

McLouth Middle School Welcomes you!

We attempt in every way to offer quality education opportunities for you, our students. We are glad to have you as part of our school community and look forward to an exciting and rewarding year!

**MCLOUTH U.S.D. #342
MIDDLE SCHOOL
STUDENT INFORMATION OF GENERAL REGULATIONS & PROCEDURES**

INTRODUCTION

The following items have been prepared for the benefit of the students and parents of students at McLouth Middle School. Please read and familiarize yourself with the policies of the school stated in this handbook. The students will be accountable for abiding with the policies stated herein and approved by the Board of Education. The administration reserves the right to make discretionary decisions on unique situations or events not covered in the student/parent handbook.

WELCOME ABOARD

Welcome to McLouth Middle School! Many new friendships and happy experiences await you.

Success in school relates directly to your efforts. Take time to join co-curricular activities, communicate with your teachers both in and out of class, take pride in your work, and above all, give yourself the quality education that will help to assure success throughout your life.

Be yourself and maintain your individuality. Do not lose yourself or follow the crowd. Have courage to do and stand for what is right. Follow the three basic rules of life: do what is right, do the best you can, and treat others as you would like to be treated.

Your success is important to all of the teachers. As we get to know each other, let us know how we can be of assistance to you. Best wishes to each of you.

EDUCATIONAL PHILOSOPHY OF U.S.D. #342

The following statements define the basic educational philosophy of Unified School District No. 342.

The Board of Education:

1. subscribes to the principle that all children served by the district, regardless of economic background, religious affiliation, race, educational need, or gender will be provided equal educational opportunity.
2. believes that the school district should provide dynamic leadership in shaping the culture, encouraging responsible citizenship, and increasing the educational, vocational and professional opportunities for all persons residing within its borders.
3. will strive to maintain the highest possible educational standards. The quality of education will be determined principally by the quality of the persons who teach.
4. believes the school is an integral part of the community and should be constructively cooperative with churches, service organizations, family groups, and other community organizations.
5. recognizes that society is in a state of constant change. In order to fully meet the needs created by this change, the district must continuously consider, evaluate, and when appropriate, implement new and improved educational techniques, curriculum or programs.
6. will work to maximize achievement through expectations of excellence and the highest of professional ethics from the Board of Education, administration, faculty, district personnel, and students.
7. will maintain a framework of fiscal responsibility. Recognized principles of sound business management shall be rigorously applied.
8. will strive to provide an environment that is conducive for constructive communication between the Board of Education, district employees, students, and the community.

USD #342 MCLOUTH SCHOOLS MISSION STATEMENT

Together, we learn in a community that promotes

Academic excellence

Respect

Life-long learning

Responsible citizenship

McLOUTH MIDDLE SCHOOL PHILOSOPHY

The purpose of McLouth Middle School is to provide a curricular program and a supportive school community that will allow the development of intellectual, physical, emotional, and social strengths. Students in this age group need a program that is distinctively different from either the elementary or senior high school. The middle level educational program is based on the following essential elements:

1. Educators knowledgeable about and committed to the development and education of early adolescents.
2. A balanced curriculum with continued emphasis on a strong program of instruction in the basic subject areas.
3. Interdisciplinary planning with basic subject areas.
4. Exploratory and enrichment experiences which provide a wide variety of high-interest, project-oriented, short-term, success-oriented subjects.
5. A program of study which promotes the teaching and application of study skills.
6. Programs of study which provide for the learning styles of all students.
7. Provides for a productive and positive learning environment inclusive of guidance advice and counseling.
8. Evaluation procedures appropriate for early adolescents.
9. Learning experiences provided through varied instructional strategies and technological applications.
10. A disciplinary program will be provided for the middle school student that will foster positive growth.

NON-DISCRIMINATION POLICY

6.18 Nondiscrimination (approved 11/11/96)

Discrimination, insult, intimidation, or harassment against any student on the basis of race, color, national origin, sex, disability, or religion in the admission of access to, or treatment in the district's programs and activities is prohibited. The Superintendent of Schools, USD 342, P O Box 40, McLouth, KS 66054-0040 Phone (913)796-2201, has been designated to coordinate compliance with nondiscrimination requirement contained in the Title VI 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. Any student who believes that he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student may file a complaint with the principal against the application of any school rule or regulation to the student. The complaint must be in writing, filed within 20 days following the application of the rule or regulations to the student, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution of the complaint within 10 days after the complaint is filed.

Any student may file a complaint of discrimination with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

BOARD OF EDUCATION GOALS

Goal: To improve communication and promote the schools.

Action Plan Purpose: To provide positive student and school information to others.

- Print newsletter w/ District and community news (provide historical information)
- Continue to encourage teachers to provide classroom newsletters
- District staff members (encourage student participation) provide information to area newspapers
- Provide speakers to local organizations
- Invite former students who are successful back to school for recognition
- Promote staff accomplishments
- Provide Customer Service skills training for staff
- Recognition to community members that have contributed to the school district (i.e., former board members, organization, etc.)
- PowerSchool
- School Website
- Promote District Mission Statement

Goal: To improve student reading (K-8: 72.3; 9-12: 58.0) and math (K-8: 65.5; 9-12: 54.3) achievement to at or above AYP target as we move toward the Standard of Excellence.

Action Plan Purpose: To make or exceed AYP target and provide quality staff development.

- To ensure that all teachers have adequate curriculum knowledge
- Assurance that the intended curriculum is being taught
- To provide staff with research-based instructional strategies
- To measure student mastery of the curriculum standards frequently
- Provide appropriate assessment instruments to monitor student progress

McLouth Middle School
796-6122

STAFF INFORMATION

Mike Bogard	Secondary Principal
Tom Pierce	Assistant Principal/Activity Director
Jean Rush	Superintendent
Gerard Aligo	Health
Jane Vangemeren	Language Arts
Karen Bailey	Computer
Lindsay O'Neil	Foreign Language
Jessica Lenhart	Music
Gary Freeman	Physical Education
Garon Gardner	Social Science
DeAnna Gill	Middle/Senior High Secretary
Debbie Kesinger	Middle/Senior High Secretary/Registrar
Lorie Patterson	Business Manager
Sherri Brown	Central Office Secretary
Annamaria Rainey	Guidance Office Secretary
Gabrielle Holcomb	Media Center
Jerome Johnson	Band
George Karn	Technology
Jennifer Klamm	Parents as Educators
John Denney	6th Grade
Elaine Watson	6 th Grade
Erin Scott	Art
Shawn Miller	Science
Dan Brune	Gifted - Middle School
Cyndi Morris	Math
Shannon Galentine	Math
Judy Francis	ISU
Jane Tongier	School Psychologist
Sandra Walbridge	Home Economics/Technology
Cliff Weeks	Counselor

BOARD OF EDUCATION

Mitchel Campbell	Kristi Carlton	Edward Courtney
Dan Evans	Jessica Folsom	Andy Sullivan
Mike Tullis		

COOKS

Cory Sullivan, Head Cook	Becky Sheley	Helen Tullis
Jeannie Jantz	Tara Stauch	

CUSTODIAN

Wes Patterson	Malinda Hogan	Angie Tillisch
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TRANSPORTATION STAFF

Jolene Holwick	Gregg Justus	Don Nowak
Paul Reed	Debby Smoots	John Wright
Terry Snyder	Dixie Jones	Angie McCowan

School Map

THE SCHOOL DAY

Eight class periods, a lunch period, and an After School Assistance Program make up the school day at MMS. Four minute passing periods are scheduled between each class period for passing to the next class, going to restrooms, getting materials from lockers, etc. The school day begins at 8:10 a.m. to 3:15 p.m. The building will be opened at 7:50 a.m. to serve breakfast in the cafeteria and the rest of the building will open at 8:00 a.m. Students are not to be in the building after 3:30 p.m. unless under the direct supervision of a teacher, coach, or adult sponsor.

NAME _____

THE CLASS OF _____

BUS NUMBER _____

LOCKER NUMBER (not combination) _____

GYM LOCKER NUMBER _____

CLASS SCHEDULE:

1st Hour _____
2nd Hour _____
3rd Hour _____
4th Hour _____
5th Hour _____
6th Hour _____
7th Hour _____
8th Hour _____

What you need for class:

You will need to bring these materials to class with you every day.

1. **YOUR PLANNER**
2. 3-ring binder, 2" or 3"
3. 7-tab dividers for binders
4. Plastic pouch that fits in the binder
5. #2 pencils
6. Ballpoint pens and red marking pens
7. Small set of colored pencils
8. White loose-leaf wide-line notebook paper
9. 12 inch standard/metric ruler with holes to fit into binder
10. Protractor
11. Small scissors to fit into the plastic pouch
12. Appropriate textbook
13. For physical education class you will need: shorts or sweat pants, shirt, athletic socks, towel, and gym shoes

Sixth Grade Supply List:

- 13 Pocket Expandable Folder (plastic) **NO TRAPPER KEEPERS**
- 1 – 1 inch 3 ring binder with plastic cover (math)
- 4 – 1 subject spiral notebooks (1 per quarter/social studies)
- loose-leaf notebook paper
- pouch for pencils/pens
- color pencils and or crayons
- pencils (mechanical are fine)
- 2 packages of #2 regular wooden pencils
- blue or black ink pens
- scissors & ruler (US and Metric)

SCHOOL SPIRIT

Every student should take advantage of the opportunities to be actively involved in the total school program. Tradition and standards at McLouth Middle School are such that every student can be proud to uphold them.

Our school colors are PURPLE and GOLD.
We are called BULLDOGS and we have PRIDE.

We are members of the Delaware Valley League. The Delaware Valley League consists of two divisions; a northern division and a southern division. Members of the northern division are: Everest, Jackson Heights, Doniphan West, Troy, and Wathena. Members of the southern division are: Pleasant Ridge Middle, Jefferson County North, MCLOUTH, Oskaloosa, Valley Falls and Xavier.

McLOUTH MIDDLE SCHOOL SPIRIT SONG

Stand up and cheer;
Cheer long and loud for dear old McLouth.
For today we raise the purple and gold above all others.
Our sturdy team now is fighting and we are sure to win this game.
We're sure to win!
We're gonna win for McLouth Middle School.

PEP CLUB

Pep Club membership is available to sixth, seventh, and eighth grade boys and girls. Join Pep Club and support the Bulldogs. The Pep Club will help organize spirit days, make spirit signs and posters, support the cheerleaders, athletic teams, knowledge bowl, music events and other school activities. They will sit together at all home and away games and travel together to away games. Join Pep Club! We are the Bulldogs and we have pride.

ANNOUNCEMENTS

Daily announcements will be distributed during second hour via email. Announcements are to be read during third hour daily and students are to be quiet and attentive during any announcement. All announcements must be initiated by a teacher, sponsor, or the building principal. Announcements will be posted outside the office door, outside the opportunity room and in the cafeteria.

LOCKER ASSIGNMENTS & RESPONSIBILITIES

Each student will have a book and coat locker assigned to them. Students are not to trade lockers, share lockers, or give their combination to other students. If changes need to be made, they must be approved by the office.

Follow these locker rules:

1. Have your locker locked at all times.
2. Do not kick or slam your locker.
3. Keep your locker neat and clean.
4. Spin your combination after closing.
5. All books, materials and coats are to be kept in the locker and not in the classroom.
6. Report all locker problems to the office immediately.
7. KEEP YOUR COMBINATION CONFIDENTIAL!
8. Mark all your belongings with a permanent marker.

Do not bring valuables to school. The school is not responsible for student's property that becomes lost or stolen.

The principal of a school may search or authorize the search of a student's locker or desk for possession of illegal items or stolen property. Lockers and desks, although assigned to individual students, are the property of the school district and therefore authorities hold the lockers in custody. If and when this property is suspected of being used for illegal or inappropriate purposes, it is the right and responsibility of the principal or a designee, to make a search of the locker, to seize any item of an illegal or inappropriate nature and turn it over to the proper authorities. Drug dogs may be used to search the premises.

HOW TO OPERATE YOUR COMBINATION LOCK

- A. Turn the lock 2 or 3 times around to the RIGHT to clear the lock.
- B. Turn the lock to the RIGHT until you reach the first number and STOP.
- C. Turn the lock to the LEFT and go past the first number and STOP at the second number.
- D. Turn the lock to the RIGHT until you reach the third number and STOP.
- E. Lift up on the locker door handle to open your locker door. Sometimes you will need to pull on the locker door handle to open.

HALL PASSES

Students: Teachers will not let you leave class without a planner. Carry your planner with you to class and the planner will be used for your hall pass. A responsible, maturing person will take care of restroom needs and obtain class supplies during passing periods. Teachers will limit the number of passes given to students. If you go to class without your book or materials and have to return to your locker, you will be counted tardy to class (see tardy policy).

HALL TRAFFIC

Students are expected to:

1. Do their part to keep traffic moving walk to the right side of the hallway.
2. Display proper conduct in the halls at all times. Proper conduct does not permit running, pushing or shoving, loud visiting, or other behavior which causes halls to be unnecessarily noisy. High school classes are in session.

PRIVATE/PERSONAL/SCHOOL PROPERTY

Students are responsible for any personal property they bring to school or school activities. Students are responsible for any school property; textbooks, uniforms, lockers, calculators, etc., that has been checked out to them.

Backpacks and book bags are to be placed in the student's locker upon arrival to school and kept in the locker throughout the school day. Electronic devices are not to be used in classrooms unless permission is granted by the instructor.

LOST & FOUND

Students who find lost articles are asked to place articles in the lost and found box in the hall by the office or bring items to the office. If you have lost an item, check the lost and found box and the office to see if it has been turned in. To help with identification, please mark all personal items with permanent ink.

STUDENT ACCIDENT INSURANCE

Parents may wish to purchase student accident insurance made available through Summit Insurance Services for the 2009-10 school year. Insurance application forms may be obtained in the high school office. The 2009-10 coverages, which pay in addition to any other insurance, have the following plans available on a voluntary basis.

1. School Time Coverage (covers interscholastic sports except high school football)
2. 24-Hour Coverage

SCHOOL CLOSINGS

School cancellation because of bad weather or other emergency situations will be announced on local radio and television stations---WIBW radio and TV in Topeka, KLWN radio in Lawrence, and WDAF-61 Country radio in Kansas City. You may also dial 796-6122 for school closing information. These announcements will be made about 7:00 a.m. on the day concerned.

CHANGE OF ADDRESS

Inform the office if you have a change of address or phone number in order to help in addressing mailings and in case of emergencies. All parents must list an emergency phone number where they can be reached quickly. Work phones should also be listed and corrected when changed.

JOIN THE PARENT-TEACHER ORGANIZATION

You should take an active part in PTO for your child's sake and for the school's sake. Your PTO meets monthly during the school year. Get acquainted with the teachers, discuss common problems, hear fine speakers, and work together to improve your school.

SECONDARY SITE COUNCIL

The Secondary Site Council (SSC) is a group of parents, teachers, business/community members and the principal who meet regularly to serve as a communications channel promoting honesty, integrity, openness, positive attitudes and trust among students, parents, faculty, administration and citizens of our district.

CHANNELS OF COMMUNICATION

Patrons who have complaints, concerns, or compliments must follow this procedure in this order: (1) see the teacher; (2) talk to the principal; (3) schedule an appointment with the superintendent; (4) fill out a complaint form which may be secured from any office.

The school counselor is available to students, parents, and school personnel. Students should see the counselor to discuss results from any standardized aptitude or achievement test and to plan their school enrollment. The counselor is available to students who want to share personal problems and explore possible solutions; to evaluate their goals, career interests; to find information or helpful study guides. Students should come to the counselor when they feel they need someone to listen to them and help them work on their problems. The counselor will work with students to help them understand what is troubling them and to help them find more effective ways of dealing with their problems.

To see the counselor, stop by the counselor's office in the morning or during breaks to set up an appointment and secure a pass. Present the pass to the classroom teacher prior to attending the appointment. Failure to secure prior permission to visit the counselor may result in an unexcused absence or tardy.

SPECIAL EDUCATION SERVICES

Services available through the Keystone Learning Services include: (1) Learning Disabilities Instruction, (2) Behavior Disorder Instruction, (3) Educable Mentally Handicapped Instruction and (4) Gifted Education. Students must be referred for possible selection into these programs by parents, teachers, or other staff members. Selection is dependent on testing evaluation, consensus of the McLouth Student Improvement Team, and parental approval-according to state guidelines.

VISITORS

Visitors, especially parents and patrons, are welcome at school any time during the day; however, they must first check in at the office. Information regarding classes and teachers may be obtained from the office. They are also welcome to attend the school assemblies and functions. Agents and individuals are not permitted to solicit students or teachers on the school premises without a permit from the principal. Visitors will not be allowed during the first and last two weeks of the school year or during final examination days at the end of the first semester. Student visitors will not be permitted.

ASSEMBLIES

All students and staff members are to attend assemblies designated for their grade level to attend. When attending an assembly all students are to go immediately to the assembly location and be seated in an orderly manner. Conduct for assemblies should be appropriate for the setting and type of assembly program presented.

Students are expected to be courteous and attentive to any guest speaker during a presentation and to use good judgment regarding questions directed to the speaker. A speaker is a guest in our building and we want to make them feel welcome. Unacceptable conduct includes whistling, uncalled for clapping, rowdiness, and talking during a program. Your actions represent MMS and guests should leave our school impressed with the dignity, respect, and class displayed by the students and staff.

DISPENSING MEDICATION

Diagnosis and treatment of illness and the prescribing of drugs, medications and nostrums are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses unless authorized hereinunder. School personnel are advised that the Nurse Practice Act KSA 65-1113 et. seq., as amended, makes it illegal for school nurses to administer medications or treatments that have not been prescribed by a licensed physician or dentist. The law under that statute also prohibits any acts of diagnosis.

It is the opinion of the State Board of Health, the State Department of Education, the Kansas School Health Advisory Council and the board that the public school should never provide students with aspirin or other medication. The decision as to whether aspirin is needed is a form of diagnosis, and the dispensing of this medication is a form of treatment. Neither diagnosis nor treatment are within the responsibilities of the school.

Dispensation of any prescribed medication must have a written order of a licensed physician and/or dentist to allow designated school personnel to administer the drug.

The following rule for the administration of medication by school personnel, including school nurses, is authorized:

Administration of aspirin or other non-prescribed medication 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; but the family physician will send a written order to the school.

In middle schools, students and parents are responsible for the administering of all over-the-counter medications. Students should only bring over-the-counter medications to school for personal use, not for the purpose of giving it to other students.

TELEPHONE CALLS/CELL PHONES

The middle school office staff will only deliver messages to students during the school day in the event of an emergency. Students will not be called out of class for a phone call except in an emergency. All other messages will be held for students to pick up in the office after the dismissal bell.

Students are not to use cell phones during the school day unless permission is granted.

FIRE AND TORNADO DRILLS

Throughout the year fire drills and tornado drills will be held. These drills are held so that the student can learn to leave the building or to go to a shelter quickly and in an orderly fashion in case of an emergency. When the alarm is sounded, students should follow directions as will be outlined and explained by the teacher.

Intentionally pulling a fire alarm without just cause is a criminal offense and any person guilty of such action will receive an out-of-school suspension and may be reported to the proper authorities for prosecution.

PROCEDURES TO EVACUATE STUDENTS WITH DISABILITIES

School staff members will be responsible for the evacuation of students with disabilities.

STUDENT FEES

Students will be assessed fees for the following (not an inclusive list):

1. Textbooks fee per student per year.
2. Athletic participation fee per **sport**, for each **student** per year.

SCHOOL BREAKFAST & LUNCH PROGRAM AND POLICIES

Breakfast and hot lunches are served daily in the school cafeteria. All students are encouraged to use the lunch ticket program. The Lunch Express is a computerized lunch system that has been set according to state and federal accounting guidelines and will operate as follows:

1. Each family will be assigned an unique ID number for all students in their family. Each student in the family will also be assigned an individual ID number within their family account by which individual purchases may be tracked. Any money you send to school with your student for lunch will go into the family account - no cash will be given back to them. Checks for the family accounts can be mailed to the elementary office.
2. Money may be put into the family's account any morning before school or during seminar in the office. No money will be put into a family account during the lunch hour.
3. A lunch, a la carte items, or milk may be purchased. The amount of the purchase will be automatically deducted from the family account.

Students will NOT be able to CHARGE meals for more than \$10 per family. When an account reaches a negative \$10 balance students WILL NOT be able to EAT school meals. A payment must be made to that account to bring the balance to a positive amount or parents should send a sack lunch to school with their child(ren). To help you monitor your children's account, notices will be mailed home twice a month.

Students may still pay cash for their meals, however the Lunch Express system is the preferred plan for our breakfast and lunch programs. Students who use Lunch Express will be served first.

During their assigned lunch period students are to be in the lunchroom or the designated outdoor area. If a student needs to leave these designated areas, permission must be obtained from the lunchroom supervisor.

No student will be permitted to use the lunch account of another student. As middle school students, responsibility is one of the skills the school must work to develop as part of the growth process.

Students who are on special diets and cannot eat a school lunch may be excused to go home and eat if they:

1. Can walk home and eat and return to school within their lunch period.
2. Have on file with the building principal a letter from their doctor stating that they must be on a special diet for health reasons.

FREE AND REDUCED BREAKFAST & LUNCH APPLICATIONS

Free and reduced price breakfast and lunch applications are available at the office to all parents at the beginning of the school year. The application should be filled out and returned directly to the principal. This information is kept confidential.

Parents are notified by mail of acceptance or denial. Free and reduced price breakfast and lunch applications are available at any time during the school year from the principal's office.

CAFETERIA GUIDELINES AND REGULATIONS

1. Students may talk quietly in line.
2. Once seated - stay seated.
3. Students will stay in their assigned area for the 1st fifteen minutes of the lunch period. After this time, they will be allowed to go outside (weather permitting).
4. Students may talk quietly to only immediate neighbors at their table.
5. Never throw anything in the lunchroom.
6. No eating food from another student's tray.
7. Do not leave the cafeteria unless permission is obtained from the lunchroom supervisor.
8. Be neat with trays and garbage.
9. Never run, push, shove or crowd. This will result in removal from the lunchroom.
10. No food or drink may be taken from the eating area except when special permission is granted from the lunchroom supervisor.
11. Saving places for a friend in line or at the table is not allowed.
12. Trays are to be stacked neatly, when returned to the window.
13. Portions from the salad bar will be appropriate with a variety of food items.
14. Students are not to bring glass containers to school and no container larger than 20 oz.
15. No food should be delivered to the lunch room without prior approval.
16. No more than 6 students to a side of the lunch table.

ACADEMICS

GRADING SYSTEM & GRADE POINT AVERAGE

A+	4.00	98-100%	C	2.00	73-76%
A	4.00	94-97%	C-	2.00	70-72%
A-	4.00	90-93%	D+	1.00	67-69%
B+	3.00	87-89%	D	1.00	63-66%
B	3.00	83-86%	D-	1.00	60-62%
B-	3.00	80-82%	F	0.00	0-59%
C+	2.00	77-79%			

REPORT CARDS

Report cards will be issued after each nine week grading period. Semester grades will reflect the average percentage grade for the two nine week grades during that semester. Report cards will be mailed home at the end of each grading period. If you have questions or concerns about your child's report card, please contact the middle school office.

POWERSCHOOL

McLouth Schools uses a web based student information system. Parents can access and review student progress through the PowerSchool system.

The McLouth School PowerSchool server is located at <http://ps.mclouth.org>. Usernames and passwords are assigned by the school. Passwords may be obtained by stopping by the office with proper identification or calling the office and it will be mailed to you.

STUDY SKILLS

A student who studies well:

1. Brings assignment book, notebook, paper, pen or pencil, and other necessary materials to class.
2. Is an active participant in the classroom - listens well and takes part in discussions.
3. Asks questions if he/she doesn't understand the discussion or has a problem.
4. Plans his/her work and schedules time for homework each day; makes sure he/she understands the assignment before leaving class.
5. Strives to do his/her best, not just enough to get by.
6. If the assignment is a long-term project, does a little of it each day. He/she doesn't let it go until the last minute.

How to Take A Test

1. Relax and forget other people.
2. Read directions carefully and then follow them.
3. Think before you write.
4. Answer questions fully with information asked for - not what isn't asked for.
5. Check your test for spelling and grammar before turning it in.

HOMEWORK

Schools have found that parent-teacher-student teamwork paves the way to successful learning. These suggestions are offered for parents helping with homework:

1. Provide a suitable place for work or study.
2. Provide a dictionary or other resource materials.
3. Assist with drill and routine work.
4. Exercise patience in helping the student.
5. Give encouragement and show interest, but avoid undue pressure.
6. Work should never be done for the student, but assistance and encouragement may be given.

HOMEWORK AND PROJECTS

All students have the obligation to complete their assigned school work and turn in their assignments on time.

1. Know when your assignments are due, use your assignment notebook.
2. Daily homework assignments are expected to be turned in on the day they are due.

LATE AND MAKE UP WORK

If you do not have your assignment when the teacher calls for it, you are still expected to turn it in. This is called LATE WORK. Daily work that is one day late will be docked 30%. Daily work that is more than one day late will receive no credit. The teacher may request a student to attend After School Assistance Program (ASAP) to complete assignments. It is important for you to show that you have successfully completed your work.

It is important that you be in class. When you are absent, you will be expected to learn the material and turn in the work done by the class. It is the student's responsibility to see the teacher to get missed assignments. Make up work for excused absences will receive full credit. See the absentee policy.

If your student is absent and you would like to pick up assignments for the day, please call the office before 9:30 a.m. The office staff will gather assignments and books and they may be picked up in the office at the end of the day.

It is the student's responsibility to check with instructors after an absence and collect all assignments that were missed during an absence. The student will be given as many days as they are absent plus one to complete missed assignments. Example: The student was absent two school days and returns to class on Tuesday. All assignments missed during the absence would then be due during each class Friday of that week. If a student is absent on a school activity trip or a planned absence they are not allotted make up days. In cases of extenuating circumstances, arrangements may be made between the instructor and the parents.

INCOMPLETES

The grade of "INC" indicates that the work in the subject is not complete due to extenuating circumstances and that the proper credit can be earned by doing certain work as indicated by the instructor of the course. When the work is properly completed, the credit will be entered on the student's permanent record. An incomplete must be made up within two weeks following the end of the semester. If it is not made up, the grade for the incomplete work will be given "0%." No incomplete shall be granted without approval from the principal.

PARENT-TEACHER CONFERENCES

Two parent-teacher conferences have been scheduled for this year. The day and time are published on the school calendar. Parents may call the middle school office for appointments with teachers during parent-teacher conferences. Parents should feel free to contact their child's teachers at any other time they feel there is a need.

AFTER SCHOOL ASSISTANCE PROGRAM (ASAP)

We believe that every student can learn and be successful in school. However, some students learn at different rates or don't respond to traditional methods of instruction. The ASAP will provide the necessary time for these students to receive the special tutoring or instruction necessary to promote their academic achievement and progress at school. Students and parents are encouraged to initiate participation in ASAP by contacting the instructor and establishing a schedule that is mutually agreeable.

The After School Assistance Program (ASAP) is available and can be assigned by an instructor to any student who does not hand in assignments, fails tests, is behind in class due to absenteeism, or is in danger of failure in the course. The ASAP will run 30 minutes after school, Monday through Thursday. The ASAP bus will run Tuesday through Thursday. The ASAP is designed to provide time for the student to receive the additional individual instruction, guidance, and supervision necessary for academic success.

1. Daily homework assignments are expected to be turned in on the day they are due.
2. If the student fails to turn in the assignment on time, the teacher may assign the student to ASAP.
3. Students intending to ride the ASAP bus home must stay in their assigned classroom until 3:50 p.m.
4. If the ASAP student needs additional help or assistance from a different teacher, the student may be given a pass to go to that teacher's room at an agreed upon time with that teacher.
5. Detention and ASAP time may be done concurrently.

This entire process is to help students to become successful and be responsible for the completion of work on time.

Transportation will be available for bus students involved in the After School Assistance Program and will run Tuesday through Thursday each week.

PROMOTION AND RETENTION POLICY

The counselor will schedule conferences for all students who are not making satisfactory progress in their classes. The conferences will be scheduled at the end of each nine weeks grading period or whenever necessary through the course of the year. The conference may involve the parent(s), student, and appropriate staff members of the school for the purpose of evaluating the situation and exploring alternatives for prevention of retention. Consideration may be given to alternatives such as ASAP time, tutoring, adjustments or alternative programs, study skills class, counseling activities, positive reinforcement, student contracts, or retaking a course.

The final decision on retention will be made in May or when final grades are determined. A seventh and eighth grade student must pass seven or more semesters of eight semesters of core classes (language arts, math, science and social studies) and sixty percent of the semesters of their exploratory courses to be promoted to the next grade level. A sixth grade student must pass nine or more semesters of the ten semesters of core classes (language arts, math, science, social studies and reading) and sixty percent of the semesters of their exploratory courses to be promoted to the seventh grade.

In some situations, a student may not be making successful academic progress to assure an understanding of the basic fundamentals and the classroom instructor may recommend a retention. In this case, a conference will be held with parents or guardians, the instructor and middle school director or principal to discuss retention.

A letter will be sent to the parents of 8th grade students by March 1st reminding them of dress code expectations during promotion exercise.

TESTING PROGRAM

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests.

It is the goal of the McLouth School District to have all students learn the intended curriculum and perform at an acceptable level on the State Assessments. The federal government, through No Child Left Behind (NCLB) has determined what an acceptable level is for students. Following is the State Assessment schedule for the next three years.

Kansas State Assessment Schedule

2009-10 Assessments	2010-11 Assessments	2011-12 Assessments
Reading 6-8	Reading 6-8	Reading 6-8
Mathematics 6-8	Mathematics 6-8	Mathematics 6-8
	Writing 8	Writing 8
History/Government 8		
Science 7	Science 7	Science 6-8

The five performance levels for the State Assessments are:

- Exemplary
- Advanced
- Proficient
- Basic
- Unsatisfactory

It is the goal of McLouth Middle School to have all students scoring at the Proficient level or above. Students that do not reach the proficient level may be required to attend summer school and/or take an additional class during

the following school year to remediate their skill level.

HONOR ROLL AND ACADEMIC LETTERS

At the end of each nine week grading period an Honor Roll will be computed. There will be a Principal's Honor Roll, Gold Honor Roll and a Purple Honor Roll. The Principal's Honor Roll will consist of students with a grade point average of 4.00. The Gold Honor Roll will consist of students with a grade point average of 3.99-3.50. The Purple Honor Roll will consist of students with a grade point average of 3.49-3.00. Students must have no D or F on their report cards for that nine week grading period to qualify for the Honor Roll.

To earn an academic letter a student must be on the Gold Honor Roll all four nine week grading periods during the academic year. New students must be enrolled by the end of the first nine weeks of the fall semester to be eligible for an academic letter.

Students will be recognized and presented letters during the next honors day program for their grade level.

SCHOLASTIC HONORS

1. A certificate of scholastic achievement will be awarded to each student who makes the honor roll for each nine week period.
2. A certificate of achievement will be presented to each student who earn the Academic Advancement Award during the school year.
3. A Presidential Educational Award will be presented to eighth grade students with a B+ average, rank at the 85th percentile on a national standardized test.
4. The KSHSAA Citizenship Award will be presented to the 8th grade boy and girl who show the highest degree of citizenship.
5. Certificates of achievement will be awarded for perfect attendance on semester basis.

GRADE LEVEL/COURSE OUTCOMES

The grade level/course outcomes are available in the superintendent's office.

PROGRAM/COURSE COMPLAINT

Patrons who have complaints about district curriculum may complete a Program/Course Complaint Form available in the central office.

TESTING PROGRAM

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and any state required tests.

AIDS AND SEXUALITY

The human sexuality and AIDS curriculum is available for inspection from the middle school office.

OPT-OUT

A parent or guardian may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum.

To receive information on the opt-out provision, contact the middle school office.

STUDENT REGULATIONS & EXPECTATIONS

ATTENDANCE

Regular attendance is fundamental for a successful educational experience. The Board of Education feels that school attendance is a right and not an imposition, and therefore requires regular and punctual attendance of students enrolled at USD #342.

Student Attendance Rights: Students may exercise their rights of attendance as long as they conform to the rules of the school. They may forfeit their rights of attendance for violations of school policy including, but not limited to:

1. Failure to respond appropriately to the authority of staff members or any school employee.
2. Failure to display proper conduct during school, on school grounds, or at any school sponsored activity.
3. Use of profanity, use or possession of alcohol, tobacco, weapons or drugs on school property or at any school activity, harassment of students or staff, and any act that disrupts the normal educational setting of the school.
4. Defacing or damaging school property or property of other students or school employees.
5. Failure to maintain regular and punctual attendance and/or failure to maintain a regular status as a bona fide student in good standing with the school.
6. Failure to show an interest in academic achievement, apathy, or failure to make a reasonable effort.

Students of McLouth Middle School are expected to attend each regularly scheduled day of school. Regular attendance at school is primarily a parental and student responsibility. A student who is absent misses a significant learning opportunity in each class. Daily participation points, the lesson content and activities, and daily assignments require a student's attendance and attention. Students with an excused absence or planned absence can make up their assignments and may be required to complete additional academic activities to earn daily points they missed while absent.

Kansas law requires a student under the age of 16 to be enrolled and in regular attendance at school. A student who has three consecutive days unexcused absence or five days unexcused absence in a semester is considered to not be in regular school attendance. Students not in regular school attendance will be reported to the proper authorities as prescribed by Kansas Statute 72-1113.

STEP 1: Two unexcused absences per semester or six or more total absences.

If a student demonstrates irregular attendance they will be referred to the school counselor for consultation. The school counselor may hold an individual conference and/or a student/parent conference to remediate barriers to regular attendance at school. A referral may be made to the Care Team.

STEP 2: Four unexcused absences per semester or nine or more total absences.

The Care Team, or their designate, will review the student's attendance record and academic progress. The Care Team consists of the principal, counselor, and classroom instructors. The Care Team, or their designate, may recommend that an attendance staffing be called. The student and/or the student's parent(s) or guardian(s) may attend the staffing to discuss the importance of regular attendance and reasons for the student's school attendance pattern. A letter will be sent home to the student's parent(s) or guardian(s) to apprise them of the chronic attendance pattern and to seek parental support for corrective action to encourage regular attendance and academic progress in school.

STEP 3: Five unexcused absences per semester or twelve total absences.

The student's attendance record will be reviewed and a report to the proper authorities may be filed. A student may be subject to corrective disciplinary action and will be placed on attendance probation. A student who is age 16 or over may be required to show cause as to why they should not be dropped from the roll, if their attendance is irregular or they violate attendance probation.

TARDIES

Each teacher will establish and enforce his/her own tardy policy. Excessive tardies may result in disciplinary action from the administrative office.

PARENTAL VERIFICATION OF STUDENT ABSENCES

If a student is going to be absent from school the administration requests that a parent/guardian contact the school prior to 9:00 a.m. Parents can leave a message on the answering machine or contact the office staff at 796-6122. To leave a message on the answering machine, please include: name of caller, name of student who is absent, date(s) of absence and reason for the absence. If an illness persists and results in absence from school for several days the parent should notify the office on the first day and then call or send a written note the morning the student returns to class, to verify the additional days absence.

No attempt will be made to contact a parent/guardian who has given prior notice to the school of a student's absence. Please notify the office to reduce the number of calls the office staff has to make and to avoid unnecessary interruptions at home or work.

Parents will be requested to provide two phone numbers, in order of priority, for the school to call if a student is not in class and the school has not been notified prior to 9:00 a.m. It is a parental responsibility to provide the school with the phone numbers at the start of each school year and to notify the office of any changes. If no contact is established by calling the two phone numbers provided, no further attempt will be made to contact the parent(s) of the absent student. If the student answers, the school official will ask for the parent. If the parent is not present this will be noted and no further call will be made.

The student must pick up an admit to class form if the absence has not been confirmed and excused through the office. If the absence has been confirmed and excused the student does not have to pick up the admit to class form to be readmitted to classes after an absence. If the student's name appears on the unconfirmed/unexcused absence list the teachers will require the student to have an admit slip.

It is the student's responsibility to check with instructors after an absence and collect all assignments that were missed during an absence. The student will be given as many days as they are absent plus one to complete missed assignments. Example: The student was absent two school days and returns to class on Tuesday. All assignments missed during the absence would then be due during each class Friday of that week. In cases of extenuating circumstances, arrangements may be made between the instructors and the parents. If a student is absent on a school activity trip or a planned absence they are not allotted make up days.

EXCUSED ABSENCES

An excused absence is one due to illness, death in the family, doctor or dental appointments, or other justifiable reason approved by the parent and building administration based on reasonable circumstances. In order for absences due to doctor and dental appointments to be excused, the student must present a note from the doctor or dentist office upon return from the appointment. A student with an excused absence is entitled to make up all work missed during the absence within the allotted make up time as stated above. Students are not excused from assignments, tests, or other obligations that are due or scheduled on the day the student returns to school if the test, assignment, or obligation was scheduled and known in advance.

PLANNED ABSENCES

The school also recognizes that there may be special situations in which a student must miss school. By making arrangements through the office beforehand and completing the planned absence form one school day prior to the absence, the student will be entitled to make up missed work and may be required to complete additional academic activities to earn daily points they missed while absent.

This is referred to as a PLANNED ABSENCE. If a student knows of an anticipated absence, he must report to the office for a Planned Absence Form. This form must be completed, signed by the student's parents, the student's teachers, and returned to the office for administrative approval before leaving on the planned absence. Planned Absence Forms must be completed and turned in to the office at least one school day before the absence.

Since a planned absence is secured prior to the absence, the collection and completion of assignments is the responsibility of the student. Assignments missed during a planned absence must be turned in prior to the absence or upon the day the student returns to school following the absence at the teacher's discretion. Special arrangements may be necessary for make up tests and the student must make these arrangements with their

teachers and complete these within a time frame to be determined by the instructor. NO planned absences will be excused during final exam periods (1st and 2nd semester).

UNEXCUSED ABSENCE

If a student is absent from school with parental permission for a reason not approved by the principal without completing a planned absence form one school day prior to the absence. The student will be considered truant.

SKIPPED ABSENCE

If a student is absent from school without parental approval for a reason not approved by the principal. the student will be considered truant.

CONSEQUENCES FOR UNEXCUSED ABSENCES

Unexcused absences may be subject to disciplinary action.

TRUANCY

Each building principal is designated as the respective school officer to report cases of truancy to the judge of the juvenile court. A child is truant if:

1. The child is subject to the compulsory attendance law but is not enrolled in a public or nonpublic school, or,
2. The child is subject to the compulsory attendance law and enrolled in school but is unexcusably absent for either three consecutive days or five or more days in any semester.

Truancy carries with it the penalty of Saturday School or an after school assignment.

LEAVING SCHOOL DURING THE SCHOOL DAY

If for any reason it is necessary for a student to leave during the school day, permission from a parent/guardian and the office MUST be obtained prior to departure. The student must obtain approval and a permit to leave the building in the school office. If a student arrives at school after the beginning of the school day the student must check in at the office prior to going to class.

The school has an obligation to the students and parents to educate, provide and account for the students enrolled and attending classes at McLouth Middle School during the school day. Therefore, students cannot arrive or leave during the school day without checking in or out in the office. Failure to abide by this requirement will result in appropriate disciplinary action. Athletes and participants of KSHSAA events must be present for the entire school day to participate in competitive activities. Absences for doctor or other appointments scheduled on competition days must be approved by the office two school days in advance. Emergency appointments will be considered on a case by case basis. Refer to the student activities section for more information.

BONA FIDE STUDENT & GOOD STANDING REQUIREMENTS

Students at MMS are required to be a bona fide student in good standing, in accordance with KSHSAA Rule 14 and school requirements, to be eligible for participation in any extracurricular activity of the school. This means that any and all obligations a student has must be completed and a student's conduct record must be acceptable or the privilege of participation and/or attendance will be denied until the student reestablishes a good standing status.

Participation includes such things as clubs, athletic practices or contests, field trips, honors night programs, or any school activity that is not a direct requirement of a class the student is enrolled in during the current semester.

STUDENT CITIZENSHIP AND CARE OF SCHOOL PROPERTY

The assistance of the students, parents, staff, and patrons who utilize the facilities provided by USD 342 in keeping an inviting and attractive is requested. Good citizenship dictates that we all take pride in our public school facilities. All parties, directly or indirectly, support the school through taxes and thus we all have a stake in maintaining quality facilities and reducing maintenance and repair costs.

Students can do their part by utilizing the trash cans provided throughout the building and school grounds. Students are encouraged to treat school property with care and respect. In the event of an accident the student should report the damage to the office immediately so that the situation can be remedied to avoid injury or further

damage. Students will be financially responsible for repairs or replacement of items damaged or destroyed by their negligent actions.

STUDENTS MUST WEAR GYM SHOES WHEN RUNNING, PLAYING, OR TAKING PART IN ACTIVITIES ON THE GYM FLOOR. Street shoes will be prohibited on the gym floor except on special designated occasions.

NO GLASS BOTTLES OR CONTAINERS WILL BE ALLOWED IN THE BUILDING!! IF A STUDENT BRINGS GLASS CONTAINERS INTO THE BUILDING WITHOUT PRIOR APPROVAL THEY WILL BE CONFISCATED AND DESTROYED.

STUDENTS ARE NOT TO POSSESS OR CARRY KNIVES OF ANY TYPE, FIREWORKS, FIREARMS, OR ANY OBJECT THAT, IN THE JUDGMENT OF SCHOOL OFFICIALS, COULD BE USED AS A WEAPON OR IS INAPPROPRIATE FOR SCHOOL. This applies on school grounds, school vehicles, in vehicles on school property, or at any school activity home or away.

POSSESSION OF WEAPONS

Possession of a weapon shall result in expulsion from school for a period of one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case by case basis. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS.

DEFINITION OF WEAPONS AND DESTRUCTIVE DEVICES

As defined in KSA 72-89a01, the term "weapon" means (1) any weapon which will, or is designed to, or may readily be converted, to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon, (3) any firearm muffler or silencer, (4) any explosive, incendiary or poison gas, (A) bomb. (B) grenade, (C) rocket having a propellant charge of more than four ounces. (D) missile having an explosive or incendiary charge of more than one quarter ounce. (E) mine, or (F) similar device; (5) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon, sandclub, metal knuckles or throwing star; (8) any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; (9) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. The term "weapon" does not include within its meaning (1) an antique firearm: (2) any device which is neither designed nor redesigned for use as a weapon; (3) any device, although originally designed for use as weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device: (4) surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10 of the United States Code; (5) class C common fireworks.

These measures will be taken to ensure the safety of the entire student population and staff at McLouth Middle School.

MAINTAINING PROPER CONTROL

Each employee is responsible for maintaining proper control in the school. An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others.

SECURITY

Any district employee who believes any of the following has occurred at school, on school property or at a school sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law. The building administrator will be notified.

Anyone making a report in accordance with state law and without malice, shall have immunity from any civil liability.

STUDENT CONDUCT AND RELATIONS

The teachers, administration, and staff of the school supervise and are in charge of the halls, entryways, classrooms, gymnasiums, activity buses, parking lots, and any area owned or under the jurisdiction of USD 342. Students are expected to abide by all school rules and expectations regarding conduct, dress, and decorum any time they are in school or involved in ANY school sponsored or related activity. All rules of the school extend to any activity, home or away, that McLouth Middle School is or has been participating in.

If the student(s) does not comply with school rules or a directive of any school official relating to conduct, dress, or school policy they will be subject to disciplinary action. A fundamental purpose of public education is to develop good citizenship and this means treating all people and property with dignity and respect. Disrespect for property, peers, opponents, officials, or school personnel will not be tolerated and has no place in a positive educational growth environment.

Students should develop many close friendships during their school years. However, displays of affection between students, such as holding hands, hugging or kissing, is inappropriate and unacceptable in the school setting.

STUDENT DRESS AND APPEARANCE AT SCHOOL AND SCHOOL ACTIVITIES

The situation may arise when a student arrives at school in apparel that is considered by a staff member or principal to be obscene in appearance, inappropriate for school, immodest and/or lacking in cleanliness. The situation will be taken care of or they will be sent home immediately and permitted to return only after the inappropriate situation has been remedied, or assigned disciplinary measures.

Examples of clothing or accessories deemed inappropriate for wear at school or school activities are apparel that bears offensive/suggestive designs or language, advertisement of alcoholic beverages and/or tobacco products, represents controlled substances or paraphernalia, or is of such cut or design as to be considered immodest. Excessively tattered jeans, half-shirts, mesh shirts, low-cut shirts or tops, ripped out shirts on the side seams, extremely sagging pants, bike shorts, short shorts (inseam at least 5 inches), skirt length must be as long or longer than the longest fingertip (skirts that pass this test may still be deemed inappropriate), T-tops, chains, unhooked suspenders and spaghetti strap tops are additional examples of immodest and inappropriate dress for the school setting. Students participating in P.E. classes are required to abide by the same rules in relation to appropriate attire.

Hats are to be put in the student's locker before 1st hour class and should remain there until the end of the school day (3:15).

Book bags and backpacks are for transporting supplies from home to school and back. They should be kept in the locker during the school day.

Students will not be allowed to wear hats in the building and the administration requests that parents/patrons set a responsible example and remove their hats while in the building, during the school day. Hats of an appropriate nature may be worn during inside athletic events. No hats are to be worn in the building for any other school function during the school day.

ENROLLMENT/WITHDRAWAL FROM SCHOOL

ADMISSIONS REQUIREMENTS

All resident students shall be admitted to attend school in the district unless they have been expelled.

A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, telephone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory.

NON-RESIDENT STUDENTS

The district is not required to admit non-resident students. Non-resident students must apply to the superintendent for approval.

A non-resident student who has been suspended or expelled from another district will not be admitted to the district unless approved by the administration.

PUPIL INFORMATION FORM

Each year during enrollment, parents and students must fill out an Emergency Procedure Card including the following information:

- name(s), phone number(s) of the student's parent(s)/guardian(s);
- name of individual(s) to contact in case of emergency;
- name of student's physician;
- description of any medical conditions of which the staff needs to be aware.

This information is kept on file and made part of the student's record.

ADDRESS/PHONE NUMBER CHANGE

Please notify the school secretary within seven days if any of the following change:

- numbers for home or parents' work;
- mailing or street address; or
- emergency contacts.

ASSIGNMENT TO SCHOOL/CLASSES

The superintendent shall assign students to the appropriate building.

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parent(s) disagree, the principal's decision may be appealed to the superintendent. If the parent(s) are still dissatisfied with the assignment, they may appeal in writing to the board.

TRANSFERRING CREDIT

In the middle school and high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

RECORDS

All student records shall be treated as confidential and primarily for local school use unless otherwise stipulated.

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 which include:

- The right to review and inspect all of your educational records except those which 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 be 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 342 has failed to comply with FERPA's 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 342 policies for complying with FERPA. A copy may be obtained from the school office.

STUDENT DISCIPLINE POLICY & GUIDE

The administration reserves the right to review each situation and may deviate from a normal disciplinary progression as deemed necessary.

Disciplinary infractions accumulate over a student's career in grades 6-12. Students who accumulate multiple violations may be subject to more severe interventions than a first time offender. Disciplinary infractions that occur during the last days of a school year may carry over into the subsequent school year and will result in a student being considered "not in good standing" and thus ineligible for any extracurricular activities that take place prior to the start of the next school term.

DISCIPLINE GUIDE

The Board of Education of USD #342, McLouth, understands the many roles expected of schools and recognizes that none is more important than the teaching and learning of the intended curriculum for all students. The intended curriculum is any subject area that has a designated curriculum that is expected to be taught.

It is very obvious that instruction techniques (pedagogy), curriculum work, and forms of assessments are means to support the teaching and learning of the intended curriculum. It should be just as obvious that the discipline process is also a means to support the teaching and learning of the intended curriculum. Without the proper learning environment, teaching and learning will be greatly hindered.

To ensure a productive teaching and learning environment for all students K-12, McLouth U.S.D. #342 is committed to maintaining a safe environment, an orderly environment, and a productive classroom environment in all schools and at all school activities. To ensure the structure and consistency necessary to maintain such a positive teaching and learning environment, McLouth U.S.D. #342 has implemented a discipline process built on a foundation that consists of:

1. a definition of discipline,
2. belief statements regarding the handling of behavior, and
3. expectations for staff, student, and parent behavior.

This foundation is the basis for all decisions made in the handling of discipline situations, as well as the daily treatment of all.

INTERVENTIONS / CONSEQUENCES

The following are examples of interventions available in McLouth U.S.D. #342:

- Ignore behavior
- Looking in the vicinity of the misbehavior
- Walking toward the area of the misbehavior
- Verbal reprimand
- Informal talk
- Isolation
- Writing assignment
- Standing on the wall
- Loss of privilege
- Opportunity Room
- Parent communication
- Teacher-parent conference
- Behavior contract
- Detention packet/written assignment
- Detention
- Referral to principal
- School service
- Principal-teacher-parent conference
- After school assignment
- Saturday school
- Removal from bus
- Suspension from school-related activities
- Parent shadowing (optional)
- Referral to Intervention Team
- Referral to CARE Team
- Referral to counselor
- Referral to local agencies
- Short term out-of-school suspension
- Long-term suspension
- Expulsion for the remainder of the school year
- Expulsion for 186 school days

A. DEFINITION OF DISCIPLINE

Discipline is 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.

B. BELIEF STATEMENTS

Teaching and learning of the intended academic curriculum for all students is the highest priority. Therefore:

- **The misbehavior of one student will not be allowed to interfere with the learning opportunities of another student or with teachers' responsibility to teach all students.** Teachers will be expected to respond to all behaviors that interfere with their responsibility to teach other students. When a student does not respond to a teacher's instruction to stop a disruptive behavior, staff have the authority to remove the student from the learning activity.
- **The misbehavior of a student will not excuse that student from successfully completing the learning objectives.** Students required to leave the classroom will be expected by the teacher to perform the missed assignment(s). Students who are suspended will be given the opportunity to come to school after hours to work on missed lessons.

- **Changing behavior takes time.** Changing unacceptable behaviors to acceptable behaviors is a continuous involved process.
- **Discipline is a part of the daily routine, not a disruption of the daily routine.** Staff should not be surprised when students misbehave and not take such behaviors personally.
- **Self-discipline is the expected outcome.** Success in a discipline process occurs when students demonstrate self-discipline and make appropriate choices without coercion.
- **Every discipline situation is an opportunity to teach expected behavior.** Staff must be willing to teach school expectations by talking and counseling with students. Staff will use discipline situations as an opportunity to teach the expected behaviors.
- **Teaching and modeling appropriate behaviors, along with implementing consequences for inappropriate behaviors, is the best way to help change unacceptable behaviors to acceptable behaviors.** Discussing and modeling rules and expectations in class help students to understand that rules exist for everyone's benefit.
- **Punishment by itself cannot change behavior.** Punishment alone will not bring about self-discipline.
- **In the handling of unacceptable behaviors, the focus will be on judging of the behavior of the student, not on judging the student.**
- **Staff will respond to misbehavior in professional way.** It is not always possible to avoid taking some behaviors as a personal attack. Staff will not respond in a personal way.
- **Staff will show respect to students and parents at all times, regardless of the students' and parents' behavior.** One of the responsibilities of staff is to *build* bridges. Staff will handle disrespect in a respectful way. Staff are not expected to accept disrespect, but they will engage in such situations with respect.
- **Staff will handle all discipline situations in a professional manner.** All staff members are expected to:
 - Respond to only the misbehavior.
 - Judge the behavior, not the student.
 - Show respect at all times.
 - Respond in a professional—not personal—manner.
 - Refrain from using put-downs or allowing students to use put-downs.
- **Parents will be expected to support the school staff in the correction of inappropriate behaviors of their children and to take advantage of the opportunities presented to help their children make up academic assignments.** Parents have a responsibility to ensure that their children's behaviors do not take away from a safe and productive learning environment for others.

C. EXPECTATIONS

The definition of discipline and the belief statements will provide the structure and consistency necessary to maintain a safe, orderly, and academically productive environment. The third part of the Discipline Foundation is the behavior expectations for all. Staff, students, parents and visitors will be expected at all times to:

- Demonstrate self-respect; respect for others;
- Help maintain a safe and orderly environment through the use of self-discipline.
- Handle all conflicts without the use of or threats of violence.
- Provide learning opportunities for misbehaving students.
- Assist misbehaving students to change their unacceptable behavior to acceptable behavior.

**DEFINITIONS:
CONFERENCE**

The student and principal will have a visitation over the matter of misconduct that the student was involved in after the teacher has gone through discipline procedures. The student will be made aware that if certain conduct persists, disciplinary measures will be assigned. If the misconduct was a minor offense then a warning is all that is warranted; but if it is more serious in nature, more severe discipline may be assigned immediately.

DETENTIONS & DETENTION HALL

Detention hall will run from 3:20-3:50 p.m. Monday through Thursday. When a student is assigned a detention there is an option of serving it that afternoon or the next day detention hall is in session. If a student is tardy to detention hall, an additional detention for tardiness may be assigned.

Failure to serve an office detention will result in an in-school suspension (ISS) The ISS will be served in addition to the office detention.

Detentions may be assigned by ANY employee of the school for minor violations of school policy and/or misconduct. Detentions are reported to the office and a cumulative record of detentions will be kept each school year. It is the student's responsibility to notify parent(s) of a detention assignment at school. A 6th grade student will be allowed to ride the ASAP bus home for detentions 1st semester but not 2nd semester.

PARENT SHADOWING

Parent shadowing may be considered as an alternative discipline assignment.

Additional Educational Assignments:

•SATURDAY MORNING SCHOOL

Saturday Morning School will be held from 8:30-11:30 am. on the Saturday assigned. The student's parent/guardian will be provided notice by phone or mail of the disciplinary assignment and the reason for the assignment.

•AFTER SCHOOL ASSIGNMENT

After School Assignment may be used as a step before out of school suspension. After School Assignment will be assigned from 3:30-6:30 p.m. The student's parent/guardian will be provided notice by phone or mail of the disciplinary assignment and the reason for the assignment. When a student is assigned an After School Assignment, the student will have the right to do classwork, earn credits, and/or other work assigned. Behavior must not be disruptive and the student must be on task.

•SHORT TERM OUT OF SCHOOL SUSPENSION (OSS)

The student's parent or guardian will be provided notice, by phone or mail, of the disciplinary assignment and reason(s) for the assignment. The suspension period will be no longer than ten days in length and a parental conference may be required before the student will be readmitted to school. The following apply when a student is assigned a suspension from school:

1. The student will not be able to participate or engage in any school sponsored activity for that day and until the next school day.
2. The student will not be permitted on the school grounds for the duration of the suspension.
3. Students who receive a short-term suspension will **ONLY** be allowed to make up major assignments and tests.

NOTE: If a student earns a second suspension, the student may be reviewed for expulsion from school.

•LONG TERM SUSPENSION/EXPULSION

The guidelines as set forth in the Kansas Statutes will be administered in situations involving long term suspension or expulsion. When a student is suspended long term or expelled from school, the following will be enforced:

1. The student will not attend any school sponsored activities or functions or be on school property at any time.
2. The student may not return to school until the start of the next semester (long term) or school year (expulsion).

3. A parental conference may be required with the building principal before the student will be re-enrolled in school.

Examples of situations involving long term suspension or expulsion will be, but are not limited to, the use of or trafficking of drugs, an accumulation of behavioral violations and misconduct, any conduct which disrupts the learning environment, or anything deemed as major misconduct by the building principal. Long term suspension/expulsion will be administered in situations deemed serious acts by the principal or where the student has caused discipline problems and disruptions at school and discipline procedures have not yielded an improvement in the student's conduct.

Students may be disciplined for any of the following reasons:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes the commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property, or at a school-sponsored event.

Violation of any provision of the behavior code may result in disciplinary action up to and including suspension and/or expulsion.

The district shall cooperate with law enforcement in security matters and shall, as required by law, report criminal acts committed at school, on school property or at school-sponsored activities.

SUSPENSION /EXPULSION

SUSPENSION AND EXPULSION PROCEDURES

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal.

A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

RULES WHICH APPLY IN ALL CASES WHEN A STUDENT MAY BE SUSPENDED OR EXPELLED

- Refusal or failure of the student and/or the student's parent to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- Students who are suspended for more than 5 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies which provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may reestablish appropriate requirements relating to the student's future behavior at school and may place the student on probation
- The days a student is suspended or expelled are not subject to the compulsory attendance law.
- During the time a student is suspended or expelled from school, the student may not:

- Be on school property or in any school building without the permission of the principal.
- Attend any school activity as a spectator, participant or observer.

REASONS FOR SUSPENSION OR EXPULSION

Students may be suspended or expelled for one or more of the following reasons:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

SHORT-TERM SUSPENSION PROCEDURES

Except in an emergency, a short-term suspension (not exceeding 10 school days) must be preceded by oral or written notice of the charges to the student at an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall be:

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and
- allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time. The following apply when a student is assigned a suspension from school:

1. The student will not be able to participate or engage in any school sponsored activity for that day and until the next school day.
2. The student will not be permitted on the school grounds for the duration of the suspension.
3. A student who is suspended will be expected to make up course work missed while suspended. It is the student's responsibility to make arrangements with teachers to make up work missed.

NOTE: If a student earns a second suspension, the student may be reviewed for expulsion from school.

LONG-TERM SUSPENSION OR EXPULSION PROCEDURES

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the results of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

STUDENTS RIGHTS DURING A LONG-TERM SUSPENSION/EXPULSION HEARING

The student shall have the right:

- to counsel of his/her own choice;
- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing;
- to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

APPEAL TO THE BOARD

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall make a record of the hearing of an appeal by mechanical or electronic recording.
- The board shall render a final decision within 5 calendar days after the conclusion of the appeal hearing.

VANDALISM

The board shall seek restitution according to law for loss and damage sustained by the district.

CORPORAL PUNISHMENT

Corporal punishment shall not be used in the district.

SEARCHES OF STUDENTS

Principals are authorized to search students' clothing and belongings if there is reasonable suspicion that district policies, rules or directives are being violated. Drug dogs may be used to search the premises.

INTERROGATIONS AND INVESTIGATIONS

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parent, guardian or representative of the student(s) prior to questioning. To the extent possible reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parent, guardian or representative 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.

SEXUAL HARASSMENT

Sexual harassment shall 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.

It shall be a violation of district 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 district 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 when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- 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 extracurricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

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 complaint procedure.

TRANSPORTATION **BUS ROUTES**

McLouth USD #342 operates five regular bus routes over a 104 square mile area, and special education routes that transport students to special service programs out of our district. Our buses are safety inspected yearly. The bus drivers attend state sponsored transportation workshops. All bus routes are designed to operate under a 60 minute time frame, but in case of poor weather conditions, routes may run longer.

Since we are striving to keep all routes under a 60 minute suggested time frame, we need your cooperation to make sure that students are ready to board the bus when it arrives at your stop. Drivers are told not to wait more than one-half minute if students are not ready. At the beginning of the school year, please have students ready at least ten minutes ahead of the scheduled time. This is to assure that students are ready to board on time. After about a week of school, all routes usually even out and your driver should be arriving at a fairly regular time each day.

The following bus riding guidelines have been established to assure a safe operating bus route. Please review these with your child.

BUS RIDING GUIDELINES

1. Each student will be assigned a seat during the first week of school and this may not be changed except by prior permission of the bus driver, middle school director or principal.
2. The students assigned to a particular seat will be responsible for keeping that area clean and free from damage. Report any damage immediately.
3. No one will stand up on the bus except to load or unload at the proper time (when the bus is at a complete stop).
4. No food or drink may be consumed on the bus except when prior arrangements have been made with the middle school director or principal and he is satisfied that proper supervision and clean up will be provided.
5. Students may talk with other students seated with them, in front of them one seat, behind them one seat, or directly across from them. Under no circumstances will students yell or talk in a loud voice.

6. No scuffling, pushing, or keep-away is ever allowed on the bus or at points where students wait to load or unload.
7. No object of any description will ever be thrown on the school bus or out of the bus.
8. Any time the bus is coming to a stop or stopped, there will be no talking until the bus is under way again.
9. No adult or student will smoke while riding a school bus.
10. No profane language will be tolerated while riding a school bus.
11. A student will notify the principal or bus driver if he or she will not ride the bus.

Bus misconduct may be identified as either Productive Environment (Level 2), Orderly Environment (Level 3), or Safe Environment (Level 4).

U.S.D. #342 CONTROLLED SUBSTANCE POLICY

In order to ensure the highest possible standards of learning as well as the safety, health, and well-being of all students, USD #342 endorses procedures which will: aid all students in abstaining from the use of alcohol/drugs, intervene early when student use is detected, take corrective disciplinary action when necessary, and provide after-care support for students. Controlled substances shall include: alcohol, tobacco products, illegal drugs, and misuse/abuse of prescription drugs.

Students are not to possess, sell, distribute, be under the influence of, or use any controlled substances; nor are students to be in possession of drug related paraphernalia. Possession shall mean "on the person, or on property owned and/or used by the person." This policy is in effect on all school district property, at any district sponsored activities both home and away, while traveling to and from any school sponsored activity on school transportation. If the student is guilty of distribution, the student's parents/guardians, the law enforcement agency, and any counselor involved with the student will be notified, and the student will be suspended from school pending an expulsion hearing. Other violations of the policy will be subject to appropriate discipline as outlined in the remainder of this policy.

In enforcing the provisions of this policy, the administration will act on reasonable suspicion brought by a teacher, an administrator, a law enforcement official, or other sources. When suspension or expulsion from school is proposed, students will be afforded due process rights in accordance with K.S.A. 72-8901, et. seq. The school district will attempt to cooperate with outside agencies in coordinating efforts to assist the student.

In an effort to assist students in successfully addressing chemical dependency problems, all McLouth schools will establish and maintain a student assistance program. The intervention team may assess student needs, develop goals, and make recommendations for needed services.

PROCEDURAL GUIDELINES FOR ADMINISTRATION OF POLICY

FIRST OFFENSE (ALCOHOL/OTHER DRUGS):

NOTE: Offenses which accumulate during the kindergarten through fifth grade period are separate from offenses which accumulate during the sixth through twelfth grade period. Consequences for a first offense may include any of the following:

- a. The administrator will notify parent(s)/guardian(s) of the student of the violation. Such notification may include a request for a conference with the parents/guardians to discuss evaluation and assessment.
- b. The administrator may notify appropriate law enforcement or juvenile agencies.
- c. The student will be ineligible to participate in any school activities for up to ten (10) school days after the penalty has been imposed.

NOTE: Students who violate the school activities suspension will be subject to additional disciplinary measures at the discretion of the intervention team.

- d. Refer to Level 4: Safe Environment for possible disciplinary action.
- e. The intervention team will meet with and evaluate the student. If the recommendation is to have the student evaluated by an outside agency, the student and parent/guardian must schedule an assessment by an alcohol/drug counselor and/or treatment center of their choice and at their expense. The school counselor will have a list of intervention services available. If the assessment has not been completed within fourteen (14) days, the student will be subject to further ineligibility.

SECOND OFFENSE (ALCOHOL/DRUGS)

- a. The administrator will notify the parent(s)/guardian(s) of the student of the violation. Such notification will include a request for a conference with the parents to discuss evaluation and assessment.
- b. The administrator may notify appropriate law enforcement or juvenile agencies.
- c. The student will be ineligible to participate in any school activities for up to forty-five (45) school days.
NOTE: Students who violate the school activities suspension will be subject to additional disciplinary measures at the discretion of the intervention team.
- d. Refer to Level 4: Safe Environment for possible disciplinary action.
- e. During the school suspension the student and parent/guardian must schedule an assessment with an alcohol/drug counselor or pay for an assessment by a certified alcohol/drug counselor of their choice at their expense. The school counselor will have a list of intervention services available. Participation in a rehabilitation counseling program is mandatory in order to reinstate eligibility for any school activity.

THIRD OFFENSE (ALCOHOL/OTHER DRUGS):

- a. The administrator will notify the parent(s)/guardian(s) of the student of the violation. Such notification will include a request for a conference with the parents/guardians to discuss evaluation and assessment.
- b. The administrator may notify appropriate law enforcement or juvenile agencies.
- c. The student will receive a ten (10) day out-of-school suspension pending a hearing for long term suspension or expulsion.
NOTE: Participation in an in-patient, rehabilitative treatment program may be a condition for reinstatement as a bona fide student. In case of reinstatement the student would be ineligible to participate in any school activities for up to 90 school days from the time of the third offense.
NOTE: Students who violate the school activities suspension will be subject to additional disciplinary measures at the discretion of the intervention team.

FIRST OFFENSE (TOBACCO PRODUCTS):

- a. The administrator will notify parent(s)/guardian(s) of the offense and may notify appropriate law enforcement or juvenile agencies..
- b. The administrator and/or intervention team will meet with the student to discuss the policy and consequences for violation of policy.
- c. The student will be ineligible to participate in any school activities for up to five (5) school days.
NOTE: Students who violate the school activities suspension will be subject to additional disciplinary measures at the discretion of the intervention team.
- d. Refer to Level 4: Safe Environment for possible disciplinary action.

SECOND OFFENSE (TOBACCO PRODUCTS):

- a. The administrator will notify the parent(s)/guardian(s) of the student of the violation. Such notification may include a request for a conference with the parents/guardians to discuss evaluation and assessment.
- b. The student will be ineligible to participate in any school activities for up to ten (10) school days.
- c. Refer to Level 4: Safe Environment for possible disciplinary action.
- d. The intervention team will meet and evaluate the student. If the recommendation is to have the student evaluated by an outside agency, the school counselor will provide a list of intervention services available to be paid for by the parents/guardians.

THIRD OFFENSE (TOBACCO PRODUCTS):

- a. The administrator will notify the parent(s)/guardian(s) of the student of the violation. Such notification may include a request for a conference with the parents/guardians to discuss evaluation and assessment.
- b. After notifying the parent(s)/guardian(s) of the student, the administrator may notify appropriate law enforcement or juvenile agencies.
- c. The student will be ineligible to participate in any school activities for up to forty-five (45) school days.
NOTE: Students who violate the school activities suspension will be subject to additional disciplinary measures at the discretion of the intervention team.
- d. Refer to Level 4: Safe Environment for possible disciplinary action.
- e. During the period of suspension, prior to reinstatement, the student and parent/guardian must meet with the school intervention team and the administration.

All books and reference materials are loaned to students for a two week period.

Vertical file information and magazines also have a two week limit. Even though magazines are checked out to students through a teacher, students are still responsible for them.

All books and materials borrowed on inter-library loan are due on or before the assigned due date. Failure to return inter-library loan materials on time will result in a loss of inter-library loan privileges for one month after materials are returned or paid for.

PLAGIARISM

Plagiarism is defined as "to steal and pass off as one's own (the ideas or words of another); to present as one's own an idea or product derived from an existing source." (Webster's Seventh New Collegiate Dictionary). Students must never plagiarize. Give credit where credit is due. Failure to follow this directive will result in disciplinary action and a loss of credit for the assignment by all parties involved.

Copying of another student's work is plagiarism and will result in appropriate actions by the staff and administration. There is a difference between students working together cooperatively and copying or cheating off another student's paper or test. Plagiarism is a result of poor preparation, laziness, and/or irresponsibility and will not be tolerated at McLouth Middle School.

USE OF TECHNOLOGY

Computer Use

Use of or access to district computers and computer software is limited to district approved users under the conditions put forth in the McLouth USD #342 Acceptable Use Policy.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Students shall not use electronic communications, including e-mail and the internet, to harass staff, students or other individuals.

No Right to Privacy

Students shall have no expectation of privacy or restricted access to any information generated during the course of their work or entered in any district computers. Students waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized persons.

Students shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the administration's right to monitor. All forms of electronic communications are monitored by the administration to ensure the systems are only being used for official purposes.

Ownership

Computer materials or devices created as part of any assignment undertaken on school time shall be the property of the district.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

MCLOUTH USD 342 INTERNET SAFETY POLICY

This Internet Safety Policy is designed to help the user understand McLouth USD 342's expectations for safe use of the Internet and in association with McLouth USD 342 Acceptable Use Policy to help use those resources wisely. In order for McLouth USD 342 to be able to make its technology systems and Internet access available, all users must take responsibility for appropriate and lawful use of this access. While McLouth USD 342 will make reasonable efforts to supervise the use of network and Internet access, users must cooperate by exercising and promoting responsible use of this access.

Access is a privilege, not a right, and access entails responsibility. All users have a responsibility to use McLouth USD 342's technology systems and the Internet in a professional, lawful, and ethical manner. Violation of this

policy shall result in due process disciplinary action, including possible termination of information technology privileges, termination of current role/position/status, civil, and criminal liability.

Using McLouth USD 342 information technology systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. Any parent or guardian of a student may direct that the student not be given access to the Internet.

I. PERSONAL RESPONSIBILITY

- A. You agree to appropriately report any misuse of McLouth USD 342 technology systems. Misuse means violations of McLouth USD 342 policy or other use that is not included in McLouth USD 342 policy, but has the effect of harming another or his or her property.
- B. McLouth USD 342 is providing privileged access to its technology systems and the Internet for educational purposes. Users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.
- C. If you have any doubt about whether a contemplated activity is appropriate, you may consult with your supervising administrator/teacher/staff to help you decide if a use is appropriate. All users and their parents/guardians are advised that access to the Internet may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of McLouth USD 342 technology systems and Internet and stay away from these sites.
- D. Be safe. In using the computer network and Internet, do not reveal personal information about yourself, minors, or any other person. Personal information includes, but is not limited to, your home address, telephone, school address, work address, etc. Do not use information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the Internet. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

II. NETIQUETTE

- A. Be polite. Use appropriate language. For example no swearing, vulgarities, suggestive, obscene, belligerent, bullying, or threatening language.
- B. Avoid language and uses which may be offensive to other users. For example don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- C. All users must take special care to maintain the clarity, consistency, and integrity of McLouth USD 342 mission and goals when using the Internet. Internet usage must be able to survive public scrutiny and disclosure.

EXTRACURRICULAR ACTIVITIES & ELIGIBILITY REQUIREMENTS

Extracurricular activities are those clubs, organizations, and teams which are designated as the "other half of education" by the Kansas State High School Activities Association (KSHSAA). These activities are part of the total educational offerings and experiences available to students at MMS. Students are encouraged to take advantage of the opportunities available to them.

Participation in extracurricular activities is a student privilege that is contingent upon a student meeting all eligibility requirements and being in good standing with the school. All athletes and participants in extracurricular activities must have:

1. Completed physical form
2. Proof of Insurance form or statement of insurance coverage
3. Emergency contact numbers
4. Release Form for treatment with parent/guardian approval on file with the Activities Director BEFORE they may START participating in any activity.

To take part in extracurricular school activities a student must meet the standards provided by KSHSAA and the Board of Education whereby the student must maintain a 'C' average overall with no 'F's'.

ACADEMIC ELIGIBILITY

A student must meet and maintain the standards provided by KSHSAA and the USD #342 Board of Education in order to participate in extracurricular activities. KSHSAA scholastic standards state a student shall have passed at

least five subjects of unit weight the previous semester and shall be enrolled in at least five subjects of unit weight during the present semester. Board of Education policy states that participants be passing all classes with a minimum of a "C" average, and no F's. Students may raise a failing grade to passing and be deemed eligible one time per season. This must be documented by their teacher in writing and turned into the Activities Director before the athlete can resume competition that week. If a student is academically ineligible the effective period will run from Wednesday of the week the list is published through the following Tuesday.

Academic eligibility will be kept after the second week of a grading period. Coaches/sponsors must submit a roster to the Activities Director following the first week of practice to certify both KSHSAA and academic eligibility.

ATTENDANCE

Athletes must be present for the entire school day to participate in competitive activities. Absences for doctor or other appointments scheduled on a competition day must be approved by the office two school days in advance as stated in the Student-Parent Handbook in order for that student to participate. Absences for doctor or other appointments scheduled on a competition day must be approved by the office in advance in order for that student to participate. Emergency appointments will be considered on a case by case basis.

Absences from school which are unexcused may be unexcused by the coach or sponsor of an activity if it interferes with practice or games. Students must be in school by noon to attend evening activities or participate in practice. Practices on days when school is not in session may be held if approved by the activities director or administration in advance. Absences at these practices must be approved ahead of time by the coach in order to be excused.

DISCIPLINE

Athletes who have been assigned OSS or ISS may not practice or compete in any activity for that day and until the next school day. [Note: The weekend is an extension of the last school day.] ISS students may watch practice, but not participate. These absences may be considered unexcused by the coach/sponsor. Students who receive detentions that affect practice time may be held accountable for the time as per the team rules.

ASAP is not considered detention time. Coaches should be notified by the student who is taking advantage of ASAP time. Students should receive a pass from their ASAP teacher to give to the coach when they return to practice.

ACTIVITIES, CLUBS AND ORGANIZATIONS

The various clubs, organizations, and activities which are available to the McLouth Middle School student are as follows:

Music: *Marching Band/Concert Band/Pep Band

Athletics: Boys/Girls Basketball, Football, Volleyball, Boys/Girls Track & Field, Cheerleading

Other: *Student Council, *Pep Club, Knowledge Bowl Team

* Denotes clubs and organizations which are available for sixth grade students

ATHLETIC TRAINING RULES

1. All athletes/students and a parent/guardian will be required to attend a preseason orientation meeting and/or sign a team policy sheet prior to competing in that sport.
2. All athletes must have the following forms completed, signed, and turned into the Activities Director before they may start workouts. 1) physical; 2) proof of insurance; 3) permission to treat; 4) emergency contact numbers. The athlete could be determined ineligible to participate by the coach if these forms aren't completed and turned in before the first practice date.
3. Students are to remain academically eligible according to the policy stated in the Student Handbook and according to KSHSAA scholastic standards. Board of Education policy states that participants be passing all classes with a minimum of a "C" average, and no F's. Middle school students may raise a failing grade

to passing and be deemed eligible one time per season. This must be documented by their teacher and turned into the Activities Director before the athlete can resume competition.

4. Athletes who are academically ineligible are required to attend and participate in practices. Additionally, they are required to attend all scheduled events and travel with the group to away activities unless approved by the coach. Ineligible students will not be allowed to attend events in which the student will miss school time or when supervision is an issue.
5. Perfect attendance at events and practices is expected. The head coach must be notified of an impending absence in advance for it to be considered an excused absence.
6. Athletes must be present for the entire school day to participate in contests/events. Planned absences for doctor or other appointments scheduled on a competition day must be approved by the office in advance. Emergency appointments will be considered on a case by case basis.
7. Athletes who have been assigned OSS or ISS may not practice or compete in any activity for that day and until the next school day. ISS students may observe practice.
8. Each athlete is responsible for the care and return of equipment and uniforms. Loss, breakage, or damage not associated with normal wear and tear will be charged to the student.
9. Each athlete is to check equipment/uniforms in to coaches only (not secretaries, the activities director, etc.). All items must be checked in by the end of the first week after the final game of the season. Detentions may be issued by the coach and/or the student may be designated as "not in good standing," until the equipment/uniform is returned or paid for.
10. Good sportsmanship shall be shown before, during, and after all athletic events.
11. Foul or vulgar language will not be tolerated on the field, court, or in the locker room. An individual's physical actions will also be subject to the same criteria.
12. Use of tobacco, alcohol, or illegal drugs is forbidden. Offenders will be punished according to the district's Controlled Substance Policy.
13. Athletes are expected to dress nicely to attend all athletic events. Managers are part of the team and must abide by the same rule. Appropriate after-game dress will be determined by the coach. Failure to adhere to this rule may result in loss of playing time or other consequences.
14. No student will be allowed in the locker rooms or gymnasiums prior to the assigned arrival time unless under the direct supervision of a coach. This applies for evening, weekend, or holiday practices, as well as on game nights.
15. Students are expected to keep the locker room clean of tape, litter, soap, and personal clothing and equipment. Absolutely no horseplay will be allowed in the locker room.
16. Athletes will stay out of the coaches' offices unless invited in by the coach.
17. Each athlete is responsible for personal valuables. Each athlete will be issued a locker and lock and is expected to use them. Valuables may be locked in the office with the permission of the coach/instructor. Students should not carry large sums of money to school or on school trips.
18. **ALL DECISIONS MADE BY THE COACHING STAFF OF EACH SPORT CONCERNING STRATEGY, TACTICS, AND PERSONNEL WILL BE FINAL!!**

SPORTSMANSHIP

The administration and Board of Education of USD #342 fully support and have adopted the criteria established by the K.S.H.S.A.A. Rule 52 Citizenship/Sportsmanship. The interscholastic activities program provided by the school is designed to promote healthy competition in a spirit of fair play and mutual respect for officials and opponents.

Sportsmanship is exhibited by one who engages an activity and who is fair, generous, a good loser, and a gracious winner (Webster's Ninth Collegiate Dictionary, 1988). A team, school, or athlete cannot be a true champion or be worthy of being recognized as champions unless they display a sincere appreciation of the spirit of sportsmanship intended in athletic competition.

Sportsmanship means supporting your team and being appreciative of the role of the official in interscholastic activities. Being a good host to visiting teams and fans is an essential element of citizenship and sportsmanship.

Support your team in a positive manner and don't yell at the opponents. Actions of a true sportsman, as a participant or fan, are positive in nature and are not intended to draw attention away from the game. A quality sportsman lets his actions and play speak for itself and has no need to brag or humiliate an opponent. Those

students and patrons that do not display appropriate sportsmanship may be prohibited from attendance at future activities.

HAZARDS INHERENT IN TACKLE FOOTBALL AND PARTICIPATION IN ATHLETICS

BOTH THE APPLICANT STUDENT AND A PARENT OR GUARDIAN MUST READ CAREFULLY.

Students and parents are aware that tackle football is a violent contact sport and that playing or practicing to play tackle football will be a dangerous activity involving MANY RISKS OF INJURY. It is understood that the dangers and risks of playing or practicing to play tackle football include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the body, general health and well being. It is understood that the dangers and risks of playing or practicing to play tackle football may result not only in serious injury, but in a serious impairment of future abilities to earn a living, to engage in other business, social and recreational activities, and generally enjoy life.

Because of the dangers of tackle football, and all sports, students should recognize the importance of following coaches' instructions regarding playing techniques, training and other team rules, etc., and to agree to obey such instructions.

MIDDLE SCHOOL ATHLETIC LETTERING GUIDELINES AND AWARDS POLICIES

1. To earn a letter the following guidelines have been established. Letters shall be awarded for those athletes who meet the criteria following this section.
2. If a student does not meet the varsity game time percentage, but meets the practice time percentage, a JV letter may be awarded (if a JV schedule is played), or participation certificate may be given. Any middle school student who participates two complete years in a sport shall receive a varsity letter in the eighth grade.
3. If a student cannot complete a season due to injury or circumstance beyond the student's control and has met the game time percentage requirement prior to that time, a letter shall be awarded.
4. The final decision for all letters is the discretion of the coaching staff based on the student athlete's total contribution to the team.
5. In order to receive any award or letter, the athlete should be in attendance at the awards assembly, unless excused in advance by the activities director or administration. No letters will be issued prior to the assembly.

<u>SPORT</u>	<u>VARSITY</u>	<u>JUNIOR VARSITY*</u>
Volleyball, Football, Basketball:		
Practice Time	90%	90%
Playing Time	60%	50%
(Quarters = FB, BB; games = VB)		
Track		
Practice Time	90%	None Given
Meet Performance	An athlete must place in at least two meets or the Delaware Valley League Track Meet.	
Cheerleading		
Practice Time	90%	None Given
Event Cheer Time	90%	None Given

*Only given if a JV schedule is played.

MIDDLE SCHOOL ACTIVITY AWARD GUIDELINES

1. Activity letters shall be awarded for Knowledge Bowl and Music for those students who meet the criteria.
2. If a student does not meet the criteria, but has contributed to the group, a participation certificate may be given. Any middle school student who participates two complete years in Knowledge Bowl shall receive a letter in the eighth grade.
3. If a student cannot complete a season due to injury or circumstance beyond the student's control and has met the requirements prior to that time, a letter shall be awarded.
4. The final decision for all letters is the discretion of the sponsor based on the student's total contribution to the team.
5. In order to receive any award or letter, the student must be in attendance at the awards assembly, unless excused in advance by the activities director or administration. No letters will be issued prior to the assembly.

<u>ACTIVITY</u>	<u>VARSIITY</u>	<u>JUNIOR VARSITY</u>
Knowledge Bowl		
Event Performance	60% of Varsity meets	None Given
Music*		
Point system as follows:	80 points	None Given
25 points - All concerts/contests		None Given
20 points - Enrolled in band or chorus with grade of B or better/sem Each solo performance at Washburn contest		
15 points - Each group performance at Washburn contest		
10 points - Private lessons		
5 points - Documented attendance at an outside concert with brief review.		
3 points - Each pep band performance		
1point - Each performance away from school (solo/group)		
*Applies to a combined band and vocal music award		

TRANSPORTATION TO SCHOOL ACTIVITIES

All students will be transported by the school to and from all extracurricular activities. **No student shall ride home with friends or relatives unless they are the student's parent(s)/guardian(s) and they personally deliver a signed, handwritten note to the coach stating that their child will be riding with them from the contest.** In lieu of a handwritten note by the parent/guardian, the coach may require the parent/guardian to sign a form stating that the student is being released to the parent/guardian from a specific event. Emergency or extenuating circumstances will be dealt with by prior arrangement through the office or by the coach/sponsor or administrator/designee on site. Students wanting to be picked up or let off the bus in front of their home, provided the bus goes by their home, must have written permission granted from the parent/guardian and administrator.

SCHOOL DANCES

SCHOOL DANCE REGULATIONS

1. Permission to hold a dance must be obtained from the middle school director and/or principal at least two weeks in advance of the event.
2. Dances shall not last longer than 2 hours or later than 10:00 PM.
3. More illumination than that from the exit sign is required.
4. The type of dress which is appropriate shall be determined by the sponsoring organization and administrator. Persons improperly dressed will not be admitted.
5. Persons leaving the building will not be readmitted. No one will be admitted 30 minutes after the dance has begun.
6. No high school student or outside guest will be allowed to participate in or attend the middle school dances and no middle school student will be allowed to participate in or attend high school dances.
7. If any student is suspected of having engaged in the consumption of alcoholic beverages or drugs, that student's parents will be contacted to come and pick them up and disciplinary action will be taken by the office.
8. Any behavior which is judged by the sponsor to be misconduct will be considered sufficient reason for immediate dismissal.
9. The middle school will be allowed to schedule three dances per year.
10. All students will be required to turn in a permission to attend form before being admitted to the dance.
11. ALL DECISIONS OF THE SPONSOR ARE FINAL!

ATHLETIC SCHEDULES

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