

EVEREST MIDDLE SCHOOL

MISSION STATEMENT

The Everest Middle School mission is to offer academic coursework and programs to meet student's individual needs supporting the belief that all students should have the opportunity to develop to their fullest potential.

USD 430 MISSION STATEMENT

The South Brown County School District exists to provide a safe, challenging environment to prepare all students as independent learners and positive, productive citizens.

STUDENT NAME _____

SEMINAR TEACHER _____

Schedule:

First Semester

Second Semester

1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

The handbook contains general information and policies at Everest Middle School. The handbook is approved by the USD 430 Board of Education. Further details and policy may be found in the USD 430 Policy Notebook, located in the middle school office. The handbook is accessible online at the EMS site.

Everest Middle School Motto

T tolerance
A attentiveness
K kindness
E effort

C creativity
H health
A achievement
R responsibility
G gratitude
E excellence

| | | | |
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EVEREST MIDDLE SCHOOL

Mascot: Charger

Colors: Blue and White

Song

**Ever faithful we will stand behind her -
Everest Middle School.
We will cheer her forever-
The Chargers really rule.
We will proudly march along to victory -
Watch our colors stream.
For it's Rah! Rah! Rah! for Everest -
Let's cheer for our Charger Team.**

NON-DISCRIMINATION STATEMENT

South Brown County USD 430 shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form shall be properly reported to a teacher, the principal, or other appropriate school official for investigation and corrective action by the compliance office.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student continuing to engage in discriminatory conduct shall be disciplined in accordance with the school discipline plan.

NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act (FERPA), the parents/guardians of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children. The following rights are accorded to you under this act:

1. You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school records in question. Access may be granted to you within 45 days after the receipt of the request by said custodian.
2. The school district has adopted policies in implementing this act. Copies of these policies may be obtained at 522 Central, Horton, KS or by contacting the building principals or superintendent of schools.
3. The parents' rights of access shall include:
 - a. The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their children.
 - b. The right to inspect and review the contents of those records.
 - c. The right to obtain copies and review those records, which may be at the expense of the parent or the eligible student, but not to exceed the actual cost to the school district for reproducing such copies.
 - d. The right to a response from the district to reasonable requests for requests or explanations and interpretation of those records.
 - e. The right to an opportunity for a hearing to challenge the content of those records.
 - f. The right to inspect and review any material or document in the educational records of that student which includes information on more than one student. Inspection and review includes only that part of the material or document as it relates to that student or to be informed by the custodian of the records of the specific information contained in that material.
 - g. The right to a hearing to challenge the content of your children's educational records to insure records are not inaccurate, misleading inappropriate or in violation of the privacy of the student; and to insert into the record a written explanation respecting the content of the record.
4. Before any school records will be released to third parties other than school officials in other educational institutions in which your child has enrolled or intends to enroll, you must give your written consent to said release. This written consent must be presented to the custodian of records before he/she will release them. The written consent must include the following:
 - a. The specific records to be released.
 - b. The reason for such release.
 - c. The name of the party or agency to whom the records will be released.

- d. Notification that you may receive a copy of the student's records to be released, if you desire a copy, at the cost of \$.25 per page.
- 5. The right to obtain copies of your child's student records with the cost of reproduction charged to you at \$.25 per page.
- 6. The right to notification of transfer of your child's records and the right to challenge the content of the records to be transferred.
- 7. The right to have the school district make a reasonable effort to notify you of the subpoena of your child's educational records prior to the district's compliance with the subpoena.
- 8. The right to have the school district make a reasonable effort to notify you of a judicial order by the custodian of the education records requiring the custodian to turn over your child's educational records to the court prior to compliance.
- 9. The right to file a written complaint with the Department of Education (FERPA), 400 Maryland Ave. SW MES, Room 4074 Washington, DC, 10101, of alleged violations of this Act by the school district.
- 10. The school district has designated the following information as directory information:
 - a. The student's name, address, telephone number, date of birth.
 - b. The student's major field of study and class designation (i.e. 1st grade, 10th grade).
 - c. The student's participation in officially recognized activities and sports.
 - d. The weight and height of members of athletic teams.
 - e. Dates of attendance.
 - f. Degrees and awards received.
 - g. The most recent previous school district attended by the student.
 - h. Name, address, and telephone number of parents/guardians.
 - i. This information is considered public information, which may be released by the school district without prior consent. You have ten days from the date of the student's enrollment to inform the school district that any or all of the directory information should not be released without prior consent. Should you desire that directory information not be released, so state your wishes in writing and deliver to the USD 430 Board of Education Office at 522 Central, Horton, KS 66439.
- 11) The custodian of records will maintain a log of persons, agencies or organizations that have access to educational records. This log will indicate the legitimate education or other interest that each person, agency, or organization had in seeking the student's records. The log will be available only to a parent or legal guardian of the student and the custodian of the records.
- 12) When your child becomes eighteen (18) years of age, all rights formerly accorded to you as parent of the student become the sole rights of the student, and you will no longer have the right of access to the child's records.

STEVEN J. DAVIES, PHD
Superintendent

Date: June 20, 2016

ADMISSION (School)

Students entering Everest Middle School for the first time are subject to the rules and regulations for any student entering any public school in the state of Kansas, including birth certificate and immunization records.

Students who have attended home school or a school not accredited by the Kansas State Board of Education or similar agency from another state may be tested to determine a trial grade-level placement. The test administrator, guidance counselor, principal and other school personnel will make the initial grade placement after consulting with the parents/guardians of the student. Past experience, successful performance and testing results will be considered in the final placement decision.

Everest Middle School reserves the right to refuse admission to any student suspended from any other school and the right to refuse admission, readmission, and attendance privileges to convicted felons.

IMMUNIZATION POLICY

All students enrolled in USD 430 must provide proof of the required immunizations. This includes the necessary booster shots. Students new to the district must have proof of immunization **within two weeks** of their enrollment. Failure to do so may result in the student being asked to stay home until the records are received.

ATTENDANCE and ABSENCES

Regular attendance is crucial to being a successful student. **Students with numerous absences not only suffer academically but also violate the compulsory attendance law. Students are responsible** for checking with teachers and making up any work missed while absent. Parents are expected to call or send a note explaining the reason for the absence. Students are excused for sickness, doctor appointments, funerals, etc.. **Absences may be excused/unexcused at the discretion of the principal.** Parents/guardians should make an effort to make appointments before or after school when possible. Students will not be allowed to leave school once they arrive, unless their parents or guardians call with student ID to talk to the office, or they bring a note indicating they have an appointment and need to be released early. The school will call each morning to check on students who are absent and whose parents/guardians have not called. Student-initiated calls that bypass the office or nurse will be considered unexcused and the student will be warned that repeated incidents will be considered grounds for disciplinary action according to the approved handbook.

Students who have been absent five (5) excused or unexcused days (not counting school sponsored activities) during each semester will be required to present a note from the doctor or court with each subsequent absence, or the absence will be considered unexcused. After 5 absences parents/guardians will receive written notice from the principal.

Students are considered in violation of the Kansas Compulsory Attendance Law if they have three consecutive unexcused absences, five unexcused absence in a semester, or seven in a school year. The principal is required to report violations of this law to the DCF if student is under 12 years of age or to the county attorney if over the age of 12.

TARDIES

Students arriving late to school are to report directly to the school office for a tardy slip. Tardies may be excused for valid reasons with a call or note from a parent/guardian, teacher, or a doctor at the discretion of the principal.

Students must be in attendance all day in order to participate in an evening school activity. Exceptions may be made for the following reasons: doctor's appointment (with a note from the doctor), funerals, and school sponsored trips or job shadowing. Acceptable exceptions to this rule are verifiable absences for doctor, lawyer, and court appointments, or at the discretion of the principal.

HOURS and GROUNDS

The school day is defined as 8:05 a.m. to 3:25 p.m. The building is open to students at 7:05 a.m. Students who arrive before the shuttle busses will report to the lunchroom. Students are expected to stay on school grounds once they arrive. Students will not be allowed to leave without parent/guardian or emergency contact notification except in unusual circumstances approved by the principal. For security reasons, all building doors are locked and access is limited to monitored doors that must be unlocked by the office staff or through key codes.

Students are expected to get their materials and report to their first block class upon arrival to school each morning. Their first block teacher will dismiss them to breakfast. Students not eating breakfast stay in class but can get permission from their teacher to use the restroom, get a drink of water, conference with another teacher, etc. Breakfast students should return immediately to their classroom after eating breakfast.

RULES and BEHAVIOR

Acceptable school/classroom behavior is expected from all students at Everest Middle School. Anything that keeps that from happening is not allowed. The following rules will be observed:

1. Be in class on time with appropriate materials, assignments, etc.
2. Follow directions of **ALL STAFF MEMBERS** on school grounds and at school activities
3. Respect yourself, other students, teachers, staff members, all adults in a position of authority, and school property
4. Use appropriate language (no profanity; use of profanity may result in an office referral)
5. Toys, games, laser-lights, electronic devices (video games, cameras, MP3 Players, ipods) should not be brought to school. **If such items are out during school time, they will be confiscated and kept in the office.** A parent/guardian will be required to pick them up. An office referral may result. Smartphones, E-books E-Readers or Digital Notebooks will be allowed at school for educational purposes only. They will not be used for games or other non-educational Internet applications.
6. Practice good health habits - no cigarettes, alcohol, or illegal drugs on school grounds or at any school activity
7. Dress appropriately (see Dress Code)

Violation of these rules may result in an office referral.

DISCIPLINE PLAN

Teachers are encouraged to handle student discipline; however, when they feel that an office referral is required, the student will be sent to the office. Students sent or called to the office for inappropriate behavior are given a Student Responsibility Sheet to complete. This gives the student the opportunity to explain his/her side of what happened. In addition, a zero tolerance policy will be observed for serious behavioral infractions, including fighting, intimidation, harassment of any form, and bullying. Infractions for the previous will result in accumulation of points as per the discipline point plan.

Definition of Discipline: A process designed to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior.

Students are expected to be responsible for their own learning and to behave in a positive responsible manner appropriate for the workplace. Students who take responsibility for doing their assigned work and meeting the school's behavioral expectations and attendance policies will maintain the privileges of all school activities.

Students violating these expectations will be dealt with on an individual basis. Any inappropriate acts considered to be against the law (weapons, assault, fighting, battery, tobacco, theft, alcohol, drugs, etc.) will be reported to the Brown County Sheriff's Department in addition to disciplinary actions taken by the principal or administrative designee. Parents will be notified when these acts are reported. Consequences for classroom behavior will be the responsibility of the individual teacher; however, if a student continues to misbehave after teacher intervention, the student will be referred to the office.

Consequences for behavioral referrals may be lunch detention, class detention, class suspension, after-school detention, in-school suspension, or out-of-school suspension depending on the severity of the infraction and the number of previous infractions. A report of the referral and consequence will be mailed to the parent/guardian. Possible consequences are described below.

Class Detention is detention served in the office for the remainder of the class period.

Class Suspension is when the student is not allowed to attend the next class or classes (less severe than an in-school suspension) and time is served in the office or other supervised area designated by the principal.

Lunch Detention may be assigned for some offenses deemed appropriate by the principal. The student is expected to eat lunch in the office or other area designated by the principal.

After-School Detention may be assigned and will not exceed one hour and forty-five minutes. **Parents/guardians are responsible for providing transportation home.** Students are expected to bring course work or a book to read while serving detention. Students who willfully skip after school detention will serve an in-school suspension the following day. Students may make arrangements with the principal to serve detentions before school or on a different day.

In-School Suspension (ISS) is assigned by the principal for more serious offenses or in cases where the student has repeatedly been sent to the office or has already served or skipped after-school detentions. The student will spend the day in the office or in another teacher's classroom for the entire school day. Lunch will be served to the student. The student is expected to complete all assigned schoolwork for the day.

Out-of-School Suspension (OSS) will be assigned for severe infractions or cases when a student has reached the number of points indicated in the section below. Students are expected to complete schoolwork during the OSS period. Students who are out-of-school suspended are not to be on any USD 430 grounds or at any school activity during the duration of the suspension.

Expulsion or long-term suspension is considered for those students who are seen as a threat to themselves or others, students who are a disruption to the educational process, or students who show an inability to follow school policy. Grounds for expulsion are in accordance with KSA 72-8901. Students who have reached the fifteen-point limit may be considered for expulsion for any of these reasons. Students who are expelled or long-term suspended are not to be on school grounds during the time expelled or suspended.

Behavioral Referral Record Keeping

Each behavioral referral will be given a point rating. These points will be accumulated and totaled with each referral. The number of points is based on the severity of the infraction. A list of infractions and respective points follows. This list is designed to assist with consistency in administering the consequences for disciplinary infractions; however, the severity of the offense will be individually evaluated and administered at the discretion of the administration.

POINT SYSTEM

1 point (30-60 minute detention)

| | |
|--------------------------------------|---|
| Cafeteria violation | Discipline related to bus conduct reports will be based on severity of violation. |
| Continually not following directions | |
| Cheating / Plagiarism (1st) | |
| Failure to serve class detention | Dress Code Violation |
| Hall Violation (loud/disruptive) | Inappropriate behavior |
| Profanity (not directed at a person) | Inappropriate cell phone use/possession (2 nd) |

2 Points (60 minute detention or ISS depending on circumstances.)

| | |
|-----------------------------------|--|
| Damage to school property | Unaccountable for whereabouts |
| Disruptive in class | Leaving class without permission |
| Theft-Minor | Profanity in class (oral &/or written) |
| Public display of affection | Refusing a reasonable request/arguing |
| Skipping one period/extreme tardy | Defiance of Authority |

3 Points (1-3 days ISS or OSS depending on the circumstances)

| | |
|-----------------------------------|--|
| Cheating / Plagiarism (2nd) | Computer network violation |
| Conflict with another student | Harassment (racial, sexual) / Bullying |
| Hazing/Intimidation | Inciting a fight (disruptive behavior) |
| Leaving campus without permission | Pornography possession |
| Profanity directed to staff | Pushing/shoving/kicking |
| Rude / disrespectful to staff | Skipping School without parent knowledge |
| Tobacco possession/use | |

5 points (1-5 days OSS)

| | |
|--|----------------------|
| Harassment (racial, sexual) / Bullying (2nd +) | |
| Hazing (2nd) | Physical altercation |
| Theft | |
| Threats/intimidation/bullying | |
| Tobacco (2nd+) | |
| Vandalism | |

8 points (5 days OSS) Law enforcement will be contacted

| |
|--|
| Fighting (assault/battery) |
| Threat or intimidation (2 nd /or violent act) |
| Violent act against students or staff |

10 points Automatic 5-10 days OSS with recommendation for long-term suspension or expulsion and law enforcement will be contacted.

| | | | |
|-----------------|--|------------------------|--------------|
| Alcohol | Bomb threat | Criminal statutes | Death threat |
| False alarms | Fighting (2nd) | Illegal drugs | |
| Starting a fire | Threats (3 ^d /or violent act) | Weapons possession/use | |

A student receiving **eight points** will be assigned a minimum of one-day out-of school suspension. A conference will be held with the student, grade-level team, and parent/guardian. A behavioral intervention plan for the student may be written.

If a student reaches **twelve points** he/she will be assigned three days out-of-school suspension and another meeting will be held with the student, parent/guardian and grade-level team to discuss alternatives. Notify superintendent at this time.

At the point a student reaches **fifteen points** the student will be assigned five days out-of-school suspension with recommendation for a long-term suspension for the remainder of the semester. Hearing with superintendent or designated administrator. The students' records will be cleared (except for the most severe infractions at the principal's discretion) for a fresh start at the beginning of the next semester.

TEACHER / STAFF AUTHORITY

Students are expected to comply with requests of **any adult staff member** anywhere in the building, on school grounds, or at any school-sponsored event. Students who refuse to follow directions and/or are rude or disrespectful will receive an office referral.

Substitute teachers are considered important members of the staff and have the same authority as full-time teachers. Students are expected to cooperate and respect them as they would their regular teacher.

PROBLEMS - SEQUENCE FOR CORRECTING (DUE PROCESS)

1. Contact teacher or coach directly involved with the issue.
2. If the issue cannot be resolved, contact the building principal or activities director.
3. If the issue is not resolved, contact the superintendent of schools.
4. If the issue is still not resolved, contact the USD 430 Board of Education

ACTIVITIES / ATHLETICS

Everest Middle School offers a variety of activities for students, including athletics, "elective" classes, and clubs. These include:

| | | | |
|-----------------|-----------------|---------------|-----------------------------|
| Art | Band | Basketball | Spirit Squad |
| Drafting | Advanced Tech | Yearbook | Family and Consumer Science |
| Football | Student Council | Track & Field | Knowledge Bowl |
| Newspaper Staff | | | Vocal Music |
| Volleyball | | | |

Each participant must follow KSHSAA rules for eligibility. As members of the KSHSAA we endorse and follow their rules and regulations regarding eligibility and participation. In addition to the KSHSAA regulations, eligibility is determined weekly. If a student is failing one or more subjects, the student is ineligible for the sport or activity for that week, Monday through Saturday.

Office referrals that accumulate to 3 points or any one office referral that results in at least 3 discipline points (which includes one half day or more of in-school suspension or any out-of-school suspension) will cause a student to be "not in good standing". The student will not be eligible to participate in any contest on the day of the point accumulation or suspension. The student will also lose the privilege of competing in the next contest.

Everest Middle School students are encouraged to attend and support all middle school activities. **When attending events at Horton High School, EMS students must be supervised by parent/guardian/responsible adult. School rules will be followed, and if EMS students engage in inappropriate behavior, parents/guardians/responsible adult may be asked to intervene. If inappropriate behavior continues, EMS students may lose the privilege to attend events at Horton High School.**

ELIGIBILITY REQUIREMENTS ACCORDING TO K.S.H.S.A.A.

Everest Middle School students must meet all eligibility requirements of the Kansas State High School Activities Association in order to participate in interscholastic activities. Students must meet the following prerequisites:

- Passed five subjects of the previous quarter.
- In good standing at school – students who are in-school or out-of-school suspended are not in good standing.
- Have a signed physical form on file at school – physical forms are available from the school. A student will not be allowed to practice or play in a game until the form is on file. The cost of this physical is to be paid by the student.

Students must realize that deliberate misbehavior, destruction of property, or unexcused absences can cause them to lose their good standing and as a result, their eligibility to participate in interscholastic activities.

SPORTSMANSHIP

Activities are an important aspect of the total educational process in the American school. They provide an arena for participants to grow, excel, understand, and value the concepts of sportsmanship and teamwork. Activities give coaches and school staff an opportunity to teach and model sportsmanship, build school pride, and increase student/community involvement. This involvement results in improved academic performance. Parents/guardians and other community members are an important support-system for our students and are looked upon by as models of sportsmanship.

Everest Middle School will abide by and enforce the following KSHSAA sportsmanship guidelines.

- Be courteous to all (participants, coaches, officials, staff, and fans).
- Know the rules, abide by and respect officials' decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance, regardless of the team.
- Exercise self-control and reflect positively upon yourself, team, and school.
- Permit only positive sportsmanlike behavior to reflect on your school or its activities.
- Any student, coach, and/or spectator not following these guidelines may be asked to leave the gym/field/court.

ACTIVITY / FIELD TRIPS

Field /activity trips can be a very worthwhile learning experience for students if properly planned. Trips out of town involving busses will be limited. Parents/guardians will be notified of the forthcoming trip on an appropriate form. Parents/guardians are required to sign the form to enable the student to participate in the field trip. The signed form is to be returned to the school on the designated date prior to the day of the trip.

ACCESSIBILITY

Students with physical handicaps or severe medical conditions will receive accommodations necessary for them to complete their education at Everest Middle School. Persons in need of special arrangements should contact the principal. Teachers and/or students will be assigned to assist those students who need help during fire and tornado drills/emergencies.

BAND INSTRUMENTS

Band instruments will be the responsibility of the students. Band instruments may not be stored in hallways in front of lockers. For additional information concerning band, contact the instructor.

BICYCLES

Students may ride bicycles to and from school. Bicycles are to be parked in the bicycle racks and locked. This is the responsibility of the bicycle owner. Bicycles should be walked by students while on school grounds. The school is not responsible for lost or damaged bicycles.

BOOK BAGS, BACKPACKS, ETC.

All book bags or backpacks must be small enough to fit in lockers. They are not allowed in classrooms and cannot be stored on the floor near lockers.

BOOK RENTAL, EQUIPMENT and MATERIALS

Book rental fees will be assessed at the time of enrollment. Families wishing to have textbook fees waived can pick up the application at enrollment. Students will be assigned books required for their particular classes. At the end of each term, the student is to return the book to the same teacher who issued it. Normal use is expected but if a book is lost, defaced, damaged, or destroyed, the student will be required to reimburse the district for the replacement cost of the book.

BREAKFAST / LUNCH PROGRAM

Breakfast and lunch programs are currently available at school. A half pint of milk is furnished as a part of each meal. If your student desires more than one carton of milk with his/her hot lunch/breakfast, or wants milk with his/her sack lunch, the student may purchase milk at meal time.

The school breakfast, lunch, and milk programs are on a cash basis operation. Students are expected to pay in advance for their meals. Daily purchases of a single meal by the student are discouraged, excluding special occasions such as visitors, etc. Meals can be purchased each morning prior to school or at the end of the school day in the office. Students are requested to not purchase meals in the daily serving line. Students will not be allowed to charge meals. If, because of your financial situation, paying for meals is a problem, free/reduced meal information is provided at enrollment and at the office for those wanting to apply.

BUILDING AND PROPERTY

We are proud of our building and grounds. Please take care of them. Students are expected to care for the school building and materials as if they were their own. Trash should be thrown in the provided trash cans. Damage to school property will result in the student making restitution and may be reported to law enforcement. Signs, posters, or other items placed in hallways or on lockers need to be approved in writing, initialed by the principal.

BUS RULES AND REGULATIONS

All passengers will behave appropriately and safely while riding on a school bus. Behavior which prevents drivers from doing their job or preventing other students from having safe transportation will not be tolerated. The following regulations are applicable to all students transported on regular and activity routes. The bus driver is charged with the responsibility of maintaining a safe, disciplined bus on regular routes and the activity sponsor or coach is charged with the responsibility for having a disciplined bus on activity trips.

Passengers who do not observe the rules of bus conduct to the satisfaction of the driver/sponsor/coach may be denied the privilege of bus transportation. The driver/sponsor/coach shall advise the passenger of the misconduct and ask the passenger to modify his/her behavior. Should the passenger not respond, the driver/sponsor/coach may issue a Bus Conduct Report. A bus conduct report may be issued immediately if the violation is severe enough. Short term or long term suspension from riding the school bus may be necessary if the student does not comply with conduct rules.

1. The driver is in charge of the passengers on regular bus routes. Coaches/sponsors will be in charge of passengers to and from activities.
2. The passenger may select a seat; however, the driver has the authority to assign seats on a temporary or permanent basis as necessary. Boys will sit on one side of the bus and girls will sit on the other side.
3. Passengers must be on time, and the driver must make every attempt to have a regular schedule.
4. Passengers must not stand in the roadway or street while waiting for the bus.
5. Unnecessary conversation between the driver and passengers is discouraged. Passengers shall not talk in a loud voice or otherwise distract the driver's attention.
6. Passengers must not litter, write on, or damage the bus in any way.
7. Passengers must keep all parts of their body--and all objects--inside the bus.
8. Passengers must stay in their seat while the bus is in motion. Students must face the front. No standing or changing seats, no laying across seats.
9. When leaving the bus, passengers must observe the directions of the driver and if the road must be crossed, the passenger shall cross in front of the bus after making sure the roadway is clear.
10. Passengers shall be responsible for the seat space they occupy. Seat covers shall not be defaced or cut. The driver will inspect the bus for damage.
11. The aisles, windows and emergency exits must be kept clear.
12. Passengers will not use profanity.
13. Passengers will not make rude gestures.
14. Passengers will keep their hands, feet, and objects to themselves.
15. Animals or insects are not allowed on the bus.
16. No food/beverages on bus (unless prior written approval by principal for activities). **No food or drink will be consumed while the bus is in motion.**
17. Bus drivers are not responsible for articles left on the bus. Check with the school for lost articles.
18. No weapons are allowed on the bus.
19. For route bus: Cell phones, CD/MP3 players and/or headsets, personal electronic game systems, cameras, , toys, etc. are not allowed on the bus. For activity transportation: On activity trips, music players can be used but passengers are limited to using only one (1) earpiece.
20. Book bags, equipment, and musical instruments will be kept in the seat with the passenger, if possible.
21. **Due to safety concerns on afterschool or late routes, if a student is locked out of the house, the driver will take the student to the HORTON POLICE DEPARTMENT to be picked up by the parent/guardian.**
22. **No large objects or other potentially hazardous objects will be transported on the bus that might cause an obstruction to the bus driver's vision throughout the school bus.** Examples of these objects are large classroom projects, large vocational projects, large balloon arrangements, etc. The parents and the student will need to find other ways to transport these objects from school to home. Please keep in mind that if large balloon arrangements are sent to school, they **will not** be transported home or to activities on the bus.
23. Three cameras are located on each bus to record all activities while bus is in use.
24. One side of the bus will exit at a time. (The sides will rotate during the school year).
25. Passengers will exit seat by seat. This will provide extra control.
26. Seats may be assigned by the driver/coach/sponsor.
27. Bus tapes will be reviewed when necessary.
28. Drivers are encouraged to write disciplinary bus referrals if warranted.
29. All rules will be enforced to insure bus safety.

Referring to any passenger behavior on the bus: If the driver saw it, it happened.

IF A PASSENGER CHOOSES TO VIOLATE THE BUS RULES, A BUS CONDUCT REPORT WILL BE ISSUED.

BUS CONDUCT RULES CONSEQUENCES

1. The first bus conduct report is a warning. It must be signed by the parent/guardian and returned to the driver or school. If the signed bus conduct report is not returned, the parent/guardian will be notified by the school and the student may face disciplinary action.
2. The second bus conduct report will bring a 3-day suspension from riding the bus and will result in an office referral. The conduct report must be signed by the parent/guardian and returned to the driver or school. There may be a meeting with the parent/guardian, driver, principal and transportation director.
3. The third bus conduct report will result in a 5-day suspension from riding the bus and will result in an office referral. The conduct report must be signed by the parent/guardian and returned to the driver or school. There may be a meeting with the parent, driver, principal and transportation director.
4. The fourth bus conduct report will result in suspension from riding the bus up to the remainder of the school year. A hearing with the principal, transportation director, driver, parents/guardians, student and superintendent may be held.

During the suspension period, it is the responsibility of the parent/guardian to arrange/provide transportation for the student. Absences during the suspension period will be unexcused.

Severe Clause: When it is the opinion of the driver that the passenger is in physical danger or causing physical danger to other passengers or the driver, the severe clause may be directly put in place.

1. The driver will call for assistance using the radio.
2. The bus will be parked in a safe place.
3. The passenger will be removed from the bus.
4. The passenger will be taken to his/her destination by another means of transportation.
5. The bus riding privilege will be suspended for a period to be determined, not less than 10 school days.

The severe clause supersedes the above four bus conduct rules.

Shuttle Busses: Shuttle buses **will leave the high school no later than 7:40 a.m.** Passengers may get on and off the bus at the north side of the high school. The morning bus supervisor will not be on duty at the high school until **7:20 a.m.** Students should not arrive prior to this time. The supervisor will determine if passengers go inside or stay outside (either all will go in or all will stay out). Passengers are to obey the supervisor's instructions. Failure to do so will result in the passenger receiving an office referral. **Passengers will wait for the bus in the shelter area. Parents/guardians shall not use the bus loading zone as a pick-up/drop-off area.**

CHEATING / PLAGIARISM

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it as your own is plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures up to and including suspension or expulsion.

CLOSED CAMPUS

Students are expected to stay on school grounds and not leave during the school day, unless granted permission by the office. Students leaving to go to the doctor, dentist, etc. are to check out at the office when leaving and check back in when they return.

COMPUTER / E-MAIL POLICY

Every student is given a computer network account at the start of each school year. Students are allowed to use the Internet and the programs on the computer network at EMS. Students must receive instruction, pass a written test, and return the written parental permission slip/Acceptable Use form to their language arts teacher before access to the Internet is granted. Violations of the computer/Internet policies will result in disciplinary action up to and including loss of computer privileges and/or suspension from school.

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. A comprehensive filtering system is used to monitor and track all wireless and wired devices connected to the Internet through the district system. Any inappropriate use is identified by the login and a

notice sent to the proper administrator with details about the rules violation. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

CONFERENCES

Parent-Teacher Conferences will be scheduled after the 9th week of the 1st semester and after the sixth week of the second semester. Parents/guardians who would like an additional conference with a teacher at other times should make arrangements for a time and date. Teachers, principal, or counselor may also request that parents come in anytime there is a student concern. Parents can access student information by network through the student information system.

DISMISSAL DESTINATION

Parents/guardians are to submit a signed and dated note to their child's school office by noon of the day they are requesting a change in their child's dismissal destination by bus, pick-up person, and/or walking destination. Phone calls requesting a change in dismissal destination will be accepted on an "emergency basis only". All parents or guardians will receive an "emergency code number" for their child during enrollment. This emergency code number must be given to the secretary if dismissal destination is to be allowed by USD #430. These emergency request phone calls must be made by 1:00 p.m.; if FAXED must be followed by a phone call. This policy is based on the safety of children in USD #430.

STUDENT CODE NUMBER

Each student in USD # 430 has been assigned a student code number. These code numbers are used to help prevent unauthorized people from picking up children/students at our schools. Your child/student has been issued a student code number during enrollment. You **MUST** use this student code number when you allow someone other than yourself to pick up your child/student from school. If you are a new face to our district, we may ask you for the student code number if you pick up your own child/student. Thank you for your support on using this number. We do not want the wrong person picking up your child/student.

DRESS CODE

Students at EMS are expected to dress in a manner that is appropriate and not distracting to the school environment. Students **will not be allowed to wear** clothing which would lead school personnel to reasonably believe that it is gang related by written comments, emblems, designs, etc., disrupts or interferes with the school environment or activities, presents a physical safety hazard to themselves or others, or creates an atmosphere in which others feel pressure, intimidation, or threat of violence.

The following dress code will be followed when at school or attending school-related activities:

1. Hats, headcoverings, sunglasses, or similar items are not to be worn in the building at any time.
2. No spaghetti, thin strip tank tops (including low-cut under the arms, front or back) or dresses may be worn without an accompanying concealing garment (anything less than 2 inches is considered a spaghetti strap). Underwear must not be visible.
3. Short shorts or skirts are not acceptable. The short or skirt must be as long as the tip of the fingertips with shoulders relaxed.
4. Wearing see-through, backless, halter- type, or revealing clothing is not allowed.
5. All clothing and accessories that advertise alcohol or tobacco products, illegal drugs, or sexual related messages or pictures are not to be worn at school.
6. Pants, jeans, shorts, etc. must be worn at waist level and cover all undergarments (no sagging).
7. Shirts, sweaters, blouses must meet the top of the pants or skirts. No "midriffs" are allowed.
8. Students may not wear chains, pliers/holsters, or similar items from their clothing. Chains that are worn as jewelry must be appropriate and non disruptive to the school/classroom.
9. Students may not use ink pens, magic markers, color sprays, etc. to mark or write on themselves or others.
10. Students must wear shoes at all times.
11. Heavy, "outdoor-wear" coats must be kept in lockers and are not allowed in the classroom.
12. Apparel that can be construed as gang-related will not be tolerated.

Students in violation of the dress policy will be asked to make the appropriate correction. If the student refuses, an office referral may be given and the parent/guardian notified and asked to make the necessary correction. Repeated infractions will result in further disciplinary action by the principal or administrative designee.

EIGHTH-GRADE RECOGNITION

Eighth-grade recognition will be held during the last week of school. **Students are expected to dress up. Girls should wear dresses and boys should wear dress slacks and appropriate dress shirt. EMS dress code must be observed.**

EMERGENCY PROCEDURES

In case of an emergency, school personnel will make every effort to protect students and insure safety. In general, civil defense authorities discourage parents coming to the school building during an emergency to get their child because of the confusion that could occur. Likewise, patrons should not try to telephone the school as the telephone needs to be available for official use.

Emergency Procedures for students with Special Needs

Students with special needs assigned to a para-educator attending regular classrooms will follow the exit procedures of that particular classroom. The para-educator will see that the student exits the building according to the prescribed plan. The resource room instructor will designate a meeting place. Procedures for these students will be included on their

Individual Educational Plans (IEP). These procedures will also be made available in the middle school office. Classroom teachers are responsible for the students with special needs in their classroom who do not have an assigned para-educator.

Students with mobility needs shall have access in compliance with the American Disabilities Act (ADA) requirements.

- ◆ The classroom teacher of the individual student shall be the person responsible for the safe exit.
- ◆ Temporarily impaired students attending class will be the responsibility of the classroom teacher
- ◆ Temporarily impaired students are to remain with their respective teacher and report to the designated area for the class.

Faculty and support personnel shall be informed of the students with mobility needs at faculty meetings or by e-mail, as changes occur. All personnel will receive a copy of the procedures. Students with mobility impairments place a heightened responsibility and awareness for the classroom teacher.

FIRE, TORNADO, CRISIS DRILLS

*Fire drills will be practiced each month school is in session. The signal for a fire drill will be intermittent blasts from the fire horns along with blinking strobes. Maps are located in each room showing procedures for exiting the building and designated meeting areas assigned outside.

* A minimum of three tornado drills will be held each year. The regular school bell with a solid ring will indicate a tornado drill. Students will be instructed in the proper safety procedures by the teacher. The lunchroom is the designated shelter.

*Crisis drills will be practiced as deemed necessary. Students and staff will be instructed to follow a particular set of directions by the office announcement, depending on the crisis situation.

GIFTED TEST-OUT POLICY

A student qualifying for gifted services may have the opportunity to test out of a required course from time to time. This must be included on the student's Individual Educational Plan (IEP). The IEP team is responsible for notifying the school counselor who will make the necessary arrangements with the course instructor for the testing to be completed. These plans should be made during the spring semester and arrangements made to do the testing prior to the start of the next school year. The IEP team, counselor and course instructor will determine the test out score.

COUNSELOR-GUIDANCE

The counselor (guidance) is in Everest Middle School all day, every day. The students/parents should familiarize themselves with the services which are available to them. These services include assistance with education planning, interpretation of test scores, helpful study guides, solving behavior problems, and/or any questions or situations that the students/parents feel they would like to discuss.

HALL PASSES

Students must sign out on classroom designated sheet in order to be in the hallway or anywhere else during class time. Each teacher has a "Teacher Errand" Pass" to be used in the event of sending a student for an errand.

HALLWAY BEHAVIOR

Students should maintain orderly behavior between classes and during lunchtime. Horseplay, loud talking, or running will not be tolerated. Students should remain in the classroom during class time with few exceptions. Students leaving during class time for legitimate reasons must have signed out on the designated sheet in the classroom.

BULLYING / HAZING / INTIMIDATION / THREATS

Hazing (ridicule, harassment, abusive and/or humiliating tricks) of any nature will not be tolerated. Violation of this regulation will result in disciplinary action. Any coercing, threatening or intimidating activity toward another student or staff member must be reported to the principal for verification and will result in an office referral and possible suspension.

All threats or intimidation occurring off school grounds or from persons who are not EMS students shall be dealt with by the parents or guardians of the threatened student through the proper law enforcement channels.

INSURANCE-STUDENT

Starting with the 2001-2002 school year, USD 430 decided to **NOT** purchase accident insurance to cover all student injuries incurred by children at school. USD #430 encourages all families to have accident insurance on their children prior to participation in any sports or school-sponsored activity.

Insurance for Students Involved in KSHSAA Activities

The State of Kansas enforces guidelines which state that all who participate in Kansas State High School Activity Association activities must be covered by insurance through the Activity Association; therefore, USD #430 athletes and participants are covered by insurance through the Kansas State High School Activity Association. This insurance covers injuries costing **OVER \$10,000.** Injuries costing less than this will be the responsibility of the parent/guardian.

Insurance for Students Involved or Not Involved in KSHSAA Activities

Those parents/guardians whose students are not involved in KSHSAA activities may secure accident insurance to cover injuries incurred at school in the following manner:

1. **KanCare**
Gain insurance through the State of Kansas, "Children's Insurance Plan" called KanCare. This plan is handled through DCF. Brochures will be available at enrollment with detailed information what is covered and how to apply.
2. **Own Insurance Policy:**
Secure insurance coverage through the parent's present insurance policy. Parents need to contact their own insurance agent.

Brochures covering these plans will be made available at enrollment with detailed information on what is covered and the cost of the premium. If you have an insurance plan with HIGH DEDUCTIBLE or LIMITED BENEFITS, or if you HAVE NO INSURANCE ON YOUR CHILD, we **ENCOURAGE** you to review the student insurance program that is available on a voluntary basis.

LIBRARY SERVICES and USE

The EMS Library Media Center is available to students during the school day. The purpose of the library is to provide students with the resources to enhance academic and personal growth efforts. To provide orderly service in the library it is necessary to have the following regulations.

1. No material should be taken from the library unless it is properly checked out from the circulation desk.
2. All books, except reference books, are to be checked out for two week periods and may be renewed for an additional two weeks. Reference books are not taken from the library without permission from the librarian.
3. Students are expected to maintain a quiet learning environment.
4. Fines for overdue books are not assessed; however, if a book is not returned within a reasonable length of time, the book will be considered lost by that student. If a student loses or damages a book, a charge will be assessed to the type, age, condition, and replacement cost of the book.

LOCKERS

Lockers are the property of Everest Middle School and assigned to students by the office. Students are expected to use only the locker assigned to them by the office. Lockers should not be changed without approval from the office. Book bags, backpacks, and heavy coats are to be left in the lockers and will not be allowed in the classrooms. Any inappropriate material taped on or inside a locker will be removed and disciplinary action taken. School administration reserves the right to search a student locker at any time.

Valuables should not be left in unlocked lockers, in the dressing rooms, or anywhere in the building. If locks are placed on lockers, a key or combination must be given to the office. If no key or combination is on file at the office, the administration reserves the right to cut off the lock if needed. Lockers may only be decorated or altered with magnetic materials or inserts (shelves). **NO** duct tape, adhesive paper, or taped/glued materials will be allowed.

LOST and FOUND

The school is not responsible for lost articles. Students may check the lost and found in the office for items they are missing. Students are required to turn in found items not belonging to them. If an item is lost the student needs to report it that day.

LUNCHROOM RULES

Stand single-file in lunch line Talk quietly
Do not throw food Do not save seats
Throw away all trash
Ask permission to change seats or use the restroom
Remain in lunchroom area until dismissed

MAKE-UP OF SCHOOL WORK

Students are responsible for obtaining work missed while they are absent. Upon return to school, they are expected to see the teachers of the class they missed to get assignments. Teachers will work with students to assist in getting work completed. Students will be given two days for each day of absence. Extensions may be given at the discretion of the teacher. **Homework sheets will only be distributed to teachers if and when the student is/will be absent more than two days.**

MEDICAL HOMEBOUND INSTRUCTION

In the event a student, for medical reasons, is unable to attend school, arrangements can be made for the district to provide a homebound teacher to work with the student. An application must be completed and returned to the school counselor, including verification from the doctor of diagnosis and estimated time necessary.

NURSE, FIRST AID, and MEDICATION ADMINISTRATION

A school nurse is available to assist with health concerns as needed. Please feel free to contact the school nurse with concerns. Minor first aid can be obtained from the school nurse or through the office.

It is the opinion of the State Board of Health, the State Dept. of Education, the Kansas School Health Advisory Council and the board that the public school should never provide students with medication. Unauthorized administration of unprescribed medications shall not be practiced by any school personnel including school nurses.

In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the administration of medication; but the medical person authorized to prescribe medication must send a written order to the building administrator who may administer or supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in the administration of medication and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical practitioner. The medication shall be examined by the school nurse administering the medication to determine in his judgment that it appears to be in the original container, to be properly labeled and to be properly authorized by the written order of a licensed medical practitioner.

Guidelines for medication administration in USD #430 will be handed out during enrollment as a separate handout.

PARTIES

5th-6th grade: The first hour class serves as the student's "homeroom". Fifth and sixth grade will celebrate three major parties: Halloween, Christmas, and Valentine's Day. Each "homeroom" will be responsible for one party. Teachers will announce which class is responsible for which party and parents/guardians of that homeroom will be notified in advance so that their student may bring the requested items.

7th - 8th grades: Parties for various reasons and holidays are celebrated within the seminar room. Students will be asked, in advance, to provide certain items for the party. Sometimes, the teacher will provide the necessary "party" supplies.

If parents/guardians wish to provide birthday treats for students, please notify the office in advance.

PERSONAL PROPERTY

Money or valuables should not be left in the lockers, dressing rooms, desks, on ledges, etc. Items of value may be checked into the office for safe keeping during the day. Names should be stenciled or otherwise written on physical education clothes, towels, etc.

ANIMALS AT SCHOOL / PETS

Students are not allowed to bring animals/insect farms to school without permission from the principal. Pets, insect farms, insects, or animals of any kind may not be transported on busses. No animal mascots. No pets at any school activity.

REPORT CARDS

Report cards will be completed at the end of each quarter and will be sent home with the students. Parents may use Infinite Campus/Parent Portal to view student grades over the Internet. Access codes are assigned by district. Inquire at your student's building.

GRADING SYSTEM

| <u>Letter Grade</u> | <u>Percentage</u> | <u>Interpretation</u> |
|---------------------|-------------------|-----------------------|
| A | 90 - 100 | Excellent |
| B | 80 - 89 | Above Average |
| C | 70 - 79 | Average |
| D | 60 - 69 | Below Average |
| F | 59 or below | Failing |

INCOMPLETE GRADES

There may be occasions a teacher deems it appropriate to assign an "incomplete" for a course on the report card. The teacher will meet with the student to work out an arrangement for completing the necessary course work. Incomplete work must be completed and turned in to the teacher early in the next quarter or the grade will be changed to an "F".

LATE WORK POLICY

It is the student's responsibility for completing and turning in all homework when due. Teachers will make known the due date when an assignment is given, so that the date may be written in the student's planner. Students are expected to turn in completed assignments on the date as determined by the instructor. Failure to personally turn in assigned work by the end of the day when due will result in the student receiving a 20% reduction for each day the assignment is not turned in. Students with excused absences will receive two full school days of make-up time for each day/class absent. No credit will be given for outstanding assignments if they have already been returned to the students or after the corresponding unit test has been taken. If assignments are not turned in after the completion of make-up time, 20% reduction per day will be given. Extended illnesses of one week or more will result in the teacher assigning a reasonable deadline for completion of make-up work without penalty. If assigned make-up work is turned in after this deadline, the student will receive no credit.

STUDENT IMPROVEMENT TEAMS

Support services include Title I Schoolwide initiative, English Language Learners Support (ELL), and Grade Level Teams. Grade Level Teams (core teachers at each level) meet weekly to review students that have academic and/or behavioral problems. These teachers seek resources and develop strategies to support student success. The team will collaborate with the student, his/her parents/guardians, and staff to implement strategies.

TESTING

Kansas Assessments are required. All 5th through 8th graders take the reading and math assessments annually. Science, writing, and social studies vary by year and grade. MAP (Measure of Academic Progress) will be taken by all students in the areas of reading and math in the fall and spring. Additional subject areas will be tested as materials become available.

Students grade K - 12 may be referred by the teacher, principal, or parent/guardian for testing and screening in determining eligibility for special education services. This testing is performed by the Brown County Special Education Interlocal #615.

RETENTION POLICY

Students who fail two or more core classes (language arts, social studies, math, science) will be recommended for retention. Student attitude, work habits, test scores, attendance, and maturity level will also be considered. The teachers, parents, and principal (middle school and high school for 8th graders) will meet together during the last week of school to make the final decision. If the parent/guardian disagrees with the team's decision, he/she may appeal to the USD #430 Board of Education for a hearing on the decision. The parent/guardian must contact the Clerk of the Board within ten days from the date of the conference with the school staff involved with the student's instruction. The notification to the Clerk of the Board must be in writing and must state the purpose of the request.

The USD #430 Board of Education will hear the appeal within 30 days from the day the clerk was notified. The Board may wish to conduct the hearing at a regular or special meeting. The building principal shall provide copies of the most pertinent data for the Board and the parents. The building principal and teachers may be asked to explain and review the data presented.

ASSEMBLIES / PEP RALLIES

Various school assemblies and pep rallies, both academic and athletic, will be planned throughout the year. These are held in the gym. Students are expected to attend as if they are classes. Students will sit with their class or as assigned.

SCHOOL CLOSINGS

In the event of school cancellation due to inclement weather, information will be available on the following stations:

| <u>Radio:</u> | | <u>TV:</u> | |
|---------------|------------|------------|---------------|
| KAIR | 93.7 FM | WIBW | TV Channel 13 |
| KMZA | 92.1 FM | KSNT | TV Channel 27 |
| KNZA | 103.9 FM | KTKA | TV Channel 49 |
| KTPK | 106.9 FM | | |
| WIBW | 580 AM | | |
| | 94 Country | | |

All activities will be canceled for the remainder of the day.

DANCES / ACTIVITY NIGHT

The purpose of a middle school dance/activity night is to give students the opportunity to mix socially in a supervised setting. This, we feel is important at this "in between" age. Students should interact with as many of their classmates as possible. Therefore, "dating" at these functions is discouraged, as it does not accomplish the purpose of the dance/activity. It is hoped that everyone can participate in and enjoy the activity.

Dances will be held at EMS. Students may not leave the dance until the scheduled dismissal time of 9:00 p.m. unless their parents come in for them or arrangements are made in advance with the principal. **NO ONE WILL BE PERMITTED INTO THE DANCE AFTER IT HAS BEEN IN PROGRESS ONE HOUR UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.** Students leaving the dance before its conclusion will not be permitted to return.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is any non-verbal, verbal, or physical behavior which is of a sexual nature. Any student who believes that he/she has been subject to sexual harassment should discuss the alleged harassment with the principal, counselor, or other certified staff member. Actions will be taken to see that the harassment is stopped. If the matter is not resolved satisfactorily, the student may initiate a complaint under the district's discrimination complaint procedure. It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or staff member when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, a parent conference will be held, and appropriate action will be taken against the individual. The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment, or assignments. Confidentiality will be maintained throughout the compliant procedure.

TELEPHONE USAGE

School telephones are considered business phones and should not be used unnecessarily by students. Students may use the phone in the classroom with permission of the teacher. Teachers have the right to question the reason and deny the use at that time. **Teachers and students will not be called to the phone during class.** The office will take a message if a parent calls and give it to the teacher/student to return the call later. Parents/guardians need to talk to the office to request alternate arrangements for their student at dismissal.

No long distance calls are to be made from the school telephone by students without permission of the office and are to be made collect.

DISTRICT PHONE NUMBERS

| | | | |
|-------------------------------------|-----------------|----------------------------------|-----------------|
| <u>Everest Middle School Office</u> | <u>548-7536</u> | <u>Everest Middle School FAX</u> | <u>548-7538</u> |
| Superintendent's Office | 486-2611 | Horton High School Office | 486-2151 |
| Horton Elementary School Office | 486-2616 | Transportation | 486-2439 |

ALCOHOL, DRUGS, and TOBACCO

Using, possessing, selling, furnishing, or having been under the influence of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or smoking paraphernalia and/or the improper use/abuse, possession, selling, furnishing of any prescription or nonprescription drug or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances IS NOT allowed on any school property or at any school sponsored activity or event (KSA 72-53 107).

All school-sponsored functions, including those held at sites other than the school, shall be drug and alcohol free. Possession, distribution or sale of drugs, drug paraphernalia, inhalants, alcohol, tobacco or any materials (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances or other illegal substances is not permitted.

Students and their guests, regardless of age, are to arrive free of these substances. Those who disregard these expectations will be excluded from the event and will be subject to disciplinary actions that will include all of the following: Parent notification, law enforcement officials will be notified immediately, suspension or expulsion; and or; exclusion from future extracurricular activities. Drug dogs may be brought in occasionally, for a building walk through to assure student safety.

VEHICLES

Any student with a valid driver's license may drive to school. This is a privilege, not a right. Students should drive safely and carefully at all times. Automobiles are to be parked and left until the student is dismissed to go home. Students may only park in the lot on the north side (front) of the school. Students are not to be in the parking lot or in automobiles during the school day or during lunch.

VISITORS / GUESTS

Visitors are required to sign in at the school office upon arrival and get a visitor pass. Parents are always welcome but are encouraged to make an appointment to see a teacher or visit the school. **Student visitors from other schools may not attend classes with EMS students.**

WEAPONS POLICY

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at any school function or event. **This policy includes any weapon, item being used as a weapon, destructive device, or any facsimile of a weapon, when said facsimile is used in a threatening or menacing way. Laser pens, knives (of any size), and other objects that could cause injury to others are not allowed at school or at any school event.**

Possession of a firearm shall result in expulsion from school for a period of one calendar year or 186 school days. The superintendent may modify this on a case-by-case basis under the provisions of the board policy. Students violating this policy shall be referred to the appropriate law enforcement agency(ies).

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to and may be readily converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term "destructive device" means 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 one-quarter of an ounce, mine, or other device similar to any of these devices.

OUT OF DISTRICT STUDENTS

Out-of-District students wishing to enroll in USD 430 must be approved by the building and district administration. Students may not be long-term suspended or expelled from any other school and must sign a contract that outlines certain criteria for continued enrollment in USD 430 schools. Violation of the contract will result in the student being non-enrolled in the district.

WITHDRAWAL FROM SCHOOL

Students withdrawing from school or transferring to another school must check out through the school office. The student will be required to check in all textbooks, library books, and be cleared of any financial obligations. A withdrawal slip must be picked-up from the office and must be signed by all of the student's teachers and the librarian. A parent or guardian must also sign the form. A student receiving special education services must contact his/her special education teacher for check-out procedures.