollment" tab in the "enrollment documents" section. An acceptable statement of medical or religious exemption must be on file for unvaccinated students who will be excluded from school in times of disease outbreaks.

## PHYSICALS

All students must have a Kansas physical in their health record.

## MEDICATION AT SCHOOL

Requirements for prescription and nonprescription drugs to be administered at school:

- Prescription and nonprescription (over the counter) drugs may be administered by the school nurse during school hours if the drugs are in their original labeled containers, have the student name, directions as to the exact dosage, exact times to be given, reason for the drug and are accompanied by a physician/dentist written request along with the parent/guardian written permission for school staff to administer the drug.
- Each time a new drug is prescribed and/or the dosage or time to be given is changed a new physician/dentist written request and parent/guardian written permission is required.
- Each drug requires a separate form.
- Written authorization to administer prescription and nonprescription drugs will expire automatically at the end of each school year.
- New authorizations will be required each school year.
- All drugs are to be taken home at the end of the school year.
- Forms are available in the nurse's office.

## EMERGENCY SAFETY INTERVENTIONS (ESI)

The use of seclusion or physical restraint is considered to be an “emergency safety intervention (ESI)” and shall be used only when a student presents a reasonable and immediate danger of physical harm to the student or others with the present ability to effect such physical harm.

Restraint is defined to include the following:

- “Chemical restraint” means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement. This term does not include prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments.
- “Mechanical restraint” means any device or object used to limit a student's movement.
- This term does not include those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seat belts and any other safety equipment when used to secure students during transportation.
- “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.

### **Restraint Restrictions**

The use of chemical and mechanical restraint is prohibited, except as allowed in the above limited circumstances. Physical restraint may only be used when a student presents an immediate danger to self or others.

### **Reports of Emergency Safety Interventions**

In the event an emergency safety intervention is used with a student the parents/guardians will be notified the same day that the ESI was used. All ESI events are reported to the Kansas State Department of Education.

For detailed information go to [our website](#) and click the District tab. Scroll down to Student Services where you will find Emergency Safety Intervention Parent Information

This information includes: a copy of the Piper GAAP (ESI) policy; a copy of the Kansas State Department of Education's Administrative Review Process; the State Administrative Review Guide for Parents; and, important local and state contact information.

# MISCELLANEOUS

## SCHOOL PICTURES

Individual student pictures are taken early in the first semester. Appropriate information will be sent home with students prior to picture dates. A Photo Release Form was included in the enrollment packet. Parents may grant or refuse permission for student photos or videos to be published in school publications, media outlets such as local newspapers, social media, or on the internet.

## DISRUPTION AT ASSEMBLIES

If a student(s) makes inappropriate comments or exhibits poor behavior at any type of school assembly it will be considered as a major infraction of school rules. The student(s) could be subject to out of school suspension.  
[Board Policy: JCDA (Student Conduct)]

## NUISANCE ITEMS

Nuisance items are not to be in the possession of students on the school premises. Nuisance items include but are not limited to fireworks, water guns, balloons, radios, recorders, noisemakers, puzzle cubes, electronic games, beepers/pagers, cameras, toys, laser pointers or any other item not required during the course of the school day. Students will not be allowed to sell items such as candy or cookies at school; nor will students be allowed to sell items such as Game Boys, accessories or video games.

## CUSTODY ARRANGEMENTS

If a student's parents are divorced or separated, the school needs to be provided with a copy of the portion of the divorce or separation decree that indicates the custody arrangements for that student. This information is needed in order for the school to carry out the directions of the court. A verbal or written request from a parent does not suffice. Unless the school is presented with a copy of a legal document limiting the rights of one parent, the school must assume that custodial and non-custodial parents have equal and full rights regarding their child(ren).



## MANDATED REPORTING

If a school employee suspects a child has been injured as a result of abuse (physical, mental, emotional, neglect) the employee is obligated to report the matter to the Department of Children and Families (DCF).

K.S.A. 38-2223 provides that whenever teachers, school administrators or other employees of a school have reason to suspect that a child has been harmed as a result of physical, mental, or emotional abuse or neglect or sexual abuse, then they shall report the matter to the Department of Children and Families. 1-800-922-5330

## CIVILITY IN THE WORKPLACE

The Board of Education believes a safe, civil environment of mutual respect and orderly conduct contributes to a quality educational environment. Conversely, uncivil conduct like other forms of disruptive behavior may interfere with an employee's ability to accomplish their work and a school's ability to educate its students.

The Board commits the District in its entirety to the core value of mutual respect for each person regardless of individual differences or characteristics. The District expects this value to be manifested in the daily behavior of all constituents and stakeholders. When differences exist, stakeholders will use clear, concise and courteous communication with the goal of arriving at a goodwill solution. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students, employees, and stakeholders. Uncivil conduct on district property or at district-sponsored activities by District personnel, parents, volunteers, contractors or visitors is prohibited.

In support of this policy, the Board of Education expects all District personnel, parents, volunteers, contractors, visitors and community stakeholders to:

- Treat each other and students with dignity and respect;
- Exercise reasonable, good judgement in handling interpersonal disputes;
- Exercise respect, courtesy, and concern for the dignity and cultural background of others;
- Refrain from use of abusive language
- Model respectful problem-solving
- Reduce actions or behaviors which might provoke fear, anger, frustration, and alienation;
- Use clear, concise, and courteous verbal and written communication to arrive at goodwill solutions;



- Extend common courtesy to others such as saying please and thank you;
- Practice civility in all conversations and behavior;
- Be respectful of others even when in a disagreement;
- Address incivility when it is observed;
- Seek to understand others' points of view and cultural perceptions.

For the purpose of this policy, "uncivil conduct" includes but is not limited to, the following:

- Using vulgar, obscene, or profane gestures or words;
- Using insulting or disrespectful nonverbal behaviors toward or in connection with another;
- Taunting, jeering or inciting others to taunt or jeer an individual;
- Raising one's voice at another individual, and/or repeatedly interrupting another individual who is speaking;
- Using personal epithets or slurs;
- Gesturing or behaving in a manner that puts another in fear for his/her personal safety, including invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location or remaining in a classroom or school area after a teacher or administrator in authority has directed on to leave, or other similar disruptive conduct;
- Disrupting or threatening to disrupt school/office operations;
- Threatening the health and safety of students or staff;
- Willfully causing property damage.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as:

- The ideas are presented in a respectful manner and at a time and place that are appropriate;
- Such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process;
- Regular supervisory-subordinate interactions, including but not limited to, corrective action, discipline, unsatisfactory evaluations, plans for improvement, probation, or administrative leave.

Addressing Uncivil Conduct:

- Cite this policy and notify the other person that they are ending the conversation or the interaction and remove themselves from the situation (i.e. ending a phone call, walking out of the room, or requesting the other individual leave the room);

- If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent, principal, or administrative designee may notify law enforcement officials.
- Request an appropriate administrator to conduct a private conference with all parties of concern;
- Persons who observe uncivil behavior have an obligation to report the uncivil behavior to an administrator;
- Administrators have an obligation to address reports of uncivil behavior;

**No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.**

## FOOD DELIVERY

Outside food deliveries are prohibited and will not be accepted by the office.

# TECHNOLOGY

## CELL PHONES & SMART WATCHES

Cell phones and smart watches are to be turned off and stored away during the school day.

- First offense - Reminder of expectations.
- Second offense - Returned to student at the end of the day. Call and talk with the parent/guardian about your concerns.
- Third offense - Returned to the parent/guardian.
- Fourth offense - Referral to the office.

Each subsequent offense will be considered a repeated violation of school policies and subject the student to progressive disciplinary actions.

All electronic devices are the responsibility of the student and the school will not take responsibility for lost, stolen or damaged items.

[BOARD POLICY JCDA](#)

## DIGITAL CITIZENSHIP

Students are responsible for all content they post to social media sites. Those who choose to create or participate in social media are expected to ensure that all online communication should meet the standards of professional interactions expected at school or among the school community.

## SKYWARD FAMILY ACCESS

USD 203 has student management software called Skyward. Parents/guardians can access Skyward on our website to track the academic progress of their children. As the parent/guardian, you will be able to view your child's grades, attendance, and important information about their progress.

If a student needs help with logging in, follow the steps below:

- Student usernames will align with the following rules:
  - Case-Insensitive (upper or lower case allowed)
  - Full First Name + Full Last Name + @piperschools.us
    - Example: Le' John Marcus-Smith will use  
lejohnmarcus-smith@piperschools.us
- Student Passwords will align to the following rules:

- First Name Initial + Last Name Initial + "-" + student ID (typically their lunch code)
  - Example: Le' John Marcus-Smith will use: lm-12345

## WIFI

When connecting your device to the District's wireless network, please follow the instructions below for your device.

### Google Chromebook

- Click on the System Tray on the bottom-right corner of the screen.
- Click where it says "No network" to bring up the list of available wireless networks.
- Click on the network labeled Enhanced Guest.
- For EAP Method, choose: PEAP
- For Phase 2 Authentication, choose: MsCHAPv2
- For Server CA Certificate, choose: Do Not Check
- For Identity, enter your district email address (ex: [JohnSmith@piperschools.us](mailto:JohnSmith@piperschools.us)).
- For Password, enter your email password.
- Once you have successfully authenticated to the wireless network, you need to install the SSL certificate for Securly:
  - Without this certificate, you will not have access to secured websites.
    - Go to <http://securly.com/ssl>.
    - Watch the video and follow the instructions on the page to install the certificate.

## ACCEPTABLE USE POLICY

All students should review and understand the District Acceptable Use Policy.

## TELEPHONE USE

The telephones in the office are available if students need to contact parents or guardians.

## ALBERT K-12

If you are having technology issues, call Albert 816-382-4840. Albert will triage and problem solve. Also, on your desktop there is an icon labeled "Albert Portal." If you double-click "Albert Portal," you can sign in and see the phone number or open chat. <https://helpdesk.k12itc.com/>

# TRANSPORTATION

Piper USD 203 transports all students to and from school, on school sponsored activity trips, and to special education classes of the Wyandotte Special Education Cooperative. The information is provided to inform students and parents of school district procedures and state regulations regarding bus transportation of students. The primary concern of the district and the bus drivers is the safety of every student.

## **Instructions for Students and Bus Drivers**

- The driver is in charge of the students and the bus. Students must obey the driver promptly and respectfully.
- The driver may assign a seat to each student. Each student must be provided with a seat.
- Students must not stand while the bus is in motion.
- Students must be on time. The bus cannot wait for those who are tardy. Students must walk on the far left side of the road facing traffic when going to the bus stop.
- Students must never stand in the roadway while waiting for the bus. All students must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
- Unnecessary conversation with the driver is prohibited. Students must not talk loudly or disrupt the driver's attention.
- Classroom conduct is to be observed.
- Students must not throw waste paper or other rubbish on the floor of the bus. The bus should be kept clean and sanitary at all times.
- Students must not extend arms or head out of the bus windows.
- Students must not try to get on or off the bus or move about within the bus while it is in motion.
- Students must observe all directions of the driver when leaving the bus. If crossing the road, students must do so in front of the bus after making sure the road is clear.
- Any damage to the bus is to be reported at once to the driver.
- During a stormy season, students who are to ride a bus are advised to listen to the radio for emergency school closings or late starts.
- No food or drinks are allowed on the bus.
- Remember – student safety is in the driver's hands.

Transportation discipline procedures will be followed by bus drivers and Piper USD 203 school administration. The bus driver will outline expectations for students on the first day. Acceptable and unacceptable behavior will be explained.

- First Offense: The driver will complete a disciplinary report form and send it home with the student for the parent/guardian. A copy will be sent to the building principal. The driver will call the parent/guardian about the discipline problem. A plan of action will be developed to prevent future problems.
- Second Offense: The driver will complete a disciplinary report and send a copy home with the student for the parent/guardian and will send a copy to the building principal.

Upon receipt of the disciplinary report issued to a student by a bus driver, the building principal shall decide whether to talk to the driver only, talk to the student only, talk to the driver and the student separately, hold a driver/student conference, or hold a driver/student/parent conference.

- First Report: The principal will have a conference with the student regarding the inappropriate behavior. Consequences of similar behavior in the future will be explained to the student.
- Second Report: A conference will be held with the student to discuss the inappropriate behavior. The parents/guardians will be contacted and notified of the principal's disciplinary decision. With the second disciplinary referral, a student may be suspended from riding the bus for a period of three to five days.

Additional bus disciplinary referrals may result in the student being placed on probation and being refused transportation privileges for the remainder of the current semester or current school year. The parents/guardians will be notified of this by letter.

In case of expulsion from the bus for the remainder of a semester, the student may, within five days of the date of expulsion, request a conference with the superintendent. If the issue is not resolved to the student's satisfaction, the student may, within five days of the time of the conference with the superintendent, request by letter a hearing before the Board of Education at the Board's next regularly scheduled meeting.

**Emergency Exceptions:** Exceptions to the above guidelines may be made in case of an emergency. The bus driver may refer the student directly to the principal on the first offense. If the situation warrants, the principal may suspend a student from riding for three to five days or suspend a student for the remainder of the school year upon the issuance of the first referral. Only the superintendent, principal, or assistant principal may suspend a student from riding the bus. If an emergency does occur, the bus driver will contact the assistant principal, principal, or superintendent for further direction.

DS Bus Services provides the buses for our transportation fleet and is responsible for maintaining the buses and for hiring all bus personnel, including the drivers and the transportation director. Questions or concerns about bus transportation, routes or discipline should be directed to Transportation at 913-721-9019.

[BOARD POLICY JCDA](#)

## BUS CAMERAS

In an effort to maintain order and discipline, buses are equipped with video and audio surveillance systems. Due to confidentiality, parents will not be allowed to view the video without prior approval from the Superintendent and signed waivers from all students' parents within view.

