SALINA SOUTH MIDDLE SCHOOL
STUDENT HANDBOOK 2025-2026

THIS STUDENT HANDBOOK BELONGS TO:

Name:_____

South Middle School Mission Statement

The mission of South Middle School is to ensure a high-quality education for all students in a safe, equitable, learning environment. This mission is best accomplished through a partnership including students, family, community, teachers and staff, preparing students to become life-long learners in an ever-changing world.

Dustin Dooley.....Principal
Tina Akers.....Assistant Principal
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Welcome

Welcome to the 2025-2026 school year at South Middle School. Our instructional and support staff are excited and eager to begin this new year. Our goal at South Middle is to impact each student with a great educational experience in a friendly, positive and safe environment. To help achieve this, we ask that students take ownership and initiative by following our SMS HONOR code. Our HONOR code emphasizes these five areas, **H**onesty, **O**wnership, commu**N**ication, **O**rganization and **R**espect. Throughout this school year, students will be educated on these principles through their daily interactions with classmates and adults as well as during their advisory period with character education lessons. We are excited to kick off the school year and wish all our students a productive and positive school experience.

Welcome from Student Council

Student Council welcomes new students to SMS and welcomes back our returning 7th and 8th grade students for the 2025-2026 school year. With your help, we can make this year the best one yet!

Many 6th graders may not know what Student Council is. Student Council is made up of 6th, 7th and 8th grade students who help to organize many of our school activities. Students who are interested in being a Student Council representative must complete an application form. After representatives have been chosen, they will report information from meetings back to their advisory class. Groups of 6th, 7th and 8th graders will meet during advisory during the week. We encourage all of our SMS students to look into Student Council and become involved, it is a great experience.

SMS COUGAR H.O.N.O.R CODE:	CLASSROOMS	HALLS/OUTSIDE	LUNCHROOM	LOCKER ROOMS/ RESTROOMS	ASSEMBLIES/CONCERTS/ EVENTS
HONESTY - adherence to moral and ethical principles; soundness of moral character; integrity	• Do not copy other people's work. • Have teacher approval before asking for peer help. • Always tell the truth.	• Take lost items to the office. • Always report safety concerns to an adult. It is not snitching if reporting a safety concern.	• Always maintain a positive balance on lunch accounts. • Leave other people's food alone.	• Do not touch other people's property. • Always act as though an adult is watching.	• Pay admission fee or have student I.D. card when attending events/dances. • Get involved with school community.
OWNERSHIP - trait of being answerable to someone for something; able to make rational decisions on one's own	• Learn, practice, and reinforce classroom rules and expectations. • Be accountable for your own learning. • Study outside of class for quizzes/tests. • Complete homework with pride and by due dates.	• Move to class when warning bell rings. • Do not share lockers or locker combinations with other students. • Walk bicycles on school grounds. • Help diffuse negative situations.	• Only take what will be eaten or used. Do not waste food. • Pick up trash at table and push in chair. • Scrape and correctly stack tray.	• Take care of SMS' facility and equipment. • Wash hands before leaving restroom. • Do not waste soap or water. • Flush toilet after each use.	• Take care of personal needs before/after event. • Stay in designated areas. • Do not leave items unattended in public areas.
COMMUNICATION - to express thoughts, feelings, or information easily and effectively	• Participate in a positive manner during class discussions and activities. • Ask essential questions without disrupting class. • Politely ask for help, not answers.	• Use appropriate and courteous verbal and non verbal language in hallways or outside. • Say "excuse me" when passing in a crowded hallway.	• Use appropriate language. • Use "indoor" or six-inch voice. • Do not tell "dirty" or racial jokes.	• Report problems to appropriate adult staff member. • Communicate in a positive manner. • Do not possess or use cell phones in restrooms or locker rooms due to privacy.	• Limit conversations to appropriate times. • Turn off/silence cell phones. • Applaud at the end of a solo or performance. • Inform parents/guardians of pick-up times at end of events.
ORGANIZATION - to put together into an orderly, functional, structured whole; to arrange in a coherent form	• Bring book, binder, home-work, and planner to every class. • Follow M.O.P. criteria for binder to help keep organized.	• Walk on right side of hallway/sidewalks. • Keep locker neat and clean. • Make certain parent/ guardian/ ride is at designated pick-up area when school is dismissed.	• Get all food and beverage before leaving Serving area. • Line up at designated areas and wait for teacher.	• Take P.E. clothes home on Friday. Bring them back laundered on Monday. • Use restroom before/ after school or during passing period. • Always lock items in locker.	• Enter/exit area without disruption. • Have required materials or equipment for event. • Keep informed of events' beginning and ending times.
RESPECT - proper acceptance or courtesy; show regard or consideration for; a sense of the worth or excellence of a person	• Be courteous. Say "please and thank you." • Listen without interrupting. • Respect self, others, and property. • Allow everyone to learn.	• Give others their personal space. • Cooperate and help others. • Follow dress code. • Do not "mess around" or "horseplay."	• Be courteous to lunchroom staff and others. • Do not beg or intimidate students for food. • Always say "please" and "thank you."	• Do not bully, threaten, or harass others. • Keep hands to yourself.	• Sit quietly and keep hands to yourself. • Be on time and stay until the event is over. • Practice good sportsmanship. • Do not "boo" others.

Middle School Student Handbook 2025-2026

This handbook belongs to:

Name _____

Address_____

City_____ Zip_____

Phone_____

Notice of Nondiscrimination

Unified School District #305 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning Unified School District #305 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District #305 Executive Director of Human Resources, P.O. Box 797, Salina, Kansas 67402, (785)-309-4726

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WELCOME

The faculty and staff at our middle schools look forward to a great school year with you! Middle school is a unique time of life when you will be growing and developing in many different ways. We are here to help you adjust and cope with these changes as well as help you to learn to your highest potential. Our teachers collaborate within their professional learning communities to make sure every student has the best learning experience possible, no matter what classroom they are in. Please take the time to get to know your administrators, teachers, and support staff. We are here to provide you with all of the support you need to be successful, and to provide you with optimal opportunities to learn both academically and socially. Our middle schools offer exciting and rewarding athletic, extracurricular, enrichment, and intramural opportunities.

DAILY ITEMS

BELL SCHEDULE

	7th & 8th Grades		6th Grade
Building Entry	7:15	Building Entry	7:15
Period 1	7:45-8:21	Period 1	7:45-8:21
Period 2	8:25-9:14	Period 2	8:25-9:14
Period 3	9:18-10:07	Period 3	9:18-10:07
Period 4	10:11-11:00	Period 4	10:11-11:00
Period 5	11:04-11:53	Period 5	11:04-12:16
Period 6	11:57-1:09	Period 6	12:20-1:09
Period 7	1:13-2:02	Period 7	1:13-2:02
Period 8	2:06-2:55	Period 8	2:06-2:55
After-School Program	3:00-3:40	After-School Program	3:00-3:40

The school day begins at 7:45 a.m. Students may enter the building once the front doors are unlocked at 7:15 a.m. Students who arrive between 7:15 and 7:35 a.m. will have an “Opportunity Time” for all core classes to assist them with homework or to provide intervention. At the end of the day, students need to exit the building by 3:00 p.m. unless they are being supervised by an adult. Other than for school-sponsored activities, no outdoor supervision is provided after 3:10 p.m.

CLASSROOM CONDUCT

Classroom conduct is an important factor in student success at school. Student classroom responsibilities are:

1. To be present, on time, and prepared.
2. To listen to and follow directions when given.
3. To be courteous, respectful and attentive.
4. To complete all assignments on time.
5. To participate in class discussion and activities.
6. To follow classroom rules.

APPLICATION OF STUDENT RULES

All rules and policies set out in the student handbook shall apply to the school building, school grounds/property, and to all school-sponsored activities.

STUDENT DRESS AND APPEARANCE

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene, offensive, or substantially or materially disruptive to the learning environment. Apparel that is sexually suggestive, promotes violence, illegal activities, drugs, alcohol, and/or tobacco, or is determined to be gang-related is prohibited.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled.

Traditional tribal regalia or objects of cultural significance shall not be prohibited at a public event.

The building administrator will have the final determination in whether student dress is inappropriate. Students wearing inappropriate school clothing will be required to change clothes or remove accessories. All class time missed will be unexcused.

DAILY PROCEDURES

1. Students will show respect for school property, self and others. Students will be expected to treat ALL students and staff members respectfully. Behavior expectations are also extended to school-sponsored activities.
2. All students are required to have their agenda with them daily in ALL CLASSES. If lost, replacement cost will be $5.00. Teachers will check agendas regularly for assignments; therefore, it is important to keep the recording of assignments up-to-date. Students will use their agenda as a hallway pass to leave class. The agenda will contain each student’s library bar code and internet license.
3. Running in the hallways or on the sidewalks around the building is prohibited. If students walk on the right side of the hallway, when possible, traffic will move more smoothly and much more quickly.
4. Under NO circumstances is a student permitted to leave school without first checking out through the office.
5. Students should check with the principal and with the office before bringing a guest to school.

6. Students must make arrangements with the principal before bringing a guest to school for lunch.
7. Book bags and backpacks may be carried to individual classes.
8. Students must always use the intersection crosswalk when crossing the street.
9. Passenger loading zones are designated around the building. These areas should be used when loading and unloading.
10. Every classroom has reasonable expectations. The administration will support these expectations.

ATTENDANCE PROCEDURES

Attendance is a key factor in academic success. Making sure your student attends school every day is one of the most important things you can do to help your student succeed in school.

Notification: A parent/guardian should call the school each day his/her child will be absent, and state the reason for the absence. Please contact the school office before 9:00 a.m. Messages can be left on the school's answering machine during non-school hours. For the safety of the student, an attempt will be made to contact the parent/guardian if no notification of an absence is received. Notes will not be accepted in lieu of phone calls.

If your student needs to stay home due to illness, we ask that you communicate with the school. If your student has a chronic or ongoing health condition, contact your building administrator to discuss the attendance impact and make a plan to meet your student's educational needs. Medical documentation may be required.

Absences: When a parent/guardian has notified the school that their child will be absent for an excusable reason, such as being sick, an emergency or a funeral, the absence is marked as excused. Please provide verification for any medical or legal appointments.

Absences are marked as unexcused when a parent/guardian does not communicate with the school in regards to their child being absent from school or if the reason is deemed inexcusable by the building principal. If student has an attendance plan, any absence not approved will be reported as unexcused.

If a student is leaving campus during the school day, the parent/guardian must call the attendance office to excuse him/her before the student leaves.

It is the student's responsibility to sign in and out of the attendance office. Exceptions to this would be a student attending a school-sponsored activity or academic class off campus.

Two days' time will be allowed to make up work the student has missed during an excused absence. Special circumstances may justify an administrative exception to this time. Students who will be absent for school activities must contact teachers and arrange for assignments and completion of the work assigned prior to the absence.

Students may request work for unexcused absences. All work completed within the allowed time will be graded and the grade will be reduced 20%.

Chronic Absenteeism: The Kansas State Department of Education defines chronic absenteeism as both excused and unexcused absences. Any student missing 10% or more of the days that school has been in session at any point in the school year is considered chronically absent. For example, a student who has been enrolled in school for 40 days with four or more absences is

chronically absent. Students can decrease their absenteeism percentage by attending school regularly. Students who decrease their attendance to under 10% are no longer considered chronically absent.

School related absences are excused and do not count against a student for chronic absenteeism.

Parents are strongly encouraged to plan all non-academic trips, such as vacations, during times school is not in session. If student will be gone for a pre-planned absence extending beyond three days, the parent should contact the school as early as possible prior to the absences to understand expectations for missed academic time. These types of absences count toward chronic absenteeism.

Our goal at Salina Public Schools is to reduce chronic absenteeism by engaging with students and families before absences accumulate and students fall behind academically. Each building will be monitoring weekly absenteeism data to identify where early interventions are needed for individual students. Together, we can reduce chronic absenteeism rates through a multi-layered approach, which begins with conversations regarding attendance. General guidelines for this process include:

- An informational letter will be sent home by the school to inform parents of absenteeism concerns when a student has missed 10% or more of school.
- Parent/guardian contact will be made by the school to address concerns and a plan to improve attendance will be discussed when a student has missed more than 15% of school.
- An attendance support meeting will be scheduled with the family/guardian when student has missed 20% or more of school to discuss interventions.
- When a student has missed 30% or more of the enrolled school days, student will be recommended for the District Attendance Support Process, and an attendance conference will be scheduled by the district office.

The building administrator has discretion to modify attendance support process as needed.

Truancy Reports: According to Kansas Compulsory Attendance Law, when a student has unexcused absences on three consecutive school days, five school days in a semester or seven school days in a school year, whichever occurs first, a report of truancy will be made to the County Attorney for legal action (K.S.A. 72-1113). A referral will be made to the Truancy Review Board if the student is under the age 16, to the County Attorney for truancy court if the student is between the age 16 and under 18, or for a due-process hearing if the student is age 18 or over.

TARDIES

Tardies are recorded and monitored. Students who arrive late for 1st hour must report directly to the office. After 60 minutes, the child's tardy will be recorded as an unexcused absence. Each student is allowed three tardies without consequence during 1st hour per semester. On the 4th and 5th tardies to 1st hour, the student will receive a 30-minute office detention. On 6+ tardies to 1st hour, the student will receive a 60-minute office detention per tardy. In addition, a parent conference will be held, as well as additional administrative consequences. If a student arrives at school after 8:45 a.m., it will be counted as an absence, not a tardy. This means that the parent or guardian must call the office to excuse the absence. Tardies to all other classes will be handled by the teachers and detention time may be assigned.

BICYCLES, SCOOTERS, SKATEBOARDS, AND ROLLER BLADES

Safety Requirements at School:

1. Bicycles should not be ridden on the sidewalk. Upon arrival at the school, the student should get off and walk the bike to the parking rack.
2. Bicycles should be parked in the racks provided. Bicycles should be locked in some way.
3. Bicycle identification or serial number should be recorded at home in case of loss or theft.
4. Bicycles should have a light and reflectors for safety in early morning darkness.
5. These rules also apply to scooters, skateboards, roller blades, and other personal transportation devices.

CELL PHONES/ELECTRONIC DEVICES/PHONE USAGE

In order to protect our learning environment, cell phones and other electronic devices are not to be seen at school during school hours. Parents/guardians may call the office and leave a message for their student. The office and classroom phones require staff approval before student use. (A Smartwatch would be considered an electronic device if used for gaming or communication.)

- When arriving at an entrance door to the school at the beginning of the day, students will turn off their cell phones/electronic devices and put these items in their pocket/bag/purse. Cell phones/electronic devices will remain turned off for the remainder of the school day.
- Students may use their cell phone/electronic devices at the end of the day once they exit the school building. Students may use cell phone/electronic device for curricular purposes upon teacher request.
- Students should never lend cell phones/electronic devices to each other. If a student is caught with someone else's cell phone, both students are in violation of this policy.
- The school is not responsible for stolen, damaged or lost cell phone/electronic devices.
- Violation of these rules and expectations may result in the consequences listed on the discipline chart.

LOCKERS

Administration may assign lockers at their discretion. The school lends the locker to students; therefore, any locker may be inspected by school officials. Students should contact a teacher or assistant principal if lockers do not open properly.

Students should plan trips to lockers carefully. It may not be practical to go to a locker after every class. Students may need to carry books and materials for several classes at a time. To avoid loss or theft, students should not share their locker combinations with other students.

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, or safety of students and/or district employees.

LUNCH

Account Information:

- Students will have a lunch account with a PIN number.
- An initial minimum payment of two weeks is required. Larger payments are encouraged.

Lunchroom Procedures:

- All students go to the lunch room during the assigned lunch period.
- Students may bring a sack lunch or buy a hot lunch.
- No candy or soft drinks are allowed.
- Students shall remain seated at their assigned tables until dismissed.
- Permission is required to leave the table or room.
- Lunch room attendants will dismiss classes and provide permission to leave tables.
- Food cannot be removed from the lunch room.

SCHOOL NURSE

If a student becomes sick at school, he/she will need a hall pass to the nurse. These should be obtained from the student's teacher. Our school nurse is located near the main office. Should a student need to go home, the school nurse or staff designee will contact the parent/guardian. The parent/guardian must check the student out through the office when they arrive to pick-up the student.

If prescription medication, essential oils, or other non-FDA approved medication/treatment is required to be administered while at school or during a school-sponsored event/activity, a signed written order (on the *USD 305 Permission for Medication* form) from a physician/medical provider (MD, DO, DDS, OD, APRN, PA) with parent/guardian signature must be provided. The medication must be provided by the parent/guardian in a correctly labeled prescription bottle (original labeled bottle for essential oils-no handwritten labels). Both of these conditions must be met prior to the medication being administered.

Administration of over-the-counter medication (Tylenol, ibuprofen, Tums, cough drops, etc.) requires a parent/guardian signature only (no physician signature) on the *USD 305 Permission for Medication* form if administered per label instructions. Any dosage or frequency other than the labeled instructions will require a physician order as described above. USD 305 does not provide/purchase over-the-counter medication for student administration. Over-the-counter medication must be provided by the parent/guardian in the original bottle and all medications must be locked in the nurse's office with the exception of physician ordered emergency medications (asthma rescue inhalers, insulin, and epinephrine). Students may self-administer and self-carry asthma rescue inhalers, insulin, and epinephrine with the appropriate documentation on file in the nurse's office. Please contact the school nurse for the required documentation and to discuss your student's health condition. Students should never have any medication in their possession or in their lockers with the exception of above-mentioned physician prescribed emergency medication.

The *USD 305 Permission for Medication* form can be found at:
www.usd305.com/departments/administrative-student-support/nurses/medication-forms or obtained from the school nurse. The complete medication procedure can be viewed at:
www.usd305.com/departments/administrative-student-support/nurses/medication-procedures

PHYSICAL EDUCATION

Physical education (P.E.) is a required subject for all students. If a student cannot physically participate in P.E., a parent note will be accepted for one day; anything beyond one day requires that a note from the physician be provided to the nurse. Students are expected to have appropriate gym clothing to wear each day and will be issued a gym locker, when needed. A fee will be charged for lost padlocks. It is recommended that a student has a set of clothes for P.E. class.

BE SURE TO WRITE YOUR NAME WHERE IT CAN BE SEEN ON EACH ITEM OF P.E. CLOTHING. If something is lost or stolen, it is much easier to find it if your name is visibly marked on it.

BUS POLICIES

Bus riders should have received a handout of bus rules and procedures. Parent/guardian and student should read through and discuss those rules.

Expectations are:

- Treat the bus driver and other students with respect and courtesy, and
- Observe safety rules.

However, if a problem occurs, students will be subject to the following:

1st offense:	conference, parent contact, warning (depending on the offense);
2nd offense:	conference, parent contact, removed from bus one week;
3rd offense:	conference, parent contact, removed from bus two weeks; and
4th offense:	conference, parent contact, removed for remainder of the year.

The bus loading and unloading zone is at the northeast side of the Lakewood building and on the west side of the South Middle building. A student should never step between buses for any reason.

LIBRARY POLICIES

Hours: The library is open every school day. Students may use this time to check out or return books, use reference materials, and use the technical resources.

Passes: Students must have a library pass signed by the librarian or classroom teacher to use the library during class time. When entering the library, students must show the pass to the library staff and sign in on the clipboard on the counter. When leaving the library, students must have the pass signed and cross-out their name from the clipboard.

Bar Codes: Bar codes will be placed in agendas for students to check out library materials. Materials cannot be checked out unless the student has his/her agenda.

Internet License: Along with the bar code, each student who has a signed appropriate use policy form will get an internet license to place in his/her planner. It should be displayed every time the student accesses the internet.

Library Catalog Access for Families:
Parents have access to the library materials currently checked out by their student(s). For access, parents will have their student log into Destiny, the library card catalog.

1. Go to the school's website.
2. Under the Our School tab, click on Library.
3. Under Library, click on the school's library Card Catalog tab.
4. For your student to log in, they can click the Log In button on the top right corner.
5. Next, click on the Sign In with Google button.

Process for Parental Oversight:
Library media specialists should be contacted directly if parents would like to provide permission before their student checks out any book. At elementary, the library media specialist will notify parent by email or phone regarding the book the student would like to check out to get permission. At middle school and high school, the student will provide their parent with the title of the book

they wish to check out. The parent will contact the library media specialist by email or phone to give permission.

Checking Out Materials and Loan Periods:

Elementary:
Students may check out books for a two-week period. (The number of books a student can check out depends on the student's grade level.)

Middle School:
Students may check out 3 books for a three-week checkout period.

***High School*:**
Students may check out 8 books for a three-week checkout period.

Lost or Damaged Library Materials:
The student will be expected to reimburse the district for any books or materials lost or damaged. Library media specialists will contact the student's parent if a material is damaged and notify them of the fees that will be assessed. Students with overdue books will still be able to check out library materials. Bills for library materials not returned by the end of each semester will be sent through Skyward.

Overdue Notification:
Students and parents will be notified of overdue library materials via email weekly. Students may renew books per each school's procedures.

LOST AND FOUND

1. Put your name or personal code on all items brought to school.
2. Take lost and found items to the office.
3. If an item is lost, please report it to the office immediately.
4. Report any lost textbooks to your classroom teacher.
5. Do not bring large amounts of money to school. Lost or stolen money is seldom recovered.

ACADEMICS/SUPPORT

GUIDANCE AND COUNSELING

The guidance counselors are here to help students with any concerns or problems. Students who find school work too hard, grades too low, or who want to talk about your educational goals or personal problems, should make an appointment to visit your counselor. Parents are urged to call the Counseling Center for any guidance or counseling concerns.

SUPPORT

Students or families in need of support for meeting basic needs like food, housing, transportation, health care, or mental health are encouraged to dial 2-1-1. There are more than 200 agencies across the U.S., each with a team of compassionate, highly-trained community specialists who are available to help anyone access the best local resources and services to address essential needs.

SPECIAL EDUCATION

A full range of special education services is provided through the Central Kansas Cooperative in Education to 12 area school districts. All children with disabilities are guaranteed a free and appropriate education under the Individuals with Disabilities Education Act (IDEA). Children with

disabilities are defined as mentally disabled, specific learning disabled, physically disabled, hearing impaired, language or speech impaired, or visually impaired. Children identified as gifted are also served in the Salina Public Schools.

Parents are informed as soon as their child is referred for one of the special programs, and will not receive an evaluation unless the parent has been previously informed and given consent. Parents are closely involved with the school's special team decisions. To help provide appropriate education, a written individualized education plan (IEP) is developed for each exceptional child. Parents have due process hearing and appeal rights.

Questions should be directed to the building principal. Additional information, as well as resources on services, rights, and procedures, is available from the Central Kansas Cooperative in Education (785) 309-5100 and the State Department of Education 1-800-203-9462.

ONLINE GRADES

A parent/guardian may view his/her student's grades online by contacting the school registrar for instructions and the password to access grades (Lakewood registrar 785-309-4006 and South Middle registrar 785-309-3908).

GRADE CARDS

Grade cards for each student will be distributed quarterly. The final grade card in May will be mailed to the student's home within two weeks after school is out.

Parents are encouraged to go over each grade card, and to call the school if they have questions. Progress reports are sent home midway through each nine-week period. Progress reports serve as an early warning signal for developing problems or let a parent know a student is succeeding.

USD 305 GRADING SCALE

The Salina Board of Education has adopted a standardized grading scale for all schools in the district. Grades will be determined according to the following scale:

90-100 = A	60-69 = D
80-89 = B	59 and Below = F
70-79 = C	

ACADEMIC HONESTY POLICY

Salina Public Schools has established a high expectation for academic integrity. Academic dishonesty in any form will not be tolerated. Students who violate this standard will be subject to disciplinary procedures. Communication of this policy through this handbook is considered a warning. Students found to have participated in academic dishonesty will receive disciplinary consequences as listed on the discipline chart.

HONOR ROLL

An Honor Roll will be prepared at the end of each semester based upon a 3.0 average with no failing grades.

PRESIDENT'S ACADEMIC EXCELLENCE PROGRAM

Our school participates in the President's Academic Excellence Program for eighth grade students who meet specific requirements.

Eligibility: The purpose of this award is to recognize academic success in the classroom. To be eligible for the President's Award for Educational Excellence, students at each award level (elementary, middle or high school) must meet the requirements in Category A, and either 1 or 2 of Category C. If a school does not have letter grades, a student must meet the requirements in Category B and either 1 or 2 of Category C.

A. **Grade Point Average:** Students are to earn a grade point average of 90 on a 100-point scale (an A on a letter scale or a 3.5 on a 4.0 scale). When computing grade point averages at the respective award level, only the years at that level are to be included through the fall semester of the exiting grade.
B. **School Criteria/Standards:** Standards for the award are to be established by each school that reflect a 90% level or higher on the traditional grading scale. This category enables school personnel to use new assessment and evaluation tools in developing award criteria at their school and apply the criteria fairly to all students. The primary indicators of excellence must be based on academic achievement. School personnel may also consider, as part of the criteria, activities in which a student demonstrates high motivation, initiative, integrity, intellectual depth, leadership qualities and/or exceptional judgment. They may also require student essays and outstanding attendance, but these activities must bear some relationship to the academic performance of a student.
C. **In addition to A or B**, schools are to include one or more of the following criteria to determine their selected students.
    1. State Tests and Nationally-Normed Achievement Tests: High achievement in reading or math on state tests or nationally-normed tests.
    2. Recommendations from a teacher plus one other staff member. One recommendation is to reflect outstanding achievement such as English, math, science, history, geography, art, foreign language, and any other courses that reflect a school's core curriculum. This judgment is to be supported by tangible evidence that is comprised of either results on teacher-made tests, portfolio assessment, or special projects. The second recommendation from a school staff member may address, for example, involvement in community service or co-curricular activities including tutoring other students and/or demonstration of creativity and achievement in the visual and performing arts. The school principal has final authority to determine which students receive this award.

PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT

The purpose of this award is to recognize students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the President's Award for Educational Excellence. This award should not be compared to the President's Award for Educational Excellence or be seen as a second-tier award, for it recognizes a very different type of academic achievement. It is meant to encourage and reward students who work hard and give their best effort in school, often in the face of special obstacles to their learning. This award is given at the principal's discretion based on the criteria developed at the school. The criteria should reflect the purpose of the award and must be applied fairly to all students.

ACTIVITIES/ATHLETICS & PARENT INVOLVEMENT

ACTIVITY PARTICIPATION

When students participate in school-sponsored activities, it is the responsibility of the student to contact their teachers regarding assignments the day before they are going to miss class for the school activity. All work shall be turned in during the next session of that class.

A student absent from school may not practice or participate on that day unless

1. he/she is in attendance by 10:00 a.m. or
2. permission is granted by the principal.

ATHLETICS

Participation: All eligible seventh and eighth grade students are encouraged to try out for inter-scholastic athletics.

Girls' Sports:	Volleyball, Basketball, Track, Cheerleading, Wrestling, Cross Country, and Tennis
Boys' Sports	Football, Basketball, Track, Cheerleading, Wrestling, Cross Country, and Tennis

All participants will furnish their own shoes and practice clothing. An athletic locker will be assigned to each athlete to store clothing. The rest of the equipment is furnished by the athletic department.

Requirements for participation in athletic or cheerleading practice include:

- physical examination,
- notarized emergency medical authorization form, and
- parent consent form.

Limited insurance coverage is provided for students participating in Kansas State High School Activities Association approved activities. It is an excess coverage policy with $25,000 deductible. It does not apply to intramurals, physical education, or other school activities.

ATHLETIC/ACTIVITY ELIGIBILITY

Students shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous quarter or the last quarter of attendance.

Monitoring will be on a weekly basis, but students will be allowed to continue to participate until being placed on the ineligible list for two consecutive weeks. Once removed from the list, a student would again have to be on the list two consecutive weeks before being withdrawn from competition.

- Teachers must notify the students when they are failing a class.
- A list of failing students will be turned in to the office each week.
- Activity supervisors will receive a list of failing students.
- An ineligible student may not accompany team members on athletic trips, to contest, or wear the school uniform.
- A student must pass in five credit classes the previous quarter in order to be eligible the following semester.
- Summer school classes will not apply toward eligibility for the following school year.
- Eligibility requirements will be waived at the beginning of the first quarter of the seventh grade year. The student will be immediately eligible as long as all other eligibility requirements are met and the student is in good standing.

PARENT AND COMMUNITY INVOLVEMENT

Parents and patrons have an important role to play in students' education. Volunteers are always needed for one-on-one tutoring, special presentations on professions, hobbies, or interests and assistance with school events. Parent volunteers are especially needed to help with athletic contests. Prospective volunteers should contact the building administrators to find out what activities are available.

DISCIPLINE

CORE BELIEFS ABOUT DISCIPLINE

USD 305 adopted the Positive Behavior Intervention Supports model from the Kansas State Department of Education. As part of this process, we have examined and created our core beliefs about discipline.

- Students are given opportunities to make decisions and live with the consequences, good or bad.
- Whenever possible, students should see a reasonable connection between their actions and the consequences that follow (logical consequences).
- Students should be guided through dialogue and expected to solve problems and adopt new behaviors without creating problems for anyone else.
- Every attempt will be made to maintain dignity of the student and the adult during a discipline situation.
- Teachers will take time to guide, teach and reward student behavior.
- What teachers do will depend on the student and the situation
- Administrators make every effort to work with families, teachers and counselors to modify the behaviors that interfere with learning.

The administration has the authority to adjust specific consequences/actions based upon the particular circumstances of each individual case. Considerations may include, but are not limited to, state and federal legal requirements, district policy, the seriousness and the intensity of the behavior, the student's willingness to cooperate with the administration during its investigation, and the results of any due process hearing.

SCHOOL CONDUCT

Students are expected to be respectful toward fellow students, teachers and other staff. Proper language, courtesy, good manners and proper care are a part of showing respect to people and property.

- Fighting (including play fighting/boxing) is not appropriate and will not be tolerated. Any pushing, shoving, hitting, slapping, kicking, etc. will result in a detention or suspension.
- Profanity, lewd and obscene language and behavior, defacing property, possession of dangerous weapons, and abuse or misuse of privileges are not permitted.
- The use or possession of tobacco, alcohol, drugs or simulated controlled substance is prohibited. These conduct rules apply in the building, school grounds, school hallways and at any school-sponsored function. Personal conduct which disrupts or interferes with normal class procedures has no place in school.

BULLYING

The board prohibits acts of bullying in any form, including cyberbullying, on or with district property, in district vehicles or at district-sponsored activities or events. The board believes that a safe, healthy and supportive environment during all school-related functions is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that interferes with both a student's ability to learn and the district's ability to educate students. All Salina USD 305 staff members, students, parents and volunteers are expected to treat others with dignity, civility and respect and to refuse to tolerate bullying in order to provide positive examples for acceptable student behavior.

Bullying is defined as any intentional gesture or any intentional written, verbal or physical act or threat either by any student, staff member or parent towards a student or towards a staff member which is sufficiently severe, persistent or pervasive to create 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 to the student or staff member, or
- placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

"Cyberbullying" is defined as bullying by use of any electronic communication device through means, including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

All victims of bullying and persons with knowledge of such behavior are encouraged to report the bullying immediately to the building principal, another administrator, a counselor, or another certified staff member. The school will promptly investigate all complaints of bullying and take prompt action to end the behavior.

Any report not made in good faith or made with malice is also a violation of this policy (Board Policy JDDC).

HARASSMENT (SEXUAL AND RACIAL)

Harassment, sexual or racial, will not be tolerated in the school district. Harassment of students of the district by board members, administrators, staff members, students, vendors, and any others having business or other contact with the school district is strictly prohibited. The district encourages all victims of sexual/racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to harassment should report it to the building principal, another administrator, the counselor, or another certified staff member. Any report not made in good faith or made with malice is also a violation of these policies. Ask your building administrators for posted locations of the complete Board policies (JGEC/JGECA) on Sexual and Racial Harassment.

TOBACCO POLICY

The use and/or possession of tobacco products or facsimile thereof (such as vaping and e-cigarette

devices), is prohibited at all times in or on all district-owned, leased, personal, or real property, including all school events. See discipline chart for consequences for violation of this policy.

POLICY ON PROHIBITED SUBSTANCE

A student who is found to be in possession of or selling any prohibited substance on school property will be detained immediately with the evidence. A school administrator will contact the police department and the student's parent/guardian. A short-term suspension (5 school days) will be imposed, a formal hearing will be scheduled and the student may be subject to expulsion. Prior to readmission to the student's regular school, the student will be referred for a substance abuse evaluation to a licensed agency licensed for same by the State of Kansas and located in the City of Salina. Failure to complete the required evaluation as scheduled will result in a hearing for a long-term suspension.

A list of available programs along with name and addresses of contact persons for the program is on file with the board clerk. Parents or student should contact the directors of the program to determine the cost and length of the program.

The provisions of this policy shall also apply to all USD 305-sponsored activities off the school grounds. In addition to the above policy, students who sell, use or are under the influence of or possess (including the car) drugs or alcohol at a school dance or on school premises during, before, or after a dance will not be allowed to attend future dances for the remainder of that semester (refer to Board Policy JDDA).

POSSESSION OF DANGEROUS WEAPONS

Any student who is found to have brought or to have been in possession of a dangerous weapon shall be expelled from school. Dangerous weapon means any article that is commonly used or is designed to inflict bodily harm. Any student who uses an article that is not commonly used or designed to inflict bodily harm for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm shall be subject to immediate suspension or possible expulsion.

Possession of any weapon/destructive device as defined by Board Policy JCDBB shall result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified. This could be made on a case-by-case basis under the provision of Board Policy JDC.

Students violating this policy shall be referred to the appropriate law enforcement agency.

GANGS

District schools have a responsibility to maintain a school environment free of violence, intimidation, or other activities which threaten the safety and well-being of students and staff and interfere with the educational process. Therefore, anti-social and/or gang activities will not be tolerated, and the district bars all gangs, gang affiliations, and gang-related activities (dress, symbols, or other attributes or implying gang membership) from school buildings, school buses, school activities, and school property. A "gang" is defined as any identifiable group or club which exists without the sponsorship or authorization of the school and which engages in anti-social or criminal activity which is disruptive of the school environment. School district employees have a responsibility to report to their immediate supervisor suspected gang members or gang-related activities. If an administrator verifies a student's involvement in gang activity, law enforcement agencies will be informed and the parent/guardian will be notified. Students violating this policy may be subject to appropriate disciplinary action including suspension and/or expulsion.

DISCIPLINE INFRACTION DESCRIPTION AND DISCIPLINARY ACTION CHART

The chart below represents general infraction types and typical disciplinary actions. The discipline actions in the chart do not represent a progression of action; the level of disciplinary action will be based upon the circumstances of each individual case and district policy.

Discipline Level: TA – Teacher Action; AC – Administrative Conference; D – Detention; ISS – In-School Suspension; OSS – Out-of-School Suspension; FH – Formal Hearing for Long-Term Suspension or Expulsion

The shaded areas represent disciplinary actions that are usually bypassed for that type of infraction.

Infraction	Description	Disciplinary Action					
		TA	AC	D	ISS	OSS	FH
Academic Dishonesty	Any act of misrepresentation of one's academic work.						
Assault/Battery	Deliberate act to cause bodily harm or create fear of imminent physical harm.						
Bullying - Cyber	Use of any electronic communication device through means, including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.						
Bullying - Physical	Involves hurting a person's body or possessions. Occurs when a person uses overt bodily acts to gain power over peers. Physical bullying includes: hitting/kicking/pinching, spitting, tripping/pushing/shoving, taking or breaking someone's personal property, making mean or rude hand gestures, and hazing.						
Bullying - Relational	Systematic diminishment of a targeted child's sense of self through the following that could lead to rejection and/or alienation. The behavior describes an individual, or group of individuals, who try to hurt peer, or sacrifice another's standing within their peer group. Examples include: ignoring, isolating, excluding, shunning, and gossiping.						
Bullying - Verbal	Involves saying or writing mean things. Verbal bullying occurs when someone uses language to gain power over his or her peers. Verbal bullying includes: teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm, critical criticism, belittling, personal defamation, racist slurs, sexually suggestive and/or abusive remarks, and extortion.						
Combustibles/Incendiary Device	In possession of substances/objects capable of igniting and burning, or devices designed to start a fire.						
Cutting Class	Intentionally and without permission failing to attend class.						
Disruptive Behavior	Behavior which substantially disrupts the orderly learning environment. Does not involve violence, property damage, or obscenity.						
Drug-Free School Violation	Any act to manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, inhalants, alcoholic beverages, or facsimiles thereof, while in or using school district property, or any district activity.						

Infraction	Description	Disciplinary Action					
		TA	AC	D	ISS	OSS	FH
Drug Paraphernalia Possession	In possession of any object used to consume, distribute, store, or manipulate an illicit drug.	■	■	■			
Fighting	Mutual participation in an incident involving physical violence, where there is no major injury.	■	■	■			
Harassment	Any act that subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature based on a protected class.	■					
Hands On Others	Immature behavior (horseplay) that disrupts the learning environment.						
Insubordination	Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient. Includes acts of breaking school rules repeatedly.						
Loitering	Remaining in school area after being directed to leave.						
Obscenity/Profanity	Language or actions, written, oral, physical, or electronic, that is in violation of community or school standards (offensive, insulting, or vulgar).						
Obscenity/Profanity When Directed at Staff	Use of offensive, insulting, or vulgar language directed at a person (swearing or cussing).	■	■	■			
Personal Electronic Device Violation	Use of personal electronic devices, to include cell phones, without permission during the school day.						
Physical Aggression	Touching or striking of another person against his or her will or intentionally causing bodily harm to an individual.						
Property Damage	Permanent or intentional damage to any property that does not belong to the individual.						
Safety Device/Procedure Disruption	Actions involving disruption of safety devices/procedures or significant disruption of the school day (i.e., false fire alarms, bomb threats, etc.).	■	■	■			
Tardiness	Tardies (<15 Minutes Late to Class)					■	■
Technology Misuse	Inappropriate use of technology and any violation of the Technology Use Agreement, including viewing or attempting to view inappropriate websites. Use of permissible technology without permission, including email and use of computer for off-task activities.						
Theft	In possession of or is responsible for removing someone else's or school property.						
Threat Substantive	Demonstrates a serious intent to harm. Extends beyond immediate incident.	■	■	■	■		
Threat Transient	Statement or expression that does not indicate a lasting intent to harm. Expression of humor, rhetoric, anger, or frustration that can be resolved without harm.	■					
Tobacco-Free School Grounds Violation	Any act to use, possess, or promote any tobacco products. Products includes any component or accessory used in the consumption of a tobacco product.	■	■	■			
Vape/ENDS Violation	In possession or use of any device that delivers a vaporized solution (including nicotine, THC, or any other substance) known as electronic nicotine-delivery system (ENDS). Follow tobacco violation policy if tobacco/nicotine product is determined. If unknown substance, follow drug-free school violation policy.	■	■	■			

Infraction	Description	Disciplinary Action					
		TA	AC	D	ISS	OSS	FH
Weapon	Knowingly possessing, handling, or transmitting, on school property or at a school-sponsored event, any object that can reasonably be considered a weapon.						

DETENTION

Detentions are assigned at the end of the school day. If a student is assigned a detention time and does not report, parent/guardian contact will be made and new arrangements will be made with the parents/guardians. Students who fail to follow the detention policy will be subject to progressive discipline.

If more than one teacher assigns a student detention, the teacher who assigned the time first has priority. It will be the student's responsibility to make new arrangements with the other teacher(s) prior to their detention period.

Office-assigned detention time is a result of an office referral from a teacher. Detention time will be assigned by the principal or assistant principal. Failure to complete office detention will result in progressive discipline actions.

Detention Rules:

1. A student must arrive before the assigned time or he/she will not be allowed in; it will be reported as a "no show" and time can be doubled.
2. Students must have enough work with them to keep busy the entire time assigned. If not, time will be doubled.
3. After detention, students will not be allowed to go anywhere before leaving the building; not to the telephone, not to the locker, etc. Students must take everything with them that they want to take home.
4. Students may not re-enter the building following afternoon detention.
5. All students in detention will stay the full time.

IN-SCHOOL SUSPENSION (ISS)

The In-School Suspension (ISS) program is primarily an alternative for students who have been suspended from school. Suspended students are placed for the school day in an isolated area under strict supervision where school work may be continued. Students displaying consistent behavior problems in a particular class may also be placed in ISS. Students placed in ISS cannot attend or participate in school events. Parents/guardians will be notified within 24 hours of an ISS placement.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students given an out-of-school suspension are not to be at school, on any USD 305 school grounds, or at a school-sponsored activity during the suspension period. Violation of this policy could result in prosecution for trespassing.

Students shall be responsible for all class assignments during out-of-school and short-term suspensions. All work to be turned in for credit must be given to the teacher no later than the first class period following the completion of the suspension. Arrangements for tests or examinations missed during out-of-school suspension will be made with those individual teachers.

SAFETY/DRILLS/WEATHER

SCHOOL SAFETY

A safe place for learning is of the utmost importance to the schools in Salina USD 305. The schools must have the support and cooperation of students and parents to keep our schools safe. Disruptive behavior, threats and weapons will not be tolerated and may have serious consequences, as spelled out in district policy.

REPORTING SAFETY CONCERNS

When students have a concern about safety at school or knowledge of an unsafe situation, they must report it at once to the principal, a teacher or other staff member. **Failure to report may have serious consequences up to and including expulsion.**

HOTLINE PHONE NUMBERS: The Kansas Legislature has also established a statewide school safety hotline to encourage Kansas students to report threats of school violence. The **Kansas School Safety Hotline** number is **1-877-626-8203** and is staffed by the Kansas Highway Patrol.

Threats of Violence: All threats (verbal, written or physical) will be taken seriously by school personnel and each and every threat will carry a consequence. **Parents need to impress upon students that no threat is "just joking" and no threat will be ignored.**

1. All threats should be reported to school staff immediately.
2. Administration and staff will investigate to determine the seriousness and circumstances surrounding the threat.
3. Any necessary disciplinary action will follow district policy and may include notification of parents and law enforcement officials.

CRISIS MANAGEMENT

Keeping students safe while at school is a priority. The Salina Public Schools have a Crisis Management Plan in the event of natural disasters or other emergency situations. The staff at each school is to review their plan annually and should know procedures and their responsibilities in the event of an emergency.

EMERGENCY DRILLS

A serious emergency has never occurred at a Salina middle school; however, we certainly want to be ready if one should occur. That means that we must take our fire and tornado drills seriously. Each student should know how and where to exit each classroom and the building. When the alarm or signal sounds, students must walk quickly to the assigned areas. Loud talking, laughing and pushing or shoving during a drill are prohibited and subject to discipline.

INCLEMENT WEATHER SCHOOL CLOSING PROCEDURES

Salina USD 305 may close school, schedule a two-hour delayed start time or allow early dismissal in extreme weather. The superintendent of schools will make the decision.

The media will only announce school closures authorized by the superintendent of schools or his/her designee. All announcements are for one day only. If no announcement is made, school will convene or dismiss at the regularly scheduled time.

School Closing or Delayed Start: Every effort will be made to make the decision by 5:00 a.m. on the day schools will be closed or delayed. Breakfast will not be served on days when a two-hour delayed start time is scheduled.

BOARD POLICIES

ANIMALS AND PLANTS IN SCHOOL

Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. However, they must be appropriately housed, humanely cared for, and properly handled. Refer to Board Policy ING. Under no circumstances are animals to be transported on school buses.

Domesticated animals must be inoculated against rabies at the owner's expense before the student may bring such animal to school. Animals must be adequately housed and cared for in screened cages. Student handling of such animals and plants must be under the direct supervision of the teacher. Only the teacher or students designated by the teacher are to handle the animals

Skunks, ferrets, raccoons, opossums, and bats are not to be permitted inside school facilities or on school grounds. Felines and canines must be inoculated against rabies at the owner's expense before the student may bring such animal to school unless prior verification of inoculation is provided. Caged and tamed rodents (hamsters, gerbils, guinea pigs, rats, mice, rabbits) may be brought to school when permission has been granted. Handling by students must be on a voluntary basis.

ATTENDANCE AREAS

Students are required to attend the school in the attendance area where their legal guardian resides. Students who reside in the attendance areas of Cottonwood, Heusner, Meadowlark, and Oakdale Elementary schools will attend Lakewood Middle School/Central High School. Students who reside in the attendance areas of Coronado, Schilling, Stewart, and Sunset Elementary schools will attend South Middle School/South High School. The building principal shall transfer students who falsify their place of residence or guardianship location immediately upon discovery.

SPECIAL ASSIGNMENT

Special assignments to schools may be made as per Board Policy JBCD "Assignment of Students to Attendance Centers."

TRANSPORTATION

Transportation is provided for those students living more than 2.5 miles from their assigned neighborhood school. Transportation is not provided for transfer students to a school of choice. Regular bus passes are issued to eligible students at enrollment. Students and parents who have questions about busing should contact the school principal.

STUDENT RECORDS

All student records are confidential and primarily for local school use. Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. Parents/guardians can request a hearing to challenge the content of their child's school records to ensure accuracy. Certain information, called directory information, is not covered by the privacy

law and is made available to the public when requested. It includes the student's name, age, dates of attendance, and other information. Parents/guardians may request that a child's information not be released by sending the request in writing to the principal.

PROMOTION AND RETENTION

The following guidelines will be observed for the promotion of students in the secondary schools. In order to enter the next grade, a student must meet the following criteria.

1. A student must receive a minimum of at least a D average, 1.0 grade point average.
2. A student must pass at least one semester of all core subjects (English, math, reading, social studies, science).

Students not achieving this minimal standard shall be required to successfully complete summer school or an appropriate alternative approved by the district.

The final decision in any case pertaining to acceleration, promotion or retention shall rest with the appropriate building principal.

DISTRICT TECHNOLOGY

Students may be provided the opportunity to access the internet and electronic mail to connect with educational resources all over the world. Computer technology will help propel today's schools into the information age by allowing students and staff

- to use information sources from distant computers;
- to communicate with individuals or groups of other students and staff; and
- to significantly expand their knowledge base.

While the purpose of the school is to use internet resources for constructive educational goals, students must demonstrate responsible behavior when accessing the internet on school computers. Students are responsible for appropriate behavior when using school computers. The use of computers and access to the internet is a privilege, not a right, and may be revoked by the school if abused.

EMERGENCY SAFETY INTERVENTION

The Board of Education is committed to limiting the use of Emergency Safety Intervention (ESI), such as seclusion and restraint, with all students.

"Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or to others. Violent action that is destructive of property may also necessitate the use of emergency safety interventions.

For a complete explanation of seclusion and restraint, prohibited types of restraints, and the process for resolving complaints regarding the use of ESI, see Board Policy GAAF below.

GAAF Emergency Safety Intervention

The board is committed to limiting the use of Emergency Safety Intervention (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 encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following:

each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

"Area of Purposeful Isolation" means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

"Campus Police Officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

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

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law Enforcement Officer" and "Police Officer" means a full-time or part-time salaried officer or employee of the state, a county, or a city whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"Legitimate Law Enforcement Purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of including the student to walk to a safe location.

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

"Purposefully Isolate" when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs: (1) removal of the student from the learning environment by school personnel; (2) separation of the student from all or most peers and adults in the learning environment by school personnel; or (3) placement of the student within an area of purposeful isolation by school personnel.

"School Resource Officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"School Security Officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure in a location where both of the following conditions are met: (1) school personnel purposefully isolate the student; and (2) the student is prevented from leaving or has reason to believe that the student will be prevented from leaving the area of purposeful isolation.

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

Prohibited Types of Restraint

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

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

Use of Emergency Safety Intervention

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

ESI Restrictions

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

Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. In spite of the provisions of this subsection, a student may be subjected to ESI if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise

reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (1) the events leading up to the incident; (2) student behaviors that necessitated the ESI; (3) steps taken to transition the student back into the educational setting; (4) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (5) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (6) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (7) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (1), (2) and (3) if the triggering issue necessitating the ESI is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year; (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set for in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email.

Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers
Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents
Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a Section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

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

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

Parent Right to Meeting on ESI Use
After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence.

For a student with a Section 504 plan, such student's Section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this

subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requested an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the ten-day limit if the parent of the student is unable to attend within the time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board and provide a copy to the state department of education.

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

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

Any such investigation must be completed within thirty days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate correction action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education and shall be mailed to the parents and the state department within thirty days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty days from the date a final decision is issued pursuant to the local dispute resolution process.

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WEBSITE DEVELOPMENT

School websites and home pages are maintained by the school site manager. All material must be academic, school or department related. No personal pages are allowed. Student pictures and names may only be published with the written and dated permission of the parent/guardian and will not include the student's address, phone number, email address, or other identifying personal information. In the development of website material, copyrighted material may not be published or downloaded without written permission of the owner. Original materials produced by students will not be posted on sites without permission of the student's parent/guardian.

USD 305 STUDENT HONOR CODE ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and understood the student handbook.

To help improve parent communication and all students' efforts and organizational skills, every student will receive an agenda (Student Handbook). Each student must maintain the agenda throughout the year. If it is lost, destroyed, or misplaced, a replacement agenda will be issued for a charge while they last. Students must carry their agenda daily throughout the school day.

It is the student and parent(s) responsibility to read, discuss, and understand the information, rules, and procedures enclosed. Signing below, the student acknowledges that I have read and understand. Thank you.

_____ (Print Student's Name)

_____(Student Signature) (Date) _____

Please sign, tear out this page, and turn it into your advisory teacher when prompted to do so.