



Middle School Handbook

2026-2027

Our Mission: Derby Public Schools strives to create a safe and inclusive culture and a comprehensive educational experience that propels students toward their fullest potential so they can positively impact their community.

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CONTACT INFORMATION

www.derbyschools.com

Derby Middle School

<https://dms.derbyschools.com/>

801 E. Madison
Derby, Kansas 67037

OFFICE: (316) 788-8580 FAX: 788-8062
REGISTRAR: (316) 788-8575 FAX: 788-8553
ATTENDANCE: (316) 788-8552
CAFETERIA: (316) 788-8437
PANDO INITIATIVE: (316) 788-8594
NURSE: (316) 788-8551
TRANSPORTATION: (316) 788-8450

Clint Shipley, Principal
Paula Green, Assistant Principal
Travis Olive, Assistant Principal
Randy Chance, Counselor
Cassandra Tarrant, Counselor
Christy Quach, Psychologist
Danielle Fenwick, Social Worker
Megan Irwin, Social Worker
Robin Westerman, Nurse
Sidney Wisdom, Pando Initiative
Sarah Meier, Instructional Coach
John Tran, School Resource Officer

Derby North Middle School

<https://dnms.derbyschools.com/>

3100 N. Rock Road
Derby, Kansas 67037

OFFICE: (316) 788-8408 FAX: 788-8497
REGISTRAR: (316) 788-8408
ATTENDANCE: (316) 788-8409
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PANDO INITIATIVE: (316) 788-8520
NURSE: (316) 788-8484
TRANSPORTATION: (316) 788-8450

Jeff Smith, Principal
Bailey Langley, Assistant Principal
Brett Stindt, Assistant Principal
Courtney Goble, Counselor
Jeri Lavalle, Counselor
Jacob DeHart, Psychologist
Melissa Kester, Social Worker

Tammy Sears, Nurse
Kathryn Gaulding, Pando Initiative
Kayla Eldridge, Instructional Coach
Justin Malcom, School Resource Officer

DISTRICT ELECTRONIC COMMUNICATIONS

Derby Public Schools encourages communication. Our website has a variety of information on it and is updated frequently. Email addresses for staff members may be obtained from the school website directory. You may access district policies at www.derbyschools.com under District, Board of Education. The school website for [Derby Middle School](#) and [Derby North Middle School](#).

NOTICE OF NONDISCRIMINATION

Derby Public Schools is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, national origin, religion, sex, age, disability, or genetic information. Inquiries regarding compliance may be directed to the Assistant Superintendent of Human Resources, 1550 E. Walnut Grove Rd., Derby, KS 67037, (316) 788-8415. This position has been designated to coordinate compliance with non-discrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. See Board Policies GAAA and GAAB for more information.

GENERAL INFORMATION

WHAT SHOULD I DO IF...

- ✓ **I lose my ID card?**
Check in the office.
- ✓ **I forgot my locker combination?**
Check in the office, teacher, or coach
- ✓ **My locker is jammed?**
Check in the office
- ✓ **I need to check in or out?**
Go to the office window.
- ✓ **I am late to school?**
Go to the office window.
- ✓ **I am feeling sick?**
Ask your teacher for a pass to the nurse's office.
- ✓ **I need to buy a lunch?**
Go to the cafeteria before school or drop a check in the box in the office before 9:30 a.m.
- ✓ **Something gets stolen?**
Make an Incident Report to the office.
- ✓ **I have a question about sports?**
Go to the office and check with the activities secretary or your coach.
- ✓ **I need to report harassment?**
Go to the office to complete a statement.

ACTIVITY BUS

An activity bus will be available at 4:40 p.m. at DMS and 4:55 p.m. at DNMS and 5:45 p.m. at DMS and 6:00 p.m. at DNMS Monday through Thursday and on Friday at 5:45 p.m. for students serving detention or participating in an activity after school. Students will unload at Oaklawn, Cooper, Oak Knoll and the Base Youth Center at McConnell Air Force Base. Students involved in school athletics, activities, detention or tutoring may ride the bus.

ANNOUNCEMENTS

Announcements will be read during the start of the day. As necessary, announcements will be made using the intercom system.

ARRIVAL AND DEPARTURE

Students are permitted to enter the building to go to class at 8:05 a.m. (9:05 a.m. on Mondays). Early entry to the gym is available for early arriving students and in the case of inclement weather at 7:50 a.m. (8:50 a.m. on Monday). Whereas staff report at 7:50 a.m., students are not permitted on campus

prior to 7:50 a.m. (8:50 a.m. on Mondays) without a pass. Breakfast is served at 7:50 a.m. (8:50 a.m. on Mondays). Students are to be out of the building by 3:40 p.m. each day. Exceptions to these times are sports practices, other extracurricular activity practices, detention or tutoring.

ASSEMBLY CONDUCT: SEE UNIVERSAL EXPECTATIONS



8 PERIOD BELL SCHEDULE

7th/8th	M				T-F				Assembly			
	Start	End	Length	Passing	Start	End	Length	Passing	Start	End	Length	Passing
Duty	8:50 A	9:10 A	0:20	N/A	7:50 A	8:10 A	0:20	0:00	7:50 A	8:10 A	0:20	N/
1	9:10 A	9:50 A	0:40	0:04	8:10 A	8:58 A	0:48	0:04	8:10 A	8:49 A	0:39	0:04
2	9:54 A	10:33 A	0:39	0:04	9:02 A	9:49 A	0:47	0:04	8:53 A	9:32 A	0:39	0:04
3	10:37 A	11:16 A	0:39	0:04	9:53 A	10:40 A	0:47	0:04	9:36 A	10:15 A	0:39	0:04
4*	<u>11:20 A</u>	<u>12:32 P</u>	<u>1:12</u>	<u>0:04</u>	<u>10:44 A</u>	<u>12:01 P</u>	<u>1:17</u>	<u>0:04</u>	10:19 A	10:58 A	0:39	0:04
5	12:36 P	1:15 P	0:39	0:04	12:05 P	12:52 P	0:47	0:04	11:02 A	11:41 A	0:39	0:04
6*	1:19 P	1:58 P	0:39	0:04	12:56 P	1:43 P	0:47	0:04	<u>11:45 A</u>	<u>12:55 P</u>	<u>1:10</u>	<u>0:04</u>
7	2:02 P	2:41 P	0:39	0:04	1:47 P	2:34 P	0:47	0:04	12:59 P	1:38 P	0:39	0:04
8	2:45 P	3:25 P	0:40	N/A	2:38 P	3:25 P	0:47	N/A	1:42 P	2:21 P	0:39	0:04
HR	Not Applicable								2:25 P	3:25 P	1:00	0:00
Duty	3:25 P	3:35 P	0:10	N/A	3:25 P	3:35 P	0:10	N/A	3:25 P	3:35 P	0:10	N/A
6th	M				T-F				Assembly			
	Start	End	Length	Passing	Start	End	Length	Passing	Start	End	Length	Passing
Duty	8:50 A	9:10 A	0:20	N/A	7:50 A	8:10 A	0:20	N/A	7:50 A	8:10 A	0:20	N/A
1	9:10 A	9:50 A	0:40	0:04	8:10 A	8:58 A	0:48	0:04	8:10 A	8:49 A	0:39	0:04
2	9:54 A	10:33 A	0:39	0:04	9:02 A	9:49 A	0:47	0:04	8:53 A	9:32 A	0:39	0:04
3	10:37 A	11:16 A	0:39	0:04	9:53 A	10:40 A	0:47	0:04	9:36 A	10:15 A	0:39	0:04
4	11:20 A	11:59 A	0:39	0:04	10:44 A	11:31 A	0:47	0:04	10:19 A	10:58 A	0:39	0:04
5*	<u>12:03 P</u>	<u>1:15 P</u>	<u>1:12</u>	<u>0:04</u>	<u>11:35 A</u>	<u>12:52 P</u>	<u>1:17</u>	<u>0:04</u>	<u>11:02 A</u>	<u>12:12 P</u>	<u>1:10</u>	<u>0:04</u>
6	1:19 P	1:58 P	0:39	0:04	12:56 P	1:43 P	0:47	0:04	12:16 P	12:55 P	0:39	0:04
7	2:02 P	2:41 P	0:39	0:04	1:47 P	2:34 P	0:47	0:04	12:59 P	1:38 P	0:39	0:04
8	2:45 P	3:25 P	0:40	0:00	2:38 P	3:25 P	0:47	N/A	1:42 P	2:21 P	0:39	0:04
HR	Not Applicable								2:25 P	3:25 P	1:00	0:00
Duty	3:25 P	3:35 P	0:10	N/A	3:25 P	3:35 P	0:10	N/A	3:25 P	3:35 P	0:10	N/A
*Includes 30 minute lunch (if underlined)												

BICYCLES

Bicycles are to be parked and locked to the bike racks when ridden to school. Students should take care to ride safely and shall dismount and walk their bikes when pedestrians are present. Sixth, seventh and eighth grade students will not be permitted to park any motorized transportation at either middle school.

BULLYING PREVENTION

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

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

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

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-6147 or subsection (e) of K.S.A. 72-1138, and amendments thereto. USD 260 will not tolerate these actions by students, staff, or parents.

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

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

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

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

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

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

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

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

reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies JDDC, EBC, GAAC, GAACA, JGEC, JGECA and KN)

BUS SCHEDULE/REGULATIONS

Buses are scheduled to arrive approximately 25 minutes before the start of school and leave approximately eight minutes after school is dismissed.

If students or parents have any questions regarding specific pick-up times and places, they should contact the USD 260 Transportation Department, 788-8450. Students will be assigned bus routes at the beginning of the school year and will receive a copy of the bus rules. Students are expected to conduct themselves in a manner that permits and promotes safe transportation. Regulations must be obeyed while riding the school bus. Reports of unacceptable behavior may result in parental contact and/or parent/school administration conference. Violation of any of the bus rules will be regarded as willful disobedience, and a student's transportation privileges may be withdrawn at the discretion of the Transportation Department and/or the School Administration.

School bus discipline referrals will be dealt with as follows:

1. Bus conduct report administered by Bus Driver and a call to the parents.
2. Once three Bus Conduct Reports have been issued, student will be suspended for one (1) day from the bus.
3. If the student's behavior does not improve bus privileges may be suspended for 3-5 days.
4. Severe situations will be dealt with on a case by case basis between the Transportation Supervisor and School Administration. This could include suspension of bus privileges for the remainder of the semester.

All students who ride district transportation are required to have their Student Identification Card Student (ID) available each day. Students must scan their Student ID when boarding and exiting the bus to support accurate ridership tracking and student safety. If a student does not have their Student ID available, they may be required to report to the school office for assistance, and repeated failure to bring or use the Student ID may result in additional consequences as outlined in district transportation procedures. Lost or damaged cards should be reported to the school office as soon as possible so a replacement can be issued.

CARE OF PROPERTY

Students should refrain from marring desks, tables, hall lockers, walls, or floors and other destructive acts that destroy public property. Students are responsible for all books and materials checked out to them. Any acts of vandalism or destruction of school property may result in suspension from school and payment for damaged property. The financial secretary keeps the costs of textbooks.

CHANGE OF ADDRESS, PHONE OR EMAIL

Inform the office of address, telephone number or email changes. The office must maintain current information in the event of an emergency.

COMPUTER USE/INTERNET USE

The purpose of the computer network is to support the curriculum, enhance the educational opportunities of students, and support the administrative efforts of USD 260. To that endeavor, the following list is example of unacceptable actions:

1. Accessing or attempting to access any computer systems with another user's authentication information.
2. Disclosing your authentication information to another user. You are accountable for any computer activity associated with your authentication information.

3. Accessing any resource on the network through any means other than a district established personal login process.
4. Gaining access to other user's data for which you have not been explicitly granted access by district personnel.
5. Storing, downloading, installing, or running any executable/program/macro which is not authorized by the district on a network server or a networked/stand alone workstation.
6. Altering desktop settings in any way, such as, but not limited to wallpaper or screensavers.
7. Accessing any network resource for which you have not been explicitly granted access by district personnel.
8. Accessing DOS.
9. Creating or renaming icons.
10. Renaming system files, such as, but not limited to .ini, .exe, or .dll files.
11. Using the network for commercial/financial gain or fraud.
12. Forging email messages.
13. Posting anonymous messages/materials.
14. Harassing, insulting, threatening, invading the privacy of others, or using inappropriate language in any form of electronic communication or data.
15. Student printing without teacher's permission.
16. Circumventing any network security system, such as, but not limited to GPOs, Internet filtering or configuration.
17. Disrupting the network or a computer system.
18. Damaging, modifying, altering, destroying, or removing licensing labels from computer equipment.
19. Any act of vandalism to computer equipment.
20. Requesting, transmitting, or possessing obscene or threatening material
21. Accessing or using social media during school hours. Students may not use district issued devices to take photos, images or video of people at any time without the person's permission.
22. Student generated mass emails directed to district email accounts must be for educational reasons and must be approved by middle school staff or administration.

PERSONAL ELECTRONIC DEVICES

Kansas law prohibits students from using or having access to their cell phones and other personal electronic communication devices (cell phones, earbuds, wireless headphones, personal laptops, tablets, smartwatches, portable gaming systems etc.) from the start of school until the dismissal bell, except as otherwise provided in board policy JCDC. At Derby Public Schools, we prioritize a focused learning environment to maximize student success. All personal electronic devices must be powered off and inaccessible during the school day and stored in a locker or left at home. Any student who fails to comply with the rule will face disciplinary consequences. Any student who refuses to comply with the personal electronic device policy will face escalating disciplinary action. Violation of this policy may result in confiscation of the personal electronic device. Parents may be required to pick up the device from the school.

If you need to contact your child during the school day for any reason, please call or email the school office. If your child needs to reach a family member or caregiver during the school day, they should inform their teacher or go to the school office.

The district is not responsible for loss or damage to any personal property, even if personal property is lost, stolen, or damaged on school grounds. Students are responsible for all personal property items. Personal property that is lost, stolen or damaged will not be searched for/investigated by Administration, but instead will be referred to the School Resource Officer (SRO).

Use of electronic devices that violate privacy laws, result in sexual harassment, classroom cheating, or any school disruption may result in suspension and/or expulsion from school. Students may not

take and/or upload photos, images, audio, or video of people at any time without the person's permission.

CYBER SECURITY

Computer crime; computer password disclosure; computer trespass.

1. Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation.
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing or taking possession of a computer system, computer network or any other property.

The district has the right to restrict or terminate network access at any time for any reason. USD 260 further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the computer network.

PRIVACY RIGHTS

Users should have no expectation of privacy in regards to email or data files. The Director of Technology or designee has access to and may monitor them at any time for security reason. The district retains the right to duplicate any information created on the computer system. Additionally, the district reserves the right to take possession of a student's district owned device at any time if the device is being used in violation of this handbook.

COMPLIANCE WITH COPYRIGHT LAWS

The District will adhere to all copyright laws as applied to computer software; this includes license agreements and/or policy statements contained in the software packages. Therefore, all software used on District computers shall be purchased by the District, properly licensed, and installed by Technology Department designated personnel. The legal or insurance protection of the District will not be extended to employees who violate copyright laws.

Further, transmission of any material over the Internet that is in violation of any State or Federal law is prohibited. This includes, but is not limited to: Copyrighted material; inflammatory material.

Unauthorized use or use not in compliance with these guidelines will result in one or more of the following actions:

- Suspension of Internet access
- Suspension of computer access
- Revocation of Internet access
- Revocation of computer access
- Suspension of network privileges
- School suspension
- Revocation of network privileges
- School expulsion, and/or legal action and prosecution

COUNSELORS AND SUPPORT STAFF

A staff of two counselors provides guidance services. Their purpose is to aid students in solving problems, making adjustments to various situations they meet such as personal problems, academic

difficulty, and schedule changes. Sixth, seventh and eighth graders may make an appointment to see the counselors in the office.

Each middle school has a social worker available to help students in regular and special education. The social worker offers direct counseling to students who are having difficulties that interfere with educational success. Common difficulties experienced by students may include family problems, poor social skills, low self-esteem, excessive absences, disabilities and medical problems, and various types of loss or grief.

The social worker is also available to provide crisis intervention and can assess students who may be neglected, abused, depressed, or suicidal. Referrals to appropriate agencies will be made when indicated. Please note that teachers are required by law to report any suspected abuse or neglect regarding a student.

A community-based resource housed at the middle schools is available to provide therapeutic services to students and parents. Contact the counselor's office for more information. Another resource is Pando Initiative. Please contact the middle schools for additional information about this resource.

Pando Initiative provides lunch and after school groups, basic needs assistance, mentoring and many other services. Students can participate in a variety of groups and projects, including Recycling Club, Art Club, social skills and anger management groups.

CRIME REPORTERS

Anyone with information helpful in solving crimes may contact the SRO officer at the middle schools. In addition to the Crime Stoppers Hotline, students may report potential violence on See Something, Say Something, the P3 app or the school violence hotline. Stay Safe, Speak Up, Stop School Violence 1(877) 626-8203.

DANCES

Students may only attend dances at their assigned school unless administration has approved a DMS-DNMS combined dance. **Students must have a current middle school student photo ID.** To be eligible to attend, students must have served any outstanding disciplinary actions and be in attendance the day of the event (or the day before if held on a non-school day). Admission for dances will be \$5. All school policies concerning behavior and dress codes apply. Students will not be permitted to leave early unless checked out by a parent or guardian.

DELIVERIES TO SCHOOL

In order to limit the distraction and additional difficulties created by the delivery or bringing of certain items to its schools, USD 260 places the following restrictions on such items:

1. The school will not accept or allow delivery of flowers, balloons, or other gifts.
2. The internal distribution of items by students or faculty groups must be approved in advance by the building principal.
3. Students will not be allowed to bring flowers, balloons or other distracting items to school.
4. Delivery of food to a student must go through the office. Parents are not to deliver pizzas, cake, etc. for groups of students to consume in the lunchroom. **No commercial deliveries of food are allowed.**

DISTRICT DEVICE POLICY, PROCEDURES AND INFORMATION

See building website or contact administration:

DRESS CODE

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment.

Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; 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. Items that are considered to be inappropriate include but are not limited to:

- a. Shirts without a full front, back (including showing bare midriff), and sides
- b. Showing of undergarments are not acceptable, shoulders should be a minimum of 2 inches in width
- c. Writing on the seat of shorts or pants will not be permitted
- d. Shorts and skirts must reach middle third of the thigh in length
- e. Hats, hoods, or bandanas
- f. Headwear that is obscene, offensive, substantially or materially disruptive to the learning environment
- g. Sunglasses
- h. House Slippers with cloth soles
- i. Blankets
- j. Sagging clothing, pants hanging below the waist or pants that expose the clothing underneath
- k. Revealing clothing
- l. Apparel displaying tobacco/drug/alcohol, explicit content or promotes violence or illegal activities.

This list is not intended to be all-inclusive. Students will be asked to correct the violation before being assigned a disciplinary action.

Students are required to wear safe and appropriate footwear. No student on or about school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in a gang.

Any apparel, which in the opinion of administration is associated with gangs and/or drugs and/or becomes disruptive to the educational process may be banned. The wearer of such apparel shall be subject to administrative disciplinary action. Parents and law enforcement will be notified.

EMERGENCY PROCEDURES: CRISIS PLAN

An administrative crisis manual is available in each attendance center and crisis folders are available in all classrooms. Administrators should be familiar with the plan in their building.

The district maintains a district wide crisis plan that is accompanied by a plan at each school location. Each folder outlines the procedures to be used in a wide variety of possible crises, from emergency response for dangerous weather and natural disaster to bomb threats and intruders in the building. From time to time, your child might inform you about drills that may occur to better prepare students and staff members in the event of a crisis. Persons wishing to know more about the crisis plan should contact their building administrator.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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EMERGENCY SAFETY INTERVENTIONS

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

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” mean 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:

- a natural parent;
- an adoptive parent;
- a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;
- a legal guardian;
- and education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or
- 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 inducing 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:

- school personnel to purposefully isolate the student; and
- 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 when used to secure students during transportation.

Use of Emergency Safety Interventions

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 healthcare 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 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:

- a. The events leading up to the incident;
- b. Student behaviors that necessitated the ESI;
- c. Steps taken to transition the student back into the educational setting;
- d. 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;

- e. Space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- f. A statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and
- g. 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 (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year:

- A copy of this policy which indicates when ESI can be used;
- A flyer on the parent's rights;
- Information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, the complaint process of the state Board of Education; and
- 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 user of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The 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 or the superintendent's designee

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 requests 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 10-day limit if the parent of the student is unable to attend within that 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 of Education 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 of education 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 of Education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) 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 recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) 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 written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 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 (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

FAMILY ACCESS

Family Access is a free service that provides parents of students in grades 6-12 with detailed information regarding grades, attendance, and discipline. Parents can pick up the password from the office. Families are able to see family information, emergency contacts, health information, fees paid at school, food service account and check attendance. This can be accessed by going to www.derbyschools.com then go to [Skyward](#) and then enter in your login and password. In order to use Skyward, parents will need to obtain usernames and passwords from the office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights that include:

- The right to review and inspect all of your educational records except those that are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - We have your prior written consent for disclosure.
 - The information is considered directory information and you have not objected to the release of such information.
 - Disclosure without consent is permitted by law.

- The right to request your educational records is amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 260 has failed to comply with FERPA requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.

- The right to obtain a copy of USD 260 policies for complying with FERPA. A copy may be obtained from your school office or by contacting the Human Resources Office at 1550 E Walnut Grove Rd in Derby or at 788-8415.

GOOGLE APPS FOR EDUCATION

Derby Public Schools encourages communication and collaboration between students and teachers by providing access to Google Apps for Education (GAE). You can learn more about Google Apps for education by visiting <http://www.google.com/a/help/intl/en/edu/k12.html>. Your student is provided an account housed on Google's servers that will provide access to collaborative tools some of which are:

- Google Contacts
- Google Mail
- Google Calendar
- Google Docs

This will allow students and teachers to share information housed in these areas. These services are then coordinated and managed by district technology personnel. Each student will have an email address ending with @usd260.com and will be noted as being a student account on every email they send. A two-layer spam and security protocol is followed to limit exposure to objectionable material.

1. **Official Email Address:** All students in grades K-12 will be provided a Google Apps account which will provide them with an official district email address. This account will be considered the student's official Derby Public Schools email address until such time as the student is no longer enrolled in the district.
2. **Prohibited Conduct:** Student access to Google Apps is a privilege and may not be used in the following ways:
 - a. Unlawful activities
 - b. Commercial purposes
 - c. Personal financial gain
 - d. False identity in email communications
 - e. Misrepresentation of the school district
 - f. Interference with Derby Public Schools technology operations
3. **Access Restriction:** Access to and use of a student Google Apps account is considered a privilege accorded at the discretion of Derby Public Schools. The district maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the building administrator for further investigation and disciplinary action.
4. **Security:** Derby Public Schools cannot and does not guarantee the security of electronic files located on the Google Apps for Education system. Although the district utilizes Google's two-layer security and content filtering, Derby Public Schools cannot assure that users will not be exposed to unsolicited information.
5. **Privacy:** The general right of privacy will be extended to the extent possible in the electronic environment. Derby Public Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off

between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware. Users of student Google Apps accounts are strictly prohibited from accessing files and information other than their own. Derby Public Schools reserve the right to access the student email system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Benefits:

- Students without personal access to Microsoft Office or other office suites now have an online space to write papers, create slideshow presentations, spreadsheets and forms.
- Students have online document storage of created files accessible from any Internet connected device.
- Teachers can review, collaborate and co-edit student documents providing a new level of support and guidance.

Requirements to Participate:

- Students will have a personal login through the Derby Public Schools secure and private Google Apps for Education link that will be located on the district's home Web page as well as at each building's Web page.
- Students and parents who do not wish to participate in this program will need to state such in writing to the student's building principal.
- All participating students must abide by the Derby Public Schools Computer Use policy.

HALL PASSES/TARDIES

Each student shall report to their class to obtain permission from the teacher. When permission is granted to be away from a classroom, students will have a hall pass. The student must comply with the above regulation; otherwise they may be counted absent or tardy from class. When permission is granted, the student must report back to their teacher before the end of the period. **No student** is to be in the halls during class time or during lunch without a pass. Students who are chronically tardy will be subject to disciplinary action including detention and/or in school suspension.

HALL TRAFFIC

Always walk to the right side of the halls and stairways. Running, pushing, shoving, and yelling are unacceptable. Students are cautioned against this type of activity as it may endanger their own safety as well as the safety of others. Students are to remain in halls where they have classes or halls that are the most direct route to their class.

ILLNESS/INJURY

Students who are ill should not come to school in order to prevent the spread of illness and to protect other students from exposure to diseases. It shall be the duty of the parent or guardian and the principal, or designee, to exclude any child who appears ill or is affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation or quarantine for the particular infections or contagious disease. If a student exhibits symptoms of illness, the nurse will determine whether the student may remain in school. If it is determined that the student must leave school due to illness or injury, it is the responsibility of the parent/guardian to make arrangements for the student to be picked up or leave campus within one hour. Student Health can provide only temporary care of ill or injured students.

Parents/guardians may authorize an alternate individual to pick up the student if they are unable. Students may be given permission by parents/guardians to walk home if they have no limiting medical concerns that would affect their safety.

Please keep your child at home when he/she exhibits any of the following symptoms:

1. a temperature of 100 degrees or higher before medication has been given. Your child must be fever free for 24 hours without fever reducing medication before returning to school.
2. vomiting or diarrhea, per nurses' discretion.
3. unidentified rashes, eyes that are red, matted or have a discharge.

KANSAS IMMUNIZATIONS REQUIREMENTS

Any student who has not provided current documentation of required immunizations will be excluded from school per Kansas law: K.S.A. 72-6265. The exclusion is enforced the Tuesday following Labor Day. K.A.R. 28-1-20 defines immunizations required for any individual who attends school or early childhood programs operated by a school. Several forms of communication (Skylerts, emails, letters) will notify guardians in advance. Detailed school immunization requirements by age group are listed on our Derby Schools website under the Parents tab or can be found at <https://www.kdhe.ks.gov/321/School-Information>.

There are only two exceptions permitted by state law. Both exemptions must be completed annually:

1. Certification from a licensed physician stating the immunizations would be a serious health threat to the student,
2. A written statement signed on a yearly basis by the parent/guardian that the child adheres to a religion whose teachings are opposed to immunization.

Students who are exempted from immunizations, or are not up-to-date, will be excluded from school and all extra-curricular activities in case of an outbreak of a vaccine-preventable disease. (K.S.A. 72-6262)

COMMUNICABLE DISEASE

All exclusions and regulations can be found at

<https://www.kdhe.ks.gov/DocumentCenter/View/13715/Kansas-Classroom-Handbook-of-Communicable-Diseases-PDF> If your student has a communicable disease, please let your school nurse know as soon as possible.

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Students will be checked by the school nurse upon return to school to verify that student has been treated. Nits may persist after treatment, but successful treatment should kill crawling lice. Persistent cases will be handled on a case by case basis and those students may be excluded from school. Headlice information can be found on the CDC website at <https://www.cdc.gov/lice/about/head-lice.html>.

MEDICATION - ADMINISTERED BY SCHOOL PERSONNEL

(Board Policy JGFGB: Supervision of Medications)

When the administration of medication is necessary at school, the following requirements must be met:

- Prescription medications: The prescribing medical provider must send a written order for the administration of any prescription medication. The medication must be provided to the school in the original prescription bottle from the pharmacy.
- Over-the-counter medications: Parents may give permission for over-the counter-medications to be administered at school by signing a Request for Medication Administration form which can be obtained from the nurse. It can also be found on the district website at www.derbyschools.com. The medication policy on the reverse side of this form must be followed. A written note on any other paper will not be accepted. Parents need to provide any medications listed on this form in their original container. All medications will be stored in the health room and administered by school health personnel. Improper usage, abuse, or distribution of any medication, prescription or over-the-counter, may result in disciplinary action. Medication may not be carried by the student while in school. Medications for the purpose of reducing fever will not be given at school. The school nurse or administrator will have the authority to refuse to give any "over-the-counter" medication if he/she feels it is inappropriate for the child.

MEDICATION - SELF ADMINISTERED AT SCHOOL

(Board Policy JGFGBA: Student Self-Administration of Medications)

The self-administration of emergency medicine for the treatment of anaphylactic reactions or asthma will be allowed. To be eligible the student must meet all requirements of this plan. This includes having the school form for the Asthma or Allergy Action Plan signed by the physician, parent and student. The plan shall also show the student has been instructed in proper self-administration, is authorized to do so, and is aware that any violations of this agreement may result in this privilege being revoked.

PARENTAL RIGHTS

Parental rights concerning access to student records - KAR 91-12-44, 45, 56.

1. Right to inspect and review records; or to have their representative inspect and review records; and possibly make copies of those records;
2. Right to be informed of all types and locations of records being collected, maintained or used by the agency;
3. Right to a response to reasonable request for an explanation of any item in the records;
4. Right to ask for an amendment of any record on the grounds it is inaccurate, misleading or violates privacy rights;
5. Right to a hearing if the agency refuses to make a requested amendment;
6. Right to enter into records your comments or reasons for disagreeing with the hearing decision;
7. Right to restrict access to their child's records by withholding consent to disclose records;
8. Right to be informed before information in their child's file is to be destroyed;
9. Right to be told to whom information has been disclosed;
10. Student's Rights Policy - The rights accorded to the parent and the rights of permission and consent are accorded to only the student provided that they:
 - a. Are married or declared emancipated by the court, or
 - b. Has attained 18 years of age and has not been legally adjudicated to be an incapacitated person.

HOMEBOUND

Homebound instruction is designed to help students maintain educational progress during the time they are physically and/or emotionally incapable of attending school. It is available to students whose

medical condition prohibits attendance in a regular or alternative school program and who are under medical care for an illness or injury which is acute or chronic in nature. The Director of Special Services will have final approval with respect to homebound approval and site instruction.

ID CARDS

Each student at each middle school has been issued a photo ID. Student photo ID cards are to be carried during school hours and for all school activities. The IDs are used to checkout a library book, to attend a special event, and are required for admittance to all dances. Replacement IDs are \$5 and may be purchased from 8:00 a.m. to 12:00 p.m. in the office. The ID cards shall be produced on request.

INSURANCE

The school does not carry insurance for property or personal injury of students. No student may practice or participate in inter school athletics without proof of insurance.

LOCKERS

A locker will be assigned to each student. School locks must be used. The school will remove any personal lock unless approved by the administration. Each locker must be kept locked, to protect possessions, and secured by a combination lock, with the combination recorded in the office. ***The school is not responsible for items lost or stolen from personal lockers.*** Students are responsible for proper care of assigned lockers. Defacing or damaging assigned lockers is prohibited. The student assumes responsibility for such action. Lockers are not to be shared with other students. Students are required to use their lockers for personal belongings and may not carry a backpack to class.

Lockers are the property of the school and are for health and safety reasons subject to search by the principal or the principal's designee.

Backpacks, purses, or any other type bags are to be stored in lockers.

LOST, STOLEN, AND FOUND

Any articles found should be turned into the office. Lost or stolen articles should be reported to the office immediately. Items that are not claimed and remain in the office for more than 30 days may be disposed of in a manner approved by the administration.

LUNCH PROGRAM

The lunch period is a "closed period." Permission to leave campus may be requested by a parent and granted by a Principal or designee prior to the absence. In the case of an athlete or activity participant whose eligibility to participate in practice or event may be impacted by the absence during the day, parents should confirm with a Principal or Athletic Director prior to an absence. Checking a student out for lunch will count against their school classroom attendance.

Students leaving the grounds at any time without administrator permission are subject to consequences that may include suspension. Students are not allowed in the parking lot without a pass/escort from the office.

Students are to return their trays and clear tables when they have finished eating. Students must remain in the cafeteria area during the lunch period.

Throwing food, containers, utensils, or other items is prohibited. Students engaged in such activity at any time during the school year will be subject to administrative discipline.

Food from outside sources is not allowed unless brought before school. Students are only allowed to purchase one student-priced lunch per day. A student may purchase an additional entrée and allowable sides for an additional fee.

Lunch money may be added through E-Funds or deposited in the cafeteria before school from 7:50 a.m. to 8:15 a.m. or 8:50 a.m. to 9:15 a.m. Monday Schedule. Students may also purchase lunches by placing a check with their name, address, and phone number in the lunch box in the office. Deposits are accepted during the lunch line but this is discouraged as it may slow down the lunch line. If students arrive at school late, they may deposit lunch money in the cafeteria after signing in at the office.

You may schedule automatic payments to your child's lunch account with no convenience fee when using a checking account routing number. If you use "Low Meal Balance" set up in E-Funds, fund transfers will be determined based upon the meal balance amount you set.

1. After logging in to E-Funds, click Advisory Services and choose Low Meal Balance.
2. Set the minimum balance to indicate when you want the automatic transfer to take place.
3. Set replenish amount to set the amount of money that will be transferred from your checking account into your student's account.
4. Check notice if you wish to receive an email notice when the transfer takes place.
5. Auto replenish creates the automatic payment.

When students withdraw or graduate from Derby Public Schools, the remaining balance in their lunch account may be transferred to a district account to help ensure that all students have access to nutritious meals during the school day. Parents may complete a request for refund in order to receive remaining lunch account funds. If a request for refund is not received by the District within three months, remaining funds will be transferred to the donation account.

MEAL CHARGE POLICY

An account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$15.00 past a \$0.00 balance to this account. Charging of a la carte or extra items to this account will not be permitted.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of negative balance is not received and determined to be uncollectible (as defined by the Superintendent or Superintendent's designee). The debt will be turned over for collection in accordance with Board Policy DP.

MEDIA CENTER

Students may check out three (3) items at one time for a period of two (2) weeks. Students are encouraged to return books on time. Overdue notices are sent out via school email to the student. Printed overdue notices may also be sent out through team teachers. Students with overdue books and materials will pay a fine and may be denied the privilege of checking out any other materials from the Media Center. Fines will be charged as follows: five (5) cents per day/per book for a maximum fee of \$1.00 per item. Anyone losing or damaging a library book beyond repair will pay full replacement cost of the item(s).

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be conducted on the same date's district wide. Each school will provide a minimum of 14 hours of conference time. Please refer to the district calendar for the dates of Conferences at www.derbyschools.com.

PERSONAL PROPERTY

The Middle Schools or USD 260 is not responsible for loss or damage to items of personal property brought to school by students. Incidents involving lost, stolen, or damage to items of personal property are to be reported by the student to the School Resource Officer. Personal items that are lost or stolen will not be searched for/investigated by the administration, but instead will be referred to the School Resource Officer. Students are discouraged from bringing personal property (including personal electronic devices, and other valuable objects) to school. Personal property items that become distracting to the learning environment may be taken from the student and kept in the office until a parent picks them up.

SCHOOL RESOURCE OFFICER

The SRO is a full-time law enforcement officer who is in the school to help create and maintain a safe educational environment for students, teachers, and staff. The SRO fulfills five roles:

1. Positive Role Model for children who are not exposed to many such role models in today's society.
2. A Law-Related Teacher who can provide class length presentations on topics from "Crash Dynamics/Law Related Math" to "Vandalism."
3. A Resource acting as a link to support services in and out of the school setting.
4. An Advisor providing guidance regarding law enforcement questions.
5. A Law Enforcement Officer whose primary purpose is to "keep the peace."

SNACK POLICY

Students are not permitted to eat at school, except in the cafeteria during their breakfast/ lunch periods or at the discretion of the teacher. The nurse will administer snacks to students if required for medical reasons. Teachers may choose to reward or treat within their classroom as long as food snacks comply with district Smart Snack Policies. Food sold to students during the school day (midnight until 30 mins after school) must also comply with the Smart Snack Policy.

STUDENT WELLNESS – MONITORING REQUIREMENTS

All schools will adhere to policy outlined in the Wellness Policy Impact Tool.

Building principals have the responsibility of ensuring building compliance with student wellness policies and guidelines. To ensure compliance, principals shall review policies and guidelines with staff. Throughout the year, principals shall routinely monitor for compliance, providing assistance to staff members as needed. The Food Service Supervisor shall be responsible for monitoring nutrition guidelines for Food Service.

Nutrition Guidelines

School lunch, school breakfast, a la carte, vending machines, school stores and food sold in areas accessible to students shall comply with all State regulations.

During the school day

Students are encouraged to start each day with a healthy breakfast and to choose nutritious foods throughout the day.

- a. In order to increase food safety and decrease the risk to students with food allergies, classroom “treats” brought to school must be pre-packaged by a manufacturer.
- b. Foods and beverages for classroom rewards, parties and celebrations will be healthy snacks such as; a fruit cup, veggie tray, trail mix, granola bars, graham crackers, pretzels, popcorn, string cheese, pudding cups, peanut butter with apples and etc.
- c. No more than 50% of fundraising activities will involve the sale of food and/or beverages.
- d. Refreshments provided for students participating in school events will be nutritious foods.
- e. Students are allowed to have individual water in sealable, spillproff bottles in the classroom.
- f. Parents, teachers and organizations are informed about the guidelines and are required to follow them.

Physical Activity Used as Punishment

Physical activity is not to be used (e.g. running laps, sit-ups, etc.) or withheld as punishment. This guideline does not apply to extracurricular sports teams.

Physical Education Classes

In classes where appropriate, teachers should strive to maximize time spent in moderate to vigorous physical activity with a goal of being physically active at least 80% of the allotted class time.

A student should not be withheld from physical education classes due to discipline problems in other areas of the school. Physical education is a board approved curriculum area and should not be targeted or labeled as optional at the elementary level when it comes to incomplete assignments, make-up work, or “pull out” for help in other areas of a child’s education. Parents may excuse students from PE the first day after the injury, thereafter exclusion from PE will require administrative approval or documentation from a medical professional.

To maintain a safe and healthy learning environment, the use of aerosol sprays, deodorized sprays, and other scented products is prohibited anywhere except locker rooms.

TELEPHONE

A pass from a classroom teacher is required during the school day. Phones are located in the office.

TEXT MESSAGES TO PARENT CELL PHONES AND/OR EMAILS FOR SCHOOL ALERTS

In order to facilitate timely communication, Derby Schools will use Skylert to send voicemail, email, and text-messages. Parents are asked to update contact information through Skyward-Family Access. Information can be updated by contacting the office.

TEXTBOOKS

All textbooks must be returned in good condition at the end of the school year. Anyone losing or damaging a textbook beyond repair will pay the cost of the textbook. Online versions of many textbooks are available at www.derbyschools.com

TUTORING

A tutoring program is available for our students. Students with failing grades may be assigned mandatory tutoring sessions before or after school. For sessions immediately after school in the media center see the “Building Calendar” for days. See “Activity Bus” for the info about this service.

VISITORS AND VOLUNTEERS

All visitors must check in at the office and register for a pass. Small children are not to be brought to school with students. Approval of visitor passes will be at the discretion of the administration. Student visitors will not be allowed unless there is a special school activity requiring their attendance. Photo identification is required and background checks may be conducted for all visitors and volunteers.

Parents/guardians wishing to observe their student's classroom shall schedule 24 hours in advance of the observation, obtain approval from the building principal and sign a confidentiality agreement prior to the classroom observation.

MIDDLE SCHOOL BEHAVIOR & DISCIPLINE POLICY

SCHOOLWIDE DISCIPLINE PLAN

The purpose of this discipline policy is to ensure a safe and orderly environment so that learning and teaching opportunities are maximized. Students have the responsibility to respect other students and the adults on the school staff, to comply with school and classroom rules and policies, and to be ready to accept the negative consequences of their actions if they violate these rules and policies. All student conduct expectations noted in this section apply to students while they are on school district property, at all bus stops, and at all school sponsored activities. Disciplinary measures for misbehavior at each Middle School are determined by the administration and may include, but are not limited to warnings, detentions, in-school and out-of-school suspensions, and expulsion.

DISCIPLINE POINT MATRIX

Derby middle schools follow a discipline point matrix. Incidents of misconduct have a point value in the discipline point matrix. Points are recorded when discipline is assigned. Students accumulating 60 total discipline points in a year will be taken to an expulsion hearing. Students with 25 accumulated discipline points will be restricted from participation in extra-curricular activities. Students may be offered restorative practices to earn points back.

Discipline Summary/Points Matrix

(this is not an all-inclusive list)

	OFFENSE	POSSIBLE ACTIONS	POINTS
5	Arson Robbery Aggravated Battery or Assault School Threat Alcohol or Drug solicitation, distribution or sale Firearms/weapon	Suspension (5-10 days) Expulsion hearing	60
4	Alcohol or Drug possession Gang related Battery or Assault Fighting	Suspension (1-10 days) Parent Conference prior to return Possible long term suspension or expulsion hearing	25
3	Nicotine Use/Possession Harassment	Suspension (1-10 days) Possible long term suspension or expulsion hearing	20
2	Bullying, as defined by KS 72-6147 Vandalism Intimidation/threat Major Disruption Major Theft	Suspension (1-10 days) Possible long term suspension or expulsion hearing	10
1	Disrespect by word or deed Insubordination Academic misconduct Cell phone/computer violation Excessive Tardies Skipping class Theft Repeated violations Dress code violation Minor Disruption Lying	Conference/Warning Detention Suspension (1-10 days) Possible long term suspension or expulsion hearing	0-5

Students that accumulate 60 discipline matrix points will be taken to an expulsion hearing.

SAFE SCHOOLS ACT

Board Policy, in compliance with the Kansas School Safety and Security Act (K.S.A. 72-6143), requires a report to be made to the appropriate law enforcement agency by school personnel who know or have reason to believe student conduct has occurred which constitutes the commission of a felony or misdemeanor crime including; possession, use or disposal of explosives, firearms or other weapons; possession of controlled substance or illegal drug; or engaging in criminal behavior which

has resulted in or was substantially likely to have resulted in serious bodily injury to others, committed at school, on school property or at a school supervised activity. If an administrator's preliminary investigation reveals information which indicates a crime (felony or misdemeanor) may have been committed, the administrator is required to report such crime. Whether or not the report is made in writing (for later follow-up by law enforcement) or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers are permitted by Board Policy and applicable law to conduct an investigation and/or question a student(s) suspect during school hours, the building administration shall make reasonable attempts to contact parents, guardians or representatives of the student(s) prior to questioning. Reasonable requests of parents, guardians or representatives shall be respected to the extent permitted by Board Policy. Notification or attempted notification of parents, guardians or representatives shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove the student who has been arrested from the school jurisdiction is the prerogative of law enforcement and not under the authority of school personnel.

MISBEHAVIOR – POSSIBLE CONSEQUENCES/CLASSROOM DISRUPTIONS

If, as a parent or student, you are aware of a situation where the learning environment in the classroom is not productive, please contact your school administrator.

Each classroom teacher will establish expectations that will be enforced within his/her classroom.

Students who choose to disrupt the learning environment within the classroom will be dealt with in the following manner:

a. Major Disruptions

This type of disruption will be referred to the office for immediate action. Consequences for these behaviors could include conferencing with the student and, in many cases, the parent, in-school suspension (ISS), out-of-school suspension (OSS), and out-of-school suspension with a due process hearing scheduled. The consequences at this level will be at the discretion of the administrator.

b. Repetitive Minor Disruptions

These are the behaviors which continually diminish the quality of education in the classroom.

Possible consequences for minor disruptions are:

- Warning by teacher and/or administrator
- Conduct Card Marking
- Conference with teacher, team, and/or administrator
- Phone Call to Parents
- Office Referral
- Detention
- Discipline Points

DETENTION: TEACHER-ASSIGNED

Detention assigned to students by the teacher will be served under the supervision of that teacher in the location designated by the teacher. Student will have the opportunity to make transportation arrangements.

DETENTION: OFFICE-ASSIGNED

Students who are assigned after-school detention should serve it the day assigned by the administration. The opportunity to make transportation arrangements will be given. Any exceptions

must be made through the administrators. Detentions that have not been served on the correct date may be doubled, or the student may be assigned an in-school suspension. Unacceptable conduct in the detention room will result in additional detention or in-school suspension being assigned.

SUSPENSION AND EXPULSION

(BOARD POLICY JDD: SUSPENSION AND EXPULSION PROCEDURES)

K.S.A 72-6114 states: The Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel any pupil or student guilty of any of the following:

- a. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
- b. Conduct which substantially disrupts, impedes or interferes with school operation;
- c. Conduct which endangers the safety or substantially impinges upon or invades the rights of others;
- d. Conduct which constitutes the commission of a felony;
- e. Conduct which constitutes the commission of a misdemeanor;
- f. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operations; and
- g. Possession of a weapon at school, on school property or at a school sponsored event

The following violations may result in a short term suspension, a long term suspension, expulsion, or other disciplinary measures:

- a. Vandalism and destruction of property.
- b. Possession or use of tobacco products and nicotine delivery devices.
- c. Use, possession, or distribution of alcohol or other drugs, simulations of drugs, or drug paraphernalia. Anyone under the influence of any of these is also prohibited from being in the school or on the premises at any time.
- d. Disrespect, intimidation, or harassment toward teachers, students, and other staff members and/or defiance of teachers or staff members.
- e. Fighting.
- f. Leaving class and/or school grounds at any time without permission.
- g. Discharging or possession of fireworks, explosive devices, other incendiary devices, or simulations thereof.
- h. Throwing food, containers, utensils, or other items is prohibited. Students engaged in such activity at any time during the school year may be subject to a suspension or expulsion.
- i. Inappropriate use of fire alarms.
- j. Possession or use of matches or lighters.
- k. Setting or attempting to set any fires.
- l. Use of inappropriate language or inappropriate language directed toward any staff member.
- m. Committing an act that is dangerous or potentially dangerous to students or staff members.
- n. Stealing or possession of stolen items.
- o. Repeated violations of school policies.
- p. Carrying or possessing a weapon or simulation of a weapon on USD 260 property or at any school sponsored activity. It should be noted that any device that has the potential of delivering an electrical charge or any material such as mace or pepper spray will be considered as weapons.
- q. The use of a weapon or simulation of a weapon on USD 260 property or at any school sponsored activity with the intent of harassment, intimidation, or defense.
- r. Computer violations. Use of electronic devices that violate privacy laws, result in harassment, classroom cheating, or any school disruption. Accessing or using social media

during school hours. Students may not take photos, images or video of people at any time without the person's permission.

- s. Assault and/or battery to another student or a staff member.
- t. School threats directed at students, staff, or property.
- u. Participation in any student strike, walkout, and/or student demonstration.
- v. Wearing or in possession of clothing or any item, or using verbal or written statements or derogatory insults/slurs that create racial unrest, promotes bigotry and prejudice, or is a source of disruption or a disturbance.
- w. Inciting racial issues and/or gang rivalry through signs, language, or dress.

This list is not intended to be all inclusive. Acts outside of this list will be handled on an individual basis (e.g. students in possession of, or found under the influence of, drugs and/or alcohol, or because of other disruptive behavior may lose privileges to attend activities and events for a length of time to be determined by administration.)

Students who are suspended or expelled cannot be on school property or at school activities during the time of suspension or expulsion. Violation of this policy will be considered criminal trespassing and will be handled by the police department.

Any student who is suspended out of school for a short term (one to ten days) is expected to makeup all work missed during their suspension. As with absences for other reasons, the student is responsible on the day they return to class, to make arrangements with the teacher regarding the completion of the work missed. Refer to "Makeup Work."

IN-SCHOOL SUSPENSION (ISS)

Students placed on in-school suspension will be isolated from the other students in the ISS room. The student may be permitted to make up work that is missed and receive credit as outlined in the attendance section of this handbook. They may not participate in extracurricular activities until the day following successful completion of their ISS room assignment. Students who commit offenses while in ISS may have their ISS extended or be suspended out of school.

OUT-OF-SCHOOL SUSPENSION

When a student is suspended from school, they are not to return to school or attend school activities of any nature until the suspension period is over. They may not be present on any USD 260 property during the time of the suspension; violation of this policy will be considered criminal trespassing and will be handled by the police department. Any student who is suspended out of school for a short term is expected to make-up all work missed during their suspension. As with absences for other reasons, the student is responsible on the day they return to class, to make arrangements with the teacher regarding the completion of the work missed.

VIOLATIONS - MAJOR

Major violations will be taken care of by administration. The following violations may result in a short-term suspension, a long-term suspension, expulsion or other disciplinary measures.

1. Vandalism and destruction of school property
2. Possession or use of tobacco products or nicotine delivery devices
3. Use, possession, or distribution of alcohol or other drugs, simulations of drugs, or drug paraphernalia
4. Disrespect, intimidation, or harassment toward teachers, students, and other staff members and/or defiance of teachers or staff members
5. Fighting
6. Leaving school without permission

7. Discharging or possession of fireworks, explosive devices, other incendiary devices, or simulations thereof
8. Throwing food, containers, utensils or other items is prohibited
9. Inappropriate use of fire alarms
10. Possession or use of matches or lighters
11. Setting or attempting to set any fires
12. Use of inappropriate language or inappropriate language directed toward any staff member
13. Committing an act that is dangerous or potentially dangerous to students or staff members
14. Stealing or possession of stolen items
15. Repeated violations of school policies
16. Carrying or possessing a weapon or simulation of a weapon on USD 260 property or at any school-sponsored activity. It should be noted that any device that has potential of delivering an electrical charge or any material as mace or pepper spray will be considered as weapons.
17. The use of a weapon or simulation of a weapon on USD 260 property or at school sponsored activity with the intent of harassment, intimidation or defense.
18. Computer violations. Use of electronic devices that violate privacy laws, result in harassment, classroom cheating, or any school disruption. Accessing or using social media during school hours. Students may not take photos, images or video of people at any time without the person's permission.
19. Assault and/or battery to another student or a staff member.
20. Terrorist threats
21. Participation in any student strikes, walkout, and/or student demonstration
22. Inciting racial issues and/or gang rivalry through signs, language or dress
23. Continued tardiness
24. Truancy
25. Inappropriate physical contact and/or inappropriate touching
26. Wearing or in possession of clothing or any item, or using verbal or written statements or derogatory insults/slurs that create racial unrest, promotes bigotry and prejudice, or is a source of disruption or a disturbance.

This list is not intended to be all-inclusive. Acts outside of this list will be handled on an individual basis.

Administrative discretion will be used in assigning any disciplinary consequences for behavior.

GANG RELATED ISSUES

No student on or about school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in a gang. Any wearing of apparel which, in the opinion of administration, is associated with gangs and/or drugs and/or becomes disruptive to the educational process may be banned. The wearer of such apparel shall be subject to administrative disciplinary action. Parents will be notified.

DRUGS/ALCOHOL

(BOARD POLICY JDDA: DRUG FREE SCHOOLS)

Drugs or simulations of drugs, or drug paraphernalia, or alcohol products are prohibited on school property. Anyone under the influence of either of these is also prohibited from being in the school or on the premises at any time. The violation of the above regulations will result in disciplinary action by school authorities. There will be an automatic three to ten day out-of-school suspension with a possible expulsion hearing on the first offense. The second offense will result in a ten-day

out-of-school suspension with an expulsion hearing. Local law enforcement authorities will be called to investigate any situation when deemed necessary by the administration.

The school will make two additional requirements of the family and student before the student will be readmitted into school:

1. The student must have a current drug/alcohol assessment or evaluation. This is a service provided free by many community agencies.
2. The student, family and school personnel to assist the student will formulate a plan of action.

To ensure the safety of our students, Administration reserves the right to use K-9 dogs to conduct searches without warrant for any reasonable purpose.

RACIAL AND DISABILITY HARASSMENT OR INTIMIDATION

(BOARD POLICY JGECA: RACIAL AND DISABILITY HARASSMENT)

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

District employees and student(s) shall not racially harass or intimidate others by name calling, using racial or derogatory slurs, wearing or possession of items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting that is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Aryan Nation - White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" group. This list is not intended to be all-inclusive).

Violations of this policy shall result in disciplinary action by school authorities.

Those violations listed below are no tolerance minimums; the principal or designee shall have the discretionary authority to add corrective learning components and/or additional penalties should this be considered appropriate.

Students

1. **First offense.** The pupil will participate in corrective learning components aimed at eliminating the offending behavior. These components may consist of learning units such as written/oral reports; participation in a structured class and/or guidance activity; and/or participation in a community based program, approved by the principal or designee aimed at correcting the offending behavior. In addition, the principal or designee may require an in or out of school suspension and a parent conference prior to returning.
2. **Second offense.** An out of school suspension, with a possible expulsion hearing, and corrective learning components as determined by the principal or designee.
3. **Third offense.** An out of school suspension pending an expulsion hearing.

Employees who violate this policy will be dealt with in accordance with applicable district policy and procedures.

Any student who believes they have been subjected to racial or disability harassment or has witnessed an act of alleged racial or disability harassment should discuss the alleged harassment with the building principal, or another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability 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. Complaints regarding racial or disability harassment or intimidation shall be investigated under the district's discrimination complaint procedure identified in policy JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a racial or disability harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

ROMANTIC BEHAVIOR (OPEN DISPLAYS OF AFFECTION)

- a. Displays of kissing, long embraces, and inappropriate placing of hands will not be acceptable. A disciplinary referral may be made for students not adhering to this rule.

SECURITY CAMERAS

Inside and outside school premises are protected and recorded twenty-four hours a day by closed circuit video equipment. Recordings may be used as evidence in investigations of school rule violations and/or criminal acts. Video recordings are property of Derby Public Schools and viewing is not permitted except by school personnel or in accordance with applicable law.

SEXUAL HARASSMENT

(BOARD POLICY JGEC: SEXUAL HARASSMENT)

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violations of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the district compliance coordinator.

Definitions - Sexual harassment shall include, but not be limited to:

- a. Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- b. Subtle pressure or requests for sexual activity;
- c. Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- d. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- e. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades status in any activity; or
- f. Sexual assault or battery as defined by current law.

Any student who believes they have been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Complaints regarding sexual harassment or intimidation shall be investigated under the district's discrimination complaint procedure identified in policy JGEC, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a sexual harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

TOBACCO/NICOTINE POLICY

(BOARD POLICY JCDA: TOBACCO AND NICOTINE DELIVERY DEVICES)

At no time are students permitted to possess or use tobacco products or nicotine delivery devices in middle school buildings. Students participating in school-sponsored activities are prohibited from the possession or use of tobacco products or nicotine delivery devices, regardless of the location. The use of tobacco products or nicotine delivery devices on all Derby Public Schools premises is prohibited.

Violation of the above provision will result in an automatic three-day in-school suspension with written notification to parents for the first offense. The second offense shall result in a three-day to five-day out-of-school suspension. The third violation will result in a five-day to ten-day out-of-school suspension during which time an expulsion hearing will be scheduled.

Use of any tobacco product or delivery device is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school-owned and operated property. Administrators may report students who are in violation of this policy to law enforcement, as appropriate.

VANDALISM AND DESTRUCTION OF SCHOOL PROPERTY

(BOARD POLICY EBCA: VANDALISM)

Vandalism, defacing, or destroying school property, the property of any school employee, or other students on school premises or at school-sponsored events will not be tolerated. Disciplinary action will be initiated in any act of vandalism and, where warranted, charges may be filed with the Police Department. The justifiable value of school property lost, damaged or destroyed by a student will be charged.

The following Board of Education regulation will apply in the event there is disciplinary action resulting from destruction or theft of school property.

1. Restitution for damaged property: As a condition of reinstatement in school, he/she may be required to make restitution to the district.
2. Legal action to recover damages: In the event a student or his/her parents/legal guardians fail or refuse to make restitution for damages resulting from vandalism, the administration, with prior approval of the Board of Education, may take such legal action as seems appropriate to recover said damages.

WEAPONS POLICY

(BOARD POLICY JCDBB: WEAPONS)

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.

Definition Of Weapons And Destructive Devices

As used in this policy, the term “weapon” and/or destructive device means:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 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 or 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.

Other Types of Weapons

Any other article that could be considered a weapon, which does not specifically meet the definition under federal statute, may also result in expulsion for up to 186 school days.

Penalties for Possession

Possession of a firearm or other weapon or facsimile of a weapon 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. Expulsion hearings for possession of a weapon shall be conducted by the Superintendent or the Superintendent’s designee. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to the Secretary for DCF or the Secretary of KDOC as appropriate.

REPORTING CRIMINAL POSSESSION OF A FIREARM BY A STUDENT

It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

ACADEMICS

ACADEMIC HONESTY

Students are expected to maintain high standards of academic honesty at all times. Plagiarism and unauthorized use of Artificial Intelligence (AI) are impermissible.

COURSE OF STUDY

Physical Education, Communications, English-Language Arts, Science, Math, Social Studies Physical Education and Communications are required classes at each grade level. Administration may waive

these requirements as part of a reading or math intervention, due to health plan, by an Individual Education Plan or 504 Plan, or if the administrator determines there are other considerations not listed above that provide a compelling reason.

GRADE CARDS/PROGRESS REPORTS

Grade cards will be posted in Skyward the 1st, 2nd, 3rd and 4th quarters.

EXPLANATION OF GRADES

A - Superior	90% - 100%	S-Satisfactory
B - Above average	80% - 89%	U-Unsatisfactory
C - Average	70% - 79%	P-Pass
D - Below average	60% - 69%	I-Incomplete (Student must complete work within two weeks following the end of the grading period or the "I" will be changed).
F - No credit	59% - 0%	NG-No grade given

Progress Reports are a team function in which all students will receive a progress report. These will be sent periodically. Parents are encouraged to monitor their student’s academic progress online via Skyward. The report will include an evaluation of the student’s work through the fourth week. A student then has the remaining time of the quarter to raise their grade. At any time teachers may send progress reports of students who are doing below-average work or failing a class.

INDIVIDUAL PLANS OF STUDY (IPS)

Starting in 6th grade students will begin creating an Individual Plan of Study to help inform their future academic pursuits. These plans will be reviewed with families at Parent-Teacher Conferences.

SEMESTER EXAMS

End of course exams may be administered to all students during the last five (5) days of the semester. For 7th and 8th grades these will count 5% of the semester grade. We ask that families support their students in this endeavor and consider these dates in their vacation planning. Requests to take exams at any other time requires approval by administration.

HONOR ROLL

The Honor Rolls are figured on all grades given each quarter (9 weeks) but not on semester grades. In order to qualify for the honor roll, a student must, in addition to having the designated grade point average, not have a D, F, U, or I included in his/her nine-week grades.

Principal’s Honor Roll	4.0 GPA
Honor Roll	3.5– 3.99 GPA

INCOMPLETE GRADES

All grades reported as incomplete must be removed within the two weeks following the last day of the grading period or a “0” will be assigned to the work that has been missed. These grades will be averaged with other grades earned to determine a final grade. Students must take the initiative to have incomplete grades removed within this time.

PROMOTION AND RETENTION POLICY

The policy of the district is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with normal intellectual, social, and emotional development. The best interest of the student will be the guiding philosophy for determining acceleration, promotion, or retention.

- Cognitive ability
- Student response to Plan of Improvement
- Teacher's observations
- Pre-assessment results
- Chronological age
- Maturity
- Other information provided by the parents and students

Should the combined information clearly indicate that a student will benefit from additional instructional time, the student and parents will be informed of options, including summer school and/or retention.

If a student receives a failing grade in one of the required courses (i.e. English, Mathematics, Social Studies, Communications or Science) the student may be required to attend one or more sessions of summer school. The intention of attending summer school after receiving a failing grade is to reinforce academic skills the student may be missing and to prevent academic struggle in the next course. Summer school will not restore academic eligibility for KSHSAA guidelines.

Procedures for Retention

At the end of each quarter, students who have a GPA below 1.5 may be placed on an Academic Support Plan in consultation with teachers, counselors, administration and families. If offered, summer school information will also be shared with the parent(s), and student skills not yet completed will be shared with summer school staff if that is the determination of the appropriate placement. School personnel teacher(s), counselor, and principal must confer with the parent(s) regarding the retention, and parent(s) are to sign the retention form noting they agree or disagree with the school's recommendation. In arriving at a decision for either the promotion or retention of a student, the staff will consider the viewpoints of the special services personnel, principal, and parents. The final decision in any case pertaining to promotion or retention shall rest with the building principal.

ATTENDANCE

Office Hours 7:30 A.M. - 4:00 P.M.

ABSENCE

A student's absence from school must be reported by a telephone call to the office or by a message, note or personal visit from the parent or guardian within 48 hours of the absence.

Attendance Law and School Procedures

Any student under 18 years of age is required by law to attend school, and if such a child is inexcusably absent either three (3) consecutive days or five (5) or more days in any semester, or seven (7) days in one school year, such child is "truant" as specified in Kansas School Compulsory Attendance Law K.S.A. 72-3121. As a school procedure a doctor's note may be required to excuse absences.

Excused or Unexcused Absences (Cf. IHEA, JDD) (See JBE)

Parents may excuse students up to ten (10) absences per year without the need for documentation of a professional appointment.

Each absence over the ten (10) per year will automatically become an unexcused absence, unless a note from the medical professional is provided and accepted by administration.

Parents will be notified after three (3) parentally excused absences during the first semester and seven (7) parentally excused absences for the year.

The principal or his/her designee will determine whether a student's absence is excused or unexcused based on the above criterion. The school's daily attendance report will indicate those absences that are unexcused.

Parentally excused absences may include the following reasons:

1. Personal illness/injury;
2. Personal and family matters; or
3. Military families should be given special consideration with prior notification in accordance with the Interstate Compact on Education Opportunities for military children.

Parents will be held responsible for contacting the school by phone call, message or personal visit on the day of the absence. Any absence will be regarded as unexcused if the school (attendance office) is not notified by phone call, message or personal visit within 48 hours from the date of absence. An attempt will be made to notify parents who have failed to notify the school on the day of the absence.

Attendance Time Frame	Intervention
Daily	An attempt will be made to contact parents for all unexcused absences.
3 consecutive unexcused absences	After three consecutive unexcused absences a report will be made to DCF.
5 unexcused absences in a semester	A report will be sent to DCF.
7 unexcused absences	A report will be sent to DCF.
10 excused or unexcused	A doctor's note may be required or verification by school nurse may be required to excuse further absences.

For students that arrive 1.5 hours late to school or leave 1.5 hours early, this will be considered a ½ day absence.

Students are expected to be at school on time. Students who are chronically tardy will be subject to disciplinary action including detention and/or in school suspension.

UNEXCUSED ABSENCES

Any student under 18 years of age "is required by law to attend school, and if such child is inexcusably absent either three (3) consecutive days, or five (5) or more days in any semester, or seven (7) days in one school year, such child is truant" as specified in Kansas School Compulsory Attendance Law KSA 72-3121. Truancy must be reported to either the Department of Children and Families (DCF), if the student is under 13 years of age, or to the District Attorney's office, Truancy Division.

An unexcused absence is defined as "a student being absent any five consecutive minutes or more of the school day without permission from parent/guardian or school." Excused absences must fall within the guidelines of the middle school attendance policy.

If an absence is determined to be unexcused, the classroom teacher(s) will be notified. An administrator will notify the student's parents of any unexcused absence requiring an alternative room assignment.

LONG-TERM ABSENCES

Teachers need at least two days' notice to prepare assignments for long-term absences. A minimum of one-day make-up for each day absent will be allowed. This may be extended only with the consent of the teacher or administration and in extenuating circumstances. This does not apply to students in activities.

MAKE-UP WORK

A reasonable length of time for a student to prepare and hand in make-up work will be allowed for excused absences in all classes. A minimum of one-day make-up for each day absent will be allowed. The time limits shall be included in the student handbook each year.

Exams- students are responsible for making up each exam. If a student has prior knowledge of a planned exam, he/she must take the test on the day of his/her return to class, following a one-day absence.

Assignments - On the day a student returns to class, it is their responsibility to make arrangements with the teacher regarding completion of the work missed during the absence and contact a team member to access missed assignments.

LEAVING SCHOOL

Students must sign out at the attendance window located in the office when leaving the building while school is in session. When the student returns to school that same day, they must sign in at the office and receive an admit slip. Parents must notify the school for students who arrive late or leave school while it is in session. Students will not be released to anyone other than the parent/guardian, unless there has been notification by the parent/guardian to the office. When checking out early, no student is allowed to walk or ride a bike and must be picked up by an adult 18 or older. Anyone checking a student out will be required to present legal identification.

MOVING

Students moving from school must have their parents contact the registrar in person to inform the school of the student's last day. On the last day the student must come to the office and obtain a withdrawal form. The form will be taken to each class and signed by all teachers. The student will then bring the form to the office during 7th period.

Out-of-District Policy

Students who begin the year with resident status and whose parents move out of the district after September 25 may complete the school year if they can make suitable arrangements with the school administration. Academic performance and behavior of the student will be considered by administration with these requests.

In-District Policy

Students who move out of their current school's attendance area, but do not move out of Derby Public Schools during the school year, may finish the school year at their current school if suitable arrangements can be made regarding transportation.

Non-Resident Student Enrollment/Student Transfer Requests

Derby Public Schools accepts online applications for Non-Resident enrollment subject to and in conformity with BOE Policy JBCC: Enrollment of Non-Resident Students. The Kansas State High School Activities Association transfer rule may limit the eligibility of transfer students for participation in sponsored activities. Please contact the District Athletic/Activities Director for more information at 788-8527.

Before May 1 of each year, the superintendent of schools or designee will develop and submit a recommendation to the board of education declaring the projected enrollment and number of open seats available to nonresident students. By June 1 of each year, the district will publish on its website, at a minimum, the number of students expected to attend the district in the next school year and the number of open seats available to non-resident students. The Derby Public Schools Board approved that after non-resident approval and enrollment occur, all non-resident students will need to be screened for academic performance in reading, math and science.

No application is needed for the following school year for non-resident students who are currently attending the school of their choice. Continued enrollment will be allowed, as long as the student is in good standing in accordance with policy JBCC. The application window for any requested in-district transfer or employee's child requesting a new transfer for will open each spring. All eligible in-district students who completed the application process following the district's guidelines will be accepted as students if capacity exists and if they are not currently suspended or expelled. When the number of in-district applications exceeds the school building, program, or grade level capacity, the district will randomly select students through a confidential lottery process conducted by the superintendent or designee. In-district families who do not apply during that window will be required to go through the out of district lottery process if they wish to request a transfer to an attendance center outside of their home attendance area.

SCHOOL-RELATED ACTIVITIES

Teachers will not record absences due to school-related (instructional/athletic) activities. Students are required to complete all class assignments within a reasonable amount of time as directed by the classroom teacher. Failure to complete the required assignments may result in lowering of course grade.

MIDDLE SCHOOL ATHLETICS & ACTIVITIES

STATEMENT OF PURPOSE

Membership and participation in extracurricular and co-curricular activities should have a very positive effect in the development of constructive attitudes for future citizenship. Participants, before starting in the program, should be made clearly aware of its purpose and the procedures for activities in which they are participating. Participation in any extracurricular and co-curricular activity at middle school is a privilege, and certain standards of conduct must be maintained.

ATHLETICS

Fall: Football, Cross Country, Volleyball, Spirit Club, and Girls' Tennis

Winter: Basketball, Wrestling, and Spirit Club

Spring: Track, Boys' Tennis, and Co-ed Soccer

ACTIVITIES/CLUBS

Derby Middle School: <https://dms.derbyschools.com/get-involved/athletics-activities>

Derby North Middle School: <https://dnms.derbyschools.com/get-involved/athletics-activities>

PARTICIPATION

Middle Schools will enforce the following policies and procedures relative to standards for participation in school-sponsored extracurricular (activities not related to a class and with no credit given including all KSHAA sponsored events) and co-curricular activities (activities related to and an integral part of class work with credit given in these classes). Enforcement of these policies will apply

to the entire school year and any portion of an activity season that occurs prior to the start of or following the end of the school year.

CODE OF CONDUCT

Any student will be ineligible to represent the school on the date of any, performance/concert, contest, program, activity, or trip when:

1. A violation of the School Wide Discipline Plan and is suspended in school or out of school; or
2. The student admits to or is found guilty of a violation of any local, state or federal law (other than municipal curfew or traffic ordinances, with the exception of drug/alcohol related offenses).

STUDENT CODE OF CONDUCT

Students show courtesy and respect for self, other students, and all adults at all times.

Students attend all classes, arriving on time.

Students are prepared for class.

Students take pride in their school.

Students dress appropriately for school.

Students exhibit quiet and appropriate hall behavior.

Students demonstrate good sportsmanship and manners at all school-sponsored events.

ATHLETIC/ACTIVITIES MANAGER

Expectations

Students who are assigned as managers are to assist coaches/sponsors in daily routine of activity.

Coach/sponsor will assign duties, tasks, and responsibilities to manager at beginning of activity.

Failure of manager to carry out responsibilities may result in dismissal from assigned activity.

Requirements

Managers must follow "Code of Conduct" Policy outlined in student handbook. Failure may result in dismissal from activity. Managers must attend all meetings, practices, games and activities as directed by their sponsor. Coach/sponsor will provide schedule of activity. Managers are to be in specified areas as designated by their sponsor during practice/game.

PARTICIPATION AND ELIGIBILITY

1. A student must be regarded in good standing by district school and KSHSAA regulations (Rule 14 KSHSAA Handbook).
2. An athlete must have the Athletic/Activity Information and Physical Packet (including KSHSAA Physical Form, Concussion Information Release Form, Code of Conduct Contract and insurance information and required updated immunizations) on file in the athletic office, before they are eligible to participate or tryout. Physicals must be dated after May 1 and are good for the following school year.
3. The student must be currently enrolled at the middle school in a minimum of seven (7) subjects of unit weight and receiving a passing grade in all of their classes. Additionally, part-time students must be enrolled in four (4) courses on campus.
4. To be eligible to begin an athletic/activity season, a student may have no more than one (1) quarter F the previous semester or last quarter in attendance. For a seventh grader to be eligible at the beginning of the year, they may have no more than one (1) F in any 4th quarter class at the 6th grade level.
5. The administrators will check eligibility of every student involved in an activity governed by the KSHSAA at approximately the end of the third week of that activity and/or semester.

6. Students with two F's or one D and one F at any one of the eligibility checkpoints will become ineligible for an entire week (including the weekend) as determined by the administrators. The student will continue to lose weekly eligibility until academic standing is regained. Grades will be monitored until the end of the activity.
7. Students transferring in from other schools including in- district must meet KSHSAA eligibility. Transfer students may be ineligible for up to 16 weeks after the first eligibility check, students must then comply with all middle school eligibility policies.
8. If a student is going to miss class because of a scheduled contest, program, activity, or trip, it is the student's responsibility to make arrangements regarding their assignments in advance of their absence.
9. A student shall be in school the entire day of a performance, scheduled contest, program, activity, or trip if they expect to participate. Any exception shall be cleared through the administration (school day performances or activities are considered as part of the school day). If in question please call the school in advance for prior approval. A doctor's note will be necessary when school is missed due to an appointment.

SPORTSMANSHIP

SCHOOL SPIRIT - School spirit means loyalty to all functions of the school. It may be divided into three categories:

1. **Courtesy** - Toward teachers, fellow students, and the officials of school athletic activities.
2. **Pride** - In everything our school endeavors to accomplish and has accomplished.
3. **Sportsmanship** - The ability to win and lose gracefully.

A loyal student supports their school, does their utmost to keep their scholastic and activity standards at the highest possible level. Courtesy, pride and sportsmanship must be maintained at all times, to avoid losing activity privileges. Profanity will not be tolerated.

Mascot: Derby Middle School - Bulldog/Derby North Middle School - Falcon

School Song: Derby Middle School - Bulldog Fight Song (to the tune of Washington and Lee Swing)/Derby North Middle School - Falcon Fight Song

TRANSPORTATION FOR SCHOOL ACTIVITIES

Students are to go and return from school activities in school vehicles unless an administrator prior to the trip has approved other transportation arrangements. The following rule should be followed when school transportation is provided.

Students are never allowed to drive to or from school activities by themselves, with another student or without their parent in the vehicle.

The following are the only exceptions to this rule:

1. Administrative approval is always required if a parent is taking their child to a school-sponsored activity. The administrator must receive a written request from the parent at least one full day prior to the trip.
2. Parents may pick their son/daughter up after an event with 24-hour advanced notification of administration.

The parent must contact the administrators or coach/sponsor of the activity for such approval. This is discouraged except in emergencies or unusual situations.

Transportation Policy Violations

Students violating the transportation policy will not be allowed to compete/participate in the activity they are attending. If the violation is after the activity, on the return trip, they will be ineligible for the next competition/activity or dismissed from the team.

NON-ALCOHOL/NON-DRUG RELATED VIOLATIONS

The head coach/sponsor shall cover all rules, regulations and the middle school Code of Conduct with all student participants prior to the beginning of each season.

All rules and regulations shall be consistent with the middle school Wide Discipline Plan and approved in advance by the administration. Failure to follow the Middle School Code of Conduct and individual coach's rules may result in a penalty, up to a maximum of permanent denial of participation at both middle schools. The coach involved and the principal shall meet and determine the penalty according to the degree of the infraction.

ALCOHOL/DRUG RELATED VIOLATIONS

Rule: Students are not to use drugs or simulations of drugs or consume alcoholic beverages, or be under the influence of those substances, on USD 260 premises, at school activities, or at school-sponsored events. The possession of alcohol, drugs, performance supplements, or of simulations of drugs or drug-related paraphernalia on USD 260 premises or at school-sponsored events is prohibited.

No students shall sell for money or other considerations, or distribute, give, trade, or dispense alcohol, drugs, performance supplements or simulations of drugs or drug-related paraphernalia on USD 260 premises or at school-sponsored events. If an activity is school sponsored, all drug/alcohol violations will be dealt with under both the Middle School Wide Discipline Plan and Middle School Code of Conduct. Students who are participating in activities sponsored by organizations that have contracted the use of school facilities are excluded from the Middle School Wide Discipline Plan, but not the Middle School Standards of Conduct.

Penalties

1. First offense:

- a. The student will conference with parents/guardian, administrators and coach/sponsor.
- b. Enforcement of Middle School Wide Discipline Plan.
- c. Students violating the Athletic/Activity Code of Conduct will be suspended from further participation until:
 - I. The student shows evidence of a drug/alcohol assessment or evaluation that was conducted after the suspension date. This is a service provided free by many community agencies.
 - II. A plan of action has been formulated by students, families and school personnel to assist the students.
 - III. Suspension from all extracurricular activities for 20% of the number of allowable games/performances (days/competitions/meets) as stated in the KSHSAA Handbook for the current season. If the full 20% penalty is not completed during the current season, the balance of the penalty is to be completed at the start of the next activity season in which the student is involved. No penalty will extend beyond the end of the current school year. Any percentage of a competition will be rounded to the next whole number. Discipline will include suspension from postseason competition if the 20% penalty has not been completed. While on suspension, the student will not be allowed to represent the Middle School as part of an activity/athletic team, to compete, to sit on the bench or to travel in association with any activity group or athletic team.
 - IV. The student will be suspended from all leadership positions for the remainder of the school year.

2. Second offense:

- a. The student will conference with parents/guardian, administrators and coach/ sponsor.

- b. Enforcement of Middle School Wide Discipline Plan.
- c. Suspension from all extracurricular activities for the remainder of the school year.

Right to Appeal Hearing

A student who is not satisfied with a ruling has the right to appeal the decision. Such appeals should be made, in writing, to the middle school principal within five (5) days of the original decision.

LETTERING GUIDELINES

1. Students may receive a Derby "D" letter award if:
 - a. They meet the requirements of a particular sport;
 - b. They complete said season in good standing with the coaches and administration at each middle school;
 - c. The student displays good sportsmanship toward other players, teammates, officials, and persons in attendance at all times.
2. After receiving a letter award as a seventh grader, they will receive a certificate of participation for any other sport that they letter in; as an eighth grader, they will receive a bar and certificate for their second year of participation in a sport.
3. To promote athletics as a positive facet of the total school environment, letter persons must conduct themselves in a proper manner at all times and promote the highest standards in athletics, in the classroom, and in the community.