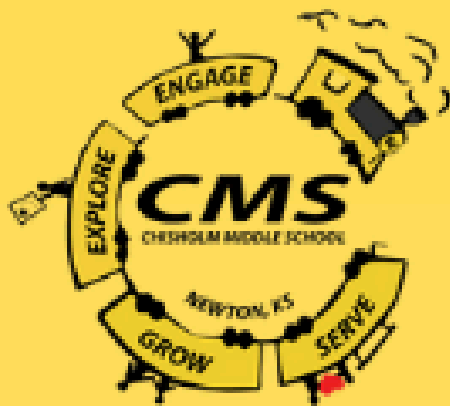


Chisholm Middle School

Student Handbook

2025-26



Student Handbook
900 East First Street, Newton, Kansas 67114
(316) 284-6260

Principal: Tiffany Stephey Assistant Principal: Petrina Griffitts

Student _____ Grade _____

CHISHOLM MIDDLE SCHOOL

Chisholm Middle School will create a culture of learning in which all students experience rigor and relevance by engaging, exploring, growing, and serving their world.

Welcome to Chisholm Middle School Home of the Railers

Office Staff:

Principal: Tiffany Stephey
Assistant Principal: Petrina Griffitts
Administrative Assistants: Mrs. Lynette Doty & Mrs. Andrea Reep
SRO: Officer Charles Jefferis
Nurse: Mrs. Angie Naysmith
Counselor: Ms. Christina Jones
Student Support Coach: Mrs. Lluvia Herrera

Notice of Non-Discrimination Newton Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, disability, age, genetic information, or any other characteristic protected by law, in its programs and activities.
Board policies are regularly reviewed and revised. Any policy printed in this handbook is accurate as of the printing date. Should policies change, the most recent adopted policy of the Board of Education will be followed regardless of what is printed in the handbook..

Chisholm RAILER Expectations

Respect

- Show kindness and respect to everyone - students and staff

Attitude

- Have a positive attitude each day

Instructions

- Follow instructions of teachers and staff members

Learn

- Give your best effort each day to learn while you are at school

Expectations

- Follow all classroom and school expectations

Responsible

- Be on time, have all of your materials, complete work on time

25-26 Attendance Calendar



USD 373 Attendance Calendar 2025-26

BOE Approved 2/24/25

July 2025						
	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	TH	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						

September						
S	M	T	W	TH	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				

October						
S	M	T	W	TH	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	

November						
S	M	T	W	TH	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	TH	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			

January 2026						
S	M	T	W	TH	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

February						
S	M	T	W	TH	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

March						
S	M	T	W	TH	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				

April						
S	M	T	W	TH	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		

May						
S	M	T	W	TH	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	TH	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				

Aug 4,5,6	New Teacher Orientation
Aug 7	Tchrs Report - Prof Dev Day
Aug 8	1/2 PD, 1/2 Workday
Aug 11	Professional Dev Day
Aug 12	Teacher Workday
Aug 13	1st Day School: Gr1-9 1/2 day & 1/2 Workday PM
Sept 1	Labor Day
Oct 9	End of 1st Quarter
Oct 10	Workday

Oct 31	Professional Dev Day
Nov 24-28	Thanksgiving Break
Dec 18	End 1st Semester
Dec 19	Workday
Dec22-Jan2	Winter Break
Jan 5	Workday
Jan 15	Professional Dev Day
Jan 16	No School
Jan 19	No School-MLK Day

Feb 16	No School-President's Day
Mar 12	End of 3rd Quarter
Mar 13	Workday
Mar 16-20	Spring Break
Apr 3	Good Friday - No School
Apr 20	Professional Dev Day
May 21	Last Day of School
May 22	Workday

Parent Teacher Conference Weeks: Oct (TBD) and Feb (TBD)

Holidays - No Sch	Workdays - No Sch	Prof Days - No Sch	New Tchrs Orientation
Early Release - school dismisses at 1:10 p.m. Teachers have 2hrs of Prof. Development			

Daily Class Schedule

Black	Gold		
Hour:			
1	2	8:05	9:30
3	4	9:33	10:57
5	6	11:00	1:00
A lunch		11:00	11:30
B lunch		11:30	12:00
C lunch		12:00	12:30
D lunch		12:30	1:00
7	8	1:03	2:27
Seminar		2:30	3:15

ACADEMIC DISHONESTY, CHEATING, & PLAGIARISM

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own, and plagiarism, defined as the use of another person's original ideas, images, video, audio, or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question.

ACTIVITIES/CLUBS

Every student benefits from being actively involved in school. Clubs provide an opportunity to explore interests, develop leadership skills, and have fun. CMS clubs are offered after school 3:20-5:00 p.m. through our Connections program.

ATTENDANCE POLICY

Regular attendance at school is important for a student's success. Students are expected to be at school every day and report to class on time. *This is a legal obligation as well as a school expectation.*

TARDIES

A tardy is defined as entering the classroom after the bell has rung. Late arrival to school or class is always discouraged. The following is our policy for unexcused tardies:

Students will be allowed four (4) unexcused tardies without consequence. When a student is tardy a fifth (5th) time, he/she will be assigned a 25 minute detention to be served after (3:20-3:45) school. Consequently, a 25 minute detention will be assigned when a student continues to be tardy. Each nine weeks the tardies start over; however, the student must serve all detentions. In addition, parents and school personnel will work collaboratively to determine if and when a behavior plan should be developed for continued tardiness. Written notice will be provided to the student and parent documenting the date, time, and location detention(s) will be served. A parent/guardian will be notified if the student is not present for their detention(s) and further disciplinary action will be administered.

ABSENCES

When a student is absent from school Infinite Campus will generate a phone call home at 9:30 a.m. letting parents know their student is absent. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Excused/Unexcused Absences: The definition of "excused absence" includes the following:

- 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.

Absences pre-arranged by parents and approved by the principal may be excused; 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. All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

Significant Part of the School Day: An absence of more than 120 minutes or more (2 hours) in any school day shall be considered an absence for a significant part of the school day. BOE approved 9/13/21

Make-Up Work: It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

Parents may excuse their student a significant portion of 10 days per year for student illness, professional appointments, serious illness or death of a family member, religious observances, or absences pre-arranged by parents and approved by the principal. Parents should contact the attendance secretary when their student is going to be absent. There is no limit for specific absences excused by licensed medical personnel (physicians, dentists, optometrists, chiropractors).

A detailed note including date, time, and signed by the physician must be provided within 3 days of a health-related absence. Other absences, for example, court appearances, will be managed on an as-needed basis.

Parent / Student attendance reminders:

Parent excused absences 10 school days
Unexcused absence 15 minutes or more of a class period
Tardy..... Not in the classroom when the bell rings
Activity participationAbsent LESS THAN 45 minutes
School start time 8:05 a.m. DAILY
Leaving campus during the day..... Students must check out through the administrative office

ATHLETIC/ACTIVITY PARTICIPATION

In addition to KSHSAA (Kansas State High School Activities Association) eligibility requirements, Chisholm Middle School maintains the following expectations of students who represent CMS in athletics/activities. The Academic Deficiency List (ADL) used to determine weekly eligibility will be generated on Wednesday mornings and will affect the activities/events in that week from Wednesday through Tuesday. It is an expectation that teachers will keep their grades up to date. During any sports or extracurricular activity season, each time the student appears on the ADL with two or more F's, he/she will not be eligible to participate in any activities or events that week. The student will not have the opportunity to be eligible until the next ADL is generated. For all Public-School students, this list will be generated through Infinite Campus. For all Non-Public School students, a weekly form (paper or electronic) will be sent to parents and Private-School administrators to fill out. The form should be submitted to the school office by 8 AM each Wednesday confirming satisfactory academic progress during the season.

ATHLETIC SEASON

FALL	WINTER	SPRING
Football	Basketball	Track
Volleyball	Scholars Bowl	Tennis (boys)
Cross Country	Wrestling	
Tennis (girls)		

BICYCLES, SKATEBOARDS, & OTHER

Bicycles/skateboards/other modes of transportation must NOT be ridden on the sidewalks, the school grounds, or parking areas. Upon arriving at school all bikes must be parked and locked in racks provided. The school is NOT responsible for loss, theft, or damage to bikes. Our district does not carry insurance for this purpose. Stolen bicycles, skateboards, or other modes of transportation might not be retrieved, though families may file a police report with the school resource officer.

BELL SCHEDULE

Black Days:

1st Hour	8:05 - 9:30
3rd Hour	9:33 - 10:57
5th Hour	11:00 - 1:00 (lunch)
7th Hour	1:03 - 2:27
Seminar	2:30 - 3:15

Gold Days:

2nd Hour	8:05 - 9:30
4th Hour	9:33 - 10:57
6th Hour	11:00 - 1:00 (lunch)
8th Hour	1:03 - 2:27
Seminar	2:30 - 3:15

Lunch Schedule:

5A	11:00 - 11:30
5B	11:30 - 12:00
6A	12:00 - 12:30
6B	12:30 - 1:00

CAFETERIA GUIDELINES

It is our hope that the breakfast and lunch periods will provide a time when students can socialize with one another and relax. In order for everyone to enjoy their meal in a safe and orderly environment, all students must follow the lunchroom procedures. The lunch period is a 'closed cafeteria.' Only with permission will students be allowed to leave school during meal time.

- Students will use their ID to purchase their meals.
- Students may go through the lunch line once and should get all needed items at that time.
- Students will not be allowed to change seats or save seats. They should raise a hand if they would like to use the restroom or get a drink of water. Students will not get up and move about during mealtime without permission.
- Students will remain at designated tables until dismissed by lunch supervisors. Appropriate table manners and speaking volume is expected.
- Lunch tables and the surrounding areas should be left clean – all paper, excess food, etc. should be placed in the trash cans. Students are expected to wipe down their table prior to leaving the cafeteria.
- Students may not take food or drink out of the cafeteria.
- Students may not share food or take food from another student's lunch.
- Students may not order Doordash or any other food delivery service.

CELL PHONES:

Whether intentional or not, the phone can remove us socially, intellectually, and emotionally from being present with those around us. We want students to have a greater opportunity for face-to-face connections. Social Media, when used appropriately has the potential to connect friends, but in a school setting, it can cause harm to others, thereby disrupting the school day. In order to maximize learning while at school, all electronic communication devices shall be put away in their backpack at all times while in the school building during school hours, including during before and after school activities. Students who need to contact home may ask for a pass from their teacher or come to the office. Likewise, parents who wish to leave a message for their student(s) may also call the office.

If the student has their cell phone out of their backpack at any time during the school day:

- They will be asked to turn in the device by any staff member.
- The device will be kept in the administrators office or ISS room (depending on the situation) for the full day.
- The phone may be picked up after school at the same location it was turned in at.
- If the student refuses to turn in the phone, parents will be called.
- Continued refusal to turn in a cell phone could result in out of school suspension.

There will be consequences, as determined by administrator, for any other inappropriate use of electronic communication devices shall include but is not limited to:

- posting pictures and/or videos on social media during the school day (this includes snapchat, instagram, tik-tok, twitter, facebook, or any other social media sites)
- invading the privacy of others i.e. videotaping and/or taking pictures of students and staff
- causing embarrassment of another person
- sexting
- videoing bullying, fights, inappropriate behaviors, etc.
- causing harm to another person
- creating fake social media accounts using school names, logos, and/or students

These actions are prohibited and shall be considered a level of behavior that is intended to cause another individual physical or mental harm. Disciplinary action up to suspension from school and/or reporting offenses to law enforcement will be determined by the administration.

Earbuds/headphones may NOT be worn in/on the ears at any time during the school day.

****The school is not responsible for any lost, stolen, or damaged cell phones, earbuds, or other personal electronic devices when students choose to bring them to school. Stolen or lost electronic items might not be retrieved, though families may file a police report with the school resource officer.***

CHANGE OF ADDRESS OR CONTACT INFORMATION

It is important that the school be able to reach parents or guardians of students in case of emergency or to mail home information. Please keep this information current by notifying our office of any changes. It is important that we have emergency contact information as well in case your child is ill, hurt, or involved in a disciplinary action.

CHECK OUT FROM SCHOOL

In those cases where a parent's/guardian's request for dismissal during the school day is granted, the parent/guardian must come in and sign the student out in the office. If a student returns to school on the same day, the student must sign back in. No student is permitted to leave school for any reason during school hours without prior approval from office personnel. Students who do so will face disciplinary action. A physician's permit may be required for readmission of a student after having an illness. The nurse will be available if there is any question.

COMMUNICATION

If you have a question concerning your child, please follow the chain of command below unless directed otherwise. The majority of questions can be addressed at the building level. If further assistance is needed, contact the appropriate individual at the district office at 316-284-6200.

1. Teacher and IEP case managers when applicable
2. Building administrator
3. Assistant superintendent

4. Superintendent
5. Board of Education

METHODS OF COMMUNICATION:

1. EMAIL: Please keep your contact details up to date and check your inbox. Email is a key mode of communication between school and home. Please check that the school has your correct email address and that your INBOX will receive messages. Infinite Campus sends automatic MISSING ASSIGNMENT and FAILING GRADE messages as necessary.
2. PHONE CALLS: Parents/Guardians are encouraged to talk with their child's teachers anytime during the year. Please make sure your contact information is up-to-date in Infinite Campus as automatic messages are regularly sent out.
3. IN PERSON: Schedule a time to come in and visit face-to-face with teachers and/or administrators. Teachers and administrators are busy during the day and may not be able to just stop and visit.
4. ONLINE INCIDENT REPORT FORM: This may be found on our website for students, parents, guardians, and community members to report a concern. (Items to report include criminal activity, potential fights, bullying, etc.)
5. INCIDENT REPORT FORMS: Green paper forms are located in the office for students to complete while at school when there is a concern to report (i.e., crime, fights, bullying, etc.).
6. CMS WEBSITE: Go here for up-to-date information (chisholm.usd373.org).
7. CMS FACEBOOK PAGE - we will post updates on this page throughout the year
8. OPEN HOUSE/PARENT NIGHTS offered throughout the year
9. PARENT TEACHER CONFERENCES
10. MONTHLY PARENT NEWSLETTER (emailed)

DEVICES

The AUP (Acceptable Use Policy) must be signed before a Chromebook will be checked out to the student. There is no expectation of privacy on the school devices. Misuse of the device will result in consequences, including a warning, loss of privileges, and/or loss of the device. Please read the Device Handbook.

Devices will remain at school if the device usage fee is not paid. Students will continue to have access to their device during the school day but will check their device in at the end of the day to the Media Center. They will be able to pick up their device at the beginning of the school day. Payment arrangements can be made through the district office at 316-284-6200.

DISCIPLINE PLAN FOR MIDDLE SCHOOL

Student discipline for middle school is based on the belief that middle school age students are capable of making good choices concerning their behavior and that these choices protect the rights of others, particularly as it relates to a safe and orderly environment. It is the intent of the CMS staff to provide a safe and orderly environment for every student. It is the obligation of all staff members and students to cooperate toward this belief. No person in our school should commit, act, or behave in such a manner that would be offensive to others.

It is our desire to encourage students to be responsible young people. The staff at Chisholm will commit to providing a positive, safe, and encouraging learning environment. The staff will lead by example in creating engaging lessons, respecting students, and maintaining high expectations both in academia as well as behavior. Discipline is part of learning and growing. The staff at Chisholm will explain and practice our building procedures so students are aware of the building expectations. Students will not be allowed

to disrupt the learning environment for others. We believe all students have the right to receive an education in a safe and orderly environment.

Teachers will follow our building discipline plan prior to sending students to the office for a Tier 1/Tier 2 behavior (Tier 1, Tier 2, and Tier 3 student behaviors and teacher responses are listed below). Tier 3 behaviors are sent directly to the office.

The following are general guidelines for disciplinary actions with regard to specific behaviors. Please note that administrators retain the authority to modify any of the stated consequences based on the severity of the behavior, under the totality of the circumstances, including consideration of the student's previous disciplinary record, as necessary, to determine a progressive disciplinary response. Similarly, this is not an exhaustive list of actions which may lead to discipline, and the board authorizes its administrators to assign appropriate disciplinary consequences to student behaviors as necessary for the efficient, lawful, and respectful operation of the school. It is never our goal to remove a student from school but rather to train our students to act respectfully and responsibly.

Possible Disciplinary Actions Definitions:

Inappropriate behaviors result in consequences to be determined by the principal, who may consult with the teacher involved. The consequences could include, but may not be limited to, one or more of the following:

- **Administrative Conference** The building principal or assistant principal meets with the student to develop positive behaviors. The conference may include parents/guardians, and/or staff and faculty, as well as the student.
- **Lunch Detention** The student will go to the cafeteria to get lunch and then immediately head to the lunch detention room (ISS or office) during their scheduled lunch period. The student will return the lunch tray to the cafeteria and be dismissed when the bell rings.
- **After School Detention** Time after school may be assigned for violations of the school rules. This may be assigned for any of the violations listed in the "General Guidelines" or the District Discipline Plan. After School Detention will take precedence over school activities such as sports or other personal activities. Students are expected to remain quiet and complete school assignments while in detention.
- **In School Suspension--ISS** Students are placed in a supervised area for a specific length of time due to failure to follow building policies. Students are NOT permitted to attend any school activities if they are assigned ISS. When students are assigned one or more days of ISS they will: 1) report to the office as soon as they arrive; 2) eat breakfast in the ISS room; 3) eat lunch in the ISS room; 4) be allowed to work on assignments; 5) be allowed to use their Chromebook for assignments; 6) not be allowed to have their cell phones; cell phones will be turned into the ISS Monitor; and 7) be expected to leave school property at the end of the day. Students placed in ISS will also work with staff to develop a plan to be successful in class. ISS time may be extended if students are not following expectations. **Students who are not successful while in ISS will be sent home for a short term suspension (OSS).**
- **Short-Term Suspension—OSS** This suspension is a period of time, not to exceed 10 days, for which a student may be removed from school. Students are NOT permitted to attend any school activities or come onto school grounds while on suspension. A Re-entry meeting may be scheduled when the student is suspended from school for a period of three or more days. The Re-Entry meeting is designed to develop an intervention plan to help the student be successful moving forward.
- **Expulsion--OSS** Expulsion occurs when a student is removed from school for a minimum of 10 days and up to 186 school days pending a hearing. It is possible the expulsion could extend over two school years. Expulsions for certain weapon violations will be one calendar year in length.

- **Other possible consequences**

- Alternative educational placement
- Behavioral plan/contract between the school, student, and parents
- Possible police involvement, if deemed appropriate for any offense

Description	Behavior (Student)	Responses:
Tier 1: Early stage of misbehavior without a pattern established.	<ul style="list-style-type: none"> ● Not following directions ● Blurting out ● Sleeping in class ● Arguing ● Talking in class ● Irritating distractions (i.e. tapping pencil) ● Public Display of Affection ● Dress code violation ● Out of seat ● Attention seeking behaviors ● Repeatedly Tardy ● Cell phone violation ● Profanity ● Walking out of class 	<u>Teacher Responses:</u> <ul style="list-style-type: none"> ● Step to the hall ● Take a break ● Change seats ● Quiet/Sensory room ● Buddy/Mentor room ● Call parents ● Get a drink ● See Counselor ● See Social Worker ● others TBD
Tier 2: Possible repeat pattern of misbehavior over a period of time or elevated misbehavior that requires on-the-spot teacher intervention. Parents contacted	<ul style="list-style-type: none"> ● Elevated disagreement between students ● Disrespecting any staff/students ● Throwing food in the cafeteria ● Refusal to comply/Insubordination ● Horseplaying/necking ● AUP VIOLATION ● tardy on purpose 	<u>Teacher Responses:</u> <ul style="list-style-type: none"> ● Continued use of Tier 1 responses ● After School Detention ● Lunch Detention ● Create Behavior plan ● Team meeting ● Contact Support Staff ● Private student/teacher conference ● Team conference ● Complete a reflection sheet ● Collect data/UBC ● Develop interventions ● Buddy/Mentor Room ● Office Referral
Tier 3: Misbehavior that threatens, intimidates, or endangers self or others. Referral is written. Parents must be called.	<ul style="list-style-type: none"> ● Fighting ● Racially charged comments ● Videotaping fights, bullying, other inappropriate behaviors ● Possession/use of weapon ● Aggressive physical contact ● Squaring off to fight ● Verbally threatening language/body language ● Bullying/harassment towards students/staff 	<u>Teacher Response:</u> Send student to the ISS Room/Office Call Support Staff/SRO Call the office if necessary <u>Office Response:</u> <ul style="list-style-type: none"> ● ISS/OSS ● Community Service ● Contact Law Enforcement ● Behavior Intervention Plan/GEI ● Expulsion hearing

- Cursing out staff/students
- Theft of school or personal property
- Gang graffiti
- Intentional destruction of property
- Sexual harassment/sex crime
- Repeatedly skipping class
- Other as deemed necessary

The following are general guidelines for disciplinary actions with regard to specific behaviors. Please note that district administrators retain the authority to modify any of the stated consequences based on the severity of the behavior under the totality of the circumstances, including consideration of the student's previous disciplinary record as necessary to determine a progressive disciplinary response. Similarly, this is not an exhaustive list of actions which may lead to discipline, and the board authorizes its administrators to assign appropriate disciplinary consequences to student behaviors as necessary for the efficient, lawful, and respectful operation of the school.

Behavior: Disruptive

Minimum response - Conference with the principal

Maximum response - Up to 5 days out-of-school suspension

Behavior: Possession of Dangerous Devices

Includes, but not limited to: knives with a blade, explosive devices such as firecrackers, sink bombs, etc.

Minimum response - Conference with the principal

Maximum response - Up to 5 days out-of-school suspension

Definition: Dangerous device means an article that is not per se a dangerous weapon that is used for the purpose of inflicting bodily harm upon a person or is used to cause a person to be placed in fear of bodily harm. Examples include, but are not limited to belts, combs, pencils, files, compasses, chains, and scissors.

Drug/Drug Look-Alike (sale, distribution, use, or unauthorized possession)

Minimum response - Conference with the principal

Maximum response - 10 days out-of-school suspension pending an expulsion hearing

Endangerment

1st Offense - A student may be given 1 to 3 days out-of-school suspension. If a suspension is used, contact must be made with either law enforcement or other social agencies. The child will also be referred to the school counselor and building team.

Subsequent Offenses - A student may be given up to 5 days out-of-school suspension with a possible long-term suspension and/or expulsion. A police report must be filed.

Fighting

Minimum response - Conference with the principal

Maximum response - Up to 5 days out-of-school suspension

Fire Alarms / Other emergency alarms

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Gang Related offenses

Minimum response - Conference with principal
Maximum response - Up to 5 days out-of-school suspension

Harassment (Includes, but not limited to: sexual, disability, and racial harassment)

Minimum response - Conference with principal
Maximum response - Up to 5 days out-of-school suspension

Language: Inappropriate toward staff

Minimum response - Conference with principal
Maximum response - Up to 5 days out-of-school suspension

Physical Assault: School Employee

1st Offense - Minimum of 1 day to 3 days out-of-school suspension and possible involvement with the police or other social services as deemed appropriate by the building administrator. Any direct attack or striking of a teacher or other school employee, particularly any attack which results in physical injury may result in up to 5 days suspension and possible recommendation for long-term suspension or expulsion. Police and social services may also become involved at this time. The students will also be referred to the school counselor or social worker and possibly the school's building team.

Subsequent Offenses - Minimum of 5 days out-of-school suspension and further involvement with the police and other social agencies. The parents will also be informed of the charges. A possible recommendation for long-term suspension or expulsion.

Physical Assault: Student / Battery

Minimum response - Conference with the principal
Maximum response - Up to 5 days out-of-school suspension

Subsequent Offenses - Minimum of 5 days out-of-school suspension and further involvement with the police and other social agencies. The parents will also be informed of the charges. A possible recommendation for long-term suspension or expulsion.

Possession of Stolen Property

Minimum response - Conference with the principal
Maximum response - Up to 5 days out-of-school suspension

Possession of Dangerous Weapons Any Offense - Up to 186 days. (one calendar year) expulsion unless modified by the superintendent out-of-school suspension, notify police and/or other social agencies if deemed appropriate, and recommendation for long-term suspension or expulsion per board policy.

Definitions: Dangerous weapon means (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm muffler or firearm silencer; (4) any explosive, incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than 1/4 ounce, (E) mine, or (F) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon, sandclub, metal knuckles or throwing star; (8) any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife

having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. The term "weapon" does not include within its meaning (1) an antique firearm; (2) any device which is neither designed nor redesigned for use as a weapon; (3) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; (4) surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10 of the United States Code; (5) class C common fireworks.

Theft

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Threat : verbal/written towards students/staff

Includes, but not limited to, intimidation, verbal abuse, written, or other

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Tobacco (Use or possession)

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Trespass USD Property

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Vandalism

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

Verbal Assault: student and/or staff

Minimum response - Conference with principal

Maximum response - Up to 5 days out-of-school suspension

DRESS CODE

Students are expected to dress appropriately for school every day. All clothing must be in good taste. Jackets, belt buckles, t-shirts, sweatshirts, and all other articles of clothing may not have lettering, slogans, trademarks, pictures, or advertisements which are inappropriate, suggestive, or obscene. This specifically prohibits students from wearing messages that relate to drugs, alcohol, tobacco, weapons, violence, sex, vulgarity, or messages that reflect adversely upon persons because of their race or their ethnic or religious group.

The guidelines apply to apparel worn during the school day or any school sponsored event. Apparel and clothing violating the dress code will necessitate a change of clothing and/or may be a cause for in-school-suspension.

TOPS

- Shirts must be long enough to cover the beltline so that the belly is not visible.
- Tank tops with large armholes and/or low necklines may not be worn unless another appropriate shirt is worn underneath. Undergarments may not be shown including sports bras.

- Students should not wear shirts that have thin spaghetti straps. Tops that expose breast tissue will not be allowed. Tank top straps should be at least approximately two fingers wide. Off the shoulder or strapless tops will not be allowed unless a jacket or sweater is also worn.

BOTTOMS

- The style of wearing pants or shorts known as "sagging" is not permitted. Students will be required to use a belt or rope to tighten the waistband to insure clothing remains around a student's waist.
- Shorts, skirts, and dresses must reach mid-thigh. Jeans with holes must not expose undergarments and follow the guidelines above.

OTHER

- Hats, caps, hoods, bandanas, or other head apparel must be removed upon entry to the building except on designated days (i.e. spirit week).
- Any type of clothing designed to be worn as an undergarment should not be worn as outerwear.
- Any clothing, jewelry, or accessory that could be a safety hazard will not be allowed.
- House shoes, slippers, and robes are not allowed except on designated days (i.e. spirit week).
- No blankets will be allowed during the school day.
- School administration will make the final determinations about appropriate appearance and disciplinary action. Students will be directed to change into clean clothing provided in the office or call home for a change of clothing, unless they have a gym suit or other appropriate clothing readily available.

EMAIL

Students shall have no expectation of privacy when using district e-mail or computer systems. Email messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. The school retains the right to duplicate any information created by students in a computer system or any individual computer. Students who violate these rules or any classroom rules relating to computer use are subject to disciplinary action.

EMERGENCY DRILLS

A written plan for emergency drills (four fire drills, two tornado drills, three crisis drills, and two transportation drills per school year) is available in the office and in every classroom. The drills will be explained to staff and students at the beginning of the school year. Practice drills will be conducted periodically in accordance with state statutes.

EXTRACURRICULAR, CO-CURRICULAR PARTICIPATION

New students who wish to represent Chisholm Middle School by participating in extracurricular athletics, Scholars Bowl, music, or other scholastic clubs and/or activities supported by the Kansas State High School Activities Association must be full-time students enrolled in Newton schools. A full-time student is defined as a student enrolled in seven courses each semester. The courses selected must be a mix of core (English, Math, Science, and Social Science) and elective courses. In addition, these students must remain in good standing as defined by KSHSAA and USD 373. Exceptions to USD 373 policy may be granted only when approved by the Chisholm Middle School principal and the superintendent.

FEES

Payment for all textbook fees are due at the time of enrollment, and payment for all other student fees are due at the time of purchase. USD 373 is in contract with RECHECK Inc. of Wichita, Kansas, to handle collections on unpaid accounts. Unpaid fees may include balances owed for school meals, textbooks fees

and materials, pay-for-participation fees, lost or damaged books, and other miscellaneous fees. Additional charges will apply to accounts submitted for collection. Parents contacted by RECHECK Inc. at 888-794-7325 regarding past due accounts should correspond with RECHECK Inc. to resolve account balances. For general questions and/or questions regarding the collection of past due accounts, contact Andi Saenz at 316-284-6217.

FOOD/DRINK

Students are allowed to bring a clear water bottle to use throughout the day. Other than a student's lunch box/bag, food is not to be stored in the locker at anytime during the day. Food, snacks, candy, pop, or other food or drink items may not be sold during the school day per State and Federal Food Service Guidelines. No food or drink other than water is allowed in the gyms before school. All other items should be consumed in the cafeteria. Please do not use glass bottles for water at school.

GRADING POLICY

Grades provide a representation of student learning. Chisholm Middle School understands that students have a variety of learning styles and need time to process and learn material. We want all students to be successful. Success is evident when a student shows growth in their learning. In order to show student growth, we assign grades to demonstrate progress and learning. The district grading scale sets the standards for academic achievement which states: 100-90 is an A; 89-80 a B; 79-70 a C; 69-60 a D; and 59 and below is failing. Each class will report grades as a measure of student progress throughout the year.

GUIDANCE

The guidance program shall be organized to meet the needs, interests and abilities of all students. Counselor(s) shall perform guidance services consistent with district mission, job descriptions and board policies.

HOMEBOUND INSTRUCTION

If a child is unable to attend school because of lengthy illness or injury, homebound instruction may be provided if:

- The parent makes the request for homebound instructions; and
- The family physician recommends homebound instruction in writing.
- The principal shall be responsible for obtaining a teacher for the student (Revised May 19, 2003)

HONOR ROLL

Honor Roll will be given at the end of each semester. A grade of "D" or lower in any subject disqualifies a student for both Honor roll and Honorable mention. A certificate will be given to each student.

1. The Principal's Honor Roll: GPA 4.0 (All A's)
2. The Honor ROLL: GPA 3.9-3.0 (All A's, B's, C's, no D's/F's)
3. Honorable Mention: GPA 2.9-2.0 (All A's, B's, C's, no D's/F's)
4. PRIDE Award: No F's, no referrals, no unexcused absences, no tardy detentions.

ID'S:

All students will be given a student ID, lanyard, and plastic sheath to be worn while at school for safety reasons. ID'S must be used in order to leave the classroom, to check out books, scan for lunch, attend dances, and other school related activities. A replacement ID may be printed at a cost of \$5.00.

Building administrators and others designated by the administration may conduct investigations and question students about infractions of school rules or the student's conduct code.

LOCKER ASSIGNMENTS

Hallway lockers will not be assigned to students. Parents may request a locker for their student, however, most students will not use hallway lockers at Chisholm Middle School. If a locker is assigned to a student by the office, it is free of charge. It is the student's responsibility to keep his/her locker locked at all times. Students are responsible for all items stored in the locker. The school maintains no responsibility for lost or stolen property, therefore, no valuables of any type should be brought to school. Students are not allowed to share lockers and should NEVER give another student their combination.

MEAL PROGRAM

Online Payments for Meals

Parents are now able to check their account balances and make online payments for student meals and fees by logging into their [Infinite Campus parent portal](#). For instructions and more information click on the Online Payments link in the Parents tab on the district website at www.usd373.org. To obtain a parent portal account, please contact your child's school office.

- Cash or checks must be in an envelope with the student's name and amount labeled on the front. Envelopes are available at the front desk by the slot that these payments are to be placed in: Money turned in by 9:00 a.m. is credited on the same day. Checks should be made payable to USD #373.
- Students with five (5) charges and no money will be offered a cheese sandwich and milk. Students may not purchase items from the A-la-Carte line using their account if their account has unpaid charges on it. They may however purchase A-la-Carte items with cash.
- Parents may bring in lunch for their student(s) ONLY. There are no exceptions.

MEDICATION GUIDELINES

ALL medications must be checked by the school nurse. Prescription medication must be accompanied by a written order from the doctor, as well as a parent/guardian signature. This includes inhalers that are self-administered. Non-prescription medication must have a note signed by parents/guardians. This includes cough drops, Tylenol, etc. In order to assure safety for all students, please keep in mind that disciplinary actions will be taken whenever a student has 'pills' in pockets, trappers, purses, etc. *All medications must be in the original container and labeled with the student's name. We will gladly dispense medication, as needed, to students in our health office.*

SICKNESS: Parents/guardians will be notified to pick up students if they have a temperature or have been injured. Anyone with a temperature of 100.4 or higher cannot remain in school. We do encourage that you keep children home if they are running a fever of 100.4 or higher or have vomited within 8 hours. Children may return to school after being fever-free for 24 hours, without the use of anti-fever medication. When diagnosed with a contagious condition such as 'strep throat,' they may return after 24 hours of prescribed antibiotic treatment.

MORNING and AFTERNOON PROCEDURES

MORNING PROCEDURES: The purpose of the early morning supervision in gyms is to provide a safe place for students to wait for the beginning of the school day. We offer this service to help our families.

- Railer West gymnasium opens each school day from 7:35 a.m. until the bell rings at 8:01 a.m. for 8th grade.
- Railer East gymnasium opens each school day from 7:35 a.m. until the bell rings at 7:59 a.m. for 7th grade.
- Upon entering the area, students will be expected to sit in the bleachers and must be visible to

supervising staff. Cell phones will be put away before leaving the gym/cafeteria.

- Students who eat breakfast in the cafeteria will remain in the cafeteria until dismissed by the supervisor.
- All school rules apply before school. Any food/snacks/breakfast or drinks must be consumed BEFORE leaving the cafeteria. If you send breakfast with your student, please have them report to the cafeteria to consume any food or drinks.
- Students are not allowed to be in the halls or PE locker before the first bell.
- Students needing assistance should contact the supervising staff.
- No food or drink other than water is allowed in the gyms before school. All other items should be consumed in the cafeteria.

AFTERNOON PROCEDURES:

- Once the 3:15 p.m. bell rings students are to exit the building and leave school property unless attending Railer Power Hour, Connections, and/or school activities/athletics. Students walking home need to immediately leave school property.

PARENT PORTAL ACCESS

Infinite Campus is the student information system used by Newton USD 373 schools. One of the features of Infinite Campus is the parent portal. Using a school-issued activation code, legal parents/guardians can access student attendance, grades, assignments, household information, and school information on a daily basis via the internet. Parents/guardians must have an Infinite Campus Parent Portal to have access to student accounts on RevTrak, which is used for payment of student fees and meals. One portal may be shared by authorized family members, or separate portal accounts may be created upon request. The Infinite Campus Parent Portal is accessed through the Newton USD 373 website at www.usd373.org > Infinite Campus > Infinite Campus Portal Link. A tutorial is available at the Infinite Campus Portal Link with instructions on how to use the portal. For information on how to obtain a portal activation code, or if you have an existing parent portal account and need assistance, please contact your child's school office.

POLICY ON HOMEWORK (IHEA)

Homework is an essential part of the school program at CMS. The quality and quantity of the homework assignment will vary and relate to the content of classroom instruction and shall supplement its purpose and objectives. We believe that supporting students to succeed is our mission. We do not believe in allowing students the choice to fail.

When assignments are made, it is the expectation that those assignments be turned in when they are due. Frequently, students are provided class time to work on assignments so many students will not have excessive homework if they choose to use time wisely during the school day. Partial credit may be given for late assignments. Following an absence, all students are allowed two calendar days to complete assigned work for the first day absent, and one calendar day for each subsequent day of absence. Students are responsible to ask for the work they have missed or to comply with individual teacher expectations to collect work or get questions answered if they miss the initial instruction. Students need to gather their homework prior to leaving for a school sponsored activity. Failure to comply with this expectation could lead to a failing grade.

PUBLIC DISPLAY OF AFFECTION (PDA)

Students may not hold hands, kiss, or hug in which pelvis to pelvis/buttock or chest to chest hugging, etc. These actions will be considered inappropriate interaction.

SCHEDULE CHANGES

Students will enroll in the spring for their fall classes. Schedules will then be generated by the counselor and approved by administration. During the first week of the school year changes can be made by parent request. After the first week of classes, schedule changes may only be approved by the counselor and administrator. Fastbridge Math and Reading Screener assessments may result in student schedules changing to a tier 2 or tier 3 support course. These changes may occur in the fall, winter, and spring, based on assessment data. While students request what elective courses they would like to take, it is not guaranteed (exceptions are band, orchestra, and PE). Any changes other than the ones specified will need prior approval from administration and parents.

SPECIAL EDUCATION COOPERATIVE-Harvey County

Newton USD #373 is a member of the Harvey County Special Education Cooperative. Questions pertaining to programs offered through the cooperative and based on the Chisholm Middle School campus may be referred to the principal's office. Students with disabilities have an equal opportunity to participate in extracurricular and non-academic services and activities. A copy of procedural safeguards and Parent's Rights in Special Education is available through the building principal or the Harvey County Special Education Cooperative.

For Hearing/Speech disabled TDD users, dial the Kansas Relay Center toll-free number 1-800-766-3777. Calls handled by the Relay Center are strictly confidential. The Relay operator will voice to the hearing person the TDD user's message, then type back to the TDD the hearing person's words. The Harvey County Special Education Cooperative provides services to children with disabilities ages birth through 21. For more information, call 316-284-6580. It is the policy of the Harvey County Special Education Cooperative to forward education records, on request, to a school in which a student seeks or intends to enroll.

SPORTSMANSHIP

Students attending athletic games or activities must adhere to school regulations and policies. Students who plan to attend Middle School games need to know the following:

1. You are expected to remain in the bleachers except to go to the restrooms or the concession stand.
2. For indoor activities, you are not to leave the building or go outside the admission area unless given permission by a supervisor or administration.
3. You are expected to display proper sportsmanship. You can yell in support of our team, but that does not include negative comments to or about the opposing team, school, or officials.
4. You are expected to comply immediately with requests made by teachers, game supervisors or administrators.
5. To attend or participate in any extracurricular activity, a student must be in good standing. Students who are serving ISS, out-of-school suspension, and/or expulsion are not permitted to attend or participate in any extracurricular activities such as dances, practices, activities, or athletic contests.

Consequences: Students who do not follow the above mentioned rules may receive disciplinary consequences. The consequences may include removal from the activity, suspension for one or more games, detention, OSS or ISS. Students who are substantially disruptive may receive activity suspension for the remainder of the season or possibly for the remainder of the semester or school year.

STUDENT INCENTIVES

RAILER BUCKS

- *Students will be given a Railer Buck by staff members for going above and beyond schoolwide expectations. Students will bring the paper to the office for a conversation with an administrator, a prize, and Railer Buck will be entered into a drawing for an end-of-the-month pizza party with three friends.*

TELEPHONE USE

Students may use the telephone located in the office after school to arrange rides, notify change of practice, etc. Parents/Guardians may leave a message with the office personnel for their student. Students may not use the classroom phone to call home unless it specifically relates to that class. Teachers must notify the office if a student uses their classroom phone in the event the parent is not reached and calls back. **STUDENTS WILL NOT BE CALLED OUT OF CLASSROOMS TO TAKE PHONE CALLS.** In the event of an emergency, school personnel will be informed of the emergency and will facilitate that process.

TRANSFER STUDENTS

Students transferring to Chisholm Middle School from an accredited school will be enrolled in classes and credit given for grades from their previous school based on transcript or grade reports accurate to the time of transfer, recommendations, and administrative discretion or approval. Students transferring to Chisholm Middle School from non-accredited schools, including home schools, will have their transcripts or grade reports reviewed by a committee of licensed staff members and recommendations given to support credit given for transfer grades to be used in computing grades for grading periods and for the year at Chisholm Middle School.

Board of Education Policies & STATE LAWS

Board Policy – Board policies are regularly reviewed and revised. Any policy printed in this handbook is accurate as of the printing date. Should policies change, the most recent adopted policy of the Board of Education will be followed regardless of what is printed in this handbook.

BULLYING PLAN

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 373 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, “parent” includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a “staff member” means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student’s act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board’s bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The district administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

For the purposes of this Plan, and its authorizing policies, district administration includes building and district level administrators.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law

enforcement will be filed to report criminal bullying behaviors. (See Policies EBC, GAAC, GAACA, GAAE, JDDC, JGEC, JGECA and KN) Revised: 9/2008, 1/2010, 5/2014, 4/25/2016

DRUG FREE SCHOOLS JDDA

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited. The possession, use, sale, or distribution of drug paraphernalia or drug lookalikes is similarly prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGFB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

Student Conduct As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity, program, or event; nor shall they be in possession of, use, sell, or distribute drug paraphernalia or drug lookalikes in such locations. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to district discipline which may include suspension and/or expulsion.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such a program will be borne by the student and his or her parents. A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the director of the programs to determine the cost and length of the program. A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory. Revised: 9/2008, 9/2012, 2/24/14, 2/24/2016 ; Reviewed: 9/28/2015

EMERGENCY SAFETY INTERVENTIONS GAAF (See GAO, JRB, JQ and KN)

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies. Please refer to the

complete policy listed on the USD 373 website at
<http://go.boarddocs.com/ks/usd373/Board.nsf/goto?open&id=BAVBQN777417>
Revised date 4/22/19

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

The following questions and answers are intended to help you understand your rights as a parent under FERPA. If you have further questions, please contact the U.S. Department of Education's Family Policy Compliance Office using the contact information provided below. Does the school have to provide me with a copy of the records if I request them? Schools must honor your request to review your child's education records within 45 days of receiving the request. Some states have laws similar to FERPA that require schools to provide access within a shorter period of time. FERPA requires that schools provide parents with an opportunity to inspect and review education records, but not to receive copies, except in limited circumstances.

Parents whose children receive services under the Individuals with Disabilities Education Act (IDEA) may have additional rights and remedies with regard to their children's education records. The school district, local special education director, or state special education director can answer questions about IDEA.

- Who else gets to see my child's education records? To protect your child's privacy, schools are generally prohibited from disclosing personally identifiable information about your child without your written consent. Exceptions to this rule include:
 - disclosures made to school officials with legitimate educational interests;
 - disclosures made to another school at which the student intends to enroll;
 - disclosures made to state or local education authorities for auditing or evaluating federal-or state-supported education programs, or enforcing federal laws that relate to those programs;
 - disclosures including information the school has designated as "directory information."
- What is directory information? FERPA defines "directory information" as information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information could include:
 - name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level;
 - participation in officially recognized activities and sports;
 - weight and height of members of athletic teams;
 - degrees, honors, and awards received; and
 - the most recent school attended.
- Does FERPA give me a right to see the records of my son or daughter who is in college? When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to

you as a parent under FERPA transfer to the student (“eligible student”). However, FERPA provides ways in which a school may—but is not required to—share information from an eligible student’s education records with parents, without the student’s consent. For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student, if he or she is under age 21, has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with a parent information that is based on that official’s personal knowledge or observation of the student.

KANSAS SUSPENSION OR EXPULSION LAW

72-6114. Grounds for suspension or expulsion: who may suspend or expel. 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:

- willful violation of any published regulation for student conduct adopted or approved by the board of education;
- conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- 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;
- 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;
- 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
- 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.

Suspended Students – Students who are suspended from school are not to attend any school activity or to be on school or U.S.D. 373 property. K.S.A. 72-6115. Duration of suspension or expulsion; notice; hearings, opportunity afforded, waiver, time, who may conduct.

- a. A suspension may be for a short term not exceeding 10 school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.
- b. (1) Except as authorized in provision (2), no suspension for a short term shall be imposed upon a pupil without giving the pupil notice of the charges and affording the pupil an opportunity for a

hearing thereon. The notice may be oral or written and the hearing may be held immediately after the notice is given.

The hearing may be conducted informally but shall include the following procedural due process requirements:

- The right of the pupil to be present at the hearing;
- The right of the pupil to be informed of the charges;
- The right of the pupil to be informed of the basis for the accusation; and
- The right of the pupil to make statements in defense or mitigation of the charges or accusations. Refusal of a pupil to be present at the hearing will constitute a waiver of the pupil's opportunity for a hearing.

(2) A short-term suspension may be imposed upon a pupil forthwith, and without affording the pupil a hearing if the presence of the pupil endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

- c. A written notice of any short-term suspension and the reason therefor shall be given to the pupil involved and to the pupil's parent or guardian within 24 hours after the suspension has been imposed and, in the event the pupil has not been afforded a hearing prior to any short term suspension, an opportunity for an informal hearing shall be afforded the pupil as soon thereafter as practicable but in no event later than 72 hours after such short-term suspension has been imposed. Any notice of the imposition of a short-term suspension that provides an opportunity for an informal hearing after such suspension has been imposed shall state that failure of the pupil to attend the hearing will result in a waiver of the pupil's opportunity for the hearing.
- d. No suspension for an extended term and no expulsion shall be imposed upon a pupil until an opportunity for a formal hearing thereon is afforded the pupil. A written notice of any proposal to suspend for an extended term or to expel from school, and the charges upon which the proposal is based shall be given to the pupil proposed to be suspended or expelled from school, and to Miscellaneous information, calendars, and passes Page 51 the pupil's parent or guardian. Any notice of a proposal to suspend for an extended term or to expel from school shall state the time, date and place that the pupil will be afforded an opportunity for a formal hearing, and that failure of the pupil and the pupil's parent or guardian to attend the hearing will result in a waiver of the pupil's opportunity for the hearing. The hearing shall be held not later than 10 days after the date of the notice. The notice shall be accompanied by a copy of this act and the regulations of the board of education adopted under K.S.A. 72-6116, and amendments thereto.
- e. Whenever any written notice is required under this act to be given to a pupil or to a pupil's parent or guardian, it shall be sufficient if the notice is mailed to the address on file in the school records of the pupil. In lieu of mailing the written notice, the notice may be personally delivered.
- f. A formal hearing on a suspension or expulsion may be conducted by any person or committee of persons authorized by the board of education to conduct the hearing.

Racial and Disability Harassment JGECA Revisions to JGECA approved by BOE 9/13/21

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 or national origin 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 or disability harassment of employees or students of the district in any district education program or activity is strictly prohibited.

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 activities, programs or events.

It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

The entire policy may be found at this link:

<http://go.boarddocs.com/ks/usd373/Board.nsf/goto?open&id=C5YT6G7567CB>

SEARCHES OF PROPERTY (JCAB)

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent “or designated representative.”

Search of Lockers: Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property: Any person other than the principal who wishes to search a student’s locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student’s locker or property without the principal’s consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student’s locker or property has a search warrant, the principal shall permit the search to be made in the presence of the principal. Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials, the principal shall receive a receipt for the items.

Use of Trained Dogs in Conducting Sweeps

At the request of the principal or on a schedule agreed upon by the principal and service provider, law enforcement officers, or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the

general health, welfare, and safety of the students and/or staff are present in the district parking lot, hallways, lockers, and/or locker rooms. Students will never be exposed to or sniffed by the dogs used to conduct the sweeps.

Principals will receive instruction pertaining to the use of drug detection dogs prior to the dogs being used in the principal's building and will be responsible for educating other school staff on their use as appropriate.

SEARCHES OF STUDENTS (JCABB)

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

A written report of each search shall be made by the principal. (Whenever the principal is mentioned in this policy, it shall be construed so as to include the superintendent "or designated representative.")
<https://go.boarddocs.com/ks/usd373/Board.nsf/Public#>

Sexual Harassment JGEC Revisions to JGEC approved by BOE 9/13/21

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited.

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 Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

It shall be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

The entire policy may be found at this link:

<http://go.boarddocs.com/ks/usd373/Board.nsf/goto?open&id=C5YRA96D04D5>

JCDAA - Tobacco - Free School Grounds for Students (See GAOC and KMA)

The use, possession, or promotion of any tobacco product by any student is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.

"Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to electronic nicotine delivery system (hereafter ENDS), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, or charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.

"Electronic nicotine delivery system" or "(ENDS)" means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

"Promotion" includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials. Rev. 8/3/20

TRANSPORTATION (JGG)

Bus transportation shall be provided to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian. All rules shall be published in the student handbook.

USD 373: TRANSPORTATION GUIDELINES

Our first priority is transporting students to and from school safely. With that in mind, the cooperation of everyone involved is needed. Please read the following guidelines to your children and if there are any questions, please call Sheila Zwahlen, Director of Transportation, at 316.284.6505 or 316.284.6506.

- A. The driver is in charge of the pupils and the bus. Students must obey the driver promptly and respectfully.
- B. Students are to scan their ID cards when entering and exiting the bus.
- C. Passengers must be on time; we have schedules to keep and cannot wait for those who are tardy. Please call 284.6505 or 6506 if not riding.
- D. Passengers must conduct themselves in a safe manner while waiting for the bus.
 - o Never stand in the roadway.
 - o Stand in a single file line in an orderly manner and board in like manner.
 - o Please do not move toward the bus until the service door is opened. The bus will stop at least 6 ft. from the nearest student. If a student must cross the road, the student should check traffic, then make eye contact with the driver or watch for the drivers signal to cross.
 - o Do not board a bus unless the driver is present.
- E. The driver will assign a seat to each passenger. If the driver gives permission, the student may change seats only when the bus has come to a stop.
- F. Any damage to the bus is to be reported immediately to the driver. This includes seats that have been cut. Students will be charged for any damage to school property.
- G. When disembarking remember the *Danger Zones* and cross ten feet in front of the bus. Observe the directions of the driver; look to be sure no traffic is approaching from either direction. If not crossing the road, move clear of the bus immediately and stay clear. NEVER CROSS BEHIND THE BUS.
- H. When loading at Chisholm, stay behind the yellow line for your safety.
- I. Students are advised to listen to their home radio station for storm warnings and should not attempt to reach school when so forewarned. (Unsafe conditions include heavy snows, floods, extreme windchill.)
- J. No rider shall be allowed to disembark at any designated bus stop other than their assigned stop without prior notification. Notification must be made by a phone call or by email.
- K. Non-qualified riders must obtain prior approval to ride any route.
- L. Glass containers, live animals, pets, balls, bats, balloons, skateboards, or weapons are NOT allowed. If seating arrangements do not allow room for large items, other arrangements need to be made for transporting. (i.e. pillows, sleeping bags, instruments, and fundraiser items).

PASSENGER CONDUCT:

Passengers shall:

- o Remain seated while the bus is in motion.
- o Remain quiet when approaching a railroad crossing in order for the bus driver to listen for a train.
- o Use low conversational volume while the bus is in motion. Unnecessary conversation with the driver is prohibited.
- o Not throw anything out of the bus windows.

- o Keep the bus clean and sanitary at all times.
- o Keep their hands, arms, head and feet inside the bus at all times.
- o Keep the aisle free of feet, backpacks, musical instruments, etc.
- o Not open, eat, and/or drink anything while on the bus.
- o Never tamper with the controls or the equipment on the bus.
- o Not fight or scuffle on the bus or at the bus stop.
- o Not smoke, vape, possess liquor or illegal drugs while on the bus.
 - o Not endanger the safety of others, or commit acts of vandalism, swear, or use obscene language, unacceptable signs, or commit moral offenses while waiting for or riding on the bus.

Passengers who fail to follow the above expectations of the USD 373 Transportation guidelines may receive a bus referral. Consequences are as follows:

- ➔ First Violation – Warning with a report sent to parents;
- ➔ Second Violation – 3 day suspension from riding any bus;
- ➔ Third Violation – 10 day suspension from riding any bus;
- ➔ Fourth Violation – Suspension from riding any bus for the semester;
- ➔ Fifth Violation – Expulsion from riding any bus for the remainder of the school year. Students who receive a referral will be off both route and activity buses for the specified time of the referral.

WEAPONS JCDBB (see EBC, JDC, JDD, JHCAA and KGD)

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

Weapons and Destructive Devices As used in this policy, the term “weapon and/or destructive device” shall include, but shall not be limited to:

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

Penalties for Weapon Violations

Possession of a weapon and/or destructive device listed under the “Weapons and Destructive Devices” heading of this policy shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.

Possession of an air gun at school, on school property, or at a school supervised activity will not be prohibited for students participating in an air gun-related activity sponsored by an organization held at school or when in transit to or from such activities held off district property. Revised: 5/2012, 1/13, 5/12/14, 9/28/2015, 7/11/2016

Chisholm Middle School

Device Handbook

The purpose of the **Chisholm Middle School Device Handbook** is to describe the policy, procedures, and information regarding the 1:1 devices used at Chisholm Middle School.

Devices

Each student will be issued a Chromebook with a charging cord.

Receiving and Returning Devices

Devices and charging codes will be distributed to students at the beginning of the year after the parents/guardians and students have attended an orientation session and paid the Technology Fee. When the device is assigned to the student and checked out, the condition of the device and accessories will be documented. This will help in the return process at the end of the year. Individual devices and accessories will be turned in during the end of each school year so they can be serviced over the summer. The following school year, students will be receiving the same device from the previous school year.

Parents/guardians and students will be required to sign a Google email consent form and a student/parent user agreement.

During the orientation session, parents and students will learn how the devices are used for instruction/learning and review the handbook.

Students who withdraw, are expelled, or leave the district for any reason must return their device, charger, and cords on or before the date of withdrawal.

If a student fails to return the device and accessories at the end of the school year or upon withdrawal from the Newton USD 373 School District, the student's family will be responsible for the cost of replacement of the device and charging cord.

General

- The device is the property of Newton USD 373 School District and users will follow the Acceptable Use Policy found on the district's website.
- Only use a clean, soft cloth to clean the screen.
- Students will only use the cords and cables provided with the device. Cords and cables must be inserted and removed carefully to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels of any kind other than the Property of the District labels.
- Students must not remove any Newton USD 373 school labels.
- Devices are never to be left in an unlocked locker, unlocked car, or any other unsupervised area.

- Students are responsible for keeping their device's battery charged for use in school each day. It is also important that the device battery is not allowed to run down to 0%. This can create issues with the device.

Using the Device at School

Devices are intended for use at school each day. Students should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

Home Use

Students will be bringing the devices home for learning purposes (if they have paid the technology fee). Some tips for home use:

- The device should never be left unattended in a car.
- Parents should spend time setting up home guidelines for the use of the device. Students are allowed to set up wireless networks on the device. This will assist them using the device while at home.
- Technology support is not available outside of the school day.
- Newton USD 373 is not responsible for information and subject matter accessed outside the USD 373 network.
- Devices should not be exposed to extreme heat or cold, moisture, rain, or snow.
- The device **should not be used by anyone but the student assigned the device.**

Responsibilities

Students are to follow all expectations as outlined in the Newton USD 373 School District Acceptable Use Policy both at school and home. These include, but are not limited to the following:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports, or other forms of student work.
- Spamming-sending mass or inappropriate emails.
- Gaining access to other students' accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or illegal activity.
- Use of anonymous and/or false communications through such sites as iChat or Gmail web-texting sites.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc..
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data,

including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment, will not be allowed.

- Transmitting or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.
- Bypassing the school district's web filter through a web proxy or any other means.
- Any violation of the Student Handbook.
- Breaking the terms of use on any website, app, or program.

School responsibilities are to:

- Provide Internet and email access to students at school.
- Provide Internet filtering while using the Newton USD 373 network.
- Review, monitor, and restrict information stored on or transmitted via Newton USD 373 School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance to the Acceptable Use Policy.

Parents/guardians Responsibilities:

Talk to your children about expectations and the standards that your children should follow on the use of the technology in your home, just as you do on the use of all media information sources, such as television, telephones, movies, and radio.

Should you want to opt your student out of taking a device home, you will need to sign a form indicating this and understand that ***your student is still responsible for meeting the course requirements in an alternative manner***. Parents will still be responsible for paying half of the technology fee to cover usage at school.

Students are Responsible for:

- Using devices in a responsible and ethical manner.
- **Ensuring that the assigned device is only used by them.** (Other students, parents, siblings, friends etc. should **NOT** use the device.)
- Obeying general school rules concerning behavior and communication that apply to Chromebook/computer use.
- Using all technology resources in an appropriate manner so as to not damage district equipment.
- Monitoring all activity on their account(s).
- Turning off and securing their device after they are done working to protect their work and information.
- Report inappropriate behavior or use to an adult.
- Returning their device to the school at the end of the school year. Students who

withdraw or are suspended/expelled must return their device.

- Bringing their device to school each day, charged and ready for use.

Technology Usage Fee

The purpose of the technology fee is to protect and maintain the investment the district has made in the devices for student use at school and home. Normal wear and tear happens each year which requires repair and maintenance. Sending devices home increases the wear/tear and possibility of damage. The fee helps ensure the district can maintain, repair, and replace these devices for current and future student use.

The technology usage fee is \$50 per student per year. Students who qualify for reduced fees will pay \$30. Students who qualify for free/no fees will pay \$20. The Technology Usage Fee will be part of the enrollment fees for Chisholm Middle School students.

Students must return the device, charger, and cords in the condition it was issued to the student.

Replacement/Repair	Fee
Damage	Incident amount will be determined based on damage. (Minimum damage fee of \$50.)
Lost or Stolen Device	Responsibility of the Student/Parent - Parent/guardian is responsible for the cost of the replacement device
Lost or Damaged Charger	Responsibility of the Student/Parent - Parent/guardian is responsible for the cost of the replacement charger - Chromebook charger, \$50

Repair/Damage/Lost Devices

If you are encountering technical problems, report them to your teacher immediately. If it cannot be fixed at that time, a loaner may be distributed based upon the problem and availability of a loaner device. All device policy agreements remain in effect for the loaner.

Damage and or Lost Devices

1. Users will report any damaged or lost devices (IMMEDIATELY) to a teacher or front office.
2. Students will fill out a Damaged Device Report that will be signed by parent before repair is made to the device.
3. The cost for repairs will be the responsibility of the student/parent. The damage fee must be paid before the device is returned to the student.
4. Parent/guardian is responsible for the cost of a replacement charger if the charger is lost or stolen.
5. Parent/guardian is responsible for the cost of the replacement device if the Chromebook is lost or stolen.

Behaviors and Discipline Related to Student Technology Use:

Technology-Related Behavior Violations	Equivalent “Traditional” Classroom Violations
• Failure to bring device to school	• Coming to class unprepared
• Missing case	• Not having required supplies
• Cyber-Bullying	• Bullying/Harassment
• Sending/Forwarding assignment to another student to use as their own and/or copying	• Cheating, copying assignment, plagiarism
• Using profanity, obscenity, or racist terms on your device	• Inappropriate language, harassment
• Accessing inappropriate material	• Bringing inappropriate content to school in print version
• Email, texting, skyping, Internet surfing,	• Passing notes, reading magazines, games, playing games, etc.
• Damaging, defacing, placing stickers, etc. on device	• Vandalism of property
• Using account belonging to another student	• Breaking into someone else’s or staff member locker/classroom

Violations unique to a 1:1 Environment:

• Not having device fully charged when brought to school
• Attempts to defeat or bypass the district’s filter and/or security settings
• Unauthorized downloading/installation of apps inappropriate for educational setting

Acceptable Use

The use of the Newton USD 373 School District’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Newton USD School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Newton School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the procedures and guidelines named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

Chisholm Middle School
Student/Parent
Technology Equipment Use Agreement

This agreement is for the understanding of what will be expected of students in their use of district issued technology devices. This will also explain the responsibility of both parents and students. These policies are set forth for the protection and expected use of the district's investment in technology for educational purposes.

Expectations for Technology Use:

1. Charge the device's battery daily or adequately to make sure it is always ready for classroom use.
2. Keep food and beverages away from device since they may cause damage.
3. Do not disassemble any part of the device or attempt any type of repairs.
4. The student's device is subject to inspection at any time without notice and remains the property of the USD 373 School District.
5. The student is responsible for all damage or loss caused by neglect or abuse.
6. The student must return the device, power cord, charger or any other equipment in good and working condition.
7. The student must comply with teacher requests regarding student use of the device.
8. Do not send inappropriate emails or messages that would be deemed threatening or harassing at school, away from school, or at a school sponsored event.
9. Do not leave the device unattended or leave the lid of Chromebook open while not in use.
10. The student is the only person that should use the device. Do not loan a student issued device to another student or allow any other person to use.
11. The student shall not download programs or materials without permission of a teacher/administrator.
12. There should be no inappropriate pictures or material on the device.
13. The student shall not access inappropriate websites at school, away from school or at a school sponsored event.
14. No music or programs shall disrupt the learning environment.

I agree to the stipulations set forth in the above documentation and will follow any other use policies in place by USD 373. Any misuse or incidents of the above not being followed, the students and parents will be accountable. USD 373 reserves the right to modify any of the above at any time.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____