



**2025-26**

# **PIPER**

## **STUDENT HANDBOOK**

*MIDDLE SCHOOL 6 - 8 GRADE*

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KANSAS CITY, KANSAS 66109  
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## **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 address and phone number of the office that serves your area or call 1-800-421-3481.

# ACADEMICS

## ACADEMIC CALENDAR

31	New Teacher Orientation
AUGUST	
1	New Teacher Orientation
4	New Teacher Orientation
5	Work Day
6	PD Day
7	PD Day
8	1/2 PD Day / 1/2 Work Day
11	PD Day
12	1/2 Day Orientation 6th, 9th, and New 6-12 Students
13	Pre-K - 5 Staff: Full Work Day
13	4-12 Staff: PM Work Day
22	First Full Day of Classes
22	First Late Start Friday
SEPTEMBER	
1	Labor Day (No School)
8	PD Day (No School)
OCTOBER	
10	End of First Quarter
10	1/2 PD Day / 1/2 Work Day (No School)
22-23	Conferences (No School)
24	No School
NOVEMBER	
24-28	Thanksgiving Break (No School)
DECEMBER	
18	Pre-K - 8: Full School Day
18	9-12: 1/2 Day for Students / 1/2 Staff Work Day
19	Pre-K - 8: No School / Staff Work Day
19	9-12: 1/2 Day for Students / 1/2 Staff Work Day
22-31	End of Second Quarter
22-31	Winter Break (No School)
JANUARY	
1-2	Winter Break (No School)
5	Work Day (No School)
6	Classes Resume
16	PD Day (No School)
19	Martin Luther King Jr Day (No School)
FEBRUARY	
11-12	Conferences (No School)
13	No School
16	Presidents Day (No School)
MARCH	
13	End of Third Quarter
14-20	Spring Break (No School)
23	1/2 PD Day / 1/2 Work Day (No School)
APRIL	
6	No School
MAY	
15	Senior Capstone Presentations - Last Day for Seniors
15	PD Day (No School Pre-K - 11)
TBD	Graduation
21	Pre-K - 8: Full School Day (Last Day)
21	9-12: 1/2 Day for Students / 1/2 Staff Work Day
22	Pre-K - 8: No School / Staff Work Day
22	9-12: 1/2 Day for Students (Last Day) / 1/2 Staff Work Day
22	End of Fourth Quarter

## PIPER USD 203

2025 | 2026

JULY	AUGUST	SEPTEMBER	OCTOBER
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27 28 29 30 31	31		
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30			
MARCH	APRIL	MAY	JUNE
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29 30 31	26 27 28 29 30	24 25 26 27 28 29 30 31	28 29 30
No School	Professional Development (No School)	Work Day (No School)	End of Quarter
Conferences (No School)	End of Semester Schedule (See Notes)	KCKCC TEC/On-Site Courses Beginning/End of Semester	1/2 PD Day / 1/2 Work Day (No School)
			1/2 Day of School

Approved by the Board of Education 12/9/24 pending final negotiations with the Piper Teachers Association.

## IEA & 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

## HONOR ROLL

Students at Piper Middle School will be recognized in the following ways for their academic achievement on a quarterly basis:

- White Honor Roll: Quarterly Cumulative GPA: 3.00-3.49
- Purple Honor Roll: Quarterly Cumulative GPA: 3.50-3.99
- Principal's Honor Roll: Quarterly Cumulative GPA: 4.0

## 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, Mathematics, Social Studies, Science, and Project Lead the Way
- 8th Grade: Academy Prep, English Language Arts, Mathematics, Social Studies, Science, and Project Lead the Way

## 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 team counselor or team 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 7:10 am.

Friday: Students should not arrive prior to 7:50 am.

### Arrival Procedures

- In an attempt to maintain a safe entry for all students, bus riders will enter on the North side of the building and Car Riders & Walkers will enter on the South side of the building.
- Parents/Guardians wishing to drop off their students should enter the carline and proceed to the furthest available spot parallel to the sidewalk at the front of the building.
- When arriving at school is dismissed, students are expected to enter the school immediately and proceed to designated supervised areas.

### Dismissal Times

Bus Riders: 2:40 pm Monday-Friday.

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

### Dismissal Procedures (KAR 91-38-8)

- In an attempt to maintain a safe exit for all students, bus riders will be dismissed on the North side of the building and Car Riders & Walkers will be dismissed on the South side of the building.
- Parents/Guardians wishing to pick up their students should enter the carline forming two lines and follow the instructions of the adults performing traffic support.
- Parents/Guardians are not allowed to park and wait for their student to meet them around the campus: this creates situations where students are entering and exiting areas without proper supervision and creates unnecessary safety concerns.
- When school is dismissed, students are expected to leave school property unless they are under the direct supervision of an approved staff member.

## 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.

## SECURLY PASS

In order to ensure students are accounted for throughout the school day Piper Middle School securly 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 friend;
- 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. In an effort to ease the burden on parents/guardians they may email [ms-attendance@piperschools.us](mailto:ms-attendance@piperschools.us) from the email address on their student's file to record 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 the number of school 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 in accordance with 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  $\frac{3}{4}$  of the class.

### **Quarterly Consequences:**

- 10th 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

Students are able to utilize their LiveSchool points to have an unexcused tardy converted to an excused tardy. Students are encouraged to proactively reach out to their team administrator in advance of any consequences being issued to “buy back” their tardies.

## 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. In accordance with Board Policy JBD a significant part of a school day shall be considered an absence of two or more hours in any school day. This would be the equivalent of 3 marked periods at Piper Middle School.

### **Absence Intervention:**

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

- Upon the 10th absence in a year, a letter will be sent to the student's parents/guardians as notification that all future absences will require a professional note of excusal.
- Upon the 12th absence in a year, the administration will require a telephone conference between the student's team counselor and the parent/guardian to discuss the student's chronic absenteeism and to create a plan of support. No further absences will be excused beyond this point.
- Upon the 15th absence in a year, the administration will require an in person conference with the parent/guardian, student, and team principal.


- Upon the 18th absence in a year, the administration will require an in person conference with the parent/guardian, student, and building principal.

# 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

<b>Piper Middle School</b> <b>COMMUNICATION MATRIX</b> 						
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	Laura Porras Asst. Principal	Tim Leffert Principal	Dr. John Nguyen Asst. Superintendent	Dr. Jessica Dain Superintendent	Board of Education
Activities & Athletics	Sponsor	Dr. Taylor Mapp 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	Dr. Taylor Mapp 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	Student Information Specialist	Kim Buckner Director of Business	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	Dr. John Nguyen Asst. Superintendent	Dr. Jessica Dain Superintendent	Board of Education
Maintenance & Grounds	Dr. Taylor Mapp Asst. Principal/ Athletic Director	Tim Leffert Principal	Mike Williams Director of Facilities	Dr. Jessica Dain Superintendent	Board of Education	
Special Education	Teacher	Tim Leffert Principal	Diane Fleming Special Education Coordinator	Darcey Bast Director of Student Services	Dr. Jessica Dain Superintendent	Board of Education
Transportation	Dr. Taylor Mapp Asst. Principal/ Athletic Director	Tim Leffert Principal	DS Bus Lines Director of Transportation	Kim Buckner Director of Business	Dr. Jessica Dain Superintendent	Board of Education

Caption

## 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. You can locate us on most social media outlets with the handle: **@pmspirates**

## 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 each Friday, they will be placed on academic probation for one week beginning the following Monday. If the student has any failing grades the following week at the time of the grade report on Friday, they will be considered academically ineligible beginning the following Monday. 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 Friday following the 8th full day of class 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.
- Students must be eligible the week of the dance to attend.

## FIELD TRIPS

Students must turn in field trip forms to the appropriate sponsor by the due date 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 parent /guardian of every student enrolling in the district 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 required and recommended immunizations will be updated on the district's website annually. An acceptable statement of medical or religious exemption must be on file for unvaccinated students; these students 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 GAAF (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. New students will have the opportunity to take a school picture in the third quarter for the yearbook and purchase.

## COURT ORDERS

If there is a current court order adjusting the care, custody, or control of a student the school should be provided with a signed and date stamped copy of the order on file. 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).

## DRESS CODE

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene, offensive, or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive, promotes violence, illegal activities, drugs, alcohol, and/or tobacco, causes a disruption to the learning environment (ex: costumes on non-spirit days), poses a potential safety concern (ex: wrapping of a blanket), or is determined to be gang related is prohibited. Student apparel and grooming must also meet the requirements of any courses that are part of the approved curriculum in which they are enrolled. Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event.

## 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 judgment 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

## ELECTRONIC DEVICES

The Piper School District is committed to providing highly effective learning spaces across the district. During the school day (from the first bell to the last bell), the use of cell phones, Bluetooth/wireless earbuds/earphones, and any other electronic devices not provided by the district are strictly forbidden and must be turned off and stored away. Medical exemptions documented with a doctor's note may be applied. Students are solely responsible for the care and security of their personal electronic devices. The school assumes no liability for lost, stolen, or damaged items. Initial violations will fall under the District Student Code of Conduct as a Class II offense. Subsequent violations will result in progressive disciplinary action.

## 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.

## 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.