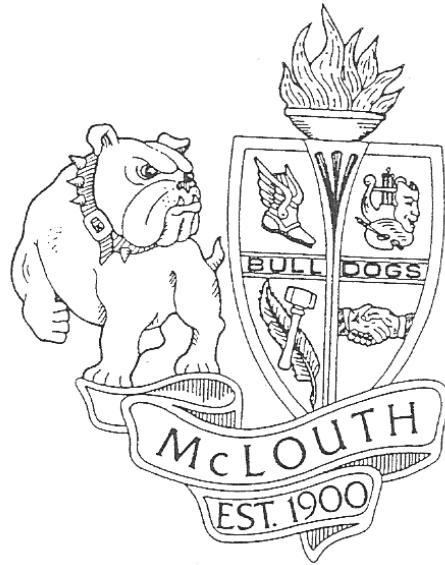


This handbook is developed by the staff, administration, secondary site council and the students of McLouth High School. The BOE approved the contents stated herein on July 10, 2023, and thus this handbook becomes an extension of USD #342 Board of Education policy.

McLOUTH MIDDLE / HIGH SCHOOL

Student-Parent Handbook

2023-2024



217 Summit Street
McLouth, KS 66054
Phone: (913) 796-6122
Fax: (913) 796-6124

McLouth Middle/ High 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!

TABLE OF CONTENTS

Vision and Mission	1
Introduction	2
Welcome	2
Educational Philosophy of USD 342	2
McLouth Middle School Philosophy	2
Non-Discrimination Policy	3
504 Information	3
Parent Request for a 504 Evaluation	5
Board of Education Goals	6
The School Day.....	6
Middle School Recommended Supplies List.....	7
School Spirit	7
Announcements	7
Locker Assignments & Responsibilities	7
How to Operate Your Combination Lock	8
Hall Passes	8
Hall Traffic.....	8
Private/Personal/School Property	8
Cell Phone and Other Electronic Devices	8
Posters	8
Lost & Found.....	9
Student Accident Insurance	9
School Closing Information	9
Change of Address	9
PTO.....	9
District Site Council.....	9
Channels of Communication.....	9

STUDENT SERVICES

Counselor.....	9
Special Education Services.....	10
Visitors	10
Assemblies.....	10
Fire and Tornado Drills.....	10
Procedures to Evacuate Students with Disabilities	10
Student Fees.....	10
Food Service	10
Free and Reduced Breakfast and Lunch	11
Food in School Policy.....	11

ACADEMICS

Grading System and Grade Point Average.....	11
Finals Policy.....	11
Report Cards.....	11
PowerSchool	11
Advisory Period	11
Study Skills.....	12
Homework	12
Homework and Projects.....	12
Late & Make-up Work	13
Incompletes.....	13
Credit Recovery.....	13
College Classes/Dual Credit	13
Work Release	13
Parent-Teacher Conferences.....	13
After School Assistance Program (ASAP)	13

Testing Program	14
Middle School Honor Roll.....	14
Middle School Scholastic Honors.....	14
High School Awards and Academic Honors	14
Middle School Promotion & Retention Policy	14
High School Graduation Requirements	15
Qualified Admissions	16
Grade Level/Course Outcomes	16
Program/Course Complaint	16
AIDS and Sexuality	16
Opt-Out	16
<u>STUDENT REGULATIONS & EXPECTATIONS</u>	
Attendance	16
Parental Verification of Student Absences.....	17
Tardies	18
Excused Absence	18
Planned Absence	18
College Visits	18
Unexcused Absence	18
Skipped Absence	19
Truancy	19
Leaving School during the School Day	19
Bona Fide Student & Good Standing Requirements.....	19
Student Citizenship & Care of School Property/School Pride Fund.....	19
Possession of Weapons	20
Maintaining Proper Control	20
Emergency Safety Intervention Policy.....	20
Security	22
Student Conduct & Relations.....	23
Student Dress and Appearance	23
<u>ENROLLMENT/WITHDRAWAL FROM SCHOOL</u>	
Admission Requirements	24
Non-Resident Students	24
Pupil Information Form.....	24
Address/Phone Number Change	25
Assignment to School/Classes	25
Transferring Credit	25
Transfer from a Non-Accredited School	25
Records.....	25
<u>PROCEDURAL POLICIES</u>	
Student Discipline Policy and Guide	25
Detentions & Detention Hall	28
Parent Shadowing.....	28
In School Suspension	28
Out of School Suspension.....	28
Board Policy for Suspension and/or Expulsion of Pupils	28
Building-Wide Conduct Expectations / Positive Behavior Support	29
Vandalism	33
Corporal Punishment	33
Searches of Students.....	33
Interrogations and Investigations	33
Sexual Harassment.....	33
Transportation.....	33
Bus Misconduct.....	34
Controlled Substance Policy	34
Media Center Policy	36
Academic Misconduct / Plagiarism	36
Use of Technology	36

HEALTH AND SAFETY

Medication 38
Immunizations 38
Accidents..... 38

STUDENT ACTIVITIES

Extracurricular Activities & Eligibility Requirements 38
Academic Eligibility..... 38
Attendance 39
Discipline 39
Athletics..... 39
Sportsmanship 39
Hazards Inherent in Tackle Football 40
Middle School Athletic and Activity Guidelines and Awards Policies 40
High School Athletic and Activity Award Guidelines and Policies 41
Transportation to School Activities..... 42
School Dance..... 42

APPENDIX

Staff Information
School Calendar
Symbols and Traditions
Technology Services Acceptable Use Policy
Chromebook Policy
Planned Absence Form
Out of School Dance Guest Form
Medication Administration Form
Permission to Carry Inhaler/Epi-Pen Form
Consent to Share Asthma Information Form

VISION :

Together we learn in a community that promotes academic excellence, respect, life-long learning, and responsible citizenship.

MISSION:

Every student is inspired to learn and empowered to excel.

WE VALUE, EXPECT AND SUPPORT EACH OTHER TO:

BE RESPONSIBLE

We are all responsible for the success of each student, each staff member, each school, and each department.

BE RESPECTFUL

We act with integrity and treat people the way we want ourselves or children treated.

SET HIGH EXPECTATIONS

We believe all students have the potential to be successful in school. We communicate high expectations for academic achievement and focus our efforts to ensure all students succeed. We support student involvement in activities and programs that engage them in the life of the school and community.

BUILD RELATIONSHIPS

We strive to develop strong partnerships with students, family and the community to strengthen our ability to offer the best education.

Student Success is #1



**MCLOUTH U.S.D. #342
MIDDLE / HIGH 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 / High 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 / High 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, sexual orientation 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.
will maintain a framework of fiscal responsibility. Recognized principles of sound business management shall be rigorously applied.
7. will strive to provide an environment that is conducive for constructive communication between the Board of Education, district employees, students, and the community.

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 distinctly 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, gender, sexual orientation, 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.

SECTION 504 PROCEDURAL MANUAL General Information

Introduction:

An important responsibility of the Office of Civil Rights (OCR) is to eliminate discrimination on the basis of disability against students with disabilities. OCR receives complaints and inquiries in the area of elementary and secondary education involving Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. §794 (Section 504). Most of these concern the identification of students who are protected by Section 504 and the means to obtain an appropriate education for such students.

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education (ED). Section 504 provides: "No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..." OCR enforces Section 504 in programs and activities that receive Federal financial assistance from ED. Recipients of this Federal financial assistance include public school districts, institutions of higher education, and other state and local education agencies. The regulations implementing Section 504 in the context of educational institutions appear at 34 C.F.R. part 104.

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

Services Available for Students with Disabilities Under Section 504:

Section 504 requires recipients to provide to students with disabilities appropriate educational services designed to meet the individual needs of such students to the same extent as the needs of students without disabilities are met. An appropriate education for a student with a disability under the Section 504 regulations could consist of education in regular classrooms, education in regular classes with supplementary services, and/or special education and related services.

Students Protected Under Section 504:

Section 504 covers qualified students with disabilities who attend schools receiving Federal financial assistance. To be protected under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment. Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

Physical or Mental Impairment That Substantially Limits a Major Life Activity:

The determination of whether a student has a physical or mental impairment that substantially limits a major life activity must be made on the basis of an individual inquiry. The Section 504 regulatory provision at 34 C.F.R. 104.3(j)(2)(i) defines a physical or mental impairment as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitor-urinary; hemic or lymphatic; skin; and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and

specific learning disabilities. The regulatory provision does not set forth an exhaustive list of specific diseases or conditions that may constitute physical or mental impairments because of the difficulty of ensuring the comprehensiveness of such a list.

Major life activities, as defined in the Section 504 regulations at 34 C.F.R. 104.3(j)(2)(ii), include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive. Other functions can be major life activities for purposes of Section 504. In the Amendments Act, Congress provided additional examples of general activities that are major life activities, including eating, sleeping, standing, lifting, bending, reading, concentrating, thinking and communicating. Congress also provided a non-exhaustive list of examples of "major bodily functions" that are major life activities, such as the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. The Section 504 regulatory provision, though not as comprehensive as the Amendments Act, is still valid – the Section 504 regulatory provision's list of examples of major life activities is not exclusive, and an activity or function not specifically listed in the Section 504 regulatory provision can nonetheless be a major life activity.

Public elementary and secondary recipients are required to provide a free appropriate public education to qualified students with disabilities. Such an education consists of regular or special education and related aids and services designed to meet the individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met.

The protection of Section 504 extends only to individuals who meet the regulatory definition of a person with a disability. If a recipient school district re-evaluates a student in accordance with the Section 504 regulatory provision at 34 C.F.R. 104.35 and determines that the student's mental or physical impairment no longer substantially limits his/her ability to learn or any other major life activity, the student is no longer eligible for services under Section 504.

Section 504 excludes from the definition of a student with a disability, and from Section 504 protection, any student who is currently engaging in the illegal use of drugs when a covered entity acts on the basis of such use. There are exceptions for persons in rehabilitation programs who are no longer engaging in the illegal use of drugs.

USD 342
PARENT REQUEST FOR A 504 EVALUATION

Date _____

Name of School _____

Dear _____:
(Name of Principal)

I am the parent/legal guardian of _____, _____, who
(student name) (date of birth)

is in the _____ grade. I suspect he/she has a disability that is affecting his/her education. Please evaluate him/her to see if he/she has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the ADA and may be eligible for accommodations and/or related services.

Nature of disability: _____

Medical or other evaluation records regarding this disability (check one)
_____ are or _____ are not available.

These records (check one) _____ I will or _____ I will not make them available to an evaluation team.

Thank you for your help. I look forward to hearing from you with a response to this request.

Sincerely,

Parent/Guardian Name

Address

Telephone Number

USD 342 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability or age. Persons having inquiries may contact the school district's Section 504 Coordinator, 217 Summit, McLouth, Kansas 66054. 913-796-2201

THE SCHOOL DAY

Seven class periods, a lunch period, and an After School Assistance Program make up the school day at McLouth Middle/High Schools. 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 8:00 a.m. to 3:15 p.m. Breakfast is available to students each morning; however, doors to the building will remain locked until 7:35 a.m. Students are not to be in the building before 7:35 a.m. and 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:

First Semester

Second Semester

1st Hour _____

2nd Hour _____

3rd Hour _____

4th Hour _____

Advisory _____

5th Hour _____

6th Hour _____

7th Hour _____

RECOMMENDED SUPPLIES LIST

Middle School

*Supplies are **expected to be replenished** as necessary throughout the school year.*

ALL 6-8 students will need the following supplies, which will be used throughout all classes:

- Trapper Keeper/Binder Style Organizer
- 1 Pkg Loose-leaf notebook paper
- Pencil bag or small box for supplies
- Highlighter (yellow, preferred)
- Pencils (24 Count- **NO** plastic wrapped decorative pencils)
- Colored pencils (16-24 count) **AND** crayons or markers
- Ink pens - red, blue, black
- Glue sticks (2 count)
- Scissors
- 3 Dry erase markers and eraser
- **Earbuds/headphones** - labeled with name

Additional supplies needed for:

Math (grade 6-8)

- (1) One Subject Notebook
- (1) Pocket Folder

Reading/English Mrs. Eberth:

- (1) one subject notebook
- (2) pocket folders

- Grade 8- (2) Boxes of Kleenex

- Grade 6- (2) boxes of Kleenex

Science (grade 6-8)

- (1) One Subject Notebook
- (1) Pocket Folder
- Grade 7- (2) Boxes of Kleenex

Social Studies

- grade 7- (1) One Subject Notebook
- grade 8- (1) One Subject Notebook

Ms. Bradford (grade 6)

- 2 Pkg loose leaf notebook paper
- 5 pocket folders
- 1 pack of Clorox Wipes
- 1 bottle of glue
- 2 One subject notebooks

Mrs. Hinrichsen

- Closed-toed shoes: No mesh tennis shoes or Crocs

Classes may require other supplies that are not on this list throughout the year for special projects. Teachers will inform students of those items as needed.

High School students should have general supplies such as notebooks, folders, pencils, pens, and highlighters. Teachers will inform students of specific supplies that may be needed for their classes.

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/High 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 Northeast Kansas League. Members of the Northeast Kansas League are: Horton, Jackson Heights, Jefferson County North, St. Benedict/Maur Hill-Mt. Academy, McLOUTH, Oskaloosa, Pleasant Ridge, Valley Falls and Xavier/Immaculata.

ANNOUNCEMENTS

Daily announcements will be distributed during first hour via email. All announcements must be initialed by a teacher, sponsor, or the building principal. Announcements will be posted outside the office door, in the commons area and in the cafeteria.

LOCKER ASSIGNMENTS & RESPONSIBILITIES

Each student will have a 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. No purposeful jamming or rigging of locks.
3. Do not kick or slam your locker.
4. Keep your locker neat and clean.
5. Spin your combination after closing.
6. All books, materials, book bags and coats are to be kept in the locker and not in the classroom.
7. Report all locker problems to the office immediately.
8. KEEP YOUR COMBINATION CONFIDENTIAL!
9. 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. Lockers shall be under the supervision of the building principal and assigned to the student to store necessary school materials and clothing. Locker signs or decorations must have prior approval of the building administrator. **Lockers should be kept locked at all times.** Students are responsible for the loss of personal articles. Students will be held responsible for the condition and contents of their lockers. Lockers are school property and there is no expectation of privacy regarding lockers. The principal may search any locker at any time without notice to the student to whom the locker is assigned. If a law enforcement officer desiring a search of a student's locker or property has a search warrant, the principal may permit the search which shall be made in the presence of the principal. 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 signed hall pass. A responsible, maturing person will take care of restroom needs and obtain class supplies during passing periods. Teachers may 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 may 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.

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.

CELL PHONES AND OTHER ELECTRONIC DEVICES (iPads/iPods, Kindles, Android tablets, headphones, etc.)

Unless directed for use during instruction, (high students only) all cell phones and other electronic devices (iPads/iPods, Kindles, Android tablets, headphones, etc.) must be silenced and stored in the students' locker. High School students may check their devices during passing periods and at lunch. High school teachers may also designate an area in their classrooms in which students may be asked to store these devices during their class periods. If a student fails to adhere to these expectations, the phone may be taken and collected at the end of the class period or school day. Middle School students will not access their phones during the school day.

Headphones/earbuds are to be stored or put away unless being used for classroom purposes with permission from the teacher. Headphone/earbuds are not to be used during passing periods and may be taken by an adult and retrieved at the end of the school day by the student.

We encourage students to be connected learners, not disengaged or distracted.

POSTERS

Posters, drawings or other materials must be approved by the principal for posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

LOST & FOUND

Students who find lost articles are asked to place articles in the lost and found box in 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 for the school year. Insurance application information may be obtained in the school office.

SCHOOL CLOSING INFORMATION

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by calls broadcast by the SchoolMessenger message system. Announcements will be made over the radio/TV station(s): WIBW radio 97.3 FM, 580 AM and TV Channel 13, KSNT Channel 27, KCTV 5, FOX Channel 4, KMBC TV Channel 9, LAZER 105.9 FM, and KAIR 93.7 in Atchison. These announcements will be made about 6:30 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

PTO meets monthly throughout the school year. They provide support for students and teachers throughout the entire district. You are encouraged to take part in this organization, which is a vital support system for teachers and students throughout the district each year. Field trips, classroom materials, and events such as Grandparents' Day (elementary) and the annual Spring Bingo Fundraiser are supported by the PTO organization.

DISTRICT SITE COUNCIL

The District Site Council (DSC) 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.

STUDENT SERVICES

COUNSELOR

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.

Academic Counseling

Students are encouraged to talk with a school counselor, teachers, and principals in order to learn about the curriculum offerings, graduation requirements, qualified admissions for Regents universities and academic issues. The counselor can provide information about vocational training schools, colleges and universities, careers and financial aid.

Personal Counseling

The counselor is available to assist students with personal concerns. The counselor may make available information about community resources to address personal concerns. Students who wish to meet with the counselor should 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.

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 McLouth Schools and guests should leave our school impressed with the dignity, respect, and class displayed by the students and staff.

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. Technology fee per student per year;
3. Course fees for Science Lab, Band, FACS, Ag Science, and Art;
4. Band instrument rental fee, if applicable;
5. One time student activity fee

FOOD SERVICE

Breakfast and hot lunches are served daily in the school cafeteria. We at McLouth USD #342 are proud of our food service program. We feel it is one of the best programs in the area. The lunch program has been set according to state and federal accounting guidelines and will operate as follows:

Each student will be assigned a unique ID number. Each student's meal account will track individual purchases made. Any money you send to school with your student for meals will go into that individual student's account - no cash will be given back to them. Checks for the accounts can be mailed to the elementary office. When sending in a payment for multiple children in one family please write on the memo section or send a note specifying how you would like the money divided among your children, otherwise the office staff will divide it evenly per child.

Money may be put into the meal account in the office. No money will be put into an account in the lunchroom.

The district's meal charging requirements are as follows: A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than 5 days' worth of meals to this account. Charging for a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternative meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

At least one written warning shall be provided to a student's parents or guardian prior to denying meals for exceeding the district's charge limit.

Payments for school meals may be made at the school offices. Students, parents, and guardians are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated with all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated with households and staff will be retained.

McLouth Middle/High School has a closed lunch period. Food and drink are to be consumed in the cafeteria.

Teachers/school officials may confiscate any food or drink being consumed outside of the cafeteria. Students are not allowed to be in the parking lots or cars during the lunch period. In fact, 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.

All students should act in a courteous and respectful manner while waiting in the serving line and during lunch. No food or drink may be brought to school without prior approval. Any food brought or delivered in violation of this rule may be confiscated.

Students are not to bring glass containers to school and no container larger than 20 oz.

FREE AND REDUCED BREAKFAST & LUNCH APPLICATIONS

Free and reduced price breakfast and lunch applications are available in the office to all parents. The application should be filled out and returned directly to the elementary office. 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.

FOOD IN SCHOOL POLICY

Starting with the 2017-18 school year, based on state guidelines, non-prepackaged food items will not be distributed for consumption by students during the school day. All food items distributed for student consumption must be approved by the classroom teacher and/or building principal. i.e class parties, birthdays, class snacks. This does not include sack lunches or personal snacks.

FOOD/DRINK in the Classroom

Only water may be consumed in the classroom. Water must be in a sealable, transparent, plastic bottle. It is at the discretion of the teacher whether to allow food in the classroom.

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%			

FINALS POLICY

All students will be expected to take finals or end of semester exams/tests. Any exemptions will be determined by the building principal and board of education.

REPORT CARDS

Report cards will be issued after each nine week grading period. Semester grades for the middle school 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 school office.

POWERSCHOOL

McLouth Schools use 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://powerschool.mclouth.org>. Access IDs and Access Codes for first time users are assigned by the school and may be obtained by stopping by the office with proper identification or calling the office and it will be mailed to you along with instructions on how to set up your PowerSchool account.

ACADEMIC ADVISORY PERIOD

Academic Advisory is time for teachers to meet with small groups of students for the purpose of advising them on academic, social, and future-planning issues. As such, time will be spent on grade and homework checks with students, team building with the advisory group, and goal setting. The advisory program will continue to evolve as more facets are added.

STUDY SKILLS

A student who studies well:

1. Brings 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.
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. Late work policies will be established by the classroom teacher. The teacher may request a student to attend After School Assistance Program (ASAP) to complete assignments or get extra help any day of the week. ASAP will be required if the student has a failing grade in any class due to missing work. It is important for you to show that you have successfully completed your work. See ASAP policy.

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 assignments for the day, please email or have your student email, the teachers to request assignments. If you do not have internet access, you may 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, student and/or 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.

CREDIT RECOVERY

Should a high school student fail a course for one or both semesters, she/he will be afforded an opportunity to make up the credit online through PLATO courseware. Students will be enrolled in a credit recovery hour during the school day in lieu of

an elective credit. Students who fail more than two classes in the second semester may be required to attend summer school.

COLLEGE CLASSES/DUAL CREDIT

The district may enter into an agreement with institutions of higher learning for the purpose of allowing students to receive dual credit. Students are encouraged to take advantage of this opportunity to gain college credit. Parents/Students are responsible for enrollment and any financial obligation related to college courses. (e.g. tuition, fees, etc.).

WORK RELEASE

Students may apply for early dismissal during the senior year. Seniors must complete all requirements of the application procedure before being granted early dismissal for a maximum of one period/day and it must be the final period of the day. Early dismissal must be for an entire semester and the application must be completed and approved prior to the start of classes for the semester.

Vocational or Other Work Experience

A student who works in a board-approved vocational or other work-experience program shall have a schedule developed cooperatively by the employer and the supervising teacher and approved by the principal prior to beginning the work activity.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled each year. The dates and times are published on the school calendar. Parents should feel free to contact their child's teachers at any other time they feel there is a need. Second semester conferences will be in a student-led format.

AFTER SCHOOL ASSISTANCE PROGRAM (ASAP)

We believe that every student can learn and be successful in school. The ASAP is designed to provide time for the student to receive the additional individual instruction, guidance, and the supervision necessary for academic success. 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 may run up to 40 minutes after school, Monday through Thursday. Daily homework assignments are expected to be turned in on the day they are due.

Transportation will be made available for bus students if requested in a sufficient amount of time to the Transportation Director and a driver is obtainable.

Students intending to ride the ASAP transportation home must stay in their assigned classroom until released by the classroom teacher at the agreed upon time.

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 McLouth Schools to have all students show growth in all tested subject areas.

MIDDLE SCHOOL HONOR ROLL

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 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.

MIDDLE SCHOOL SCHOLASTIC HONORS

1. A Presidential Educational Award will be presented to eighth grade students with a B+ average who rank at the 85th percentile on a national standardized test.
2. The KSHSAA Citizenship Award will be presented to the 8th grade boy and girl who show the highest degree of citizenship.
3. Certificates of achievement will be awarded for perfect attendance on a semester basis.

HIGH SCHOOL AWARDS AND HONORS

Honor Roll

The Honor Roll will be computed at the end of each semester. Students must not have any D's or F's on their report cards for that semester to qualify for the Honor Roll. There will be a Principal's Honor Roll, a Gold Honor Roll and a Purple Honor Roll.

Criteria for the Principal's Honor Roll: Students must have a 4.0 grade point average for the semester.

Criteria for Gold Honor Roll: Students must have a grade point average for the semester of 3.50-3.99 with no D's or F's.

Criteria for the Purple Honor Roll: Students must have a grade point average for the semester of 3.00-3.49 with no D's or F's.

Academic Letters

A student must be on the Principal's or Gold Honor Roll for both semesters during the academic year to earn an academic letter. 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 academic banquet. **The Academic Banquet** is for students who are on the Principal's or Gold Honor Roll for 1st **and** 2nd semesters of each Academic Year.

National Honor Society

Students who meet the academic standard of 3.5 cumulative GPA and who meet the qualifications of service, leadership, and character are given consideration by a team of faculty members for membership in the National Honor Society. National Honor Society welcomes new members at a ceremony held during the fall semester.

MIDDLE SCHOOL 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 semesters of core classes (language arts, math, science and social studies). A sixth grade student must pass nine semesters of core classes (language arts, math, science, social studies and reading).

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.

MIDDLE SCHOOL PROMOTION AND RETENTION POLICY

Promotion Ceremony

Students who have completed the requirements for middle school may be allowed to participate in the promotion ceremony unless participation is denied for appropriate reasons. A student must be in good standing with the school and ALL outstanding obligations cleared prior to participation in the promotion ceremony. Appropriate student behavior and dress is expected. Promotion shall be under the control and direction of the building principal.

HIGH SCHOOL GRADUATION

Graduation Requirements

Students will need twenty-four (24) units of credit to graduate from McLouth High School. One-half unit of credit may be earned per semester or one unit of credit per year. The number of credits that a high school student earns determines his/her classification. Sophomore = 5 credits (min.); Junior = 11 credits (min.); Senior = 17 credits (min.). The following are requirements for graduation from McLouth High School.

Graduation Requirements

- 4** **Language Arts** - three shall be Basic English and one shall be Language Arts elective (Senior English or College English)
- 3** **Social Studies** - one must be World History, one must be American History, one-half must be International Issues and Solutions and one-half must be Government
- 3** **Math**
- 3** **Science** (one credit physical, one credit biological and one science elective)

0.5	Public Speaking
0.5	Personal Finance
1	Physical Education/Health
1	Fine Arts (Music, Art, Drama, Foreign Language)
1	Practical Arts (FACS, Voc Ag, Computer, Business)
<u>7</u>	Electives (of which only one may be Student Para)
24	Total Credits

Any additional requirements of the Board of Education, including any changes that increase the number of units required for graduation, shall not adversely affect the students currently enrolled. When in the judgment of the high school principal such additional graduation requirements would impose an undue hardship on the student, the principal may waive one elective unit of credit. All graduates will be expected to complete the minimum requirements currently approved by the Board of Education. A selection committee will determine area senior honors.

NOTE: Students will earn a grade and elective credit for a student para assignment and summer driver education. The grade resulting from a para course and summer driver education will not be used in calculating grade point average (GPA) and Honor Roll.

Early Graduation

Students who complete all state and local graduation requirements may request permission to graduate early. Students interested in early graduation should see the guidance counselor for forms and information. If the senior receives permission for early graduation, s/he forfeits all senior activities with the exception of Prom and Commencement.

Part-time Student

The part-time student program will apply only to seniors who are scheduled to graduate in eight semesters. Students will be allowed to attend part-time only during their eighth semester. No special courses are scheduled or arranged to enable the students to participate in the part-time student program. Part-time students MUST be enrolled in five (5) subjects in order to participate in KSHSAA sponsored athletics and activities.

Graduation Exercises

Students who have completed the requirements for graduation may be allowed to participate in graduation exercises unless participation is denied for appropriate reasons. Students must be in good standing with the school and ALL outstanding obligations cleared prior to participation in graduation exercise. Appropriate student behavior and dress is expected. Graduation exercises shall be under the control and direction of the building principal.

Valedictorian/Salutatorian

To be eligible for valedictorian and salutatorian honors, a student must have been a student at McLouth High School for at least the final two semesters before graduation. The graduating class valedictorian will be the student(s) with the highest cumulative simple grade point average at the end of eight semesters. The class salutatorian will be the student(s) with the second highest cumulative grade point average at the end of eight semesters. Students who have completed these requirements in 7 semesters and are eligible to graduate earlier than their peers may be considered for these honors.

To be eligible for valedictorian or salutatorian honors, a student must be enrolled in the Board of Regents Recommended Curriculum for Qualified Admissions (see below).

QUALIFIED ADMISSIONS

Under Kansas law, a Kansas resident who will graduate from an accredited high school is guaranteed admission to five of the state's universities by completing the Qualified Admissions or Kansas Scholars curriculum with a minimum 2.0 GPA and by meeting one of the following requirements:

- ACT score of at least 21; OR
- SAT score of at least 980; OR
- Graduate in the top one-third of the class.

If you enroll in college courses while you are in high school, it is also required that you achieve a 2.0 GPA or higher in those courses.

Pre-college curriculum consists of:

- *English* – 4 units (1/2 unit may be speech)
- *Math* – 3 units and meet the ACT college readiness benchmark OR 4 units, one of which must be taken in the graduating year.
- *Social Studies* – 3 units
- *Natural Science* – 3 units, one of which must be a full unit of Chemistry or Physics
- *Electives* – 3 units

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.

AIDS AND SEXUALITY

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

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 Schools 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. A student will NOT be given the opportunity to make up daily points/assignments when an absence is unexcused. Only chapter/unit/final tests and projects will be allowed to be made up.

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 SIT Team.

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

The SIT Team, or their designate, will review the student's attendance record and academic progress. The SIT Team consists of the principal, counselor, and classroom instructors. The SIT 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.

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.

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.

TARDIES

Punctuality is an important character trait. A student is counted tardy if he/she arrives between 8:10 and 8:30. Arrival after 8:30 a.m. will be considered an unexcused absence unless a note/phone call from a parent/guardian is received in the office to verify why the student was late. Students are expected to arrive to school and be in class before the tardy bell rings. Students who are tardy to school must report to the office for a pass to class. Students who accumulate multiple tardies to school will receive the following consequences: 3rd Tardy = 1 Detention; 4th Tardy = 2 Detentions; 5th Tardy = ½ day in school suspension / call parents; 6th Tardy = 1 day in school suspension / call parents and 7th Tardy = possible truancy and call to parents. Tardy count will reset at semester.

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.

If a student knows in advance that he/she will have a personal absence, he/she should have a planned absence form signed by all his/her teachers. These forms may be picked up in the office. If all teachers do not approve the slip, the absence may not be approved.

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 teachers' 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).

POST SECONDARY EDUCATION VISITS

During high school, students will be given a maximum of four post-secondary Education visits. Visits should be scheduled during a student's junior and/or senior year. All post-secondary Education visits must be arranged and approved with the school counselor. A planned absence form will need to be obtained and completed two school days prior to the date of the post-secondary Education visit. Any post-secondary Education visit not approved by the school counselor will be considered an unexcused absence. Post-secondary Education visits will not be allowed during final exam time. Approved post-secondary Education visits will not count against a student's attendance and will be recorded as a "C" on the attendance report.

UNEXCUSED ABSENCES EIGHT ABSENCES

Once a student has accumulated eight absences per semester, any additional absences will be considered unexcused and handled as an unexcused absence, including vacations or trips. Exceptions to this policy are absences, which can be verified by a physician, and other situations which the administration has determined to be emergencies.

Note: This policy does NOT automatically excuse a student for his/her first eight absences from school, as the administration has the final authority to determine whether or not any absence will be excused.

Planned absence forms need to be filled out for nonemergency/medical absences. Failure to fill out a planned absence form could lead to an unexcused absence and no credit for missing work.

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 absence will be considered unexcused.

Unexcused absences are subject to disciplinary action. All unexcused absences following the 8th absence of the semester, will result in a 4-hour Saturday School or 1 hour after school Monday – Thursday (3:15 – 4:15) as determined by administration. Once a student reaches his/her 5th unexcused absence in a semester, the student will be also be reported 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.

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 inexcusably absent for either three consecutive days or five or more days in any semester.

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 Schools 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 an ISS. Athletes and participants

of extra-curricular events will not be allowed to participate the day the ISS is served. Absences due to doctor or other appointments on competition days must be excused with a signed doctor's note. Refer to the student activities section for more information.

BONA FIDE STUDENT & GOOD STANDING REQUIREMENTS

Students at McLouth Schools 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. Additionally, a student must be in good standing to participate in 8th grade Promotion and High School Graduation exercises.

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 facility 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, sand club, 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 or 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.

EMERGENCY SAFETY INTERVENTION POLICY

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

Definitions (K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

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

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.

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

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

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

Prohibited Types of Restraint

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

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

Use of Emergency Safety Interventions

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

Seclusion Restrictions

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

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

Training

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

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's right; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

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

Reporting Data

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

Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

Local Dispute Resolution Process

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

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within (30) days after the parent is informed of the ESI.

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

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 Schools are or have 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 primary purpose of the school program is education. Students in their manner of dress and grooming must be considerate of others so as to not cause disruption. School staff are authorized to address the students if they may deem the apparel to be questionable. An administrator, or designee, shall be responsible for determining the appropriateness of a student's appearance.

Students should dress appropriately during the school day and at school sponsored activities that reflects personal pride. The following are examples of clothing or accessories deemed inappropriate for wear during the school day and/or school sponsored activities:

1. Slippers (not considered shoes);
2. Fleece/flannel pajama pants;
3. Apparel that bears offensive/suggestive designs or language, advertising of alcohol, drugs, and/or tobacco products, offensive slogans or pictures, or explicit/implied meanings;
4. Apparel that is of a cut or design that could be considered immodest by a building administrator;

5. Half-shirts, mesh shirts, low-cut shirts or tops, ripped out shirts on the side seams, tank tops;
6. Excessively tattered jeans, extremely sagging pants, bike shorts;
*Leggings are acceptable, but an appropriate shirt/top that extends past the hips should be worn;
7. Shorts and skirt length should be as long, or longer than, the longest fingertip. Shorts and skirts that pass this test may still be deemed inappropriate;
8. Spaghetti straps, halters, strapless, tank tops, midriff, or low/revealing necklines
*Exceptions may be made for formals;
9. Undergarments should not be exposed;
10. Hats, caps, sunglasses, chains, and unhooked suspenders.

Students who fail to follow these expectations may be asked to change their clothing or call home for a change of clothing. The school may provide appropriate apparel for the student to wear until the occurrence has been remedied.

Hats must be placed in the student's locker before 1st hour and remain there until the dismissal bell at the end of the day. If a student must be asked by an adult to remove the hat/cap at any time during the day, the hat/cap may be taken by the adult and retrieved by the student at the end of the school day. 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 indoor athletic events.

Any student involved in an extracurricular activity in which the student represents the school must dress in accordance with the sponsor's requirements and subject to the approval of the building principal.

ENROLLMENT/WITHDRAWAL FROM SCHOOL

ADMISSION REQUIREMENTS

Proof of residency in the McLouth school district must be presented prior to enrollment. 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.

Request forms for out of district admittance may be obtained from the high school office or on the school website. These written requests must be submitted and approved prior to enrollment. Out of district requests/applications must be renewed each year. Attendance, academic performance, and behavior will be reviewed and considered. Prior enrollment does not guarantee return to the district the following year.

Board Policy 6.4 – Nonresident students whose previous semester's effort in achievement, attendance and conduct are acceptable, may be admitted to the public schools of this district if they meet the criteria below and are approved by the superintendent.

- 1) EXCEPTION: Students who enroll prior to September 20 (count day).
- 2) EXCEPTION: That exchange student (non-foreign) living in the district under the provisions of a recognized student exchange program may attend district schools and will not be charged tuition.

- 3) EXCEPTION: Students in grades kindergarten through twelve inclusive, who are not legal residents of the school attendance area on the opening day of the school year, but whose parents present evidence of having signed a contract and made a down payment to buy, build, lease or rent a dwelling which is to be occupied as their primary residence sometime during the first semester will be granted permission to begin the school year in the school attendance area in which they will reside.
- 4) EXCEPTION: When students move outside the McLouth School District on or after the close of the third nine week period, they may be allowed to finish the school year without tuition if their grades and conduct so warrant, and if an application is completed and approved. If the move from the school district is made after the third nine weeks of the junior year, said student may enroll and attend tuition free upon proper request and complete the senior year as long as the student is in good standing. No allowance is made for transportation as it is to be provided by the student and/or the family.

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, cell 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 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
- Removal from bus
- Suspension from school-related activities
- Parent shadowing (optional)
- Referral to Intervention Team
- Referral to SIT 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 and the school;
- 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.

Detentions may be assigned by ANY employee of the school for minor violations of school policy and/or misconduct. Detentions assigned by teachers are to be served with the teacher who assigned them.

Detentions are reported to the office and a cumulative record of detentions will be kept each school year. Parents will be notified by staff when a detention is to be served.

Office detentions are assigned as disciplinary actions for various conduct violation, as well as 1st hour tardies, and will be served in a teacher supervised detention hall.

PARENT SHADOWING

Parent shadowing may be considered as an alternative discipline assignment.

IN SCHOOL SUSPENSION

ISS is an alternative to removing students from the school setting because of behavioral problems or violation of certain school rules. Under the ISS Program, students are provided the opportunity to continue their school work. At the same time, they lose their privileges to socialize with the student body.

- Students will not sleep, talk or listen to music.
- Students will be allowed to use the restroom twice a day or upon an emergency.
- Absences from ISS due to illness or other emergency reasons will not relieve the students from fulfilling their required time.
- Guidelines will be posted and students will follow these rules or face possible OSS.

OUT OF SCHOOL SUSPENSION (OSS)

- Students who receive OSS may receive no credit for daily work or quizzes during suspension.
- 1 OSS day = 24 hours
- Students may lose 10% per day suspended on tests given, or projects due while the student has OSS (i.e., 1 day OSS = 10% off; 3 days OSS – 30% off).

- Students who are suspended or expelled may not attend school activities (on or off campus).

BOARD POLICY FOR SUSPENSION AND/OR EXPULSION OF PUPILS

The authority to suspend for a “Short Term” and to propose an “Extended Term” suspension and/or expulsion is delegated to the superintendent, district office administrators, building principal by the Board of Education in accordance with the applicable statutes of the State of Kansas. The provisions of this section apply to all students enrolled in USD 342.

Definitions:

A **short-term suspension** means to remove the student from school for a period not to exceed ten (10) school days.

An **extended-term suspension** means to remove the student from school for a period in excess of ten (10) days, and not to extend beyond the last day of the current semester.

An **expulsion** means to remove the student from school for up to 186 days (K.S.A. 72-8901 through 72-8906).

Rules and Regulations Pertaining to Suspension and/or Expulsion:

Legal authority for suspension and expulsion is found in K.S.A. 72-8901 through 72-8906. The Board of Education of USD 342 may suspend or expel or, by regulation, authorize any certified employees to suspend or expel any student guilty of any of the following:

1. willful violation of any published, adopted student conduct regulation;
2. conduct which substantially disrupts, impedes or interferes with school operation;
3. conduct which endangers the safety or substantially impinges on or invades the rights of others.
4. conduct which constitutes the commission of a felony;
5. 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 the school operation; and
6. possession of a weapon at school, on school property, or at a school sponsored event.

BUILDING-WIDE CONDUCT EXPECTATIONS

Students are expected to conduct themselves in a respectful manner, ensuring a positive learning environment for all and demonstrating BULLDOG PRIDE. The following expectations will be enforced throughout the building, to include classrooms, hallways, the cafeteria, and other activities and events that occur in which students take part.

Be...	Classroom	Hallway/Commons	Cafeteria	All School Activities
<i>Respectful</i>	<ul style="list-style-type: none"> • Speak at appropriate times • Follow instructions • Listen attentively • Use appropriate language • Treat others as you would like to be treated • Be respectful to school, teacher, & other’s property • Respect each other’s space 	<ul style="list-style-type: none"> • Speak quietly and appropriately • Dispose of trash properly • Keep locker noise to a minimum • Keep hands, feet and objects to yourself. • No headphone or earbud use between classes • Be respectful of other classes in session 	<ul style="list-style-type: none"> • Stay in your place in line • Say “Please” and “Thank You” • Clean up after yourself • Keep voices at a reasonable volume 	<ul style="list-style-type: none"> • Conduct yourself at all times with Bulldog Pride • Demonstrate appropriate personal space--keep hands, feet, and objects to yourself • Use electronic devices at appropriate times • Treat school property with care • Listen/follow directions during Fire/Tornado Drills
<i>Responsible</i>	<ul style="list-style-type: none"> • Turn in homework and projects on time • Charge Chromebooks each night and bring your Chromebook to school • Do your own work to the best of your ability • Use independent class time productively • Check your grades and 	<ul style="list-style-type: none"> • Walk quickly and quietly to your destination. • Clean up trash and spills in a timely manner. • Properly use your locker in the manner intended • Use vending machines at a reasonable time and in a timely manner. • Go where your pass says to go. 	<ul style="list-style-type: none"> • Get what you need while in line • Keep money in your lunch account 	<ul style="list-style-type: none"> • Follow school handbook • Be dependable and follow through with commitments • Be at events on time and make arrangements to get home • Have permission slips/other forms turned in on time • Dress appropriately for the activity • Take proper care of school

	email each day	No deviation.		equipment, uniforms and materials <ul style="list-style-type: none"> Collect homework assignments prior to any known absences (field trips, games, etc.)
Ready	<ul style="list-style-type: none"> Have all necessary materials with you in class Arrive to class on time Quietly await instruction Focus on the task at hand with a positive attitude Sit at desks as intended and ready to learn 	<ul style="list-style-type: none"> A pass is secured from the teacher before advisory. Use passing period to take care of personal errands Be aware of emergency procedures and exits. 	<ul style="list-style-type: none"> Stay in your seat until dismissed Enter a lunch line and sit at assigned space Have lunch card ready for scanning Use the restroom before returning to class. 	<ul style="list-style-type: none"> Bring equipment, uniforms, and other school materials that are required Get a good night's sleep before each school day/event Turn in Planned Absence forms and check in with teachers regarding homework Turn in work after an absence

MISBEHAVIORS/CONSEQUENCES

Most misbehaviors are handled by the teachers in the classroom; however, as the misbehaviors are repeated and become more disruptive to the learning environment and the safety of others, the student will be referred to the office where the consequences become more severe.

Level 1 misbehaviors are minor infractions that can be adequately corrected at the time and the setting in which they occur.

***Any staff observing these behaviors should correct it in the setting in which the behavior occurs.*

Level 1 MISBEHAVIORS	POSSIBLE ACTIONS/CONSEQUENCES
<ul style="list-style-type: none"> Inappropriate language Defiance Disruption/Off task behavior Inappropriate attire Failing to turn in homework/completing assignments Failure to dress out for PE Not having necessary materials and equipment Running in the building Lying Horseplay No Hall Pass Name calling Cheating/Plagiarism Excessive talking Gossip/spreading rumors Being in the hall without a pass Dress code violations Tardies 	<ul style="list-style-type: none"> Contact parents Consequences owed through teacher such as assigned time at passing period, lunch, or after school Relocate to the Opportunity Room, (10 minutes maximum) Verbal redirection/reprimand Proximity correction Planned ignoring, when appropriate Require restitution (restoring or repairing damage) Conduct a student meeting (possibly with parents) Records of (repeated) behavior Behavior contract Loss of privileges Reduced scores

Level 2 misbehaviors are moderate infractions that do not require immediate administrative involvement. A Student

Conduct Report should be completed by the teacher and the teacher should contact the parents. *If these behaviors are repeated, a SIT (Student Intervention Team) referral may be completed.*

Level 2 MISBEHAVIORS	POSSIBLE ACTIONS/CONSEQUENCES
<p><i>These misbehaviors may include, but are not limited to:</i></p> <ul style="list-style-type: none"> • Repeated Level 1 behaviors • Inappropriate use of technology • Property Damage/Vandalism • Plagiarism/Cheating • Profanity/vulgarity towards staff or peers • Inappropriate display of affection • Failing to follow a reasonable request • Inappropriate gestures towards staff or peers 	<ul style="list-style-type: none"> • Contact parents • Level 1 consequences (that have not yet been implemented) • SIT referral • Additional consequences implemented by administration, which may include but not be limited to: <ul style="list-style-type: none"> ○ Detention ○ ISS ○ OSS ○ Community service ○ Saturday School ○ Evening School ○ Removal from bus ○ Suspension from school-related activities ○ Parent Shadowing ○ Restitution • IEP students - sped teacher will receive a copy of the Student Conduct Report as documentation records • Implement Individual Behavior Plan, and will be followed • Collaboration among teachers, administrator, and counselor to determine consequences/plans • Student and/or parent meeting with a team

Level 3 misbehaviors are major infractions that require immediate administrative involvement. Conduct Report is completed by the teacher and submitted to the office for documentation.

Level 3 MISBEHAVIORS	POSSIBLE ACTIONS/CONSEQUENCES
<p><i>These misbehaviors may include, but are not limited to:</i></p> <ul style="list-style-type: none"> • Repeated Level 1 & 2 behaviors after interventions have been applied • Threat of harm to self or others • Inappropriate sexual/racial comments • Harassment/Intimidation • Fighting • Theft • Illegal Drugs/Tobacco/Alcohol Possession/Use • Weapons/dangerous instruments • Inappropriate sexual behaviors • Situations deemed serious acts by administrator 	<ul style="list-style-type: none"> • Student Conduct Report is completed and student is sent to the office • Call administration/office if student refuses to go, or if immediate assistance is needed maintaining safety of students and staff • Administration may assign: short term suspensions (ISS or OSS), long term suspension (greater than 10 days), or expulsion (following a hearing). • Law enforcement contacted • SIT referral should be considered <ul style="list-style-type: none"> ○ If Special Ed student, a meeting with sped teacher and/or parents may be necessary • Implement behavior support plan • On-going consultation with staff and administration

Administration reserves the right to intensify consequences based on a student's response to our behavior supports and interventions. Should undesired behavior continue to occur, despite staff intervention, the consequences applied may increase.

McLouth Middle/High School
Positive Behavior Support: Level One Infractions

Level & Definitions	Level I Misbehaviors	Corrective/Consequences/Responses that staff may use	Techniques to reduce/encourage behaviors
Level I (mild) Infractions: Minor misbehaviors that can be adequately corrected at the time	Level I Misbehaviors: <ul style="list-style-type: none"> • Not completing class work • No homework 	<ul style="list-style-type: none"> • Gentle verbal redirection/reprimand • Proximity correction • Keep a record of behavior 	<ul style="list-style-type: none"> • Model and reinforce correct behavior • Teach/re-teach expectations in

<p>in the setting they occur</p> <p>*Any staff observing this behavior can and should correct it in the setting</p>	<ul style="list-style-type: none"> • Cutting in line • Talking back/disrespect to staff • Running in building • Tattling • Not having class materials • Lying • Failure to obey staff • Hiding in classroom • Horseplay • Sleeping in class • Inappropriate/profane gestures • No hall pass • Name calling • Inappropriate drawings/writings • Off task • Teasing (isolated) • Disrespectful gestures (i.e. eye rolling) • Pencil tapping • Throwing objects (No safety concern) • Cheating • Cussing (isolated) • Excessive talking • Forging parent signature • Leaving area in room • Not keeping hands/feet to self • Spreading rumors/gossip 	<p>(repeated)</p> <ul style="list-style-type: none"> • Contact parents • Use planned ignoring, if appropriate • Consequences owed through teacher • Assign time-owed at passing period, lunch, detention • Relocate in another teacher's room • Relocate to the Opportunity Room • Require restitution (i.e. restoring, repairing damage done) • Conduct a student meeting 	<p>particular setting</p> <ul style="list-style-type: none"> • 3:1 ratio (positive to negative interactions (i.e. make 3 positive comments for every corrective comment: greet students, specific praise, smile) • Group rewards • Reflect on your relationship with the student, how can you make a connection?
---	---	--	---

Positive Behavior Support: Level Two Infractions

Level & Definition	Level II Misbehaviors	Corrective/Consequences/ Responses that staff may use	Techniques to reduce/encourage behaviors
<p>Level II (moderate) Infractions:</p> <p>Does not require immediate administrative involvement</p> <p>*Does a Student Conduct Report (SCR) completed by the teacher and teacher contact to parent</p> <p>**A SIT referral may be completed at this time</p>	<p>Level II Misbehaviors:</p> <ul style="list-style-type: none"> • Repeated Level I infractions <p>OR</p> <ul style="list-style-type: none"> • Violation of Technology Policy • Damaging property • Profanity or vulgarity towards staff or peers • Bullying • Intimidation 	<ul style="list-style-type: none"> • Call parents • Continue Level I consequences that have yet to be implemented • Additional behavior support may be necessary (SIT) • Additional consequences implemented by Administration may include but not be limited to: detention, ISS, OSS, community service • For students with IEPs, Case manager will receive a copy of the Student Conduct Report • For students with an Individual Behavior Plan, their plan will be followed • Administration and special education teachers to collaborate with teachers for consequences • Student &/or parent meeting during team time 	<ul style="list-style-type: none"> • Continue positive reinforcement strategies from Level I • Consider behavior plan/behavior contract with student • Consider collaboration with additional support staff to determine if additional strategies can be implemented

Positive Behavior Support: Level Three Infractions

Level & Definition	Level III Misbehaviors	Corrective/Consequences/ Responses that staff may use	Techniques to reduce/encourage behaviors
--------------------	------------------------	---	--

<p>Level III (severe) Infractions:</p> <p>Serious safety violations that require immediate administrative involvement. Student brought to office with complete Student Conduct Report.</p> <p>*Written documentation required using Student Conduct Report</p>	<p>Level III Misbehaviors:</p> <ul style="list-style-type: none"> • Repeated Level I/II Infractions after interventions have been applied • Presence of weapons or dangerous instruments • Inappropriate sexual behaviors • Threat of harm to self or others • Inappropriate sexual/racial comments • Stealing • Bullying (severe) • Fighting • Illegal Drugs/Alcohol – Possession or use • Student is MAJOR disruption to the learning environment (i.e., after adult intervention and redirection prolonged/severe disruption continues) 	<ul style="list-style-type: none"> • Complete Student Conduct Report and send student to the office • Call administration/office if student refuses to go, or if immediate assistance is needed in maintaining safety of students and staff • Administration may assign short term suspension (ISS/OSS), long suspension term (greater than 10 days), or expulsion (following a hearing) • Team should consider making a SIT referral • If special ed. student, then a meeting with IEP manager and/or parents may be necessary • Administration will implement aforementioned consequences or others, including but not limited to suspension • SRO notified 	<ul style="list-style-type: none"> • Implementation of behavior support plan may be necessary • On-going consultation with support staff and administration
--	--	--	---

The administration reserves the right to assign consequences to any violation of school policy that is not listed and may deviate from the consequences as deemed necessary. Student's violating these expectations will be dealt with on an individual basis. Any inappropriate acts considered to be against the law (weapons, assault, battery, tobacco, theft, etc.) will be reported to the Jefferson County Sheriff's Department in addition to disciplinary actions taken by the principal or administrative designee.

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, any student to a staff member 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 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 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.

Students are expected to follow guidelines established for riding the bus to and from school (including Washburn Tech), field trips, and school activities. Bus misconduct consequences apply to students any time they are using school transportation.

BUS MISCONDUCT

Bus misconduct will result in the following consequences:

- | | |
|--------------------------|---|
| 1 st Referral | Warning |
| 2 nd Referral | 3 days off the bus |
| 3 rd Referral | 5 days off the bus |
| 4 th Referral | Off the bus for the remainder of the semester |

The administration has the right to vary consequences depending on the severity of infraction.

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 including nicotine gum and any vaping devices, illegal drugs, and misuse/abuse of prescription drugs or any material (facsimiles) that give the appearance of alcohol, tobacco, or other controlled substances.

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 or smoking 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, and while wearing school issued uniforms, warm-ups, jackets, or other clothing. If the student is found to be distributing, the student's parents, 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, a student 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

Offenses will accumulate during the sixth through twelfth grade period. Consequences for these controlled substance offenses may include any or all of the following:

FIRST OFFENSE (ALCOHOL/OTHER DRUGS):

- 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 to discuss evaluation and assessment.
- b. The administrator may notify appropriate law enforcement or juvenile agencies.
- c. A 3 day OSS (out of school suspension) will be imposed and the student will be ineligible to participate in any school activities for up to ten (10) school days after the penalty has been imposed.
- d. 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(s)/guardian(s) must schedule an assessment with 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/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 parent(s)/guardian(s) to discuss evaluation and assessment.
- b. The administrator will notify appropriate law enforcement or juvenile agencies.

- c. A 5 day OSS will be imposed and the student will be ineligible to participate in any school activities for up to forty-five (45) school days.
- d. During the school suspension the student and parent(s)/guardian(s) must schedule an assessment with an alcohol/drug counselor of their choice and at their expense. The school counselor will have a list of intervention services available.

THIRD OFFENSE (ALCOHOL/OTHER DRUGS)

- 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 parent(s)/guardian(s) to discuss evaluation and assessment.
- b. The administrator will notify appropriate law enforcement or juvenile agencies.
- c. A 10 day OSS will be imposed and the student will be ineligible to participate in any school activities for up to forty-five (45) school days.
- d. During the school suspension the student and parent(s)/guardian(s) must schedule an assessment with an alcohol/drug counselor of their choice and at their expense. The school counselor will have a list of intervention services available.

FIRST OFFENSE (TOBACCO PRODUCTS or facsimile of):

- a. The administrator will notify parent(s)/guardian(s) of the student of the offense and may notify appropriate law enforcement or juvenile agencies.
- b. The administrator and/or intervention team will meet with the students to discuss the policy and consequences for violation of policy.
- c. A 3 day OSS (out of school suspension) will be imposed and the student will be ineligible to participate in any school activities for up to five (5) school days.

SECOND OFFENSE (TOBACCO PRODUCTS or facsimile of)

- 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 parent(s)/guardian(s) to discuss evaluation and assessment.
- b. A 5 day OSS will be imposed and the student will be ineligible to participate in any school activities for up to ten (10) school days.
- c. 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 or facsimile of)

- 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 parent(s)/guardian(s) 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. A 10 day OSS will be imposed and the student will be ineligible to participate in any school activities for up to forty-five (45) school days.

MEDIA CENTER POLICY

The Library Media Center provides a collection of resources to support the curriculum and reflect the diverse interests of our school population. The Library Media Center is a quiet area for research, study, reading, book selection and school-related computer use. Students coming to the Library Media Center individually or with a class are expected to be considerate of other students, to make productive use of their time and to be respectful of the staff, facility and materials

Checking out Library Materials:

Students are responsible for all materials checked out in their names and everyone is expected to return all materials in a timely fashion. All books and reference materials are loaned to students for a two week period. If any library media center materials are lost, a student is expected to pay for the replacement cost.

ACADEMIC MISCONDUCT / PLAGIARISM

All forms of academic misconduct are prohibited. A student who engages in any form of academic misconduct will be subject to the loss of credit for the work in question. It is up to the teacher's discretion to allow a student one opportunity to make up credit for a plagiarized assignment. Academic misconduct includes, but is not limited to:

- Cheating
- Plagiarism
- Knowingly permitting another student to plagiarize or cheat from one's work.

Plagiarism includes, but is not limited to, the following:

- Direct copying of the work or ideas of another submitted as the student's own, including copying from another student or adult, or from an internet or print source
- Lack of appropriate in-text documentation

- The paraphrasing of another’s work or ideas without proper acknowledgement
- Lack of accurate works cited documentation.

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.

See Chromebook User Agreement for specifics on those devices, which includes responsibilities of students, parents, and possible charges that may be incurred.

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, including Chromebooks, 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.

For further details regarding district technology use, please refer to the Technology Services Acceptable Use Policy in the Appendix.

HEALTH AND SAFETY

The principal of each McLouth public school is responsible for enforcing the Kansas Guidelines for Medication Administration in Kansas Schools (K.A.R. 60-15-101 through 104). Medications should be limited to those required during school hours which are necessary to maintain the student in school and those needed in the event of an emergency.

For the safety of students, it is recommended that medication be given at home whenever possible. If medication must be given during school hours, please be aware of the following school medication policy:

For the safety of students, it is recommended that medication be given at home whenever possible. For example, medication prescribed three times a day can be given before school, after school and at bedtime. If medication must be given during school hours, we want you to be aware of the following school medication policy:

Medications: Prescription and Nonprescription

USD 342 will assist in dispensing medications to a student if necessary during the school day. Before ANY medication will be dispensed to a student, the following **MUST** be met:

1. All medication will be kept in the office. No medication will be kept in the classroom or with the student*.
2. The school will have on file a signed request for medication administration.
3. Medication needs to be in its original prescription container with a pharmacy label or physician's signature on the medication administration request form. Nonprescription medication needs to be in its original container. **The school cannot accept medications sent to school in baggies or other non-original containers.**
4. If the medication needs to be altered in any way (pills cut in half), the parent/ guardian must make the necessary changes.
5. Mixed dosages in a single container will not be accepted for use at school (for example: 5 mg and 10 mg tablets in the same bottle).
6. Dosing instructions from parents/guardian must be within the manufacturer's/physician's recommendations.
7. The first dose of any new medication must be given at home prior to returning to school.
8. Ask the pharmacist to put the medication in two containers, one for school and one for home.
9. **NO EXPIRED MEDICATIONS WILL BE KEPT AT THE SCHOOL**
10. The parent is responsible for picking up medication at the end of the school year. Medication left at school will be destroyed.

In the middle school and high school, 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 to other students.

*K.S.A. 72-8252 allows students to self-administer certain medications. Each school district shall adopt their own policy. Secondary students may self-carry asthma inhalers, epi-pens and glucagon with the appropriate forms on file. **Medication administration request forms are available in the school handbooks, on the school website, and in the offices of each McLouth School.**

Immunizations

All students enrolling in any district school shall provide the building principal with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department of Health and Environment are also required.

Students who fail to provide the documentation required by law may be excluded from school by the superintendent until statutory requirements are satisfied. Notice of exclusion shall be given to the parents/guardians as prescribed by law. Students who are not immunized against a particular disease may be excluded from school during an outbreak.

Head Lice Policy can be found on the school website and school office.

Accidents, Reporting of

Students should report any injury incurred at school or a school-sponsored activity to the principal or appropriate sponsor.

When appropriate, a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment.

EXTRACURRICULAR ACTIVITIES, ATHLETICS & 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. Students are encouraged to take advantage of the opportunities available to them.

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. McLouth standards state that students must also maintain a "C" average overall with no F's. (If a student carries 4 D's, they would also be deemed ineligible.)

Coaches and sponsors may have policies that are more restrictive, but not less restrictive. These policies must be approved by building administration.

Middle school and high school students are notified of deficiencies on Monday, and must improve grade(s) prior to Wednesday. These grades will be verified at 8:00 a.m. on Wednesday to determine whether the student will be eligible to participate. If a student is unable to raise grades, they will remain ineligible from Wednesday through the following Tuesday. The Activities Director must verify eligibility before the student may resume participation/competition that week.

These eligibility requirements apply to the following athletics, clubs, organizations, and activities that are offered by USD 342:

*Cross Country (B/G, HS, MS)	*Wrestling (B/G, HS, MS)	*Scholars Bowl (MS, HS)
*Football (MS, HS)	*Forensics (HS)	Spanish Club (HS)
*Volleyball (MS, HS)	*Student Council (HS)	FBLA (MS, HS)
*Basketball (B/G, MS, HS)	*Band (MS, HS)	Art Club (HS)
*Track (B/G, MS, HS)	*Vocal Music (MS, HS)	FFA (HS)
*Baseball (HS)	Powerlifting (HS)	Drama (HS)
*Softball (HS)	National Honor Society (HS)	
*Cheer & Dance (MS/HS)	*KSHSAA regulated groups	

These requirements may also apply to field trip, which would be determined by the classroom teacher and administrator.

ATTENDANCE

Students must be present for the entire school day to participate in competitive activities. Absences for emergency or short notice medical appointments scheduled on a competition day must be verified by note from the doctor/dentist in order for that student to participate.

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. If a student goes home ill at any time in the school day, the student is not permitted to attend after school events or practices. 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

Students 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.

ATHLETICS

1. All participants 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 before they are allowed to practice:
 - Physical form
 - Proof of Insurance (or signed waiver)
 - Concussion form
 - Permission to Treat
 - Emergency Contact numbers
 - Athletic fee - must be paid prior to the first competition
3. Students are to remain academically eligible according to the policy stated in the Student Handbook and according to KSHSAA scholastic standards.
4. Each athlete is responsible for the care and return of the equipment and uniforms. Loss, breakage, or damage not associated with normal wear and tear will be charged to the student.
5. Use of tobacco, alcohol, or illegal drugs is forbidden. The Controlled Substance Policy will be enforced.
6. Each athlete is responsible for personal valuables.

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 AND AWARDS POLICIES

1. Certificates 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 certificate may be awarded (if a JV schedule is played), or a participation certificate may be given.
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 certificate shall be awarded.
4. The final decision for all certificates is the discretion of the coaching staff based on the student athlete's total contribution to the team.

<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 NEK 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. Certificates shall be awarded for Scholars 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.
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 certificate shall be awarded.
4. The final decision for all certificates is the discretion of the sponsor based on the student's total contribution to the team.

<u>ACTIVITY</u>	<u>VARSITY</u>	<u>JUNIOR VARSITY</u>
Scholars Bowl		
Event Performance	60% of Varsity meets	None Given
Music*	80 points	None Given
Point system as follows:		
25 points - All concerts/contests		
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		
1 point - Each performance away from school (solo/group)		
*Applies to a combined band and vocal music award		

HIGH SCHOOL ATHLETIC LETTERING GUIDELINES AND AWARDS POLICIES

1. To earn an athletic letter the following guidelines have been established. Letters may be awarded for those athletes who meet the criteria listed below.
2. If a student does not meet the lettering guidelines, the student may receive a junior varsity letter or a certificate of participation. Those playing on freshmen teams will receive a certificate of participation unless they meet JV requirements.
3. The final decision for all letters is the discretion of the coaching staff based on the student athlete's total contribution to the team.
4. If a student cannot complete a season due to injury or circumstances beyond the student's control and has met the game time percentage requirement prior to that time, a letter shall be awarded.
5. Any high school student who participates four complete years in a sport shall receive a varsity letter during the senior year.
6. In order to receive any award or letter, the athlete 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. If a student's absence from the awards assembly is unexcused, only certificates or other consumables will be issued to the student.

Bars, letters and other emblems that can be reused will not be issued.

<u>SPORT</u>	<u>VARSITY</u>	<u>JUNIOR VARSITY</u>
Volleyball, Football, Basketball, Baseball, Softball		
Practice Time	90%	90%
Playing Time	60%	50%
<i>(Quarters FB, Basketball; Games for VB, BB, SB)</i>		

<u>SPORT</u>	<u>VARSITY</u>	<u>JUNIOR VARSITY</u>
Track		
Practice Time	90%	90%
Meet Performance	Place in at least three meets.	Place in at least one meet.
Cross Country		
Practice Time	90%	90%
Meet Performance	Medal in at least three varsity races.	Medal in at least 3 JV races or 1 varsity race.
Cheerleading		
Practice Time	90%	None given
Event Cheer Time	90%	None given

BRAMMELL AWARD

Ira Brammell retired from the McLouth School District in 1971 after serving the community for over 25 years. During those years, he served as high school coach, teacher and principal. In honor of Ira Brammell, who dedicated his life to education and helping hundreds of young people prepare for their future, the Ira Brammell Award may be given to a deserving athlete in each sport each year. The participant will be selected on athletic ability, scholarship, leadership, character, dedication and inspiration. The selection committee may approve more than one award per sport if equally deserving students are involved.

HIGH SCHOOL ACTIVITY AWARDS GUIDELINES

1. Students may be awarded activity letters in Knowledge Bowl, Band, and Vocal Music if they meet the criteria listed below.
2. If a student does not meet the lettering guidelines, the student may receive a junior varsity letter or a certificate of participation.
3. The final decision for all letters is the discretion of the sponsor or teacher based on the student's total contribution to the team or group.
4. If a student cannot complete a season due to injury or circumstances beyond the student's control and has met the requirements prior to that time, a letter shall be awarded.
5. Any high school student who participates four complete years in the activity shall receive a varsity letter during the senior year.
6. 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. If a student's absence from the awards assembly is unexcused, only certificates or other consumables will be issued to the student. Bars, letters and other emblems that can be reused will not be issued.

<u>ACTIVITY</u>	<u>VARSITY</u>	<u>JUNIOR VARSITY</u>
Scholars Bowl		
Event Performance	60% of Varsity meets	50% of JV meets
Band or Vocal Music		
Points	100 points Band 100 points Vocal Music	None Given None Given

Point system as follows:

- 25 points - All concerts/contests
- 20 points - Enrolled in band or vocal music with grade of B or better/semester
- 15 points - Each solo performance at State contest
- 10 points - Each solo at league or regional contest
- Each group performance at regional contest
- Private lessons
- 5 points - Documented attendance at an outside concert with brief review.
- Each group performance at league contest
- 3 points - Each pep band performance (band only)

1 point - Each performance away from school (solo/group)

Forensics

Meet one of the following criterion:

1. Qualify for State Forensics Championships in one event; or
2. Qualify for State Forensics Festival twice in the same event; or
3. Qualify for State Forensics Festival in multiple events; or
4. Receive a "I" ranking at State Forensics Festival.

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 activities director and/or principal at least two weeks in advance of the event.
2. Middle school dances shall not last longer than 2 hours or later than 10:00 PM. High school dances shall last no later than 12:00 a.m. with the exception of Homecoming and King & Queen of Courts which shall last no later than 12:30 a.m.
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 form to attend before being admitted to the dance.
11. Students must be in school the entire day to attend a dance unless a planned absence form has been completed prior to the absence.
12. ALL DECISIONS OF THE SPONSOR ARE FINAL!

APPENDIX

BOARD OF EDUCATION

Dean Wolfe
Pam Carleton

Jamie Copeland
Tara Garrow

Jen Harsh
Heather Coit

STAFF INFORMATION

Jerome Johnson
Lorie Patterson
Sherri Brown
Andrew Bouza
Alan Hibdon
Gina Holwick
Eddie Plake
Annamaria Rainey
Aaron Polson
Annamaria Rainey
Nicole Hinrichsen
Marie Umphenour
Halsey Wright
Lori Vicory
Cole Griffin
Darcie Hearn
Richard Menninger
TBA
Natalie Donovan
Elizabeth Higbee
Susan Eberth
Seth Mills
Eric Gorenc
Kelly Bushouse
Sarah Walker
Tiffany Jones
John Deitrich
Holland Evans
Mark Lackey
Jeff Smith
Blake Behrens
Sean Carter
Johnna Bradford
Chris Twenhafel

Superintendent / Transportation Director
Clerk / Business Manager
Central Office Secretary
Secondary Principal
Assistant Principal & Athletic Director
Technology/Media Center
High School Secretary / Registrar
Middle School / Athletic Secretary
Counselor
Guidance Office Secretary
Agriculture Science
Agricultural Science / Plant and Soil
Art
Business Education / Computer
High School Math
Interrelated
Interrelated
Interrelated
High School Language Arts
High School Language Arts
Middle School Language Arts
High School Math / 8th grade Algebra
Middle School Math
Instrumental Music
Vocal Music
Health/Physical Education/PLATO Lab
Health/Physical Education
High School Science
Middle School Science
High School Science
High School Social Science
Middle/High School Social Science
6th Grade
Gifted

COOKS

Cory Sullivan, Head Cook
Amanda Stauch

Charlene Stauch
Connie Meyers

Becky Sheley

CUSTODIANS

Maintenance Director, Michael Coffin

Brandy Flint
Keith Meador

Brian Noll

Barbara Reliford
David Denham

TRANSPORTATION STAFF

Nick Sullivan, Mechanic

Dixie Jones
Crystal Matthews

Mark Lackey
Kassidee Matthews



McLouth USD #342 2023-24 School Calendar

- August 16 First Day of School – Dismiss @ 1 pm*
- September 4 No School – No School*
22 No School – Professional Development
- October 12 End of 1st Quarter*
13 No School-Teacher Work Day
19 No School-Parent Teacher Conferences
20 No School-Teacher Comp Day
- November 10 No School – Professional Development*
22-24 No School - Thanksgiving Break
- December 15 End of 1st Semester*
18 No School – Teacher Work Day
18-29 No School – Winter Break
- January 1-2 No School - Winter Break*
3 Classes Resume
15 No School - Professional Development
- February 15 No School – Parent Teacher Conferences*
16 No School – Teacher Comp Day
19 No School – Professional Development
- March 7 End 3rd Quarter*
8 No School - Teacher Work Day
11-15 No School - Spring Break
29 No School – Possible Snow Makeup Day
- April 12 No School – Professional Development*
- May 6-9 Possible Snow Makeup Days for Seniors*
17 Last Day of School – Dismiss @ 1pm
20 Teacher Work Day

SYMBOLS AND TRADITIONS

SCHOOL CREST

McLouth High School was established in 1900. In the fall of 1995, MHS students designed our official crest. Each symbol has significant meaning.

- Flame - Knowledge
- Winged Foot - Athletics
- Music Lyre, Paint Palette, Drama Mask - Fine Arts
- Handshake - Citizenship
- Gavel - Leadership



SCHOOL COLORS

McLouth School colors are purple and gold.

SCHOOL MASCOT

The mascot of McLouth Schools is the BULLDOG.

HIGH SCHOOL ALMA MATER

Our strong bands can ne'er be broken,
Formed at McLouth High;
Far surpassing wealth unspoken,
Sealed by friendships ties.
Alma mater, Alma mater,
Deep graven on each heart;
Shall be found unwavering true,
When we from life shall part.

MIDDLE SCHOOL FIGHT SONG

Stand up and cheer,
Cheer loud and long 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.

HOMECOMING

The Student Council sponsors various activities during the week ending with a parade of floats, football game, crowning of King and Queen and a dance.

KING AND QUEEN OF COURTS

A King and Queen are crowned during basketball season.

JUNIOR-SENIOR PROM

A formal evening with program and dance are planned by the Juniors for the Seniors.

ACADEMIC BANQUET

A banquet is held for students who earned an academic letter. Students' parents/guardians, the administration, and the Board of Education are also invited to participate in this event. (To earn an academic letter, a student must have been on the Principal's and/or Gold Honor Roll for both semesters during the academic year.)

FALL SPORTS PREVIEW

Team scrimmages and activities to kick off fall sports - cross country, football, and volleyball.

LATE NIGHT WITH THE BULLDOGS

Activities and scrimmage planned to officially kick off basketball season.



McLouth #USD 342 Technology Services Acceptable Use Policy Grades 6th – 12th

Technology is essential to facilitate the creative problem solving, information fluency, critical thinking skills and collaboration that we see in today's world. While we want our students to be active contributors in our connected worlds, we also want them to be safe, legal and responsible.

The purpose of computer and network use, including internet access will be used to support education, the district's curriculum and to support communications and research for students, teachers, administrators, and support staff.

The McLouth School District will create student accounts in systems such as Google Apps for Education, Edmodo, or other online classroom aides for the purposes of furthering educational opportunities. Students will be assigned a unique username and password for these systems. It is a **non negotiable** expectation that students share their username and password with their parents/guardians.

It is the policy of the district to maintain a technological environment that promotes ethical and responsible behavior in all online network activities. Use of technology resources in a disruptive, inappropriate or illegal manner undermines the district objectives and will not be tolerated. The district will enact measures to filter and/or block offensive material harmful to children. No filtering system is 100% effective. Therefore, staff supervision will continue to be vital concerning student online safety.

Students who accidentally access unacceptable material shall immediately notify appropriate school personnel (teacher, counselor, or any administrator). This disclosure may serve as a defense against allegations that the user has intentionally violated this policy.

Access and utilization of district technology is a privilege, not a right. McLouth USD #342 reserves the right to limit, restrict, or terminate any user's use or access and to inspect, copy, remove, or otherwise alter any data file on system resources.

The district reserves the right to monitor and log network use and file server space utilization by district users. It is often necessary to access user accounts in order to perform routine maintenance and security tasks. User accounts are therefore the property of the McLouth School District. Students should have no expectation of privacy or confidentiality in the content of electronic communications, internet access, or other computer files sent and received on the school computer network or stored in his/her account. Any authorized school employee, may, at any time and without prior warning, review the subject, content, and appropriateness of electronic communications, internet access or other computer files and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials. The district reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity if this activity is discovered.

The use of the computer network for illegal, inappropriate or unethical purposes is prohibited. Unacceptable use of technology includes, but is not limited to:

- Unauthorized access to and/or unauthorized use of the district server or security system (including, but not limited to surveillance footage.)
- Allowing another person to use your password/user id to gain access to any school system including your own
- Sending, displaying, or storing inappropriate content on any district device in any location (or other device on school premises), such as: offensive messages or pictures, sexting, possession of sexually explicit, vulgar, or violent material
- Threatening, harassing, insulting or attacking others (cyberbullying)
- Use of inappropriate language or profanity
- Violating copyright laws or plagiarism
- Releasing personal information or false information about another person or yourself, including but not limited to: name, address, phone number, email address, social security number, account number, passwords and other items used for identification
- Damaging computers, computer systems or computer networks
- Trespassing in another's folders, work, files, or decrypting system or user passwords
- Employing the network for commercial or political purposes
- Crashing, attempting to crash network systems (district or other), or willful introduction of computer "viruses" or other disruptive/destructive programs into the district network or into external networks
- Using the network for any purpose or activity that is prohibited by federal, state, local laws, rules or regulations
- Intentionally peeling off serial number, barcode, and/or Student ID
- Removal of district owned technology and software out of it's assigned area or premises without prior and explicit approval.
- The attempt to subvert Technology Protective Measures.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. These consequences are: restricted or loss of privileges, after

school detention, conference with teacher/counselor/principal, parents contacted, out-of-school suspension, and possible contact with law enforcement.

The proper use of the McLouth School District network, the Internet, and the educational value to be gained from proper use of these, is the joint responsibility of students, parents and employees of the school district.

- The use of the computer network and other digital technology must be in support of education and research and consistent with the educational objectives of the McLouth School District. Use of network and computer resources must comply with this Acceptable Use Policy.
- Network accounts are to be used only by the authorized owner of the account for authorized purposes. Use of any district computer and other digital technology, unless and until the individual has signed this form is prohibited.
- This agreement is valid for the entire 6th – 12th grade term of the student. The acceptable use agreement shall remain in effect until a new agreement is signed.
- The determination as to whether a use is appropriate lies solely within the discretion of the McLouth School District.
- Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district media, delays or changes in or interruptions of service, information or materials. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

(Print) Student Name _____ **Date:** _____

I have read, or had read to me, the McLouth School District Technology Services Acceptable Use Policy and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Student Signature _____ **Date** _____

Technology Usage Agreement - Parent / Legal Guardian

As the parent or legal guardian of the student signing above, I have read the McLouth School District Technology Services Use Policy. I understand that violation of these provisions may result in disciplinary action taken against my child, ward or child within my care, including but not limited to suspension or revocation of my child's or ward's access to district technology, and suspension or expulsion from school.

I understand that my child's or ward's technology usage is not private and that the school district will monitor my child's or ward's use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications sent, received, or stored by my child or ward using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I recognize it is impossible to restrict access to all controversial materials, and I will not hold the school district, its employees or its agents responsible for materials acquired on the Internet. I accept responsibility for guidance of Internet use – setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

I agree to be responsible for any unauthorized costs arising from my child's, ward's or child within my care's use of the district's technology resources. I agree to be responsible for any damages incurred by my child, ward or child within my care.

I understand that any device owned by the McLouth School District is to be used solely for educational purposes and only to be used by the above signed student. The student is the only authorized user of his or her assigned device.

Parent/Guardian Signature _____ **Date** _____

Home Address _____ **Home Phone** _____



McLouth #USD 342 Elementary Technology Services Acceptable Use Policy

Technology is essential to facilitate the creative problem solving, information fluency, critical thinking skills and collaboration that we see in today's world. While we want our students to be active contributors in our connected worlds, we also want them to be safe, legal and responsible.

The purpose of computer and network use, including internet access will be used to support education, the district's curriculum and to support communications and research for students, teachers, administrators, and support staff.

The McLouth School District will create student accounts in systems such as Google Apps for Education, Edmodo, or other online classroom aides for the purposes of furthering educational opportunities. Students will be assigned a unique username and password for these systems. It is a non negotiable expectation that students share their username and password with their parents/guardians.

It is the policy of the district to maintain a technological environment that promotes ethical and responsible behavior in all online network activities. Use of technology resources in a disruptive, inappropriate or illegal manner undermines the district objectives and will not be tolerated. The district will enact measures to filter and/or block offensive material harmful to children. No filtering system is 100% effective. Therefore, staff supervision will continue to be vital concerning student online safety.

Students who accidentally access unacceptable material shall immediately notify appropriate school personnel (teacher, counselor, or any administrator). This disclosure may serve as a defense against allegations that the user has intentionally violated this policy.

Access and utilization of district technology is a privilege, not a right. McLouth USD #342 reserves the right to limit, restrict, or terminate any user's use or access and to inspect, copy, remove, or otherwise alter any data file on system resources.

The district reserves the right to monitor and log network use and files server space utilization by district users. It is often necessary to access user accounts in order to perform routine maintenance and security tasks. User accounts are therefore the property of the McLouth School District. Students should have no expectation of privacy or confidentiality in the content of electronic communications, internet access, or other computer files sent and received on the school computer network or stored in his/her account. Any authorized school employee, may, at any time and without prior warning, review the subject, content, and appropriateness of electronic communications, internet access or other computer files and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials. The district reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity if this activity is discovered.

The use of the computer network for illegal, inappropriate or unethical purposes is prohibited. Unacceptable use of technology includes, but is not limited to:

- Unauthorized access to and/or unauthorized use of the district server or security system (including, but not limited to surveillance footage.)
- Allowing another person to use your password/user id to gain access to any school system including your own
- Sending, displaying, or storing inappropriate content on any district device in any location (or other device on school premises), such as: offensive messages or pictures, sexting, possession of sexually explicit, vulgar, or violent material
- Threatening, harassing, insulting or attacking others (cyberbullying)
- Use of inappropriate language or profanity
- Violating copyright laws or plagiarism
- Releasing personal information or false information about another person or yourself, including but not limited to: name, address, phone number, email address, social security number, account number, passwords and other items used for identification
- Damaging computers, computer systems or computer networks
- Trespassing in another's folders, work, files, or decrypting system or user passwords
- Employing the network for commercial or political purposes
- Crashing, attempting to crash network systems (district or other), or willful introduction of computer "viruses" or other disruptive/destructive programs into the district network or into external networks
- Using the network for any purpose or activity that is prohibited by federal, state, local laws, rules or regulations
- Intentionally peeling off serial number, barcode, and/or Student ID
- Removal of district owned technology and software out of it's assigned area or premises without prior and explicit approval.
- The attempt to subvert Technology Protective Measures.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. These consequences are: restricted or loss of privileges, after school detention, conference with teacher/counselor/principal, parents contacted, out-of-school suspension, and possible contact with law enforcement.

The proper use of the McLouth School District network, the Internet, and the educational value to be gained from proper use of these, is the joint responsibility of students, parents and employees of the school district.

- The use of the computer network and other digital technology must be in support of education and research and consistent with the educational objectives of the McLouth School District. Use of network and computer resources must comply with this Acceptable Use Policy.
- Network accounts are to be used only by the authorized owner of the account for authorized purposes. Use of any district computer and other digital technology, unless and until the individual has signed this form is prohibited.
- This agreement is valid for the entire Elementary term of the student. The acceptable use agreement shall remain in effect until a new agreement is signed.
- The determination as to whether a use is appropriate lies solely within the discretion of the McLouth School District.
- Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district media, delays or changes in or interruptions of service, information or materials. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

(Print) Student Name _____ **Date:** _____

I have read, or had read to me, the McLouth School District Technology Services Acceptable Use Policy and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Student Signature _____ **Date** _____

Technology Usage Agreement - Parent / Legal Guardian

As the parent or legal guardian of the student signing above, I have read the McLouth School District Technology Services Use Policy. I understand that violation of these provisions may result in disciplinary action taken against my child, ward or child within my care, including but not limited to suspension or revocation of my child's or ward's access to district technology, and suspension or expulsion from school.

I understand that my child's or ward's technology usage is not private and that the school district will monitor my child's or ward's use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications sent, received, or stored by my child or ward using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I recognize it is impossible to restrict access to all controversial materials, and I will not hold the school district, its employees or its agents responsible for materials acquired on the Internet. I accept responsibility for guidance of Internet use – setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

I agree to be responsible for any unauthorized costs arising from my child's, ward's or child within my care's use of the district's technology resources. I agree to be responsible for any damages incurred by my child, ward or child within my care.

I understand that any device owned by the McLouth School District is to be used solely for educational purposes and only to be used by the above signed student. The student is the only authorized user of his or her assigned device.

Parent/Guardian Signature _____ **Date** _____

Home Address _____ **Home Phone** _____

McLouth School District Chromebook Agreement

I acknowledge that we have received the following documents with my child's Chromebook and will ensure that we have read and understood them, in full, prior to my child signing this agreement.

- McLouth Middle/High School Chromebook Guide (6th graders and new students)
- McLouth Middle/High School Chromebook Agreement
- McLouth School District Acceptable Use Agreement

Student Agreement

As a learner, I agree that I will:

- Use my Chromebook for educational purposes.
- Follow the procedures and policies outlined in the Chromebook Guide and McLouth School District Acceptable Use Agreement both at school and at home.
- Protect my Chromebook by carrying it securely in a district-issued carrying case and preventing careless or malicious damage.
- Use caution when storing my Chromebook in my locker.
- Never leave my Chromebook unattended in an unsecure or unsupervised location.
- Never store my Chromebook in a vehicle.
- Charge my Chromebook's battery to full capacity each night.
- Report all damages to or issues with my Chromebook to the schools IT department.
- Not alter or attempt to change the management settings on my Chromebook.
- Never share my Chromebook with other students or individuals.

I understand that any violation of this agreement may result in the suspension or loss of my Chromebook and school network privileges. Additionally, I may face disciplinary action for such violations.

Parent Agreement

I understand that my family's responsibilities include:

- Ensuring my child meets the expectations outlined in the Chromebook Guide and the McLouth School District Acceptable Use Agreement.
- Protecting the Chromebook, within reason, against damage, loss or theft while it is at home or outside of school.
- Ensuring my child reports damage to the schools IT department.

In consideration of the privileges and opportunities afforded by the use of McLouth School District technology resources, I hereby release the McLouth School District, its employees and directors from any and all claims of any nature arising from my child's use or inability to use these resources, including but not limited to claims that may arise from unauthorized use of a Chromebook.

I also understand that it is impossible for McLouth School District to restrict access to all controversial materials and I will not hold the District responsible for materials accessed with a District Chromebook.

I accept full responsibility for my child's use of the Chromebook while not in a school setting and understand that my child's Chromebook use is subject to the same rules and requirements when used off-campus. I understand that my child's Chromebook privileges may be suspended or revoked for violations of this Agreement.

Insurance Agreement

As part of their participation in the Chromebook program, students will pay an annual Technology Fee of \$25.00. The District will use the following guidelines to determine costs associated with repairs/replacements:

- The District will charge the student \$25 for the first incident of accidental damage. The second incident will be covered by a \$50 charge to the student. On the third incident, the student will be assessed the cost of the repair or the replacement of the device.
- The District will charge the student the costs of replacing any lost or damaged bags and chargers.
- The replacement plan does NOT provide coverage for the loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse or abuse. If it is determined that damages occurred by intentional misuse or abuse, the student will be charged the full cost of the replacement.
- The District reserves the right to request parents/guardians to pay the technology fee annually. Claim history on loss, theft and damage, will ultimately determine whether additional fees are necessary beyond those listed above.

I understand that should damage occur to the Chromebook assigned to my child due to intentional damage, I will be solely responsible for reimbursing the school for repair or replacement costs.

Student Name (Please Print) _____

Student Signature _____

Parent Name (Please Print) _____

Parent Signature _____

-----District Use-----

IT Signature _____

Protection Plan Purchased _____ Date _____

NOTICE OF PLANNED ABSENCE

This form must be filled out completely, signed by parent, initialed by teachers and principal, and turned in to the office at least one school day before the absence is to occur.

Please excuse _____
(Student's Name)

from school on _____
(Date)

Reason for absence _____

This is being done with my knowledge and approval. I understand that this absence in no way absolves my child from his/her turning in assignments or taking examinations. Furthermore, I fully understand that my child's grade may be affected by his/her absence.

(Parent Signature) (Date)

Each teacher should initial their approval.

	Teacher	Assignment	Student is passing (Y/N)
Hour 1	_____	_____	_____
Hour 2	_____	_____	_____
Hour 3	_____	_____	_____
Hour 4	_____	_____	_____
Hour 5	_____	_____	_____
Hour 6	_____	_____	_____
Hour 7	_____	_____	_____
Adv/Voy	_____	_____	_____

(Principal's Signature) (Date)

___ Excused ___ Unexcused

The State of Kansas has identified an excused absence as: A) illness of the student, verified by the parent either orally to an administrator or in writing; B) doctor or dentist's appointment as verified by parent or doctor; C) death in the immediate family.



MCLOUTH HIGH SCHOOL
Request for Out-of-School Guest

This form must be completed and returned to the MHS office by: _____

Date of MHS Activity: _____

- Out-of-school guest of MHS students will not be allowed to attend the activity if this form is not received by the deadline date.
- Only one guest will be allowed per MHS student.
- MHS student must be present at the time of admittance to the activity.
- Guest must have a minimum classification of freshman in high school.
- Guest may not have reached the age of 21 by the time of the activity.
- Guests will adhere to all rules and code of conduct put forth by the MHS administration. Failure to comply with any MHS rules may result in the dismissal of both the host and their guest from the activity and could exclude both from future MHS activities.

TO BE COMPLETED BY THE STUDENT REQUESTING APPROVAL OF OUT-OF-SCHOOL GUEST (Please PRINT clearly)

MHS Student's Name: _____ Grade: _____

Guest's Name: _____ Grade: _____

Guest's High School: _____

If guest is not in high school, most recent school attended:

Guest's age: _____ Guest's date of birth (DOB): _____

MHS Student Signature:

MHS Parent/Guardian Signature:

Out-of-School Guest Signature:

TO BE COMPLETED BY THE GUEST STUDENT'S ADMINISTRATOR/PRINCIPAL

Please check the appropriate response:

_____ Yes, the above mentioned student from my school is/was a person of good citizenship and character.

_____ No, the above mentioned student from my school does/did not exhibit good citizenship and character.

Comments?

Administrator's Signature

Date

School

Phone

Guest Student's Administrator please fax to: 913-796-6124

**McLouth Schools
Medication Administration Request**

Student Name _____ Date of Birth _____

Allergies _____ Grade _____

Physician _____

Prescription Information (Homeopathic, herbal, natural remedies cannot be delegated without physician's order.)	
Medication _____	Dosage _____
Time of day to be given _____	Start Date _____
Expected Days of Use _____	
Reason for Medication _____	
Possible Side Effects _____	
Physician Signature _____ (or must have current prescription label on original container)	Date _____
Phone _____	

The following to be completed by parents/guardian:

I hereby certify that my son or daughter, named above, has previously had at least one dose of the above medication and had no adverse reactions. I request that this medication be administered at school as directed above. I understand that it is my responsibility to furnish this medication. Further, I understand school policies regarding medication administration.

I hereby authorize my child's school's nursing personnel to exchange information regarding this request/medication or this prescription, with the physician or with the pharmacy as identified on the affixed label for purposes of clarification or risk assessment.

Date _____ Signature of Parent/Guardian _____

Note: The medication must be brought to school in the original container appropriately labeled with student name. Prescription medications must be labeled by the pharmacy or physician, stating the name of the student, the date, the medication, the dosage, and the number of days to be administered.

This request is valid for the current school year only.

School use: Prescript no.: _____
Pharmacy: _____
Prescript date: _____
Staff Initial: _____

PERMISSION TO CARRY ASTHMA INHALERS/EPIPENS

TO BE COMPLETED BY THE PHYSICIAN: The above-named student has been instructed in the proper use of their asthma inhaler/emergency medication. The child's well-being is in jeopardy unless this medication is carried on his/her person. Therefore, I request that he/she be permitted to carry the asthma inhaler/emergency medication at school. He/she understands the purpose, appropriate method, and frequency of use of the asthma inhaler/emergency medication.

NAME OF MEDICATION: _____

PHYSICIAN'S SIGNATURE: _____ DATE: _____

PHYSICIAN's Phone Number: _____

TO BE COMPLETED BY THE PARENT/GUARDIAN: I permit my child to carry the above-listed asthma inhaler/emergency medication as ordered by his/her physician. I understand that it is my responsibility to furnish this medication. I acknowledge that the school incurs no liability for any injury resulting from self-administration of medication and agree to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medications.

I also acknowledge the need to give permission for appropriate communications between the school health professional and the medical provider related to the specific treatment in question including communication concerning:

1. The prescription or treatment itself
2. Implementation of treatment at school
3. Student outcomes from the treatment
4. Other pertinent issues related to the students diagnosis, condition or treatment.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY SCHOOL NURSE: Kansas law now permits students to carry and use inhaled medications after demonstrating appropriate use to school nurse. This student demonstrates knowledge / skill to carry and use the above listed asthma inhaler.

SCHOOL NURSE SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY STUDENT: I have been instructed in the proper use of my medication and will take it as prescribed to me by my physician.

STUDENT'S SIGNATURE: _____ DATE: _____

Consent to Share Asthma Action Plan and Information about My Child's Asthma

Child's name: _____

School _____ Grade _____

1. I, the parent or guardian _____, agree that my child's Asthma Action Plan (AAP) and other information about my child's asthma may be shared among those noted below. I understand that this information will be used to help manage my child's asthma when I am not with my child.

Check the box and write in the name of those you want to include in this consent:

Health Care Provider _____

School Staff and School Health Office _____

Day care provider _____

Clinic or hospital _____

Coach _____

Other _____

2. How my child's privacy will be protected:

- My child's health care provider must follow health information privacy laws.
- My child's school and a coach who works for the school must follow school privacy laws.
- Some people are not covered by privacy laws and it is possible they will not keep this information private. This includes my child's day care provider, coach and others that I share my child's asthma information with.

3. I have been told these key points:

- I do not have to give my consent.
- If I do not sign this consent, the quality of asthma care may be affected because other school staff and the health care provider won't have all available information (since information is not allowed to be shared without my consent), but it will not affect the other care my child receives from school staff or their health care provider.
- I may cancel my consent at any time. To cancel my consent, I need to send or deliver a letter to the people listed above asking them to cancel my consent. I will provide my child's name and sign my name.
- This consent form expires in one year.

Signature of parent or guardian: _____ Date: _____