USD 480 MIDDLE SCHOOL

STUDENT HANDBOOK

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WELCOME

We are pleased to have you as a student of SRMS/EMS. It is our hope that you will have a positive and productive school year. Please take time to read this handbook, as it contains important information for you and your parents. The policies and procedures outlined are to assist you in knowing our responsibilities, privileges, and freedoms. Become familiar with this information. It will help guide you to a better beginning for your new school year. Have a good year – great to be in 480!

BUILDING HOURS

The buildings will be open 30 minutes before and after school.
Students may not be on school grounds without supervision and must leave school grounds immediately after school unless involved in supervised school functions. Teachers are available 35 minutes before school and 10 minutes after school.

VISITORS

Any classroom visitation/observation must have prior approval from building principals.

USD #480 MISSION STATEMENT

USD 480 provides a safe, quality, and caring learning experience for every learner, every day.

CODE OF STUDENT CONDUCT

The "Code of Student Conduct" applies at all times while students are on or about school district property or areas adjacent thereto, which shall include: Any district property being used for an official school activity, property not owned by the district being used for school-sponsored activities or events, and any vehicle, including school buses, while such vehicle is being used to transport students for the district. This "Code of Conduct" also applies to any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

ALL SCHOOL DISCIPLINE PROGRAM

In order to guarantee the excellent learning climate they deserve, we are utilizing the following discipline program. We believe all students can behave appropriately at school. We will tolerate no student stopping the teacher from teaching or other students from learning or engaging in an activity that is not in his or her best interest. This discipline plan will operate on a daily basis with each day a new chance for the student to choose appropriate behavior.

Classroom Rules:

1. Students will report to class on time with all materials necessary for class participation. (Charged Chromebook,Textbooks, books, pencils, homework, paper, etc.)
2. Students will not bring, chew, or eat food, gum, or candy in the classroom except at the teacher's discretion.
3. Students will follow instructions as given by the instructor and adhere to the

social contract of the classroom. (Includes classroom rule additions, deletions, or modifications.)

4. Students are expected to know and follow without exception the rules listed in the Student Handbook and classroom social contracts.

Procedure for Implementation: Each time the student chooses not to follow the rules, the teacher will verbally recognize the student, state the desired behavior and assign the appropriate consequence.

Consequences: (Daily)
Building Disciplinary Consequences will be followed.

Severe Clause: A student who totally disrupts, uses vulgarity, is a physical threat to others, uses gang signals or gestures, or is willfully disobedient, openly defiant, or flagrantly disrespectful will go directly to the office . Either in-school or out-of-school suspension or expulsion will take place on the first offense. The parent will also be called.

Fighting: Inciting or being involved in Fighting will not be tolerated at school, it is a criminal offense. Any person involved in a fight during school, on school grounds, or at a school event will be suspended a minimum of five (5) days from school. Administration may contact law enforcement.

Gang: Any gang or gang-like activity in school or on school grounds may result in suspension and/or expulsion from school. Gang-like offenses will be reported to campus police officers and/or the local police department.

GENERAL DISCIPLINE PLAN

The handbook addresses student conduct and the importance of maintaining a 1) safe environment, 2) orderly environment, 3) productive classroom environment and a 4) productive personal environment. The handbook clearly defines what proper student conduct should be while attending middle school and lists expected consequences when a student fails to behave appropriately.

TO MAINTAIN A SAFE ENVIRONMENT
Behaviors are not allowed that are intended to cause another individual physical or mental harm and/or are illegal. Examples include, but are not limited to the following:

- Weapons (possession or use of)
- Theft

- Fighting – assault or battery of any kind
- Intimidation/extortion/threats
- Aggravated abuse of a school employee
- Gross insubordination

- Alcohol/Drugs (possession/use/disbursement of)
- Tobacco (possession or use of)
- Sexual harassment of any kind
- Arson
- Explosive devices (possession or use of)
- Gang or gang-like activity

EXPECTED CONSEQUENCES

SAFE ENVIRONMENT

(ISS) In School Suspension
Detention
Community/School Service
(OSS) Out-of-School Suspension (short term)
Alternative Educational Setting
Long-Term Suspension
Expulsion for the remainder of the year
Expulsion for 186 days

TO MAINTAIN AN ORDERLY ENVIRONMENT

Behaviors are not allowed on school properties or at any school function that occur outside the classroom which are intended to cause physical or mental harm to another individual and may be illegal. Examples include, but are not limited to the following:

- Verbal abuse of teacher/staff/student
- Disruptive behaviors in the hallway
- Disruptive behaviors in the cafeteria
- Disruptive behaviors before or after school
- Disruptive behaviors at a school activity
- Unverified absences/tardiness/ truancy
- Gambling
- Solicitation (selling unauthorized items at school)
- Destruction or defacement of property – vandalism
- Inappropriate display of affection
- Dress code violations
- Defiance of authority
- Inciting to fight/contributing to a disruptive situation
- Use of inappropriate language

- Misuse of technology
- Setting of disaster alarms falsely
- Possessing any materials containing writing or symbols considered to be gang related
- No white out or permanent markers allowed at school (unless approved by classroom teacher)
- No camera (unless approved by building administration)

EXPECTED CONSEQUENCES

ORDERLY ENVIRONMENT

Looking in the vicinity of the misbehavior
Walking toward the area of misbehavior
Verbal correction
Informal talk
Isolation
Counselor referral
Teacher-parent conference
Office referral
Restitution
Detention
Community/School Service
Suspension from school-related activities
Removal from bus
Referral to local agencies
(OSS) Out-of-school suspension

(ISS) In school suspension

TO MAINTAIN A PRODUCTIVE CLASSROOM ENVIRONMENT Behaviors are not allowed that occur in the classroom which interfere with the learning of others will not be allowed. Examples include, but are not limited to the following: • Failure to follow reasonable requests of a Staff member.

- Talking out
- Horseplay
- Disturbing another student
- Showing disrespect/defiance
- Improper use of equipment
- Education nuisance
- Cheating
- Failing to dress out for P.E.

EXPECTED CONSEQUENCES

PRODUCTIVE CLASSROOM ENVIRONMENT

Isolation
Looking in the vicinity of the misbehavior
Walking toward the area of the misbehavior
Verbal correction
Informal talk
Teacher-parent conference
Teacher-student conference/documentation
Behavioral contract
Office referral

Principal-teacher-parent conference
Detention
(ISS) In-school suspension

TO MAINTAIN A PRODUCTIVE PERSONAL ENVIRONMENT

Classroom behaviors are not allowed which negatively affect the misbehaving student. Examples include, but are not limited to the following:

- Not having appropriate equipment and materials (Charged Chromebook,Textbooks, pencils, homework, paper, etc.)
- Sleeping
- Being off task, but not disturbing others
- Failing to turn in homework/failing to complete assignments
- Failing to dress out for P.E.

EXPECTED CONSEQUENCE

PRODUCTIVE PERSONAL ENVIRONMENT

Looking in the vicinity of the behavior
Walking toward the area of misbehavior
Verbal correction
Informal talk
Teacher-student conference/documentation
Isolation
Teacher-parent conference
Detention

CONSEQUENCES FOR VIOLATIONS DEFINED

DETENTION: An extension of the regular classroom used to help students who have used class time unwisely or have misbehaved in such a way that time is needed to

correct a situation. Detentions may be assigned for tardies, failure to do class work, classroom interruptions, etc. Students who fail to report to detention as directed by the teacher will be referred to the office and assigned to In-School Suspension, or to additional detention time. Students will not be held in detention for more than one hour after school is dismissed for the day. There will be an attempt to contact parents.

IN-SCHOOL SUSPENSION/OUT OF SCHOOL SUSPENSION/TIME OUT OF ROOM: SID

In-School Suspension (ISS) is a supervised study day for students who have violated school rules or policies. They will be expected to work on assignments during the day and work done while assigned to ISS will count for credit. A parent

contact/conference will be required for students to return to the regular classroom setting. Students will remain in ISS until the contact takes place.

Out of School Suspension (OSS) is assigned for major behavior. All procedures and policies related to OSS are included in the U.S.D. 480 Board of Education Policy. Absences because of OSS are considered unexcused. Any class work missed due to OSS will only be accepted for grading purposes at the teacher's discretion. A reinstatement hearing is required for the student and guardian for the student to return to the regular school setting.

If a student is suspended from school, In-School Suspension or Out of School Suspension, the student must complete the suspension period (school days) before being allowed to participate in school activities. Students are not to represent SRMS/EMS in any activity or sporting event on the day or days they are serving a suspension. The student becomes eligible again for participation the next school day after the suspension has been served. On dates that students are serving time in ISS they will be allowed to participate in practices.

LONG-TERM SUSPENSION: A Long-Term Suspension extends the period of exclusion from school to a term exceeding 10 days, but not beyond 90 school days. Such action may result in loss of credit for the affected semester. Parental notification is mandatory.

EXPULSION: An expulsion extends the period of exclusion to up to 186 days. Such action may result in loss of credit. Parental notification is mandatory.

HEARING: For a long term suspension for extended term or expulsion, a student shall be given written notice of the proposed suspension or expulsion and an opportunity for a formal hearing. Written notice of the proposed action will be given to the student and the student's parent or guardian. The notice will set forth the hearing process and the appeal rights of the student. Notice shall be mailed to the address on file in the school records of the student or by personal delivery.

DRESS CODE

Appropriate dress and personal grooming are an individual responsibility. Students are asked to be responsible and use good judgment concerning appearance. The following dress code guidelines have been reviewed and approved by the board of education. They are applicable during the school day and at ALL school-sponsored activities unless permission is granted to deviate from the code. ***It will continue to be at the discretion of Seymour Rogers/Eisenhower Middle School administration to assure that appropriate levels of modesty and safety are upheld.***

1. **Immodest Dress:** The straps of blouses, shirts, tops and dresses must be at least two inches across on both shoulders. Sleeves must be hemmed. Shirts, pants, and dresses that are excessively tight and/or short are prohibited. Sheer and see

through garments are prohibited. Any garment exposing midriffs will also be in violation of school dress code.

2. **Garments must be of a modest length:** Dresses, skirts, shorts, tunic tops or any such primary garment must be a minimum of fingertip length.Holes in jeans must not be above fingertip length. The garment length must be at or beyond the fingertips. Sleepwear (pajamas) will not be permitted.

3. **Trousers:** (Pants, jeans, etc.) are to be belted or adjusted and worn at waist level. Wearing trousers in a low riding/bagging position is NOT acceptable. Overall straps and suspenders are to be worn over the shoulder and buckled.

4. **Hair:** Hair must not interfere with the educational and/or school activities. All hair brushes, rakes and rat-tailed combs are not to be worn by students in their hair.

5. **Headgear:** Wearing bandanas, hats, headgear, hoods of any kind or sunglasses inside the building without a medical reason is not permitted. Headbands must not exceed 1 ½ inches in width and must serve a functional purpose.

6. **Outdoor Jackets:** Teachers may ask students to remove outer coats/jackets when it is the teacher's opinion the outer garments are distracting from the educational process. Hoodies are accepted as long as the hood is not worn.

7. **Shoes:** Students are required to wear shoes. House slippers are not permitted. Appropriateness of footwear will be determined by administration. Any shoe, which will mark or mar the floor unintentionally, are not to be worn inside the school building. Each school-sponsored activity may have additional regulations established

by the teacher/sponsor and approved by the principal by administration.

8. **Other dress wear:** Students will not wear medallions, patches, monograms or other articles that may be considered dangerous, cult, vulgar, obscene, suggestive, racist, symbolic of gangs, have double meanings, advertise alcohol, tobacco, drugs, or any item that could project an offensive or negative attitude.
Any method of dress, other than those listed, that attracts undue attention, and presents security concerns, disrupts, or interferes with the normal education process is not permitted. If, in the professional opinion of any teacher or administrator, a student's attire is disruptive to class, detracts from a positive learning environment, or is clearly inappropriate and in poor taste, that student will be sent to the office.

Network
The district's computer network is for educational use only. Students are expected to follow the guidelines and principles as outlined in board policy IFCC. Before any student can use the district's network the student must have on file a copy of the acceptable use agreement signed by both the student and his/her parent or guardian. Users are required to report to the teacher or building administrator any

abnormalities or inappropriate material. Any misuse of the network will result in the student's privileges being revoked and they will not be able to use the network

FEES
SRMS/EMS Fees for 2024-2025
Flat Fee of $95 for middle school students
$60 Student Fee
$35 Learning Resource fee

Fees are due at the time of enrollment. If full payment cannot be made during enrollment, a payment arrangement must be made with the office. If fees are not paid in full after 30 days of enrollment, the matter may be turned over to a collection agency.

TEXTBOOKS-SCHOOL PROPERTY
Textbooks are rented to students in order to keep costs down. Books remain the property of USD 480 and must be paid for in the event they are misplaced or destroyed. Teachers record each book checked out to the student so costs can be prorated on the basis of use or returned to the proper student if books are found.

LOCKS AND LOCKERS
Lockers are considered to be the property of the school and are subject to search at any time without notice, by school personnel when deemed appropriate or on a random basis. Any lock other than those the school supplies will be removed. Any

student who does not keep his/her locker properly closed and locked may expect theft; students are advised never to leave money or valuables in the lockers. **USD 480 cannot accept responsibility for lost items. Lock your locker!!!**

DELIVERY OF FLOWERS, CANDY, AND GIFTS

No delivery of food,flowers, candy, balloons, gifts, etc. at the middle school will be allowed except those sponsored by middle school groups. Prior administrative approval will be needed by any middle school group conducting such deliveries. These group-sponsored, approved deliveries should be made with a minimum of disruption.

TELEPHONES

Phones may be used before and after school with permission only. Students will be called to the phone only for parents or legal guardians in extreme emergencies. Only messages of an urgent nature will be delivered through the office. Classroom phones may be used with teacher discretion. Students will not be allowed to call parents to come pick them up after school. School lets out at the same time every day and parents are responsible for picking up their child. (Exceptions: Students will be allowed to use the phone if serving detention.

STUDENT CELL PHONE POLICY

USD 480 is committed to providing an educational environment, free of disruption. USD 480 also recognizes the value of integrating technology (including student communication devices when appropriate) into the learning environment.

A communication device is defined to include all portable devices that send or receive calls or text messages, allow the retrieval of e-mail or provide access to the internet. Communication devices shall include, but are not limited to cell phones, smart phones, smart watches,I-pads and tablets.

- USD 480 Middle School Restrictions:
  - Communication devices are NOT to be used at school
  - Students are not permitted to leave class to use a communication device.
  - Students shall not have or use any earpiece or other device which allows a communication device to be used as a 'hands free' unit during class time.
  - Personal communication devices must be placed in lockers during school hours. Lost, broken or stolen devices are not the responsibility of the school, nor USD 480.
- Middle School Violation Consequences:

At the time of violation of this policy, the communication device shall be taken

from the student and the following consequences shall apply:

- First offense: The student will be given a warning. The communication device will be returned to the parents at the meeting.

- Second offense: The student will serve 30 minutes of detention. The communication device will be returned to the parents.

- Subsequent offenses: The student will serve three 30 minute detentions. The communication device will be returned to the parents at the meeting.

Approved: February 15, 2022

THE LUNCH PERIOD
(Rules and Regulations)

The lunch period at SRMS/EMS is closed. Hot lunches are served and are available to all students. Students may put money on their meal account before school in the cafeteria.

Cafeteria Rules

1. You are to avoid loud talking and excessive noise of any kind while in the cafeteria.
2. You are to stay in one seat while in the cafeteria.
3. Supervisors will be on duty at the cafeteria. Students who fail to follow their directions will be reported to the Principal.
4. Throwing items in the cafeteria will not be tolerated. Violation may result in immediate removal from the cafeteria or up to possible suspension. 5. Carbonated beverages will not be allowed in the cafeteria.
6. No catered lunches – McDonalds, Subway, etc…

LEAVING THE BUILDING

If students must leave the building for any reason other than those associated with school programs or activities, it is imperative that they check out through the office BEFORE leaving the building. In all cases, the student must leave only with the parent or guardian.

If a student leaves the building without properly checking out, you will be subject to previously mentioned expected consequences. Please note: leaving the building during any extra-curricular activity will require an additional admission fee. No Loitering!

LIBRARY CIRCULATION PROCEDURE

Books will be checked out for a period of two weeks.
Books may be renewed unless they have been requested by other students.
Reference books may be checked out for one class period, or overnight. Fines will be computed on a daily basis. The student is responsible for all books he/she checks out and must pay for them if lost, stolen, or damaged. Unpaid fines will be added to the fee collections at the end of each semester.

In an effort to protect school property and instill responsibility, students are expected to pay for lost or damaged books, whether intentional or accidental. Unlike enrollment fees, library fines are created by a student's lack of responsibility to take care of school property

GRADING SYSTEM – SCALE

Grading: The Grading Scale is as follows:
A – 90-100
B – 80-89
C – 70-79
D – 60-69
F – 0-59

ELIGIBILITY FOR ACTIVITIES

To participate in any extracurricular activity, the student must be present the entire day of school on which the activity falls unless excused by the administrator. Eligibility will be checked weekly.

Any student having 2 or more Fs, in one week will be put on academic probation. Academic probation means you can still practice and participate in athletic events. Any students having 2 or more Fs a second week in a row will be academically ineligible, which means they will be unable to compete that week. A student will remain academically ineligible until they have less than 2 Fs. Any student not passing 5 or more classes at the end of the grading term will be academically ineligible for the following grading period as per KSHSAA guidelines. They must be in good standing in school citizenship. Any student who is under penalty of suspension or whose character or conduct brings discrediting to him/her and his/her school is not considered in good standing.

Absence due to participation in activities is considered excused, but work should be

made up in advance whenever possible and/or required by the teacher. Failure to keep work made up will result in a student being ineligible.

RETENTION

Students may be retained if a student meets the criteria specified in *Light's Retention Scale.* The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

BUS RULES

Information regarding pickup points and time schedules is available from the bus barn (604-1091). Students are expected to comply with the rules of conduct established by the district and monitored by the bus driver. Students will be issued a warning for the first offense and may be suspended from the bus for conduct violations after the warning.

ATTENDANCE

Students shall be present each day in all classes in which they are enrolled unless excused for a school activity or other such valid reason as authorized by the administrator of the school. Daily attendance records shall be maintained for each student enrolled in district schools.

STUDENT ABSENCES

Any student who misses 10 consecutive days from school will be dropped from the school roster and an EXIT record will be submitted to KIDS, the state database system for all students. Students who return to school after missing 10 or more consecutive school days will be required to enroll, per board policy, at the Newcomer's Center at 615 West 7th Street. The student will be assigned to the school which the student attended prior to the student's absence; PROVIDED HOWEVER, if that school is full, the student will be assigned to another school in which there are classroom openings, with preference given to the school closest to the student's residence.

CLASSIFICATION OF ABSENCE

All absences shall be classified into one of the following categories:

Excused: The principal shall establish a procedure to determine the reason any student is absent from school or shall have the parent or guardian call the school. (Board policy JBD-R)

All "excused" absences will fall within the following categories:

1. Long-term illness or disability of the student;
2. Professional appointments for medical or legal reasons;
3. Serious personal or family problems;

4. Special religious reasons specifically approved by the building principal;
5. Other special or unusual circumstances specifically approved by the building principal.
6. Approved school related activities.

All excused absences will require verification by parent, either by calling the school or by note 24 hours upon return . In cases where absences are deemed excessive, a physician's verification will be required for the absences to be excused.

UNEXCUSED: Any absence for reasons not mentioned above or any absence without parental verification by phone or a note will be considered unexcused and will result in the following consequences. (Please
note: skipping school is considered truant and proper authorities will be notified.

Consequences of Unexcused Absences

1. First offense – 30 minute detention served in office and parent notified 2. 2nd offense – Up to Three 30 minute detention served in office and parent notified
3. 3rd offense – Up to Five 30 minute detentions and parent conference

Truancy is defined by USD 480 as:

- Not attending school after leaving home to do so.
- Leaving school without permission from the office.
- Not attending a class the student is enrolled in without a legitimate pass to do so.
- Leaving class without permission.
- Being absent without parental permission.
- K.S.A. 72-113 – unlawful and inexcusable absence from school for three consecutive days or five or more days within a single semester, 7 days or more in a school year.

TARDINESS DEFINED

Tardiness is defined as any unexcused appearance of a student in an assigned class after the scheduled time for the class to begin.

Tardy records are kept and become part of the student's attendance record for the current year.

TARDINESS

Students shall be in assigned classes at the time such classes begin unless excused by a teacher or administrator. Being on time to class is an important factor in the learning process of each individual and other students in the class. Student tardiness is a disrupting factor for the class and the student, and repeated tardiness becomes a disciplinary problem for the school.

DETERMINATION OF EXCUSED AND UNEXCUSED TARDINESS All late appearances of students to assigned classes shall be determined as excused or unexcused tardies. If the tardiness occurs after class attendance has been taken, the student will be sent to the office and the building principal, or his designated representative, shall make the determination as to whether the tardiness is excused or unexcused. If the tardiness occurs before the attendance has been completed, determination shall be made by the teacher involved.

The determination of whether a tardy is excused or unexcused shall be within the sole discretion of the principal or teacher and shall be based upon the circumstances of each individual case.

Consequences may also be modified if the administrator deems it necessary.

CONSEQUENCES OF TARDINESS

Excused Tardiness – if the tardiness is determined excused it shall be recorded and no disciplinary action taken.

Unexcused Tardiness – if the tardiness is determined unexcused, it shall be recorded and dealt with as a disciplinary matter.

2. First offense – warning
3. Second offense – 15 minute detention
4. Third offense – 30 minute detention
5. Fourth and fifth offense – 30 minute detention and parent contact 6. Sixth offense and over – office referral, special attendance plan, parent conference and 1-3 days SID. Assignment or any other expected consequences previously mentioned.

***School Related Activities:** The absence of a student due to school-related activities shall not be recorded as an absence if such activity and the student's absence from class or classes are specifically approved by the building school administrator. If a student is absent from class due to work being done for another teacher or class, all arrangements must be made in advance through the individual teachers involved, and the absence shall be deemed due to school-related activities.

***Make-up Work:** It is the responsibility of a student to obtain the necessary information from his teachers with respect to making up the school work lost during the absence. The student must complete the make-up assignments in order to receive credit for such work. In order for a student to receive credit the work must be done within the same number of school days as the absence plus one day of grace. If it is an activity that can not be made up, an alternate assignment will be given or the assignment may be excused. This time frame begins on the day the student returns to class. In cases of long-term suspension or expulsion, make-up work is at the teacher's discretion.

CRISIS PLANNING

District level and building level crisis plans have been developed to provide for an organized, planned response to crises. Crisis situations are inevitable; thoughtful rational crisis management is the only defense. We will periodically have practice drills to be prepared for a crisis situation.

SECTION 504 OF THE REHABILITATION ACT

Section 504, which prohibits discrimination against persons with disabilities in any program receiving federal financial assistance, assures that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. The Act defines a person with a disability as anyone who has a mental or physical impairment, which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

FERPA

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This Act gives the parent or guardian the right to: inspect and review his/her child's educational records; make copies of these records; receive a list of all individuals having access to those records; ask for an explanation of any item in the records; ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and a hearing on the issue if the school refuses to make the amendment.

NOTICE OF NONDISCRIMINATION

Unified School District #480 does not discriminate on the basis of race, color, creed, national origin, sex, age, or handicap in the educational programs or activities, which it operates. Anyone who believes that he/she has been discriminated against should contact the district compliance officer at the Administrative Office.

MEDICAL POLICY

Illness or Injury

Parents should not send their child to school if he/she has an untreated condition or possible communicable disease. Parents will be notified if their child becomes ill or sustains a significant injury during the school day. The student will report to the office and must be signed out and receive a pass to go home. Parents should pick the student up from the office as soon as possible. **Please be sure the office has current home, work and emergency telephone numbers.**

IMMUNIZATION POLICY

Every student entering school in the district for the first time shall be required prior to admission to and attendance in school, to present to the appropriate school authorities certification from a licensed physician or health department that he has received immunization against communicable disease as required by Kansas law

KAR 28-1-20 (Policy JGCB). If the record of immunizations is incomplete, the needed immunizations must be obtained and a completed record presented to the school. The student, without completed records, will be excluded from school and all school activities. After five (5) days, truancy proceedings will be initiated.

The legal alternatives to immunization are:

1. Certification from a licensed physician stating the physical condition of the student to be such that immunization would seriously endanger his life, or health;
2. A written statement signed by one parent or a guardian that the student is an adherent of a religious denomination whose religious teachings are opposed to immunization.

MEDICATION POLICY

General Policy: . If medication is needed during school hours, the parent or guardian may come to the school and administer, or school personnel may administer medication only after an approved Medication Permission Form has been completed by physician and parent. This applies to over the counter and prescription medications. If the parent or guardian requests that school personnel administer the medication, the following requirements must be followed (Policy JGFGB):

1. A "Medication Permission Request "form must be obtained through the principal's office and shall be completed by the authorized health care provider, who is a M.D., D.O., or an A.P.R.N.
2. The parent or guardian must complete the "Parent Section" of the "Medication Permission Request" form.
3. The medication and the completed "Medication Permission Request" form shall be given to the building principal. The medication must be contained in a current prescription bottle, properly labeled by a registered pharmacist.
4. All personal prescription medications and over the counter medications shall be placed in the possession of the school nurse or the nurse's designee for dispensing to the student.

5. At no time will the initial dose of a new medication be administered by school personnel.
6. The school nurse, or the building principal after consulting with the school nurse, may choose to discontinue the administration of medication, provided that he/she has first notified the parents or health care provider in advance of the date of such discontinuance with the reasons therefore.
7. In the event the parent or guardian decides to discontinue a medication being administered at school, the parent or guardian must deliver to the building principal a signed and dated request, specifically naming the medication (for clarification). The principal shall then deliver said request to the school nurse as soon as possible.
8. The medication shall be administered in accordance with district policy JGFGB, a full copy of which can be obtained from the office of the principal or nurse.

Self Medication: Notwithstanding the foregoing, under certain very specific circumstances, a student may be allowed to self medicate in accordance with the procedure hereinafter set forth:

1. The medication authorized for self-mediation shall be limited to medicine for the treatment of anaphylactic reactions or asthma including, but not limited to, inhaled bronchodilators, and auto-injectable epinephrine. 2. The student's parent or guardian shall sign and deliver to the building the appropriate permission form authorizing the self-medication of the student in accordance with district policy. The form may be printed from the website – www.usd480.net/nurse or requested from the school nurse or building principal.
3. The building principal must be provided with a medication permission request from the student's health care provider (M.D., D.O., or A.P.R.N.) stating: (i) the name and the purpose of the medication;
   (ii) the prescribed dosage;
   (iii) the time the medication is to be regularly administered;
   (iv) any additional special circumstances under which the medication is to be administered; and
   (v) The length of time for which the medication is prescribed.
4. The building principal must be provided with medication permission request from the student's health care provider (M.D., D.O., or A.R.N.P.) and the student's parent or guardian stating that such student has been instructed on self-medication and is authorized to do so in school.

"Students, parents and guardians of students are hereby notified that USD 480 and its officers, employees and agents are not liable for any damage, injury or death resulting, directly or indirectly, from the self administration of medication. The parent or guardian of each student shall be required to sign a statement acknowledging that USD 480 and its officers, employees and agents incur no liability for damage, injury or death resulting, directly or indirectly, from the self administration of medication and further agreeing to indemnify and hold USD 480 and its officers, employees and agents harmless from and against any claims relating to the self administration of such medication."

Policies

WEAPONS AND DANGEROUS INSTRUMENTS (JCDBB) (See EBC, JDC, JCC, 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
- 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 1/4 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 1/2 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 firearm or other weapon listed under the "Weapons and Destructive Devices" heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement 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 SRS

DCF or the Secretary of KDOC as appropriate.

Approved: February 14, 2005
Amended: September 21, 2015

HAZING, HARASSING, AND BULLYING

JDDC <u>Bullying</u> (See EBC, GAAB, GAAE, JCE, JDD, JGEC and JGECA) Bullying on

or while utilizing USD No. 480 property, in a USD No. 480 vehicle or at any USD No. 480-sponsored activity or event is prohibited.

The Superintendent of USD No. 480 shall develop a plan to address bullying or while utilizing on USD No. 480 property, in USD No. 480 vehicles and at USD No. 480-sponsored activities and events. The plan shall include provisions for training and education of staff and students. The plan shall be submitted to the Board of Education for its approval. When approved, the Superintendent shall assure that the plan is implemented.

As used in this Policy, the following definitions apply:

1. "**Bullying**" means:
   A. Any intentional gesture or any intentional written, electronically transmitted, verbal or physical act, statement, picture or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
      i. harming a student or staff member, whether physically or mentally;

      ii. damaging a student's or staff member's property;

      iii. placing a student or staff member in reasonable fear of harm to the student or staff member;

      iv. placing a student or staff member in reasonable fear of damage to the student's or staff member's property;

      v. damaging the reputation of a student or staff member; or

   B. Cyberbullying, or

   C. Any other form of intimidation or harassment prohibited by any policy of USD No. 480.

2. "**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.

3. "**USD No. 480 Vehicle**" means USD No. 480 bus, USD No. 480 van, other USD No. 480 vehicle, private vehicle or other means of transportation used to transport students or staff members to and from school or any school-sponsored activity or event.

Approved: February 15, 2005
Amended: November 5, 2007
Amended: November 9, 2009

JHCAB Plan to Address Bullying

SECTION I

STATEMENT OF PURPOSE The Board of Education of USD 480 is committed to providing a positive and

productive learning environment, free of bullying. The Board of Education of USD 480 has adopted and approved this Plan to address bullying of, and by, students and staff members.

SECTION II

PLAN IMPLEMENTATION

1. **Curriculum** Beginning with the 2018-2019 school year, USD 48 will implement Pacer's National Bullying Prevention Center curriculum that shall be taught to students in each grade level as determined by the building principal.

    a. Prior to the implementation of this curriculum, all teachers who will be required to teach the 9

curriculum will be provided appropriate training for the curriculum.

2. **Notice to Students** As part of implementation of the curriculum, students in the classes described in Paragraph l above will be informed of the District's policy prohibiting bullying. Students will also be informed of the procedure for reporting incidents of bullying, how the investigation will proceed and the possible disciplinary consequences for engaging in bullying on USD 480 property, in USD 480 vehicles and at USD 480-sponsored events.

    a. The USD policy prohibiting bullying shall be placed in student handbooks beginning with the 2008-2009 school year. The handbooks shall also contain the procedure for reporting, the investigative process and the disciplinary consequences for bullying.

SECTION III

REPORTING

1. **Report by Students** Any student who believes he or she has been a victim of, or subjected to bullying by another student, a school district employee, or other person is encouraged to report that conduct immediately to either the building principal, teacher or counselor. Any student of the school district who has knowledge of any bullying is encouraged to report the bullying to a teacher, counselor or principal.

2. **Investigative Process.** The complainant will be notified that retaliation for filing the complaint is prohibited and that if the complainant suffers any such retaliation, they should report it immediately to the

person investigating the complaint. All persons who are interviewed as part of the investigative process shall also be advised that retaliation against the complainant is prohibited and that for students, disciplinary action can be taken as a result of any such retaliation, and for employees, employment disciplinary action may be

taken in the event of any such retaliation by employees. When the investigation is complete, the investigator will meet with the student within four (4) school days to discuss the results of the investigation.

SECTION IV

DISCIPLINE AND REMEDIATION

1. **Remediation.** In the event a student is found to have been subjected to bullying, the district shall also review what, if any, reasonable accommodations can be made for the student.
2. Examples of actions which may be appropriate are: (i) transferring the perpetrator to another class**;** or (ii) prohibiting the perpetrator from participating in an extra-curricular activity, such as band trip, debate trip, etc. and in which the student will participate.
3. **Disciplinary Consequences.** Any student who is found to engage in bullying will be subjected to appropriate disciplinary action, including, but not limited to, suspension from school, expulsion from school, suspension or removal from any extra-curricular event, game, contest or practice. Any school district employee who is found to have committed bullying shall be subject to disciplinary action, up to and including termination of employment.
4. **Retaliation Prohibited.** Retaliation against a complainant for filing a complaint is prohibited. In the event of such retaliation, disciplinary action will be taken.

Approved: November 5, 2007

Amended: July 22, 2014

Amended: January 6, 2020

SEXUAL HARASSMENT

The building principal will investigate all reports and complaints of sexual harassment. The building principal's name, office address and phone number are listed on the first page of this handbook. In limited instances as set forth in the policy, reports and complaints of sexual harassment will be investigated by the District Level Personnel, whose office address is 7 Parkway Boulevard, Liberal, KS 67901, and phone number is (620) 604-1010.

Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN) JGEC

1. **Statement of Purpose**

The Board of Education of USD 480 is committed to providing a positive and productive learning and environment, free of sexual harassment or sexual discrimination.

2. **Sexual Harassment and Discrimination Prohibited**

Sexual harassment and sexual discrimination will not be tolerated at school, an school property (including, but not limited to, school buses and other school transportation), and at school-sponsored activities, programs or events. The sexual harassment or sexual discrimination of any student by members of the Board of Education, administrators, certified employees, classified employees, students, vendors, and any other persons is strictly prohibited.

3. **Sexual Harassment and Discrimination Defined**

Sexual harassment/discrimination is any one of the following:

a. unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written or physical conduct of a sexual nature by a district employee, student, or other party which is so severe, persistent or pervasive as to limit a student's ability to participate in or benefit from an educational program or activity, or which creates a hostile or abusive educational environment;

b. the submission by a student to unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written or physical conduct of a sexual nature which is made, explicitly or implicitly, a term or condition of the student's education; or unwelcome sexual advances, requests for sexual favors or other inappropriate verbal, written or physical conduct of a sexual nature, when the submission or rejection of the conduct by the student is used as the basis for determining the student's grade or other academic performance.

4. **Examples of Prohibited Conduct**

The following is a list of some examples of sexual harassment or sexual discrimination: a. Male students repeatedly sabotaging a female student's lab experiments or projects.

b. Making jokes or demeaning comments, either verbally or in writing, about a student who is or is believed to be gay or lesbian.

c. Pressure for sexual activity, inappropriate or unwelcome touching, such as intentionally touching a female student's breasts or a student's buttocks.

d. Suggesting or demanding sexual involvement with a school district employee, accompanied by implied or explicit threats by the employee concerning the student's grades or participation in extracurricular activities.

e. Remarks to a student made with a sexual or demeaning implication.

5. **Reporting**

Any student who believes they have been a victim of, or subjected to sexual harassment or sexual discrimination by another student, a school district employee, or other person is encouraged to report that conduct immediately to either the building principal, teacher or counselor. Any student of the school district who has knowledge of any sexual harassment or

sexual discrimination is encouraged to report the sexual harassment or sexual discrimination to a teacher, counselor or principal. Any employee of the school district with knowledge of any sexual harassment or sexual discrimination must immediately report the sexual harassment or sexual discrimination to the building principal. Any employee of the school district who discourages a student from filing a complaint of sexual harassment or sexual discrimination, or who fails to investigate or refer for investigation any such complaint, will be subject to disciplinary action, including, but not limited to, suspension, probation or termination.

6. **Disciplinary Consequences**

Any student who is found to engage in sexual harassment or sexual discrimination will be subjected to appropriate disciplinary action, including, but not limited to, suspension from school, expulsion from school, suspension or removal from any extra-curricular event, game, contest or practice. Any school district employee who is found to have committed sexual harassment or sexual discrimination shall be subject to disciplinary action, up to and including termination of employment.

7. **Investigation**

All complaints of sexual harassment shall be immediately investigated by the building principal. The investigation shall commence on the same day the complaint is made, if at all possible, but in no event later than the next school day.

The building principal shall conduct such interviews as are appropriate or may designate other individuals to conduct interviews. The investigation shall be completed within seven (7) school days after commencement of the investigation and sooner, if possible; PROVIDED HOWEVER, in the event of extenuating circumstances, such as the unavailability of material witnesses, completion of the investigation may be extended for a reasonable period of time until such extenuating circumstances no longer exist. If sexual harassment or sexual discrimination is found to have taken place, the building principal will immediately discuss the investigation with the Assistant Superintendent before imposing any disciplinary action. Upon completion of the investigation, the building principal (or the Assistant Superintendent if the building principal is accused) shall, within four (4) school days after completion of the investigation, discuss with the complainant the results of the investigation. The district may, but is not required to, disclose to the victim the disciplinary consequences imposed upon the individual who has violated this policy.

A copy of the investigation, report and disciplinary action shall be maintained at the Central Office under the name of the individual who violated the policy. Such record shall be maintained until such time as the individual is either no longer attending school or no longer employed with the district.

In the event the person against whom the complaint of sexual harassment or sexual discrimination is made is the building principal, the investigation shall be undertaken by the Assistant Superintendent.

8. **Remediation**

In the event a student is found to have been subjected to sexual harassment or sexual discrimination, the district shall also review what, if any, reasonable accommodations can be made for the student. Examples of actions which may be appropriate are: (i) transferring the perpetrator to another class; or (ii) prohibiting the perpetrator from participating in an extracurricular activity, such as band trip, debate trip, etc. and in which the student will

participate.

9. **Miscellaneous**

The name, office address and telephone number of the building principal and the Assistant Superintendent shall be included in all copies of the policy which are included in the student handbooks or posted in school buildings. Each year, prior to the beginning of the school year, the school district's sexual harassment and sexual discrimination policy and grievance procedure shall be reviewed with administrators, certified personnel and classified employees.

The district shall formulate, review and adopt each year a grievance procedure for reporting and investigating any complaints of sexual harassment or sexual discrimination.

Grievance Procedure

1. This grievance procedure shall apply to all complaints by students alleging sexual harassment or sexual discrimination by other students, school district employees, or any other person.

2. All complaints of sexual harassment or sexual discrimination should be reported either to a teacher, building principal, or counselor.
   a. Any complaint of sexual harassment or sexual discrimination committed against a student and reported to a teacher or counselor shall immediately be referred to the building principal; PROVIDED HOWEVER, if the building principal is the individual accused of sexual harassment or sexual discrimination, such complaint shall immediately be referred to the Assistant Superintendent for investigation.

   b. The building principal shall conduct all investigations of complaints of sexual harassment or sexual discrimination, unless the building principal is the person against whom the complaint was made, in which case the investigation shall be undertaken by the Assistant Superintendent.

3. All investigations shall commence on the same day the complaint is made, if at all possible, but in no event later than the next school day. The investigation shall be completed within seven (7) school days after commencement of the investigation and sooner, if possible; PROVIDED HOWEVER, in the event extenuating circumstances, such as the unavailability of material witnesses, exists, completion of the investigation may be extended for a reasonable period of time until such extenuating circumstances no longer exist.

4. The complainant will be notified that retaliation for filing the complaint is prohibited and that if the complainant suffers any such retaliation, they should report it immediately to the person investigating the complaint. All persons who are interviewed as part of the investigative process shall also be advised that retaliation against the complainant is prohibited and that for students. disciplinary action can be taken as a result of any such retaliation, and for employees, employment disciplinary action may be taken in the event of any such retaliation by employees.
   a. Disciplinary action for any student who violates the non-retaliation policy may include, but is not limited to, suspension from school, expulsion from school, suspension or removal from any extracurricular event, game, contest or practice.

5. Confidentiality of the complainant will be maintained, whenever possible. If the complainant requests confidentiality, every effort will be made to investigate the complaint while still honoring the student's request for confidentiality. There may be times, however, when, due to

the nature of the conduct of which the student complains, confidentiality cannot be maintained.

6. When the investigation is complete, the investigator will meet with the student within four (4) school days to discuss the results of the investigation.

7. A student may also, at any time before or after conclusion of any investigation by the school district, file a complaint of sexual discrimination or sexual harassment, with the U.S.

Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302; phone number: (816) 268-0550.

Approved: June 25, 2007

RACIAL HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin, Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles V1 and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further 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.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;

2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or

3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who

receives a complaint of racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the superintendent/designee. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure (see KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct

and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, superintendent/designee shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

Approved: October 7, 2002

SEARCHES

JCABB <u>Searches of Students</u> (See JCAB and JCAC) JCABB Principals are authorized to search student 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. The principal shall receive and file a receipt for items turned over to law enforcement officials.

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.

Approved: 09/21/ 2015

JCAB Searches of Property (See JCABB)

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.

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.

Approved: 09/21/2015

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall 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 service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student 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, classrooms and/or locker rooms.

Middle School
Parent Communication Sheets

Student name / *Nombre de estudiante*:_____

Teacher / *Maestro (a)*: _____ Date /*Fecha* :_____

Academics	***Academia***

□ Does not use time wisely/off task ---------- □ Does not finish homework ---------- □ Does not have supplies ready for class ---------- □ Does not have textbooks for class ---------- □ Does not follow instructions promptly ---------- □ Disrupts Instruction ---------- -- □ Does not listen to instructor ---------- □ Does not study for test ---------- □ Too many unexcused absences ---------- □ Student skipped detention ----------	□ *No está usando el tiempo bien en el salón* □ *No termina la tarea* □ *No tiene sus materias listos para clase* □ *No tiene los libros para la clase* □ *No sigue instrucciones a tiempo* □ *Interrumpe la Instrucción* □ *No pone atención al maestro/a* □ *No estudia par las pruebas* □ *Muchas faltas sin permiso* □ *El estudiante no asistio a detencion*
Behavior	***Comportamiento***

□ Disrespecting the substitute ---------- □Talking in class at inappropriate times ---------- □ Using inappropriate language ---------- □ Throwing objects in class ---------- □ Being disrespectful to adults ---------- □ Bathroom privileges overused (it is now hard to --- determine need from want) □ Disrespectful to class mates ---------- □ He/she is late to class ---------- □ Distracting other students ---------- □ Disrupting Instruction ----------	□ *Falta de respeto al la sustituta/o* □ *Habla en clase cuando no es apropiado* □ *Usa lenguaje no apropiado* □ *Tira objetos en la clase* □ *Falta de respeto a los adultos* □ *Privilegió de baño se usa demasiado (Es difícil saber si es necesidad o no)* □ *Falta de respeto hacia otros estudiantes* □ *Llega tarde al salón* □ *Distrae a los estudiantes* □ *Interrumpe la Instrucción*

Comments / *Comentarios*:

_____

_____□ The student was sent to the principal's office.

1st form – parent signature/*firma de padre*
2nd form – parent signature/*firma de padre*
3rd form - **parent meeting/*junta* con padres**
(Parent meetings are set at the teachers' discretion.
Juntas con los padres son organizadas a la discreción del maestro/a.)
Seymour Rogers Middle School 604-1303
Eisenhower Middle School 604-1403

El estudiante fue mandado a la oficina ***.***

Parent Signature: _____
***Firma de Padres*:**

Date / *Fecha*: _____

* Please return this form to the teacher the next school day. *
* Por favor regrese esta forma al maestro/a el siguiente día. *