

# **McLouth High School and McLouth Middle School**

## **2022 – 2023 Bulldog Handbook**



**“One McLouth...Bulldog Strong!”**

**217 Summit Street, McLouth, KS 66054**

**HS/MS Phone: (913) 796 – 6122      Fax: (913) 796-6124**

**Office Hours 7:30 am – 4:00 pm**

**U.S.D. 342 – McLouth School District**

**USD 342 Vision:**      Together we learn in a community that promotes academic excellence, respect, lifelong learning, and responsible citizenship.

**USD 342 Mission:**      Every student is inspired to learn and empowered to excel.

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July 11, 2022

Dear Bulldogs,

It has often been said we live life moving forward, but we understand life looking back. Every new day we get the opportunity to learn and grow from what we experienced yesterday. This 2022 – 2023 McLouth High School and McLouth Middle School Handbook represents a brand new year, with fresh starts, new hopes, and big dreams for all of us. You've already taken the first step by opening this handbook and reading this first message. Don't stop!

What does it mean to be a USD 342 Bulldog in 2022 – 2023? First of all, you are, without any conditions, an accepted member of our Bulldog Family! We are a family that lives together daily in McLouth, KS. Our Bulldog House (School) is the heart of our community. Our campus and the communities' campus can be identified easily by our Purple and Gold! We have family members of all ages, races, ethnicities, religions, identities, social economics, politics, vehicles, music, substances, etc. Quite simply put, we are the American Bulldog Family.

Our 2022 – 2023 school year will begin in August 2022. It will run for 174 school days and into mid-June 2023. Our forward movement starts on day one and wraps up after the last event in June. That is when we take time to look back, evaluate, and see what our Bulldog Family accomplished. Did we have the courage to walk into our home every day, determined to do our best for ourselves and everyone else? Did we accept that not everybody will agree with each other all the time? Are we strong enough to see the bigger and better picture that ensures every member of our family resides and allows the members of our family to live in a house where no fun is ever taken or gained at another family member's expense? Yes, we are! The choice is, will we? I believe we will!

SENIORS, Class of 2023, this is it! You are at the starting line for your final high school race. It will be a sprint! Take time to enjoy it! Make the time to create new and positive memories. Use your senior time wisely so you successfully reach your goals and dreams. Be the role models and leaders our Bulldog Family needs! From your first day of school, August 18, 2022 to May 12, 2023, you will have 267 days to make sure all the doors you wish to have open are ready for you to pass through. Approach every day as maturing young adults. Be your self-advocate, in doing so; you demonstrate your understanding that the rules are still the rules.

Students, parents, faculty/staff, families, and community, what American Bulldog characteristics do I know to be true? Bulldogs are equable, kind, persistent, courageous, aggressive (when needed), dignified, friendly, patient, and stubborn! Are all those characteristics behaviors of choice? Absolutely! That makes life interesting, fun, challenging, and worth doing the right way. Let's all be American-McLouth Bulldogs that choose wisely in 2022 – 2023!

Let's live this year moving forward positively so we can look back and see how much we've grown. Let's be "One McLouth...Bulldog STRONG...All Year Long!" Let's decide right now to have an incredible school year! Best wishes to each and every Bulldog!

Bulldog Proud!

Vicki S. Enyart, McLouth High/Middle School Building Principal  
(913) 796-6122 (S)  
(660) 734-3209 © [enyartv@mclouth.org](mailto:enyartv@mclouth.org)

## BUILDING AND DISTRICT CONTACTS

### MS/HS Administrative Team

Jerome Johnson	Superintendent of Schools
Vicki S. Enyart	Principal
Aaron Polson	School Counselor
Phillipe McCree	Activities/Athletic Director
Robin Croxell	At-Risk Coordinator “Soar Program – Director”
Lindsay Mills	Administrative Assistant/Registrar – Ms. Enyart
Dee Gill	Administrative Assistant/Athletics – Mr. McCree
Annamaria Rainey	Administrative Assistant/Counseling – Mr. Polson

### District Personnel

Sherri Brown	District Office/Requisitions/Human Resources
Amy Conklin	Assistant Director of Special Education (Keystone)
Paula Davis	School Nurse
Brandy Flint	Head Custodian
Greg Justus	Transportation Director
Gina Holwick	Technology Director
Grace Houchell	District Social Worker
Missy Miller	Elementary Principal
Christanne Parks	Elementary Counselor
Lorie Patterson	Financial Manager/District Clerk
Wes Patterson	Maintenance/Grounds Director
Cory Sullivan	Head Cook
Tiffany Turner	Elementary Administrative Assistant – Mrs. Miller

### USD 342 Board of Education Members and Board Goals

#### *Board Members*

Jennifer Harsh	Position #1	Pam Carleton	Position #2	Dean Wolfe - Vice-President	Position #3
Tara Garrow	Position #4	James Copeland	Position #5	Heather Coit	Position #6
Kim Troupe-President	Position #7			Lorie Patterson – Board Clerk	

<b><i>Board of Education Goals:</i></b>	#1	Student Success: Develop a responsive culture of learning and involvement for all students.
	#2	Parent and Community Engagement: Develop and provide opportunities for community and parent engagement in all facets of the district environment.
	#3	High Quality Staffing: Create and promote an environment where staff feel supported and valued.
	#4	Essential Resources: Demonstrate effective and efficient business operations and ensure excellent stewardship of district resources.

**McLouth High School and McLouth Middle School Faculty/Staff**

Tristan Bartley	Instrumental Music	Jen Kessler	Para-Educator
Blake Behrens	Social Sciences	Mark Lackey	Science
Jon Bishop	Physical Ed/Health/Science	Crystal Matthews	Transportation
Johnna Bradford	Language Arts/Reading	Kassidee Matthews	Transportation
Gary Brummet	Para-Educator	Keith Meador	Custodial Services
Jennifer Caldwell	Para-Educator	Richard Menninger	Interrelated
Sean Carter	Social Sciences	Caleb Pokorny	Interrelated
Maureen Cole	Elem School Psychologists	Barbara Reliford	Custodial Services
Audrey Collins	Para-Educator	Francine Sampey	Para-Educator
Hannah David	Library/Media Specialist	Ryan Scott	Physical Education
David Denham	Custodial Services	Becky Sheeley	Food Services
Natalie Donovan	Language Arts/Yearbook	Jeff Smith	Science
Michaela Driscoll	Secondary School Psychologist	Amanda Stauch	Food Services
Susan Eberth	Language Arts	Charliene Stauch	Food Services
Doug Fisher	Mathematics	Sabrenna Stauch	Para-Educator
Gary Freeman	Physical Education/Health	Lisa Steele	Mathematics
Eric Gorenc	Mathematics	Chris Twenhafel	Gifted Academic Assistance
Darcie Hearn	Interrelated	Marie Umphenour	Agriculture Science
Elizabeth Higbee	Language Arts/Drama	Sarah Walker	Vocal Music
Nicole Hinrichsen	Agriculture Science	Michael Williams	Science
Dana Holtmeyer	Para-Educator	Halsey Wright	Art
Grace Houchell	School Social Worker	Lori Vicory	Business Education
Dixie Jones	Transportation	Acellus On-Line	Foreign Language

# TRADITIONS and BULLDOG PRIDE

## McLouth School Songs

### McLouth High School Alma Mater

(Hail to Thee)

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.

### Bulldog Fight Song

(Go Northwestern Go)

[Go McLouth Bulldogs Go](#)

Go McLouth Bulldogs!  
Stand up loud and cheer  
Raise that purple  
And that Gold  
The fighting DOGS  
are here!  
Go Bulldogs!

Go McLouth Bulldogs!  
Fight for victory.  
Fear our game  
AND spread our name!  
For Bulldogs Proud are we!

### School Crest

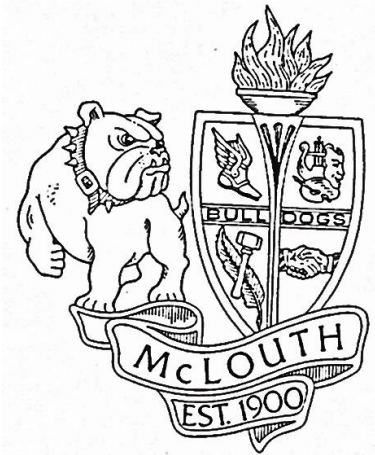
McLouth High School was established in 1900. In the fall of 1995, MHS students designed our official crest. Each symbol has significant meaning.

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

### School Colors

McLouth School colors are **PURPLE** and **GOLD**

**We wear our PURPLE and GOLD every Friday!!**



### League

We are a member of the North East Kansas League. We compete against: Atchison-Maur Hill; Easton-Pleasant Ridge; Effingham – Atchison County Community; Holton-Jackson Heights- Horton; McLouth; Oskaloosa; Valley Falls and; Winchester – Jefferson County North.

### School Mascot and Name

Bulldogs - “Buster” In 2022 – 2023, MMS will conduct an investigation regarding the history of “Buster.

Bulldog Junior - “TBD” In 2022 – 2023, MES will have an election to name “Bulldog Junior”!

## 2022 – 2023 BELL SCHEDULES

### Regular Schedule

Supervised Doors Open 7:45 a.m.

Alert Bell 8:05 a.m.

1<sup>st</sup> Hour 8:10 a.m. – 9:01 a.m.

2<sup>nd</sup> Hour 9:05 a.m. – 9:56 a.m.

3<sup>rd</sup> Hour 10:00 a.m. – 10:51 a.m.

4<sup>th</sup> Hour 10:55 a.m. – 11:45 a.m.

5<sup>th</sup> Hour 11:49 a.m. – 1:04 p.m.

(Middle School Lunch 11:45 a.m. – 12:10 p.m. High School Lunch 12:35 p.m. – 1:05 p.m.)

6<sup>th</sup> Hour 1:09 p.m. – 2:00 p.m.

7<sup>th</sup> Hour 2:04 p.m. – 2:55 p.m.

HS Adv. 2:59 p.m. – 3:30 p.m. (M, T, W, Th, F)

MS Adv. 2:59 p.m. – 3:30 p.m. (M, Th, F)

MS Choir 2:59 p.m. – 3:30 p.m. (T & W) 6th/7th/8th Together

Dismissal 3:30 p.m.

### Late Start Schedule (2 Hour Delay – Times to Be Determined)

Alert Bell 9:45 a.m.

1<sup>st</sup> Hour 10:00 a.m. Pending

2<sup>nd</sup> Hour

3<sup>rd</sup> Hour

4<sup>th</sup> Hour

5<sup>th</sup> Hour Lunch (TBD)

6<sup>th</sup> Hour

7<sup>th</sup> Hour

No Advisory

### Modified Schedules (Special Events; Assemblies; etc....)

When special events are pre-scheduled, a modified schedule will be followed. This schedule will allow students to attend all their classes during the school day. Hours will be shorter, but learning will still carry on. Lunch times are set and will not be altered.

## **MHS - MMS Elected Student Leaders**

Identifying and celebrating Elected Student Leadership will be very significant roles in our secondary building in 2022 – 2023. To ensure Class Officers are elected right away, Class Meetings will be held on Friday, August 19, 2022. Prior to the meeting, all Class Members will receive information at the District Enrollment dates. If you are interested in being a Class Officer, read through information provided to you and understand what is expected.

Class sponsors, who have been trained and informed of each respective class responsibilities, will conduct the meeting this first time. These are important leadership roles and should not be approached as a “joke”. Once voting is over (and it will be on closed ballots, the ballots will be submitted to the office, counted, and then names will be announced at the end of the day. If you were elected, you must come to the office and sign the Bulldog Student Leadership Declaration. Once all officers have signed, names will be added to this handbook and posted on our secondary website.

**Key Point:** No student may hold more than two “executive offices” in our student body. An “executive office” is President and/or Vice-President. You could still be an officer for another club/organization; you just cannot hold a 3<sup>rd</sup> “executive office”. For the 2023 – 2024 school year, Student Leader Elections will take place the first week of April 2023! Holding these elections earlier will allow the elected leaders to plan and get organized.

### **High School Student Council**

President:  
Vice-President:  
Secretary:  
Treasurer:  
Sponsor: Mr. Blake Behrens

### **Middle School Student Council**

President:  
Vice-President:  
Secretary/Treasurer:  
8<sup>th</sup> Rep 7<sup>th</sup> Rep 6<sup>th</sup> Rep  
Sponsor: Mrs. Johnna Bradford

### **Seniors – Class of 2023**

President:  
Vice-President:  
Secretary:  
Treasurer:  
Sponsor: Mr. Blake Behrens/Mrs. Tracy Plake  
Class Flower:  
Class Color:  
Class Motto:

### **Juniors – Class of 2024**

President:  
Vice-President:  
Secretary:  
Treasurer:  
Sponsor: Mr. Tristan Bartley/Ms. Halsey Wright  
Class Flower:  
Class Color:  
Class Motto:

### **Sophomores – Class of 2025**

President:  
Vice-President:  
Secretary:  
Treasurer:  
Sponsor: Mrs. Lisa Steele/Mr. Doug Fisher  
Class Flower:  
Class Color:  
Class Motto:

### **Freshmen – Class of 20256**

President:  
Vice-President:  
Secretary:  
Treasurer:  
Sponsor: Mrs. Natalie Donovan  
Class Flower:  
Class Color:  
Class Motto:

### **8<sup>th</sup> Grade – Class of 2027**

President:  
Vice-President:  
Secretary:  
Treasurer:  
Sponsor: Mrs. Susan Eberth  
Class Flower:  
Class Color:  
Class Motto:

### **7<sup>th</sup> Grade – Class of 2028**

President:  
Vice-President:  
Secretary:  
Treasurer:  
Sponsor: Mr. Mark Lackey  
Class Flower:  
Class Color:  
Class Motto:

### **6<sup>th</sup> Grade – Class of 2029**

President:  
Vice-President:  
Secretary:  
Treasurer:  
Sponsor: Mrs. Robin Croxell  
Class Flower:  
Class Color:  
Class Motto:



## BULLDOG COMMUNICATION

**Alerts:** USD 342 utilizes School Messenger for School Emergencies, School Closings, and Lunch Balances. Check out the school website for lots of information.

**Contact Information “Emergency Procedure Card”:** To keep the line of communication open and flowing correctly, all parents and students must fill out the Emergency Procedure Card during enrollment. This provided information will assure better communication between the school and families and provide the safest care for students.

**District Website:** In 2022-2023, we will make quite a few improvements to our secondary page. Our goal is for all students, parents, faculty/staff, family members, and community members to know what is happening in our building. The address for our 6th – 12th page is <https://www.mclouth.org/vnews/display.v/SEC/Secondary>

**Parent Advisory:** Parent/Advisory are parents who come together once a month to get informed and stay involved in what is happening at our 6th – 12th building, so we can always move forward for our students. We are not a club or an organization. All parents, community members, teachers, and students are always welcome. Where positives are happening, we celebrate. Where there are areas that need some attention, we find solutions to improving the quality of our school environment and climate. If you have an open mind, a positive attitude, and want to do what is best for all students, you will love Parent Advisory! Meetings are held the first Thursday of every month. They begin at 6:30PM and end at 7:30PM. Snacks and drinks are always served.

**Parent/Teacher/Student Conferences:** Parent/Student/Teacher conferences will be happening throughout the entire school year. The more all three (Parent + Student + Teacher) communicate the better the learning will be. At the secondary level (6<sup>th</sup> – 12<sup>th</sup>) it is critical that the student starts developing “self-advocate” life skills. When students cross both the promotion stage and the graduation stage, they have the necessary skills to go forward toward positive opportunities. Being in attendance to called conferences is that important.

The USD 342 scheduled Parent/Student/Teacher conference dates and times are set. Please put these on your calendars: Thursday, October 20, 2022 - 8AM to 8PM and Thursday, February 16, 2022 - 8AM to 8PM. Your attendance is essential in so many ways. Let’s all demonstrate the importance and value of learning to our children.

**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 participate in this organization, which gives vital support to teachers and students throughout the community each year. Field trips, classroom materials, events such as Grandparents’ Day (elementary), and the annual Spring Bingo Fundraiser are just a few things supported by PTO.

**Pathways (Concerns/Complaints/Compliments):** Students, Parents/Guardians/Teachers, /Key stakeholders who have complaints, concerns, or compliments must follow this procedure in this order: (1) Speak face-to-face with the first person; (2) Talk to the first person with the principal building present; (3) Schedule a face-to-face private meeting with the building principal; (4) Schedule a face-to-face appointment with the superintendent.

Conflict is part of human nature and human life. We all have breaking points; the key is to realize we are close to it before it takes over. A few simple steps to resolution are: Pause Before Reacting; Lead by Example; Use Face-to-Face – Avoid Technology; Listen; Look for Positives; Speak Only for Yourself; Step Away.

**PowerSchool Parent Portal Access:** Parent Portal is an excellent way to communicate with your child’s teacher(s). Parents, guardians, and students have round-the-clock access to real-time information about grades, assignments,

and upcoming projects/assignments. You can check your child's lunch accounts, attendance, overdue library books, and other information. Contact the school secretary for login information.

***School Closing or Delay:*** When the superintendent believes severe weather or other circumstances can harm the safety of students, the parents and students shall be notified of school closings or cancellations by calls broadcast by the School Messenger message system. Announcements will also be posted on: 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. Announcements are made as soon as possible, allowing families to make necessary plans for their children. Sometimes circumstances may happen that require cancellation after school has begun.

***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.

***Student Chromebook:*** Every 6th – 12th grade student has been assigned the following: Chromebook, Secure Log-In User/Password Information, G-Mail User Account, and a charger. Those items give every student the ability to communicate fully and directly with their teachers. The more we use technology as true instructional tools; levels of instruction and learning will also improve. Parents and students are encouraged to use their Chrome books as communication tools, not as school sponsored “gaming devices”.

The student is responsible for all things associated with the use of the Chromebook. This includes the appropriate/acceptable use, storage, transportation, and protection of your Chromebook. There are a limited number of Chrome books at USD 342. This fact elevates your personal responsibility. Mrs. Holwick goes above and beyond her call of duty in trying to keep over 200 devices up and operating correctly. Not only is she taking care of MS/HS students, she is taking care of all USD 342 faculty/staff. All the telephone, copiers, smart TV's, smart boards, etc... are under her care.

It is understood accidents happen. Do your best to be careful with your Chromebook. If you put it in your backpack, don't throw your backpack. If you are carrying your Chromebook to another class, close the lid and carry it. Be careful, nothing is in-between the screen and the keyboard. (Lots of breaks and problems happen because of this mistake). To save battery life and use for the entire day, remember the battery is still on until you log-out. Simply closing the device does not turn off the Chromebook.

We are often asked why students can't bring their chargers to school. The student is responsible for having a fully charged Chromebook everyday they come to school. In quite a few of our classrooms, there is very limited plug-ins. State laws prohibit schools from using multi-plug-ins. This means we have charger cords going across the walking area. Another issue is, half of our Chrome books use different types of chargers. It is not a one size fits all. Students tend

***USD 342 Facebook:*** This site is used for quick, easy to read information. [Home of the Bulldogs Facebook](#)

***Weekly Widgets:*** These weekly email newsletters are another means of communication for parents, teachers, and students and are emailed on Sunday evenings. Copies of the Weekly Widgets will also be available on the Secondary Website page. They contain all types of relevant information about all things happening at MHS and MMS. Please do your best and keep your PowerSchool contact information updated.

## ACADEMICS

### Academic Achievement Honors – High School

*At the end of each semester*, the following McLouth High School Achievement Honors will be computed and awarded. Report cards grade each respective grading period are used to establish qualification for the Honor Roll.

#### ***Principal Honor Roll***

Students must have a 4.0-grade point average for the semester.

The student has maintained excellent (Level 4) Student Responsibility for the semester.

Attendance 95% or higher, Timeliness (Deadlines Met), Self-Control “0” Disciplinary at Principal Level

#### ***Gold Honor Roll***

Students must have a 3.7 or higher grade point average for the semester.

The student has maintained excellent (Level 3) Student Responsibility for the semester.

Attendance 94% or Higher, Timeliness (Deadlines Met), Self-Control “0” Disciplinary at Principal Level

#### ***Purple Honor Roll***

Students must have a 3.2 grade-point average for the semester.

The student has maintained excellent (Level 2) Student Responsibility for the semester.

Attendance 93% or higher, Timeliness (Deadlines Met), Self-Control “1 or Less” Disciplinary at Principal Level

#### ***Academic Letter (High School Only)***

Students who maintain at least a 3.50 to 4.0-grade point average, as well as the respective Student Responsibility standards for both the first and second semester (Principal Honor or Gold Honor) will be awarded a Chenille 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. Computed each semester and compiled end of the year.

#### ***National Honor Society (High School Only)***

Students who meet and/or exceed the academic standard of a 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. Applications for membership are available in the Counselor’s Office. When school resumes in the fall, a official record of juniors/seniors who are at 3.5 or above is run and based on that grade criteria, they are sent a formal letter, inviting them to apply.

### Academic Achievement Honors – Middle School

*At the end of each nine-week quarter*, the following Middle School Honor Roll will be computed and awarded. Report cards grade each respective grading period are used to establish qualification for the Honor Roll.

#### ***Principal Honor Roll***

Students must have a 4.0 grade-point average for the quarter.

The student has maintained excellent (Level 4) Student Responsibility for the semester;

Attendance 95% or higher; Timeliness (Deadlines Met) and Self-Control “0” Disciplinary at Principal Level

### ***Gold Honor Roll***

Students must have a 3.7 or higher grade-point average for the quarter

The student has maintained excellent (Level 3) Student Responsibility for the semester.

Attendance 94% or Higher, Timeliness (Deadlines Met), Self-Control “0” Disciplinary at Principal Level

### ***Purple Honor Roll***

Students must have a 3.2 or higher grade-point average for the quarter.

The student has maintained excellent (Level 2) Student Responsibility for the semester.

Attendance 93% or higher, Timeliness (Deadlines Met), Self-Control “1 or Less” Disciplinary at Principal Level

***MS 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.

***MS KSHSAA Citizenship Award*** will be presented to the 8<sup>th</sup>-grade boy and girl who show the highest degree of Citizenship.

***MS Certificates of Achievement*** will be awarded to students with perfect attendance on a semester basis.

## **Academic Assistance**

### ***Acellus Computer Based Learning, Reinforcement, and Enrichment***

Even before COVID 19, K-12 schools, colleges, and universities utilized computer-based learning programs for instructional course work. We are very fortunate to be “ahead-of-game” in this growing area. Nothing will ever fully replace the depth of learning that happens when a teacher is in the front of the classroom and actively engaged with students. What Acellus does offer is to allow our teachers to coordinate, plan, and deliver individual learning plans for all students.

### ***Acellus Blended Instruction***

Every 6th – 12th teacher has access to our new Acellus Learning Program. Acellus **enables teachers to match their students with the right content at the right time.** The idea behind blended learning is to place the student at the center of the learning process, harnessing the power of technology to create more engaging, efficient, and success-oriented learning environments.

For example: In 9th grade English, during the 2nd quarter, the class reads "Of Mice and Men," and the learning standard covered is "**writing informative/explanatory text to examine a topic and convey ideas.**" That standard of learning is available via a teacher video on Acellus. Every student will have access to it 24/7. While "Mice and Men" isn't the text being covered, Acellus will provide reinforcement for the critical learning standard. Not only can the student use the video, there are also supplementary quick assessments and evaluations the teacher can submit.

This instructional lesson/strategy is available to every teacher in every content area. The goal is to provide another layer of instruction to students. Nothing will ever replace the importance of a quality face-to-face, in-class lesson. Nothing should! Acellus is a fantastic resource that will help our students and our teachers.

### ***Credit Recovery via Acellus***

Students, who have done everything in their power to academically succeed in a class, may find themselves behind their “cohort” graduation class in the area of required credits. In such cases, upon the start of their senior year, students may utilize Acellus for Credit Recovery during the regular school year. They will report to the Soar Classroom and complete their assigned course work and corresponding written work, to recapture lost credit.

***Underclassmen, may only utilize Acellus for Credit Recovery during Summer School.*** Underclassmen will no

longer be able to check out of classes being taught on campus by highly qualified instructors. Evidence based upon underclassmen failing grades, showed an extreme correlation between lack of attendance and large amounts of missing assignments, resulting in not learning or understanding what was taught while they were gone.

### ***Independent Course Work via Acellus***

At the start of their spring semester, Junior Year, students who are on track for graduation may elect to complete course work that is not offered at McLouth High School for various reasons. At the same time, completing and passing the course may earn graduation credit. To get credit, the Acellus class, while being taken, is proctored and overseen by the teacher of record who holds the correct teaching license for the selected type. In addition, the course will be listed as a Pass/Fail class, which cannot harm or assist GPA scores. Students requesting such a class must get permission from the superintendent, high school principal, and school counselor.

A waiver of the above policy is possible if there is evidence of an extreme hardship by the student. In cases where a waiver is approved, the superintendent, the high school principal, and the school counselor will determine the following: Course; Grading Schedule and Timeline; Teacher of Record, and acceptable passing score. The building principal will inform the Board of Education of the wavier and the student's learning plan.

Choosing to take an Acellus Independent Study Class requires self-motivation. Once the student enrolls in the class, McLouth High School can only monitor if the student is at the computer and busy working. The teacher does not always have proctoring or instructional privileges. If the student informs us they are working and caught up, we will not know any different until the final grades are posted on the deadline date. The student's grade will be listed as "Pass" or "Fail." It is critical for both the student and the parent to understand the importance of being very self-motivated to succeed.

## **Academic Integrity**

All students will practice positive and acceptable academic integrity. MHS and MMS expect students, faculty, and staff to display honesty, trust, fairness, and respect at all times. Young adults who practice academic integrity submit their work, complete assignments, are punctual, rarely absent, and honest.

At the beginning of each new school semester, all teachers will distribute hard copies of the class syllabus. Each class syllabus covers expectations, grading, and all rules concerning academic integrity at McLouth High School and McLouth Middle School. Class syllabus(s) will be on the teacher's web page on the USD 342 Website.

The following list is a presentation of unacceptable Bulldog academic behavior:

- Copying another student's homework
- Working with others on projects that are meant to be done individually
- Looking at or copying another student's test answers
- Allowing another student to look at or copy answers from a test
- Using any method to share or receive test questions or answers prior to the test
- Taking a test in part or in whole to use for information or to give others
- Copying information from a source without proper attribution
- Taking papers from other students, publications, or the internet
- Using a cell phone during testing periods
- Use of any cell phone with text or picture-taking capabilities during a test and/or assignment completion will result in an automatic zero.

## **Academic Marathons**

Academic Marathons are academic challenges that every 6th – 12th-grade student can register to participate in an academically challenge themselves. There is no entry fee or charge, just a simple registration application. There will be one each semester. The goal is to provide some fun and external motivation for students as the semesters continue. The goal is to help students set goals and have the confidence to work consistently toward them. The office will share information with all students, as the marathon dates are set.

## **Academic Plagiarism**

Plagiarism is using another person's ideas and words without clearly acknowledging the source of that information. Plagiarism may result in a student receiving a zero for the assignment. Repeat offenses will warrant more extensive consequences. All forms of plagiarism are prohibited.

Violators of this policy will be disciplined on a case-by-case basis depending on the extent of the violation, prior violations, and other factors. Disciplinary measures include but are not limited to redoing assignments, retaking tests, receiving a failing grade on the project or test, and receiving a lower grade in the class. In addition, detention, suspension, or expulsion can be a consequence.

## **Academic Schedules and Schedule Changes**

You have been given your course schedule, which was based upon your choices. Keep in mind as a smaller school district, and with the every growing number of people leaving teaching, we may not be able to meet everyone's schedules. Our goal is to make sure you get all your required classes first.

Students will have three full instructional days, after the start of the new semester, to make any course changes. First semester course change requests must be turned in by 3:30 PM on Wednesday, August 24, 2022. Second semester, the last day to make a change will be Monday, January 9, 2023. The application forms are located at the Counselor's Corner. The steps for making any course change are as follows:

- 1) Speak to the counselor first to see if what you want to do is something you can do and still meet your required graduation credits. You will also be told if there are openings in the class you wanting to join. If you get permission from the counselor to proceed, you must go to the teacher of the class you want to drop, return all your items, and get their signature.
- 2) After the drop teacher's signature, (NOT BEFORE) go to the teacher of the class you want to join. Do this out of respect for both teachers. Failure to follow the correct communication pathway will result in your request being denied by the building principal. Once you get the add teachers signature.
- 3) Take the paper home and have your parent/guardian date and sign the form.
- 4) Take the parent signed paper (not your signature yet) to the counselor.
- 5) During your meeting with the counselor you will be asked some questions to make sure you understand the longevity of this change and how it will impact your schedule now and possibly your choice of classes later. If you agree and understand fully, date and sign the form. The counselor will then make the PowerSchool Change and give you an enrollment form to present to your new add class.

## **2022 – 2023 MHS & MMS Course Schedule and Times**

Located in the Appendix as a hyperlink and on the District Website.

## ACTIVITIES, ATHLETICS, CLUBS, and ORGANIZATIONS

**Athletics, Activities, Clubs, and Organizations Handbook (Pending...this will be created together by many key stakeholders, including but not limited to: Coaches, Sponsors; Administration; Students; Parents; Community Members; Board of Education; and KSHSAA Representative)**

The new handbook, mentioned in the above heading, will be created via a collaborative effort. This is a very important document and will be given the attention it deserves throughout the 2022 – 2023. The focus will be on getting it done “right” and not on getting it done “right now”. A realistic goal will be set by the collaborative group, and would be presented to the Board of Education for adoption and approval, which would be in place for the 2023 – 2024 school year.

This means, for the 2022 – 2023 school year, MHS and MMS will follow and enforce Activities/Athletics rules and regulations as adopted for the 2021 – 2022 school year. Updated contacts, dates, times have been changed. All 2022 – 2023 head coaches and sponsors have been asked to review the Athletic/Activity Handbook as it stands and to submit changes as they see necessary for their programs. Any such changes must be in alignment with the USD 6<sup>th</sup> – 12<sup>th</sup> 2022 – 2023 Handbook and must be approved by the building principal. Before being placed in the handbook.

### Coaches and Sponsors of High School and Middle School Activities/Athletics/Clubs/Organizations

Art Club	HS/MS Sponsor:	Halsey Wright	NEK
Band	HS/MS Director:	Tristan Bartley	NEK & KSHSAA
Baseball	HS Head Coach:	Brandon Harsh	NEK & KSHSAA
	Assistant Coach:	Ryan Scott	
Basketball	HS Boys Head Coach:	Eric Gorenc	NEK & KSHSAA
	Assistant Coach:	Marie Umphenour	
	MS Boys Head Coach:	Phillipe McCree	NEK
	Assistant Coach:	Blake Behrens	
	HS Girls Head Coach:	Doug Fisher	NEK & KSHSAA
	Assistant Coach:	Victoria Overstreet	
Cheerleading	MS Girls Head Coach:	Victoria Overstreet	NEK – District
	Assistant Coach:	Phillipe McCree	
	HS Head Coach:	Tristan Bartley	KSHSAA - District
Cross Country	MS Head Coach	April Mahon	NEK – District
	HS/MS Head Coach:	George Karn	NEK & KSHSAA
	Assistant Coaches:	Becky Wolfe, Jon Bishop	
Dance	HS Sponsor:	Tracy Plake	NEK – District
Drama	HS Head Sponsor:	Elizabeth Higbee	NEK – KSHSAA
FBLA	HS Head Sponsor:	Lori Vicory	State – National
FFA	HS Head Advisor:	Nicole Hinrichsen	State – National
	Assistant Advisor	Marie Umphenour	
Football	HS Head Coach:	Gary Freeman	NEK – KSHSAA
	Assistant Coach:	Rodney Carlton	
	Assistant Coaches:	Brian Williams	
	MS Head Coach:	Phillipe McCree	NEK
	Assistant Coach:	(Open)	
Forensics	HS Head Sponsor:	Elizabeth Higbee	NEK – KSHSAA
NHS	HS Sponsor:	Annamaria Rainey	District
Powerlifting	HS Head Coach:	Gary Freeman	District – State
Scholars Bowl	HS Sponsors:	Blake Behrens and Lisa Steele	NEK – KSHSAA
	MS Sponsor:	Kaitlyn Courtney	NEK
Softball	HS Head Coach:	Ballard Patterson	NEK – KSHSAA

STUCO	Assistant Coach:	Victoria Overstreet	
	HS Sponsor:	Blake Behrens	District - KSHSAA
	MS Sponsor:	Johnna Bradford	District
Track & Field	HS Head Coach:	Gary Freeman	NEK – KSHSAA
	Assistant Coach	Sean Carter	
	Assistant Coach:	(Open)	
	MS Head Coach:	Doug Fisher	NEK
	Assistant Coach:	Blake Behrens	
	Assistant Coach:	Marie Umphenour	
Vocal Music	HS/MS Director:	Sarah Walker	NEK – KSHSAA
Volleyball	HS Head Coach:	Katie Jensen	
	Assistant Coach:	Doug Fisher	NEK – KSHSAA
	MS Head Coach:	Victoria Mance	NEK
	Assistant Coach:	Abby Davidson	
Wrestling	HS/MS Head Coach:	TJ Patz	KSHSAA
	Assistant Coach:	Open	NEK
Yearbook	HS Sponsor:	Natalie Donovan	District

## ASSESSMENTS – GRADING – PROGRESS MONITORING

### ACT (Test Prep and Dates) (HS)

The American College Test (ACT) is a universal screening tool colleges and universities use for entrance and placement. However, significant changes in the post-secondary world regarding the ACT have been happening. If your plans include post-secondary educational advancement, make it a point to set up an appointment with the MHS school counselor.

- The ACT is given seven (7) times per year. Those test and registration dates follow:

Test Date	Registration Deadline	Test Date	Registration Deadline
Sept. 10, 2022	Aug. 5, 2022	Apr. 15, 2023	March 10, 2023
Oct. 22, 2022	Sept. 16, 2022	June 10, 2023	May 5, 2023
Dec. 10, 2022	Nov. 4, 2022	July 15, 2023	June 16, 2023
Feb. 11, 2023	Jan. 6, 2023		

### ASVAB (HS)

The Armed Service Vocational Aptitude Battery is the world's most widely used multiple-aptitude test battery. The ASVAB test is given in the fall and is taken during the school day on campus.

Junior or Senior may choose to take the test. Taking the ASVAB does not tie any student into military placement. It is simply an aptitude test that measures your strengths, weaknesses, and potential success in many areas. At this time, MHS is not a hosting site. If this is an area of interest to you, please visit face-to-face with our school counselor for more information. You may also find more information regarding the ASVAB at <https://www.officialasvab.com/>

### Fast Bridge (HS & MS)

Fast Bridge It is an exceptional Universal Screening Tool that allows us to identify what is happening in our classroom regarding students' level of understanding of necessary standards of learning. These are rapid monitoring of student progression. Fast Bridge is not an academic assessment tool for grading or scores.



Results allow teachers and administrators to evaluate what was taught, how it was taught, and how we can better serve student learning. It also provides the teacher, student, parent, and administrator with ongoing data to improve learning development toward graduation/promotion.

We will host multiple parent nights to share Fast Bridge with you in the people-to-people language. Those training dates and times will be available when you come to enrollment day in August!

### **PSAT (HS Only)**

The (PSAT/NMSQT) Preliminary SAT/National Merit Scholarship Qualifying Test is usually given on the 3rd Wednesday of October and can be taken by Juniors and Sophomores. The PSAT is a multi-choice test focusing on 1) Critical Reading Skills, 2) Math Problem-Solving Skills, and 3) Writing Skills. Schools do not generally use the results of the PSAT for post-secondary admittance, but it is a highly regarded quality pre-national assessment that increases testing skills. One big plus, a high PSAT score, can lead to a National Merit Scholarship. Finally, it is a great confidence booster! Please consider taking it!

### **College Classes/Dual Credit (HS Only)**

The district may agree with higher learning institutions to allow students to receive dual credit. Students are encouraged to take advantage of this opportunity to gain college credit.

Students electing to enroll in College/Dual Credit classes are financially responsible for all fees associated with the course. In most cases, this will involve tuition, texts, other possible technology, etc. If you are taking a class that will be run 1st and 2nd Semesters, tuition costs are charged each Semester. For example, a full-year course that charges \$300 each Semester will be a \$600 tuition plus text and technology. While that sounds like a (and is) large sum of money, you can expect to pay double that cost if you wait to take it. When you are registering, ask as many questions as you need. Our goal is to keep everyone involved correctly and well informed.

### **Final Exams**

*In 2022 – 2023 Final Exams (Semester and Quarterly) will be given in Dual Credit College Classes and Upper-Level Classes. Final Exams will as identified by the instructors and presented in the Course Syllabus.*

Does this mean the other classes will not have final exams? Not at all! Teachers will still finish units, projects, and last major assignments. This does mean at MHS and MMS academic focus will be taking place the entire school year. Our focus is making sure we are monitoring your learning all the time. Teachers will be assessing students' mastery of competencies/standards all year. Curriculum Maps, created by the teachers and aligned with the Kansas State Department of Education, will serve as instructional guides for improved learning. s. That approach drives instructional practices, which allows us to track and monitor the learning growth of each student.

There will still be assignments, homework, projects, quizzes, and tests. But our focus in 2022 – 2023 is to make sure we are providing feedback and monitoring student understanding all the time. Expect to be challenged this year in all your classes. Your mind and brain are tools that have to last you a lifetime. The only way they can get stronger is to use them repetitively and correctly. That's how you improve your thinking, problem-solving, and cognitive development.

## Grading - McLouth High School and McLouth Middle School

Grading is designed **to evaluate and provide feedback on student work**. Students are evaluated on their evidence of learning the established and adopted standards. Of all of the negative ways COVID-19 affected schools and student learning, it perhaps became the driving force in helping secondary buildings (6<sup>th</sup> – 12<sup>th</sup> grade), across the entire nation, to truly evaluate the use of the 100-year old traditional grading system.

Secondary buildings are notorious for sticking with something, because “it’s always been done that way”. I’ve never considered myself as a “older person”, but I have always been and “older soul”. If I’ve learned anything in my 43-years of public education service at the secondary level, it is students learn best, when they believe the teacher understands their learning needs. Your 2022 – 2023 MHS and MMS faculty and staff are making big changes in how we are approaching grading this year. I am very excited about how hard they worked second semester in setting some major foundation blocks to begin the movement toward educational standards.

Such changes, (to be done correctly) simply take time and face-to-face planning. That planning is taking place, but at the time for this handbook to be adopted, the final steps are not in place. Once those are done, they will be presented to the Board of Education for approval and then entered great detail in this location. I will be in contact and communication with parents the rest of this summer on the new grading plans.

Our goal is to have a Bulldog Secondary Grading Policy that addresses every single aspect. Our goal is to stop the “learning gaps” from happening at all. To do that we must identify exactly what we are teaching and how we are assessing it. If Kansas State Assessment Scores don’t matter, why do we keep giving them. The bottom line is, they do matter, and we need to stop making excuses and start doing the right thing to raise our students up academically.

### Grading System & GPA

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

### Grade-Level/Course Outcomes

The above are available in the USD 342 – Superintendent of School Office. These working documents are written in a student-centered, measurable fashion that is concise, meaningful, and achievable. Reviewed annually to design, develop and follow a progression of instructional practices that focus directly upon standards of learning.

## GRADUATION – McLOUTH HIGH SCHOOL

### Graduation Credit Requirements

Students 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:

- 4 **Language Arts** - three shall be Basic English **and** one shall be a Language Arts elective (Senior English or College English)
- 3 **Social Studies** - one must be World History, **and** one must be American History, **and** one-half must be International Issues 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 **Career and Technical** (Agriculture, Business)
- 7 **Electives** (of which only one may be Student Para)
- 24 Total Credits**

Any additional requirements as directed by 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 complete the minimum requirements approved by the Board of Education. A selection committee will determine senior area honors.

Students will earn a ¼ elective credit for Drivers Education in the summer.

Students

### Graduation Expectations and Practices

Students who have successfully met all graduation requirements may be allowed to participate in the graduation ceremony. It is possible participation in the graduation ceremony can be denied. Students in good standing with the school and who have taken care of ALL obligations will be allowed to participate in graduation practice.

Participation in graduation practices is mandatory. Appropriate student behavior and dress are expected during practices and for the graduation ceremony. Graduation exercises shall be under the control and direction of the building principal.

### Valedictorian/Salutatorian

The Class Valedictorian has earned the highest level of academic achievement out of all the students in your class. The salutatorian ranks second in scholarship and is considered the second-highest student in his/her class. In the event there are multiple Valedictorians (with exactly the same GPA), there will be no Salutatorian appointment.

Valedictorian speeches are a time-honored tradition at McLouth High School. The term “valedictorian” comes from the Latin term *vale dicere*, meaning, “to say farewell” or “be well”. All speeches must be presented to the building

principal at least three days before the first graduation practice. Any student who is going to be speaking must set up a time to practice delivering their speech on the sound system.

To be eligible for valedictorian and salutatorian honors, a student must:

- 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.

### **Post-Secondary Qualified Admissions**

The six state universities in Kansas—Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, The University of Kansas, and Wichita State University—use the standards below, set by the Kansas Board of Regents, to review applicants for undergraduate admission.

Freshman applicants, aged 21-years and younger, who graduate from an accredited high school, will be guaranteed admission to the above state universities by meeting the Qualified Admissions requirements designated by each university, as follows:

ESU, FHSU, PSU, WSU: Cumulative High School GPA 2.25+ or ACT 21+ (SAT 1060) \*

K-State: Cumulative High School GPA 3.25+ or ACT 21+ (SAT 1060)\*

KU: Cumulative High School GPA 3.21+ OR Cumulative GPA 2.0+ and ACT 21+ (SAT 1060)\*

All Institutions Require: Cumulative GPA 2.0+ for College Credits earned in High School

### **Early Graduation**

Students who complete all state and local graduation requirements may request permission to graduate early, which would be no sooner than the end of their 7th-semester. Students interested in early graduation (December of their Senior Year) should see the guidance counselor for forms and information.

***A formal letter must be written by the student and presented to the USD 342 Board of Education, at least ten (10) business days, prior to the October, Board of Education Meeting. The purpose of the letter is to request Board approval for the waiver of the 8-semesters of attendance rule. The student must be on-track (academically, attendance-wise, and all obligations met) to be considered for early graduation. In addition, the student will present reasons for the early graduation request.***

### **Reduced Student Schedule (Part-Time)**

A reduced schedule is only available to students with extreme circumstances, or if a student is a second semester senior. Students desiring a reduced schedule must discuss the extreme circumstances with the appropriate administrator.

Second semester seniors desiring a reduced schedule must be enrolled in a minimum of five courses and submit the request in writing to the appropriate administrator. The request must include the following information:

1. Reason for the request (could include taking day classes at a post-secondary institution, working full time at a worthwhile job, etc.).
2. Parent/guardian approval.
3. Evidence of adequate progress toward graduation. It is required that seniors must complete their second semester classes at MHS, if credit is needed to graduate.
4. It is understood any student on a reduced schedule must leave campus. Students who wish to remain on campus on a regular basis during an unscheduled period must have administrative approval.

The school counselor and administrator will visit with the student and parent/guardian requesting the reduced schedule before making a decision. *To maintain KSHSAA eligibility, part-time students MUST be enrolled in five (5) subjects.*

### **Work Release**

Current year seniors may apply for Bulldog Work Release. 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. Applications may be picked up at the Counselor's office.

Seniors electing to participate in Bulldog Work Release, do so with the understanding their attendance and academic effort must be exceptional. Student on Work Release will not earn any credit toward graduation for that hour.

### **Vocational or Other Work Experiences**

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.

### **Washburn Tech**

As early as your freshman year, as a McLouth High School student, Washburn Tech might be something you want to learn more about. There are several excellent programs that only Washburn Tech can offer, leading to certifications, endorsements, and possible employment opportunities upon successful completion. While you cannot apply until the spring semester of your sophomore year, you need to understand the importance of positioning yourself in a positive and responsible position to be considered. That means coming to school, doing your best in all your classes, and meeting/exceeding the MHS Civic Responsibility Code of Conduct.

After you apply and are accepted to attend Washburn Tech part-time, the following expectations are in place.

You will attend Washburn Tech program classes in the morning. Transportation to Washburn Tech each morning leaves school earlier. You are expected to ride the bus to and from. It will not wait for late arrivals. Be at least 10-minutes early every morning. If you miss the bus, do not drive to Topeka. Report to the office and you will spend the morning in ISS. When you return to MHS, you will eat lunch and then report to afternoon classes. Failure to report to MHS afternoon classes will be considered "truancy" and will be handled as such.

Your attendance rate for Washburn Tech and McLouth High School is much higher. There are limited openings (seats) available in the various Washburn Tech programs. This means the moment you were selected and awarded admission, you have taken up a spot. You are expected to be responsible for the opportunity you have been given. It is crucial that you understand on your fourth (4th) absence from either Washburn Tech and/or MHS, you will be dropped from Washburn Tech.

You will also be dropped if you are not completing assignments and work at both sites. You will be removed from Washburn Tech and placed in regular classes at MHS.

Your acceptance into the Washburn Tech program is an outstanding opportunity. With outstanding opportunities, come higher responsibilities and expectations.

Students who complete a half-day schedule of courses at Washburn Tech during a semester earn 2.0 elective credits at their home high school.

General Washburn Tech Enrollment Requirements: A student must:

- Be 16 years of age and have junior or senior standing in high school
- Be on track to graduate high school with their Cohort Class
- Submit an application
- Successfully complete the Accuplacer entrance examination
- Meet face-to-face with Washburn Tech Admissions Recruiter and MHS School Counselor
- If accepted, pay a \$20 enrollment fee after receiving a cost sheet from Washburn Tech
- Be responsible for cost of books, supplies and tools
- Sign and follow agreement contract

## **MIDDLE SCHOOL PROMOTION REQUIREMENTS and RETENTION POLICY**

### **Middle School Promotion**

McLouth Middle School provides a well-balanced educational curriculum. Students will experience Mathematics, English, Reading, Science, Social Sciences, Career and Technical Education, Fine Arts and other Exploratory Classes, Health, and Physical Education. Students who do their best and successfully complete middle school coursework will find themselves well prepared for the rigors of high school.

The biggest change from Elementary School to Middle School is students will be moving from class to class to different teachers during the entire day. Students will no longer have just one teacher teaching and assessing one content area. Students are not walked as groups from one class to the next, to the cafeteria, or restrooms. All teachers, faculty, staff, and administration will be out and about for supervision, but students will have to decide on their own how to best use their four-minute passing time. It takes time to figure out how to go to their lockers, get everything needed for their next class, maybe fill up their water bottle, use the restroom, etc. Of course there is the social aspect of visiting with friends, which has to be figured out as well. Please note, nowhere in the above does it say, "Get cell phones out of locker, check messages, and respond to all texts, tick –tocks, chats."

Chromebook must be fully charged and ready to go every single day. Having a charged Chromebook is not an afterthought. Students come to school everyday with fully charged cell phones, which have nothing to do with teaching and learning in the Middle School classes. An uncharged Chromebook however, which is an important instructional tool, is a huge interruption of learning for everyone in the class. Rather than getting class started, the teacher and usually other students have to accommodate the problem, which is the student who failed to do the simple act of plugging in the Chromebook and getting it charged.

Students and parents, each teacher will have their personal teaching and presenting lessons/assignments. Students who use class time wisely all the time will have no problem keeping up. Students who stay caught up and organized will meet all the necessary advancement criteria. Students, you should speak up and ask for help when you need it. Don't pretend you understand the lesson if you don't. Students, your first conversation should be with your teacher. You should certainly talk to your parents, but the first step remains with you talking face-to-face with the teacher. After you've taken that first step and still need help, then visit with your Advisor. You may also reach out to any

other teacher, counselor, or administrator, just know they will all ask you “Have you talked face-to-face with the teacher?” Part of growing up means you accept personal responsibility to be your self-advocate. It just takes time and courage, and MMS will do its best to help you learn. We want you to be successful!

Students who have completed the requirements for middle school are considered students in good standing and have earned their promotion into McLouth High School. MMS 8th-grade promotion is on the first Tuesday following the McLouth High School Graduation. Participation in the promotion ceremony is not required but is highly encouraged.

### **Middle School 8th Grade to High School Promotion**

8<sup>th</sup> graders wishing to participate in the Promotion Ceremony must attend the mandatory promotion practice. Appropriate student behavior and dress are expected. The Promotion practice and ceremony shall be under the control and direction of the building principal.

### **Middle School Retention (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>)**

#### ***MMS Retention Process***

McLouth Middle School has a formal retention policy and process. It includes parents/guardians, students, teachers, special education/services (if needed), and counselors. Three required meetings involving all listed above will take place over the current school year.

- Meeting #1 must take place seven (7) school days after the end of the first quarter.
- Meeting #2 will take place ten (10) days after the students return from winter break. In all meetings, students' grades, attendance, and strategies/interventions applied and progress monitored will be reviewed and changes made.
- Meeting #3 will take place at least seven (7) school days before the Middle School Promotion date, which has been set on the district's activity calendar.

The building principal (or appointed designee) will write detailed summaries of all council meetings. The building principal will share the summary with all in attendance. In addition, a summary will be placed in the student's cumulative folder. It will be at the third (3rd) final council meeting, based upon yearlong documentation of the student's academic development and projected ability to succeed academically and socially. It emotionally will any decision regarding promotion or retention be made.

The administration of USD 342 reserves the right to review each student individually. The final decision for promotion and retention shall remain explicitly within the jurisdiction and administrative domain of USD 342's administration.

### **Report Cards**

Report cards are issued at the end of 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. Student report cards will be mailed home at the end of each grading period. Don't hesitate to get in touch with the school office if you have questions or concerns about your child's report card.

### **Weekly Academic Reports**

Weekly Academic Reports (formally called Eligibility Reports) are run at 8:30 AM, the first full instructional day of each week. These are run through the office and shared with faculty/staff/coaches and sponsors. This report will allow us to monitor your academic growth and attendance. Our goal is not to “GET YOU” or keep you from participating in activities you enjoy.

The Weekly Academic Reports do keep the focus on the importance of making the decision to take care of Student Responsibility. Grades are the reflection of effort and good choices. MHS and MMS sincerely want students to succeed. Life isn't very understanding regarding "excuses", "should haves", "could haves", etc. Life is about the day-to-day choices you make to take care of your personal responsibility. Right now, your grades and your effort are the stepping-stones to bigger and better opportunities.

If you really want to play in the game Friday; If you really, really want to go to Prom; If you really, really, really want to be first chair in Band; If you really, really, really want to graduate early? The answer is pretty clear and concise and it applies to 100% of the student body. Students, to do what you "WANT" to do, do what you "HAVE" to do in every class, every day.

Information regarding student eligibility to participate in extra-curricular activities/athletics can be found in the Appendix.

## STUDENT SERVICES

### **School Counselor**

The counselor's office is located in the HS/MS office and is available to students, parents, and school personnel. To see the School Counselor, stop by the counselor's office in the morning or during breaks to set up an appointment.

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.

### ***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. Having the confidence to reach out and ask for helping hands or ears, is a huge and fantastic! The counselor will provide you with a note to present to your teacher. Just show this to your teacher at the start of class and then ask when it is time to leave. You are all young adults we care about and value very much. We are here to help. When there is a need, let an adult know. You are that important!

### **School Nurse**

USD 342 is very fortunate to have one full time school nurse in our buildings at all times. This one person goes above and beyond to provide positive care and support for over 550 students/faculty/staff. It is important that we all understand there is just so much one person can do, do well, and do correctly. Thank you for your help!

School Nurses are not set up to be an Urgent Care Health Provider Office and/or Service. That is not and cannot be



the case. Our **ONE** School Nurse is on site to provide emergency care when accidents or illnesses take place on campus, during the school day. The main other medical services that must be taken care of, involve medical plans that must legally be handled and on a very tight timeline.

The School Nurse's office is located in the hallway, located directly between the Elementary and Secondary. Students in grades 6<sup>th</sup> – 12<sup>th</sup>, may only go to the School Nurse's office, if they have gotten a School Nurse Pass from the building principal. Teachers and administrative assistants may not send students to the School Nurse, that pass will only be given via the building principal. The decision to send a student to the nurse will be made by the Building Principal, who will use the School Nurse "B's" rubric. In 2022 – 2023 this will be followed in Elementary and Secondary.

<b>Barfing</b>	<b>Bee Stings</b>	<b>Bites</b>	<b>Bizarre Skin Issues</b>	<b>Bleeding</b>
<b>Blood Sugar Issues</b>	<b>Breathing Problems</b>	<b>Broken Bones</b>	<b>Bumped Head</b>	<b>Burning Up</b>

Parent's, if your child is given a School Nurse Pass to go see the School Nurse, before they leave the principal's office, they will leave their cell phone in the HS/MS office. Once the School Nurse completes the visit evaluation, if there is evidence supporting a call to come and pick your child up, the School Nurse will do so from her office and in front of your child. If, in the medical opinion of the School Nurse, the evaluation does not indicate the need to leave school, the building principal will be called and your child will return to the HS/MS office and the building principal will contact you, informing you of the "return to class" clearance given by the School Nurse.

Remember the new "Attendance Policy" allows each student a total of seven (7) absences each semester, for a total of fourteen (14) for the school year, before any negative result might happen. Those that use that policy wisely will understand quickly how helpful it can be in teaching maturing young adults accept and deal with some of what life throws at us. There are going to be days, when you just don't feel good, but you're not sick; there will be times that something hurts, but it's not anguish; and yes, there will be days when students really are sick and need to go home. If they were that way before coming to school, please give us a call and keep them home.

To put it into perspective, we have ONE School Nurse that deals with over 550 students/faculty/staff. What if one day, it is your child that has a horrible medical issue happen out on the playground, but for the sixth time, our ONE School Nurse is dealing with four students who have repeatedly gone to her, not had any symptoms, and then our ONE School Nurse is stuck on the phone debating with another parent about their child staying in school. There are times that seconds make a difference in life and death. Let's all work together. Thank you!

### **School Social Worker**

The School Social Worker is a trained mental health professional who provides services related to students' social well-being, emotional-wellbeing, and adjustment to school and life. The School Social Worker is available to all students at USD 342, and can provide regular check-ins with a student, and/or is available on an as-needed basis. Students should visit the social worker if they are having mental health related struggles, social difficulties, or other personal struggles that make being in school hard.

To see the School Social Worker, stop by their office, which is located across the hall from the Library and School Nurse. After school begins in the morning or during breaks is a great time to check in and set an appointment. If the door is closed, please contact her at [houchellg@mclouth.org](mailto:houchellg@mclouth.org). If you find yourself in a social, emotional, or personal crisis, just let your teacher or any adult know and we will be there to help you!

## **“Soar” At-Risk Coordinator**

The 6<sup>th</sup> – 12<sup>th</sup> grade Soar program is primed and ready to go for all secondary students in 2022 – 2023. The Soar office, will be in Room 144. What does “Soar” stand for? It’s exactly what it says it is. We believe that all MHS/MMS students have the ability to rise up and soar in all aspects of school life and learning. The term “at risk” is often identified with “Soar”, but in today’s world what students aren’t facing challenges? “Soar” is more than an “at risk” program.

The “Soar” program coordinator serves facilitator and coach in the 6<sup>th</sup> – 12<sup>th</sup> grade building. They are present in the classroom, with our students, and with our teachers. Using identified needs, a schedule of intervention, monitoring, and improvement will take place. We have excellent starting points for all our students, and with use of the Acellus program and FastBridge, we are going to be able to coordinate the much needed small group instruction.

Soar will have a designated page on the Secondary Website and will post much more information. Students and parents are encouraged to give us a call anytime you have a question. Our goal is to set the bar of positive school advancement so high that our students will enjoy the view, once they’ve learned it’s okay to “Soar” that high!

## BULLDOG EXPECTATIONS

### 2022 – 2023 Attendance

***READ THE ENTIRE NEW POLICY.  
THIS WILL BE COVERED IN GREAT DETAIL DURING THE FIRST DAYS OF SCHOOL.***

This attendance policy is designed to promote key aspects of healthy life-skill habits; the following habits were identified as most important: dependability (attendance) and responsibility (timeliness)! The third quality they see fading is teamwork and problem solving as a team (employee). All three are lifelong habits that can elevate or deflate opportunities for success in life.

Excessive absences get in the way of finished assignments, which lead to poor test scores and, in many cases, loss of credit. The primary responsibility for good attendance rests with the student and the parents. The combined effort toward constant communication between the school and the home will facilitate wise decisions for our students.

At McLouth High School and McLouth Middle School, students are expected to be on time and attend all their classes every day of the school year. Is that an “ideal” expectation? Probably so, but it is the goal that we are attempting to reach. A student’s graduation and promotion success is connected to attendance, punctuality, and an attitude to the honest academic effort.

Things are fine, if your child has made attendance a priority and brings in the appropriate documentation the first day they return. Things are fine if the parent has called the school and apprised them of the reason for the absence. Things are fine if the student stays current in their make-up work; the policy and its changes will only positively help you be successful. A large number of “Bulldog Reward Benefits” will be available this year.

Students are expected to be at school. It is that simple. Students are either "PRESENT" or "ABSENT." In 2022 – 2023, McLouth High School and McLouth Middle School will no longer decide if an absence is "excused" or "unexcused." Students are either "**PRESENT**" or "**ABSENT**." The reason for the absence will be documented in PowerSchool.

Participation in school-sponsored events and activities during school hours **ARE NOT** counted as absences when the student is under the direct supervision of a school staff member (field trips, athletic events, music events, academic competitions, club-organization events). On these pre-planned and pre-scheduled activities, ALL Make-Up assignments must be completed in advance or at the teacher's request when they return from the event. If a student had a test scheduled on a Thursday and is gone on a field trip Wednesday, they will take that test on Thursday. No exceptions.

In case of an absence from school, the parent/guardian must telephone the high school office (913) 796-6122 by 8:30 a.m. on the same day of the absence. This call will verify the absence. Should there be extenuating circumstances, communication with the school is paramount. Stop by the school and meet with the principal to consider possible arrangements for the student. If you do not call and there is no contact, the student will be considered truant.

#### **Attendance Policy**

Every student is given even (7) absences they can use each semester. Absences cannot be banked or stored up, one semester to the next. You get seven (7) each semester. Yes, that does add up to a total of fourteen (14) absences. We will have 164 instructional days, in 2022 – 2023. Should a student use all allotted days, their attendance level will be at 91.46%. Our goal is to be at 95%, as we know academically, that is the point of best student learning.

It is understood that students will get sick; life unfortunately throws us big issues that have to be dealt with; families have personal needs; medical appointments cannot always be after school, etc. McLouth High School and McLouth Middle School accepts that reality and will always be open to help students and families facing extenuating circumstances. Communication is most important.

### **Attendance Procedure**

1. A student will be allowed seven (7) total absences per semester.
2. All makeup work will be available through the student's Chromebook and email if possible. The student and parent/guardian will communicate and coordinate with the teacher and make appropriate plans.
3. All makeup work is due as soon as possible when a student returns. If the student was absent more than 3-days in a row and communication with the school has been correctly handled and assignments have been requested and picked up during that absence time, it is possible other additional days may be arranged for the student. *If the student has missed three (3) consecutive days or more due to illness they must have a doctor's note excusing the absence or a consultation with the school nurse upon returning to school.*
4. Students and parents/guardians assume **ALL THE RESPONSIBILITY** for getting personal documentation for review. The documentation does not "excuse" the absence, but should the student exceed the allowed seven (7) total absences per semester, documentation will be helpful in the event of a review process. After seven (7) total absences the principal will call a meeting with the student, parent or guardian to figure out next steps.
5. Extenuating Circumstances: These will be dealt with on a personal basis. It is understood that life happens and we cannot control it. This policy is not designed to harm or hurt students. None of us control when you can get into a dentist or doctor. When you do have those appointments, get your documents and turn them in. Let us know ahead of time.
6. Communication: Keeping everyone informed is most important. Make sure you get your documentation and you turn it in when you miss school. Try to get back to school if all possible after your appointment. Those hourly absences add up and can cause you loss of credit. It is important that your forms/documentation will need to have what time your appointment ended.

### **Academic Attendance Review Procedure**

Prior to reaching the point of an 8<sup>th</sup> absence in one semester, parents and student, will have received multiple attendance notification via (letter, email, and phone call). Notification will be made on the 3<sup>rd</sup> absence; the 5<sup>th</sup> absence; and on the 7<sup>th</sup> absence. All documentation is recorded, entered on the student's log and copies placed in the students' permanent file.

On the day/date/time of the student's 8<sup>th</sup> absence, they are placed in "academic probation" and are at risk of losing credit in all affected classes. The student will meet face-to-face with the principal and be given a letter explaining what next steps need to be taken immediately. In addition, while the student and another adult are present in the principal's office, a phone call will be made to the parent, explaining the current situation. Because of the "time-sensitive" nature of the situation, a sealed letter will be given to the student to give to their parent AND an electronic pdf copy will be emailed to the parent. In addition, an Academic Attendance Review Application will be given to the student, with the presence of another adult noting the day/date/time.

The student and parent/guardian have three (3) school calendar days (during school instructional time) 7:45 AM to 3:45 PM to complete and submit a completed and signed Academic Attendance Review Application. Once the application has been completed and submitted, an Academic Attendance Review date will be set. Both the student and the parent(s) must be present at that meeting. At that review, students and parent(s) can share reasons for exceeding the allowed number of absences. Official documents should be brought to the hearing, by the parents.

The Academic Attendance Review panel will be comprised of the following: the student/parent guardian will select One-panel member and that person will serve as the student's advocate. A second-panel member will be selected

by the administration; the third-panel member will be drawn from the pool of available faculty/staff. The review will be held in the secondary office. The building principal will conduct the meeting. The meeting will be conducted in an appropriate manner, with respect and decency leading the way. Keep in mind, that three very specific notifications have been signed, sealed, and delivered to the student and parent/guardian prior to this point.

After the attendance review meeting, the panel will meet together and review all evidence presented. The building principal is not present during that time and does not have a say in the decision. The decision of the panel must be unanimous. Once their decision is made, they will present their findings, decision, and recommendation to the building principal. Panel decisions will be based upon the following: 1) Documented information supplied to the school; 2) The student's attendance record (including tardies); 3) The parents initiated communication with the school prior to and/or during absences, and 4) The student's responsibility and effort toward successful academic success.

The Panel must unanimously select one of the following recommendations:

**1) No Credit Loss**

- a. Students will not lose credit because the evidence presented showed true merit in the absence and student/parent have fulfilled their share of the responsibility to take care of academics.

**2) Credit Is Lost Pending Recovery of Absence Hours**

- a. Students must recover missed attendance hours to recover credit. The panel will set the number of hours needed to be recovered and establish a deadline date and time to complete the recovery process. Failure to meet recovery as listed above will result in loss of credit.
- b. Students could be given the option of attending summer school, recovering all missed hours, and successfully completing the necessary standards of learning assignments. This would allow a senior who did not get to walk/participate in the May ceremony, a manner in which to earn their diploma. It would also allow non-senior students the opportunity to recapture credit, solely for the purpose of grade-level advancement. **KSHSAA ELIGIBILITY FOR FIRST SEMESTER PARTICIPATION CANNOT BE EARNED, via SUMMER SCHOOL!**

**3) Credit Is Lost – Failing Grade Will Be Entered**

- a. There was not enough evidence to support any type of forgiveness. The student will lose credit. This could mean the student will not graduate or be promoted to the next grade level

**The decision of the panel, which must be unanimous, will be enforced. In accordance with school law, the student and parent/guardian have the right to challenge those results and may request a second review meeting with the Superintendent of Schools.**

<b>Tardy Policy</b>
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Teaching and learning begins daily at 8:10 a.m. The two MS/HS entrance doors open and are supervised beginning at 7:45 a.m. Breakfast also begins serving at 7:45 a.m. At 7:55 a.m. there is an alert bell, informing students and teachers, that classes will be starting in just 15-minutes. Student's arriving at 7:45 a.m. may gather and visit anywhere there is teacher/adult supervision. If a teacher/adult is not present, then the stay or grouping needs to happen somewhere else.

A final warning bell will happen at 8:05 a.m. and students are to start walking toward their assigned first-hour class. The 8:10 a.m. bell marks the beginning of instructional time. Students must be inside the classroom before that bell begins. If the bell has started and a student is just entering, they are tardy.

For the remainder of the day, the bell process continues. When the "end class" bell rings, students have four (4) minutes to get to their next class. They are to be inside the classroom, before the next bell rings, which marks the beginning of instructional time.

Punctuality is an important character trait, which becomes a lifelong habit. These habits quickly become “good” or “bad” habits. Chose and practice wisely! The following is just an example:

At 8:30 a.m. students, not present or in their assigned classroom are absent. Students are allowed three (3) tardies, per semester before disciplinary consequences are applied. Students and parents need to understand tardies are cumulative, no matter when they happen. Here’s a quick example:

Ms. Enyart overslept the first day of school = Tardy #1 (Office documents tardy in Power School; The next day, Ms. Enyart couldn’t find her favorite pen in her locker and was just outside her 3<sup>rd</sup> hour English class = Tardy #2 (Teacher documents tardy in Power School); Later that same day, at the end of Art, Ms. Enyart knocks over the paint and the Art teacher has her stay and clean it up. The “end of class” bell rings and Ms. Enyart is still cleaning up her mess. She knows she is going to be late for her next class which is all the way down the HS hallway. She asks the Art teacher for a tardy pass for her next class. The Art teacher hands Ms. Enyart a “tardy pass, which she has signed and Ms. Enyart has signed, which clearly marks the date and the time. The start of instructional time bell has rung and Ms. Enyart enters the next room with the tardy pass in hand, quietly gives the teacher her pass, and takes her seat = NO TARDY (Proper process and documentation were handled correctly by both the student and the teachers). Two weeks later, Ms. Enyart arrives at school late because she had to stop and gas up her truck = Tardy #3 (First-hour teacher documents tardy in Power School) On the same day, Ms. Enyart’s new boyfriend is walking her to the third hour. They visit, talk, gaze into each other’s eyes, and then the “instructional time” bell rings = Tardy #4. (Teacher documents tardy in PowerSchool, the principal is notified via PowerSchool and disciplinary expectations are applied):

- Tardy #4        Administrative Phone Call to Parent; Student Will Be Served Last in Lunch Line may sit as normal
- Tardy #5        2<sup>nd</sup> Administrative Phone Call to Parent; Student Will Be Served Last in Lunch Line and sit in designated assigned area
- Tardy #6        3<sup>rd</sup> Administrative Phone Call to Parent; Student Will Serve Alternative Lunch Time Detention
- Tardy #7 and    4<sup>th</sup> Administrative Phone Call to Parent; Student/Parent/Administrator Face-to-Face Meeting; Repeated Tardies Are Now Acts of Willful Insubordination and Will Be Disciplined as Such per Matrix

### ***Admittance Slip***

Any student who arrives to school after classes have started must check in at the office prior to going to class. Teachers will return the student to the office if they arrive without a signed slip.

## **Truancy**

Truancy is prosecuted as a Child in Need of Care case. Under state law, children between the ages of 7 and 18 are required to attend school. If a child is deemed truant by his or her school, then a referral is made to the District Attorney's Office. Upon receipt of a truancy referral from the school, the District Attorney’s Office has discretion about how that case is processed.

In compliance with Kansas’s statutes KSA 72-3120 and KSA 72-3121, students who accumulate **THREE** (3) consecutive unverified absences, **FIVE** (5) unverified absences in a semester, and **SEVEN** (7) unverified absences in a school year. Each time one of the above occurs, the building principal will provide written notice (via postal service) to the student’s parent or guardian. Once notice has been delivered, then any further non-verified absences trigger a report to the District Attorney’s Office.

## **Bullying, Cyberbullying, Harassment, or Intimidation**

Bullying, Cyber Bullying, Harassment, or Intimidation Are Bullying! People (young and old) that demonstrate a pattern of behavior towards other human beings, in an intentional manner, including verbal, physical, or written

conduct or intentional electronic communication against one or more students, are **BULLIES!** Harassment includes actual or perceived negative actions that offend, ridicule, or demean another individual with regard to race, national origin, marital status, gender, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability, or disability. Intimidation is subjecting an individual to intentional action that seriously threatens and induces a sense of fear and/or inferiority. Bullying, Cyberbullying, harassment, and intimidation are strictly prohibited by federal law and will not be tolerated at USD 342, McLouth School District. For further understanding of just how **NON-NEGOTIABLE** the administration at MMS/MHS is going to be in regard to this issue, look closely at the Code of Conduct Disciplinary Matrix. If, after reviewing that document, you still have questions, my office is always open and I am available to help you learn and understand.

Students who engage in behaviors that constitute bullying, Cyberbullying, harassment, or intimidation will be disciplined according to the procedures set forth in this Bulldog Student/Parent Handbook and all state laws/statutes. Students are encouraged to report bullying, Cyberbullying, harassment, or intimidation without fear of harmful consequences.

### **Cyberbullying**

Cyberbullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos.

Examples of this behavior include but are not limited to:

- Sending cruel, vicious messages (true or false)
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and forwarding that information to others.
- Posting of another person's picture (anybody) without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyberbullying, Harassment, and/or Intimidation will not be tolerated at McLouth High School and McLouth Middle School. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in Cyberbullying include, but are not limited to: social networking sites, chat rooms, and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and webcams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Is it sad that such outstanding electronic platforms, originally developed for fun, enjoyment, and creativity have increasingly become weapons of mental/social/emotional harm because of their inappropriate use? Absolutely! Students and parents, we estimate 90% of our students use those electronic platforms during the course of every day. We have 213 students in our 6th – 12th student body. This is an area of concern and care for all our students, faculty, and staff. Thank you for your help in advance!

**What follows are action/steps students/parents should use to document you have made it very clear you have told the person to “STOP”.**

1. Save the evidence.
2. Print the online harassment.
3. Identify the Cyber bully.
4. Clearly tell the Cyber bully to stop.
5. Ignore the bully by leaving the online environment and/or blocking communications.
6. Do NOT respond to them via text, email, phone, or any other way.
7. File a complaint with the Internet or cell phone company.
8. Parent-to-Parent Contact with the Cyber bully’s parents.
9. Contact the school administration.
10. Contact the police.

State laws in Kansas in the area of Cyberbullying and the decisive action being taken by the courts have made it very clear that this area is going to be taken seriously in teen and young adult-aged children. The courts are moving quickly and strongly with Middle School and High School students in this area. The rise in Cyberbullying is growing at a fast rate; they have actually added additional legal expertise. This is an area we will be addressed early in the school year and continue throughout the entire year.

MHS and MMS students need to realize, that as soon as you become a member of a “group”, you become “linked” to the paths that they might choose to take in this area. Should someone decide to “post and send” harmful and hateful” messages and you are listed in the group, the newest laws will now have you listed as an accomplice. There is NO ERASING! Once something has been sent and posted it is locked in and can be traced back to all phone numbers and email addresses shared. They are now tracking back sent messages from several years ago and those people, even though they were in “MHS or MMS” are being brought to justice. For more information, visit the website below: Cyberbullying - National Bullying Prevention Center.

<https://www.pacer.org/bullying/info/cyberbullying/>

### **Chromebook - Student Responsibilities**

Every 6<sup>th</sup> – 12th-grade student is provided a Chromebook and Charger at the beginning of the new school year, to use for educational purposes. First and foremost, it is an educational learning tool and will be addressed as such by teachers, students, and administration.

Below are a few helpful McLouth HS/MS Chromebook expectations:

- Bring fully charged Chrome books to school every day, which means you bring a charged Chromebook with you through the door and your charger stays at home.
  - Charger loss and theft have created unnecessary learning interruptions. It really is an easy fix.
    - 1) Charge your Chromebook every night, just like you charge your cell phone.
    - 2) In 2022 – 2023, the use of your Chromebook for instructional assignment submission is going to increase significantly. The very educational and employment world society is now using, makes it more important than ever that schools teach our learners how to succeed using new electronic platforms.
- Bring your Chromebook to all of your classes, unless specially instructed not to do so by your teacher. Shutting the screen window does not turn off your computer. Before you close the screen, actually hit the “power-off” button on your computer. This simple act will decrease the amount of battery use significantly, which makes your Chrome book’s charge last significantly longer.
- Follow each teacher’s rules and expectations regarding Chromebook use in their classroom.
- Never loan your Chromebook to anyone or leave it unattended.



- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or those of other people.
- Appropriate “netiquette” regarding communication and behavior is expected. For more information about this important area of needed change, go to [Handbook Netiquette Responsibility](#)
- Do not send harmful, anonymous, or misleading communications for any purpose.
- Use network, services, devices, or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam/viruses, transferring large amounts of data across the network, or attempting to hack into network/online systems.
- Do not attempt to bypass the web filter, attempt to gain access, or use/change other students’ accounts or data.
- Students must not use the school’s Internet/email accounts for financial or commercial gain, or for any illegal activity including, bullying, harassment, credit card fraud, electronic forgery, or other forms of illegal behavior.

Full Chromebook [Agreement and Usage Information/Forms](#) will be hyperlinked and on Secondary Website.

### **Crisis/Emergency**

USD 342 contingency plans are in place for crisis situations in all USD 342 buildings. All faculty/staff are involved in annual training and review. Each year, practice drills, covering various scenarios are held. Follow up questions/answers take place immediately after each practice drill, with information used to make improvements. In case of an emergency, USD 342 will use School Messenger to share information with parent/guardians by phone and email. It is imperative that your contact information on file with the school correct so that you will receive communications regarding your child.

### **Electronic Devices (Cell Phones, Ear Buds, Air Pods, Noise Cancelling Headphones, Smart Watches, etc..)**

McLouth High School and McLouth Middle School strive to provide all students with classroom learning environments that engage all students to the best of their abilities. We further strive to create and facilitate a school climate that is inviting and inclusive. If COVID 19 taught us anything in the educational setting, is that we are social beings that need each other. While technology provided many of us lifeboats as way to communicate during the isolation from each other, it also amplified the importance to connect face-to-face. To do so, distractions must be monitored and controlled by teachers. Simply put, we do not want to compete for your attention and efforts. For that reason, the following rules will be adhered, followed, and enforced:

#### ***McLouth High School (Grades 9<sup>th</sup> thru 12<sup>th</sup>)***

- High School Bulldogs are **NOT** required to put their electronic devices in their hallway lockers.
- High School Bulldogs **MAY** have their electronic devices in their possession and in use during passing times and during lunch.
- Upon entering any/all classroom, electronic devices are to be placed/stored exactly as the classroom teacher has posted in their classroom syllabus.
  - If the rule calls for the electronic device to be placed in a hanging cell phone tree, that is where they go.
  - If the rule is the device is to be placed on your desk top, face down, that is where it will go.
  - If the rule states the electronic device is to be placed completely out of your hands, but out of site at all times, that is where they go.
- The McLouth High School administration/faculty/staff, understand that electronic devices are part of the evolving culture our young adults are learning to do business upon. It is our hope and belief that high school

students, when given the opportunity to make self-choices regarding the value and importance of learning without competition for attention and time, you will choose correctly.

- The McLouth High School faculty/staff do have the authority, to recognize and reward a classroom's positive learning effort, to allow electronic devices the last few minutes (never exceeding five minutes).
- If given this positive award, the involved classroom of students, also accept that their friends/buddies in another class, may not have that same opportunity. As quickly as something positive can be earned through effort, it can just as quickly be lost due to poor/inappropriate choices.

Please note, that in the above classroom rules, does it ever state, electronic devices may be out and used during instructional time. The MHS faculty/staff have accepted a building wide challenge to connect with you at all times during their class hour with you.

### ***McLouth Middle School (Grades 6<sup>th</sup> thru 8<sup>th</sup>)***

**This is a significant change for the Middle School. Read this section very carefully. I am not asking students or parents to like it, but I am going to enforce it 100% of the time with 100% of the students, faculty/staff and myself.**

Parents and students, it should not be a fight for student's attention and focus in the classroom. There are just too many different types of electronic devices. Teachers are waiting for students to remove their Ear Buds to answer a question that has to be repeated again. Students (not all) are more worried about answering messages (often times from parents); or setting up meeting times in restrooms; looking at the latest group text; making sure their latest tick-tock that was taken in the locker room has been viewed.

Middle School Bulldogs **ARE** required to put **ALL** electronic devices (with the exception of your Chromebook) in their hallway lockers and leave them there the entire school day.

- This means turned off and locked inside lockers when you first enter the building and until the dismissal bell rings.

Middle School Bulldogs **MAY NOT** have their electronic devices in their possession and in use during passing times and during lunch.

- *As you finish reading this, please note while things are going to tighten up the first two quarters, room has been added to make changes 2nd semester. All it will take is responding accordingly and making the correct decisions.*

### Quarter #1 & #2

- All electronic devices, other than your school Chromebook, **MUST** be placed and stored in your locked hallway locker prior to the start first hour. They will remain in your locker until the release bell at 3:30PM.
- Teachers will not be asking you use your phones for instructional learning.
- Parents will contact the MS/HS office and get any important messages to you.
- If you are leaving school early for a school sponsored trip or parent request, you may certainly get your electronic device(s) out of your phone.
- Asking permission to use the restroom and then swinging by your locker will be considered an electronic device violation. If you need to go to your locker, be specific in your request.

### MMS Quarter #3 & #4 (***Pending Student Body Behavior***)

The use of cell phones during the lunch hour will be dependent upon the following:

- At least 90% of the MS student body coming to school with your Chromebook fully charged.
- Prove that MMS students can and will follow the rule, by having less than 10 student body electronic device violations first semester. Violation #10 or above will keep the electronic devices in your locked hallway lockers for 3<sup>rd</sup> Quarter.

- If, in 3<sup>rd</sup> quarter there are 5 or less electronic device violations, the MS Student Council will meet with the building principal to request permission have use of their electronic device, during lunch hour, with the understanding that it is returned to the students locked hallway locker for the remainder of the day.

## Food Services

Breakfast and hot lunches are served daily in the school cafeteria. McLouth USD #342 is proud of our food service program. We feel it is one of the best programs in the area.

Breakfast is served daily: 7:45 AM to 8:05 AM

MS Lunch is served from: 11:49 AM to 12:15 PM

HS Lunch is served from: 12:35 PM to 1:05 PM

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 a 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 sandwich, a peanut butter alternative, or a 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 to 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.

## 2022 – 2023 Secondary Meal Costs

Secondary Fuel Meal Costs:	Breakfast	\$1.40	Lunch	\$2:90
Secondary Reduced Meal Costs:	Breakfast	\$ .00	Lunch	\$ .40

### ***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***

Based on state guidelines, non-prepackaged food items will not be distributed for consumption by students during the day. According to our USD 342 District Wellness Plan, prior to any such items, to be used in class parties, birthdays, class snacks, etc...should be cleared and approved by the building principal. The goal is not to take the joy out of such fun events, but to ensure student safety at all times. Allergies, while minor inconveniences to some, could very well be life threatening for others. Thank you for your help, understanding, and cooperation.

### ***Food Out of Cafeteria***

Teachers/Sponsors may request that students report to them, in their classroom during lunchtime, for meetings and planning. Students must report to a specific classroom, for specific reasons, and teacher supervision must be present at all times. Trays and silverware (if removed) must be returned to the cafeteria. No food should ever be placed in any lockers for sanitary reasons. We are fortunate to have such a great facility and staff and students who go above and beyond to keep it that way.

Students and faculty are to be mindful, that there are wellness policy guidelines that must be followed. At no time, may the lunch service program be competed with financially or wellness-wise. Any group meetings or lunches involving more than six (6) students must be approved ahead of time by the building principal.

## Drink Containers and Water Bottles

No glass containers/bottles are permitted on campus. All containers and water bottles must have lids that keep liquid contained and secured. Please keep in mind the “noise” that some water bottles make when they are knocked over or dropped. All the water fountains now open. They have been sanitized, and are fully operational. We encourage all our student body, faculty, and staff to stay hydrated and to take advantage of those fountains! ***There is no requirement on the color of the containers.***

## Transportation Bus/Van Rules and Guidelines

USD 342 operates five regular bus routes, which covers a 104 square mile area. Our buses are safety inspected yearly and all our drivers attend ongoing state sponsored workshops. District transportation service is provided to help assist parents and to make it possible for students to attend and complete their education. What follows are the rules we expect all students to follow. Failure to do so has very specific consequences.

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 driver and the building principal. Nobody will be permitted to leave the bus until the driver is satisfied with its cleanliness.
5. Appropriate levels of talking with other students seated within reason. Talking that is loud enough to be distracting to other (driver, coaches, students) will be stopped immediately.
6. No scuffling, pushing, or keep-away is ever allowed on the bus or at bus pick-up and drop-off sites.
7. At no time may anything be thrown off of or out of the bus. This includes windows, doors, ventilation windows, etc...
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 Consequences**

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

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

**STUDENT LIFE**

**Activity Buses**

Transportation to school activities will be in school vehicles. Students are expected to travel to the event with the team or organization unless other arrangements have been made and approved by the building administrator ahead of time. Such arrangements include a signed parent note to the school along with a voice-to-voice contact. Students may only return with their parents and parents must follow the proper sign-out procedure. Students are expected to follow the rules of school conduct at all times while representing USD 342.

Passengers on all activity buses are responsible for keeping the bus clean, and properly disposing of trash, bottles, and paper. The driver is in charge of the bus and the sponsors are to be awake and alert at all times supervising the students.

Students **MAY NOT** drive themselves to and/or from any school-sponsored events they are participating in. If you are on the team or in the organization you are riding school transportation. If you are a McLouth High School student and just going to the game, that is up to your parent/guardian.

**Activity Pep/Spirit Bus**

Participation and attendance on the bus will be grade-level appropriate. If the “Pep Bus” is going to a middle school event, only middle school students may ride. The information on the sheet will include the time of departure, destination, and the sponsor’s name. Students signing up will have to pay entry fees and a minimal charge to ride

the bus to help offset the mileage cost. Examples for offering a “Pep/Spirit Bus” could be, but are not limited to; Championship Games; Rival Competition, Pink Outs, etc.

In the event the school sponsors a “Pep/Spirit Bus” to an away game, a sign-up sheet will be placed in the office. Eligibility rules apply to all students wishing to ride the “Pep/Spirit Bus”. In order for the bus to travel, there must be at least 20-students signed up to attend. District employees will assist in the supervision of the bus and behavior at the event. Only USD 342 students and sponsoring employees may ride the bus.

### **Advisory (Bulldog Time)**

Bulldog Advisory happens daily from 3:05PM to 3:25PM. Every McLouth (6<sup>th</sup> – 12<sup>th</sup> Grade) student is assigned a Bulldog Advisor and a Bulldog Family. While the role and/or purpose of Bulldog Family will vary in many ways to accommodate the learning maturity level of the grades it impacts, the important driving element is the importance of “family” and staying united together, everyday living! More specific information regarding HS Advisory and MS Advisory follows:

**HS Advisory** Starting in 9<sup>th</sup> grade you will be assigned to your Grade Appropriate Advisory Team and Advisor. You will remain with this Advisor until you graduate.

**MS Advisory** There are eight (8) Middle School Advisor’s and 94 MS students. This means there will be an equal cross grouping MS students, of about 12 students. The main goal of Advisory is to end the current day on a positive note and to make sure plans are in place for the upcoming day. Each Advisory will set short family goals for each month and one quarter long Act of Random Kindness project. Grades will be checked often and study hall time provided as needed. MS Chorus is also available for students during advisory time. Class Meetings will be set in advance and all will happen on the same day. There will also be various “Club Meetings” during advisory time. The importance of Social and Emotional Growth is addressed and covered throughout each quarter.

### **Announcements**

Starting in 2022 – 2023, the pledge of allegiance and the daily announcements will be read over the PA system by members of our Student Council. They will begin immediately after the 1<sup>st</sup> Hour instructional bell rings. Students are invited to stand for the pledge and then sit down quickly for the reading of the daily announcements. Daily announcements will also be broadcasted on the message board located in the HS commons area and during lunch periods in the cafeteria.

### **Assigned Areas / Student Center’s**

At the time of this handbook being printed and adopted, a few very short discussions had just started to take place, about possible “secondary student centers” in our 6<sup>th</sup> – 12<sup>th</sup> building. It is a fact that other than their respective hallways and cafeteria, our student body (MS & HS) have nowhere to go, relax, and get their day started. The need for two such places has been identified, but it is going to take cooperative planning, presentations, and open-minded thinking to pull it together. The goal is to have everything in place and open up two Bulldog Student Centers, the start of second semester.

To make sure the above happens, the 6<sup>th</sup> – 12<sup>th</sup> student body is going to have to accept the responsibly of **Being** at school; **Be** where you are supposed to be/not where you shouldn’t; **Be** on-time or before, **Be** determined to succeed academically, emotionally, mentally, and socially, and **BELIEVE** it is possible if we all do our part.

*If you would like to be on the Student Steering Committee of the Student Center Project, the sign-up sheet is located in the BULLDOG Information Window!*

## Assemblies

All school assemblies are back and it is exciting. School assemblies will continue to grow and be supported as long as we treat them and the guest's presenter correctly. Our listening behavior will complement and support whatever is taking place. If it is a pep rally, be loud and proud! If it is the Veterans Assembly, be respectful and mindful of the moment! If it is a social topic you don't really care about personally, be empathetic of those sitting around you, whom it impacts very closely to their personal lives. Best rule of thumb, if somebody with the microphone is speaking, we the McLouth Bulldogs are quiet and listening!

School assemblies are an integral part of the learning environment. Assemblies may be used to encourage student performances, disseminate information to the student body, or bring in guest speakers. Pep assemblies will be scheduled when deemed advisable by mutual consent of the students, coaches, cheerleaders, cheerleader sponsor, and the administration. All students and all teachers/staff are to attend the assemblies. Unless otherwise indicated, all assemblies will be held in the Gold Gym.

Seating: Seniors will have the North East Center Bleacher Section  
Juniors will have the North West Center Bleacher Section  
Sophomores will sit above the Seniors  
Freshmen (once they have earned HS Student Body Status) will sit above the Juniors. (To earn HS Student Body Status...the Class of 2026 must sing the McLouth High School Fight song loud and proud at the first assembly. The Class of 2023 will BULLDOG BARK to vote. One Bark...nope: Two Barks...maybe! Three Barks..YES!!) Should the Freshmen miss the "Bark" vote, they will sit in the far west lower section. If they win the Bulldog Bark vote, they may gain their place in the HS student body and sit above the Juniors.

MS 8<sup>th</sup> will sit in the first four rows of the far East section

MS 7<sup>th</sup> will sit in the next four rows of the far East section

MS 6<sup>th</sup> will sit in remaining four rows of the far East section with the teachers

## Upcoming Assemblies

***It is with great excitement that "All-School" Assemblies will be returning to our school in 2022 – 2023.***

The majority of our assemblies will be held during Advisory time. Remember attendance to assemblies is an earned privilege. In order to do the things, you want to do, make sure you do the things that have to be done. Here are a few of the assemblies heading your way!

Thursday 8/18/22 Welcome Assembly 8:30AM

Friday 8/26/22 Bulldog "Fan"tastic Fall Assembly 2:15PM (Modified Schedule)

Pep Rally's

Homecoming

Veterans Day

King and Queen of Courts

Post Season (Championship)

NEK Competition

Purple Nose "Kindness" Day

Teacher/Staff vs. Student Challenges

## Backpacks

We are fortunate to have excellent classrooms and space throughout our campus. But, unfortunately, the width of our hallways and the size of our hallway lockers (especially on the HS side) is not very big. Even without backpacks, students passing each other, going in and out of classroom doors that are directly beside each other and right across

from each other, makes it difficult to pass without contact. In addition, backpacks have gotten much bigger.

Your MHS Student Council and the MMS Student Council have been asked to participate in a study in 2022 – 2023 to determine what other options we might be able to use and afford. At this time, and until further notice, backpacks will need to stay in your lockers. Your voices and concerns have been heard and valued, thank you for giving us time to work together and come up with some long-range planning!

### **Building Access / Visitors**

The safety and security of all human beings in our building are top priorities! For that most important reason, please be polite, respectful, and patient as we follow protocol and procedures. Thank you! Once the school day begins all exterior doors are secured and remain locked until students have left the building.

Visitors, (primarily parents) are welcome at school during the school day; however, all are required to report to the main off, sign-in and get a visitor pass. The visitor pass, must be prominently displayed while in the building. When leaving the building, the visitor must stop back at main office, sign out and return the visitor's pass.

\*Students must sign in and out if they are leaving for the day or appointment.

### **Code of Conduct and Disciplinary Action Matrix**

This student/parent handbook and the manner in which it has been written serves as the guidelines of acceptable and expected behavior for our students, parents, faculty, staff, and administration. Its purpose is to increase the safety of the learning environment for all involved. It is not a book of "don't do this" and "don't do that". More importantly it should be clear just how much we value and respect all that we can be together, by working together, by way of a safe and structured learning environment.

Outside of McLouth 6<sup>th</sup> – 12<sup>th</sup> building and instructional time together, you have every right to live your life as you see appropriate, fair, and decent. That is your right and it is respected. In return, when you enter our USD 342 facilities or represent our school in any way, all that has been shared and implied in this handbook will be constantly expected, followed and enforced.

The Disciplinary Action Matrix is listed in the Appendix. Its purpose should not be seen as negative steps taken toward student mistakes or misbehavior. It is designed and framed very carefully to help students understand what consequences they will have to accept. As 6<sup>th</sup> – 12<sup>th</sup> grader students, there have been at least six previous years of learning what is acceptable and what is not. Think back to you Kindergarten through 5<sup>th</sup> Grade years. Yes, COVID did get in the way and it is understood it impacted the maturing process for some, but keeping your hands to yourself hasn't changed since pre-school. Walking on the right side of the hallway so others can pass, hasn't changed. Please, thank you, not talking when somebody else is talking, cleaning up a mess you made (accidentally or on purpose) are still expected. Treating each other with decency, empathy, and inclusion, still remains life-skills you've been learning for many, many years.

It is okay to make mistakes in some areas of behavior? It's going to happen! Learn quickly from them, and do not repeat the mistake. We all have to grow up and follow the rules. That is what mature young adults and older mature adults have to do, so younger generations can grow as well. We share one Pre-K – 12 campus and facility. There are many young eyes and ears learning from our 6<sup>th</sup> -12<sup>th</sup> grade behavior. Be the role model they deserve to watch!



## College/Technical Career/Military/Work-study/Job Shadow Visits

Students in grades 6<sup>th</sup> through 12<sup>th</sup> are encouraged to take advantage of this new out-reach time. Today's young adults live in an ever-changing employment world, it is important our students have the confidence to check out new possibilities. Approval will only be given to students in "good standing". That means coming to school, be prepared to learn in classes, complete and submit assessments, and conduct yourself and your behavior in a respective manner.

It is up to the student and their parent/guardian to take care of all arrangements, transportation, and supervision. Before setting any appointment dates or times, be sure you have submitted your application at MHS to use your "visit day". These visits must be planned at least five (5) calendar school days ahead of your "visit day". Plans must be well organized and pre-approved through the Guidance Office. They may include college/university visits, technical/career centers, military visits, work-study, or job shadowing.

*Seniors* will be allowed 3 days per school year (Two must be with parent participating with the student)

*Juniors* will be allowed 2 days per school year (Both must be with parent participating with the student)

*Sophomores and Freshmen* will be allowed 1 day per school year (With parent participating with student)

Once you have completed and gotten approval for such a visit, it will not be counted as an absence. Students and parents must follow the correct protocol and expectations. Failure to meet all the criteria and still taking the "visit day" will result in the absence being recorded as a truancy and any remaining "visit days" will be voided.

**Approval Criteria HS**

- 93% Cumulative Attendance or Higher for 2022 – 2023 school year
- Must be present all day before visit and day immediately after visit
- Passing all classes (no "F" at time of application)
- No missing work scored as zero points
- Any missing assignments from visit absence are due the next school day

### McLouth Middle School Grade Level Experience Visits (Organized/Supervised by School)

8 <sup>th</sup> Grade	1 Day Exploration / Learning	(ie...) Lawrence, KS Kansas University, Lawrence College Career Center, Blue Collar Press, Z-Hair Academy
7 <sup>th</sup> Grade	½ Day Exploration / Learning	Jefferson County Jobs/Careers
6 <sup>th</sup> Grade	½ Day Exploration/Learning	McLouth Business and Types of Jobs

**Approval Criteria MS**

- 94% Cumulative Attendance or Higher for 2022 – 2023 school year
- Must be present all day before visit and day immediately after visit
- Passing all classes (No F's – Only ONE D)
- No missing work scored as zero points
- Tardies/Disciplinary Action Reviewed (Could be a deal breaker)
- Any missing assignments from visit absence are due the next school day

## Dances

Dances are a fun and exciting time of life for most young adults. There is great value in having our students participate in healthy, safe events sponsored by our school.

### McLouth High School

The following rules will be used for all dances sponsored by McLouth High School. Dance sponsors and school administrators may make changes believed necessary. All school-sponsored events must be scheduled with the building principal at least fourteen (14) days prior to the event. The approval request must include the following

information: sponsoring organization, locations, date and time of the event, name of DJ, or organization providing the music.

All out of school dates must complete and submit an attendance request form. No person over the age of 20 will be admitted to will be admitted. Any person who is enrolled in another school must have their respective school administrator sign/fax/email the dance attendance form to the building principal. This must be received at least 24-hours prior to the start of the dance.

A list of teacher and parent sponsors must be provided to the building principal. There will be one adult supervisor for every 10 students in attendance, with one being the employed sponsor and the other a member of the USD 342 administrative team.

Students must be eligible to attend school activities. This includes being a student in good standing (academically and attendance). A student must be in school the day of the event unless cleared in advance through the principal. This includes prom. Once a student leaves the dance, they may not re-enter.

The sponsor and a student representative must meet with the custodian of the building where the event is to be held to review decoration ideas, discuss maintenance and schedule a time for cleanup at least seven days before the event. Posters advertising the event must be displayed at least five days prior to the event. The posters should contain but are not limited to the following information: sponsoring organization, date, time and location, dress recommendations, cost, and details specific to the event.

Events held on nights following games may last until midnight. Other events must end on or before 11:30 p.m. Students should leave school premises within 15 minutes of the completion of the dance or cleanup. School-sponsored events are open only to McLouth High School students and their approved outside dates (grade level appropriate).

All school rules and Bulldog Code of Conduct will be followed. The sponsoring organization and administrator shall determine the type of dress that is appropriate. Persons improperly dressed will not be admitted.

### ***McLouth Middle School Dances/Activities***

There will be one adult supervisor, per ever six (6) middle school students.

There may be four dances/activities scheduled for MMS. No dance or activity may last longer than 2-hours, and must be over by 10:00PM. If there is a special event (such as a lock-in), permission must be obtained from the building principal at least one-month in advance.

Persons leaving the building will not be readmitted. No one will be admitted 30 minutes after the dance has begun. 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.

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 the office will take disciplinary action.

Any behavior, which is judged by the sponsor to be misconduct, will be considered sufficient reason for immediate dismissal.

The middle school will be allowed to schedule three dances per year.

All students will be required to turn in a permission form to attend before being admitted to the dance.

Students must be in school the entire day to attend a dance unless a planned absence form was submitted.

## IN-SCHOOL SUSPENSION CHART (ISS)

The table below is a guideline for offenses resulting in Detention and ISS consequences. The administration understands mistakes and bad choices happen. It is part growing up and learning to make better choices the next time. When those issues happen during school hours, or while at or on school-sponsored events/activities disciplinary consequences are in place and will be followed by the administration at MHS/MMS.

	1-3 Days Detent	1 Day ISS	2 Days ISS	3 Days ISS	3-5 Days ISS & Mandatory Hearing	Appropriate Intervention Agencies Notified and/or Advanced to OSS
<b>Absences/Tardies (In excess of policy and law)</b>				*1	*2 ▶	▶ ▶ ▶
<b>Behavior/Conduct that disrupts classroom learning/school environment/bus safety</b>	*1	*2			*3 ▶	▶ ▶ ▶
<b>Class Cuts/Leaving Campus</b>		*1		*2	*3 ▶	▶ ▶ ▶
<b>Code of Conduct Community Rules (See Document)</b>	*1	*2	*3		*4 ▶	▶ ▶ ▶
<b>Discrimination, insult, intimidation, or harassment due to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, genetic information, or disability</b>		*1			*2 ▶	▶ ▶ ▶
<b>Drug Code Possession and/or use of Tobacco/Facsimile/OTC</b>				*1	*2 ▶	▶ ▶ ▶
<b>Drug Code Possession and/or Use of Illegal Substances/Drugs</b>					*1 ▶	▶ ▶ ▶
<b>Electronic Device Misuse 1 (Device surrendered to the teacher, will be returned to the student, after detention(s) are served) *2 and Beyond (Device is surrendered to the principal, parent contact, the device returned only to parent/guardian)</b>	*1	*2		*3	*4 ▶	▶ ▶ ▶
<b>Extortion</b>	*1			*2	*3 ▶	▶ ▶ ▶
<b>Failure to comply with the reasonable request from faculty/staff/substitute/other</b>	*1	*2	*3		*4 ▶	▶ ▶ ▶
<b>Fighting/Violent Behavior/Actions</b>					*1 ▶	▶ ▶ ▶
<b>Misuse of District Technology *2 (Loss of Device 5 Instructional Days) *3 &amp; *4 (Loss of Device Rest of Semester)</b>	*1	*2		*3	*4 ▶	▶ ▶ ▶
<b>Obscenity/Profanity (Directed toward another person)</b>	*1		*2		*3 ▶	▶ ▶ ▶
<b>Obscenity/Profanity (Not directed toward another person)</b>	*1 to *2	*3			*4 ▶	▶ ▶ ▶
<b>Stealing</b>	*1		*2		*3 ▶	▶ ▶ ▶
<b>Vandalism</b>				*1	*2 ▶	▶ ▶ ▶
<b>Weapons/Firearms (JCDBB)</b>	▶	▶	▶	▶	▶	▶ ▶ ▶

**Key** \* Indicates the number of incidents for the current year

- ▶ Indicates student's name has been referred to immediate SIT referral process, requesting further intervention
- ▶ ▶ ▶ Indicates student's behavior has progressed to Out-of-School level, mandatory face-to-face meeting with student and parent/guardian; Superintendent of Schools has received documentation and as deemed appropriate other service agencies have been notified.
- ! Single exclamation point indicates further evidence has diminished next disciplinary action
- !! Double exclamation points indicates student's inability to comply with reasonable behavior corrections, resulting in the disruption of learning for others and an unsafe/unhealthy learning environment. Recommendation for expulsion.

## OUT-OF-SCHOOL SUSPENSIONS (OSS)

The table below is a general guideline for offenses, extensive enough or repetitive enough that result in out-of-school suspension. The administration has the authority to adjust consequences/actions based on the circumstances of each individual case, district policy, and the results of the due process hearing.

	1-2 Days OSS	3 Days OSS	5 Days OSS	6-9 Days OSS	10 Days OSS and Possible Expulsion	Intervention Agencies Notified
<b>Absences/Tardies (In excess of policy and law)</b>					▶ ▶ *3 !!	<b>County Attorney /Truancy</b>
<b>Behavior/Conduct that disrupts classroom learning/school environment/bus safety</b>			*4 ▶ ▶		▶ ▶ *5 !!	
<b>Class Cuts/Leaving Campus</b>			*4 ▶ ▶		▶ ▶ *5 !!	
<b>Code of Conduct Community Rules (See Document)</b>			*6 ▶ ▶		▶ ▶ *7! !!	
<b>Discrimination, insult, intimidation, or harassment due to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, genetic information, or disability</b>					▶ ▶ *3!!	
<b>Drug Code Possession and/or use of Tobacco/Facsimile/OTC</b>					▶ ▶ *3!!	
<b>Drug Code Possession and/or Use of Illegal Substances/Drugs</b>					▶ ▶ *2!!	
<b>Electronic Device Misuse</b>					▶ ▶ *5!!	
<b>Extortion</b>					▶ ▶ *4!!	
<b>Failure to comply with the reasonable request from faculty/staff/substitute/other</b>					▶ ▶ *5!!	
<b>Fighting/Violent Behavior/Actions</b>		*2 ▶			▶ ▶ *3!!	
<b>Misuse of District Technology *5 (Permanent Loss of Device)</b>					▶ ▶ *5!!	
<b>Obscenity/Profanity (Directed towards another person)</b>					◉▶ ▶ *4!!	
<b>Obscenity/Profanity (Not directed at another person)</b>			*5 ▶		▶ ▶ *6!!	
<b>Stealing</b>				*4 ▶	▶ ▶ *5!!	
<b>Vandalism</b>					▶ ▶ *3!!!	
<b>Weapons/Firearms (JCDBB)</b>					▶ ▶ *1!!!	

Students given in-school-suspension will report to the ISS instructor. The student will surrender all electronic devices and begin working on school assignments immediately. All classroom assignments are due the hour they have been given, based on the student's schedule. ISS students will eat lunch in the cafeteria during the MS/HS serving gap. At the conclusion of serving their ISS time correctly, (which means submitting all assignments), the student will be given their electronic device back (unless otherwise noted) and will return to classes.

Students given an out-of-school suspension are not to be at school, on any USD 342 school grounds, or at a school-sponsored activity during the suspension period. Violation of this policy could result in prosecution for trespassing. Students shall be responsible for their reading and written class assignments during out-of-school short-term suspensions. All work to be turned in for credit must be given to the teacher no later than the first class period following the completion of the suspension. Arrangements for tests or examinations missed during the out-of-school suspension will be made. Credit will be allowed for make-up work on the same basis as for regular in-class performance with the exception of credit which can only be obtained

by being present in the classroom. Repeated acts may result in suspension for the remainder of a semester or expulsion for a school year after a due process hearing.

## **Dress and Appearance**

Neatness and decency are guidelines of student dress and appearance. Students, faculty, and staff must dress in a manner that is not obscene; offensive, or substantially disruptive to the learning environment. Any and all apparel that is sexually suggestive; promotes violence; suggests illegal activities, drugs, alcohol, and/or tobacco-vape products; or is determined to be gang-related is prohibited.

The administrative enforcement of the dress and appearance code, in our building, at any school sponsored activities (home or away) should not create, reinforce, or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity, gender expression, or cultural observance.

At MHS/MMS, students dressed in alignment with the dress and appearance code can be free to learn and not face unnecessary barriers to school attendance; staff can focus on teaching and learning without the additional burden of dress code enforcement. Students have the right to be treated equitably and with dignity; these rights extend to application and enforcement of the dress and appearance code. Restrictions and consequences included in the dress and appearance code are necessary to support the overall educational goals of the district and respective buildings.

- Full head coverings are not to be worn in the building.
- Clothing that does not properly cover the human form is not appropriate for the school environment and includes, but is not limited to: (Cut-off shirts, strapless tops, sagging pants, or other similar clothing)
- Clothing with references to alcohol, drugs, or gangs is prohibited.
- Clothing with offensive language or symbols is prohibited.
- Clothing that promotes or conveys hate messages is prohibited.
- Clothing that may endanger the student or others, including visible chains and spikes, is prohibited.
- Clothing that is distracting so that it interferes with the teaching and learning process is prohibited.
- Student apparel and grooming must also meet the requirements of any courses, which are part of the approved curriculum in which they are enrolled. (Lab Classes, Shop Classes, etc.)
- A coach, director, or sponsor (after obtaining written permission from the building principal), may extend dress and appearance guideline.
- Throughout the school year pre-planned and pre-approved “Spirit/Club/Organization Days” will be permitted.

### ***Consequences***

- Students wearing inappropriate clothing shall be sent to the office and will meet with the building principal. At that time the student will be asked to make appropriate corrections to their attire.
  - If the inappropriate attire can be substituted with a T-shirt and/or sweat pants, the office will provide the student with such clothing in exchange for the inappropriate attire. The student will receive his/her own attire back with the return of the substituted clothing.
  - If no such appropriate correction to the attire is available or the student refuses, the student will report to the ISS room.
  - Each apparel offense after the first incident will result in consequences as listed in the Bulldog Code of Code.
  - Any clothing or jewelry that disrupts or impedes the educational environment will be addressed on an individual basis.

**In all matters of dress during school hours and school-related activities at home or away, the building principal shall have the authority to decide whether or not the clothing or method of dress is acceptable**

## **Driving and Student Parking**

Driving and parking in the USD 342 parking lot is a privilege that demands every driver's utmost respect and responsibility.

At this time there are no rules or regulations regarding "backing in" or "pulling in" to parking spots. Your most important job is to park safely and be respectful of others. It is up to the MHS driving student body to maintain this "no rule" status. It is yours to keep and yours to lose. Choose wisely! It will remain as listed above, as long as your arrival at school and your departure from school demonstrate responsible behavior. Individuals choosing not to demonstrate appropriate driving behavior on campus will be removed from on-campus parking privileges.

During school days and school hours (7:45 AM – 3:30PM), students must park in the South Parking Lot (Gold Gym). Parking in any other location (without specific written permission from the building principal and just for a short periods of time) will result in your vehicle being towed off-campus, at your personal expense. Once you arrive on campus, you are to park, lock, get out of your vehicle and enter the building. Group gatherings in the parking lot, around vehicles will not be permitted.

Once you drive and arrive on or around the USD 342 campus, you may not pick up another student that did not ride with you to school. Parents put their children on buses to school, drop them off at school, or have them walk to school. Should you drive to school and then pick up another passenger (especially a middle school student) you have placed yourself and your driver's license in a serious liability risk.

### **Senior Parking Privileges**

Each senior, based upon your 3-year attendance percentages, will be given the opportunity to sign-up for preferred parking spots. There will not be a charge for your preferred parking spot, but the following rules apply:

1. You lose your parking spot for the day if you are not in your spot by 8:04 AM.
2. At 8:05 AM, any underclassman is allowed to take the parking spot.
3. Seniors may not piggyback from spot to spot.
4. You must have the provided identification tag on your car to park in your space. This is to allow you to not be limited to driving the same car every day.
5. This rule does not apply to any sort of after-school activity.
6. As long as you maintain 94% attendance and passing all classes with C's or better, you will maintain your parking spot.
7. You will lose your preferred parking spot for the following reasons:
  1. Truancy or Attendance Below 93%
  2. Disciplinary Action Above Detention
  3. Dangerous Driving
8. Part-time students will retain their preferred parking privileges the entire school year.
9. If an underclassman is parking in your space, report a description of the car and/or the owner of the car to the office.

### ***Parking Expectations for Underclassmen***

1. All spots purchased by seniors are off-limits to park in until 8:04 AM.
2. At that time, without any racing or pouching, that spot is now available.
3. If you are caught parking in a Seniors Preferred Parking Spot, you will remove your car during passing time and you will be placed at the very bottom of the 2023 – 2024 Preferred Parking Spot list.
4. Any 2<sup>nd</sup> act of parking in a Seniors Preferred Parking Spot is considered willful insubordination and will be handled as such by the building principal.

### ***After School Hours Parking***

Once school hours are over, all parking lots are available for parking. That being said, please keep in mind that McLouth Elementary runs a very intensive After School Program, which will have little out and about.

### ***Home Event Student Parking***

McLouth High School and McLouth Middle School will be examples of sportsmanship and welcome to our school. Administration, Faculty/Staff, and Students are asked to park towards the back of the lots, allowing our community and guests the best entrance access to our facilities.

### **Eligibility**

There are just times in life, that in order to get to do the things you really, really, really WANT TO DO, there are required things you HAVE TO DO! At the Secondary Level of Academic Learning, maintaining a STUDENT IN GOOD STANDING, is just one of those things. To be eligible to participate in the fun, you have to do the work. Bulldog Eligibility, KSHSAA Eligibility, and NCAA Clearinghouse Eligibility are covered in more detail in the 2022 – 2023 Bulldog Activities & Athletic Handbook.

### **Facility – Responsibility and Care**

USD 342 does not have “good” facilities to use. We have “fantastic” facilities! It is because of all the Bulldogs and Bulldog families you have been here before us that were stewards of good citizenship and civic responsibility. 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.

Appropriate athletic shoes are required when running, playing, or taking part in activities on all gym floors. Street shoes will be only be prohibited on the gym floor on approved special occasions.

### **Fees and Class Responsibilities**

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

1. HS/MS Textbooks fee per student per year; \$35.00
2. HSMS Technology fee per student per year; \$25.00
3. Band instrument rental fee, if applicable;
4. Athletic participation fee per **sport**, for each **student** per year; \$20.00
5. Class Dues (Pending Class Vote)
6. Organizational Dues (As applicable)

### ***Class Dues***

Class dues are new to MHS/MMS and will be voted upon by the 6<sup>th</sup> – 12<sup>th</sup> student body at the start of the 2022 – 2023 school year. Once voted upon, the class dues amounts are locked in and cannot be increased. The sole purpose of Class Dues is to help each class understand that during the course of their secondary years, each class will have various events they are responsible in promoting, sustaining, and achieving. The rationale behind (minimal) class dues is that everybody contributes equally and enjoys equally. That being said, each class has the option, by

majority rule voting to have OR not have class dues. Be mindful, fundraisers tap our community and families repeatedly.

Administration recommends that Class Dues be added in slowly and that each class participates in one “group service project” to raise their first set of dues. For example: 9th Grade Class holds a Saturday Car Wash; 6th Grade Class does a one day limb pick-up for the community; and 12th Grade hosts a “Meal Deal” downtown.

Those are just ideas and examples of how Class Due Fee’s can be met these first two years, without taxing our community.

***Here are the Class Due Fees recommendations:***

6 <sup>th</sup> Grade	\$1.00 (22-23)	9 <sup>th</sup> Grade	\$4.00 (22-23)	11 <sup>th</sup> Grade	\$10.00 (Class of 2027)
7 <sup>th</sup> Grade	\$2.00 (22-23)	10 <sup>th</sup> Grade	\$5.00 (22-23)	12 <sup>th</sup> Grade	\$15.00 (Class of 2027)
8 <sup>th</sup> Grade	\$3.00 (22-23)				

To keep it in perspective: A 6<sup>th</sup> grader in 2022 – 2023, will have contributed a total of \$40.00 by their senior year in 2029. If there are thirty-five 6<sup>th</sup> graders, the class will have banked up to \$1400.00 to start their senior year.

***Class Responsibilities***

In the Secondary Building, 6<sup>th</sup> Grade through 12<sup>th</sup> Grade special events and activities are happening all the time. Such events, no matter how big or how small require careful scheduling, planning, supervision, promotion, and follow through. Below are a few such events. More information located in the Bulldog Extracurricular Handbook.

8 <sup>th</sup> Grade	Back to School Social	Class Field Trip Day
7 <sup>th</sup> Grade	1 <sup>st</sup> Semester Social	Lock-In
6 <sup>th</sup> Grade	2 <sup>nd</sup> Semester Social & 8 <sup>th</sup> Grade Send Off	Field Day
9 <sup>th</sup> Grade	Winter Formal	
10 <sup>th</sup> Grade	King/Queen Court	
11 <sup>th</sup> Grade	Prom.	
12 <sup>th</sup> Grade	Back to School Dance	Senior Class Trip (Pending BOE Approval)

**Hall Passes**

Students are to be in their assigned classrooms/area when the instructional bell rings. Students are to remain in class until the end of class bell rings. MHS & MMS teachers have been instructed (by the building principal) to limit the number of students out of class during instructional time. Before you get mad or upset, understand that this decision was based upon inappropriate behavior that was documented during the 2021 – 2022 school year.

In our 6th – 12th building we have a lot of learning and growing up to do in those “open range” and “less supervised” areas. It will be up to the student body to demonstrate the proper and appropriate way to treat each other, behave, follow rules, etc., to determine how long this tighter rule remains in place. I realize not everybody was involved; but unfortunately, the number of “just looking the other way” is very concerning. We can and will be so much better than what was happening in our hallways, restrooms, locker rooms, etc.... Will those choosing to not get on board and do what is expected and appropriate be held personally accountable? Yes they will. Discipline will be fair and constant. I don’t think it will take much time for our student body to see the new principal will do what needs to be done. I honestly believe in 2022 – 2023 the Bulldogs will pull together and make our learning environment the safe and caring place it should be!

**Hall Lockers/Physical Education Lockers (HS & MS)**

Student lockers, both in the hallway and the locker rooms, are the property of the USD 342. Students have no expectation of privacy in articles stored within such lockers. This means the building principal, administration, may at any time, based on reasonable doubt or probable concern opens your assigned locker(s) without your knowledge



and/or consent. To protect yourself and your belongings, and avoid possible misuse of your locker(s) does not share your locker combination with others. In addition, make sure you secure and close your locker(s) at all times.

Yes, we are aware there are ways to “rig” the locker so you don’t have to spin the dial each time. Doing so is unwise and not permitted. Use your locker correctly. Backpacks, books, materials, coats are to be kept inside your assigned lockers. Nothing may be stored on top of the lockers or left in the classrooms.

Students may build shelves in the lockers where it is appropriate. Magnetic signs may be used to decorate the lockers, inside and outside. Such decorations must be school appropriate at all times. Do not use any adhesive that will leave a residue on the locker surfaces.

If your locker jams or you have any problems, let the office know and help will be given to you. It is stressful, when the bell is about to ring, and your locker won’t open or shut. Kicking it, hitting it, yelling at it, etc...doesn’t solve the problem. Having to pay for the replacement costs to repair it (and often it’s not just your locker) but a who section (which runs a little over \$800 for a three locker section) doesn’t help either. Take the high road, stay in control, and let the office know. Help is on the way! Just reach out and up for it!

### **Leaving School During the School Day**

Turning the school instructional day (first bell to dismissal bell) if for any reason it is necessary for a student to leave, written, with follow up verbal permission from a parent/guardian, must be obtained from the HS/MS office. The student will show their PERMIT TO LEAVE document to the teacher, be excused to leave and then report to the HS/MS office to sign-out.

No student, regardless of their age, (which includes those students 18-years old or older) may sign themselves out, unless the above procedures are correctly followed. Students who are enrolled, are held to the State and Federal Laws, which only authorizes the legal parent/guardian to make the decision for the student to leave campus. If that law is challenged or violated and the student walks out the building door, the student is immediately truant and listed consequences will be enforced.

### **Library Media Center**

Our Library Media Center is amazing. Not only does it provide an outstanding collection of resources Pre-School through 12<sup>th</sup> grade, it fully supports the curriculum and reflects the diverse interests of our school population. If you are looking for a quiet area for research, study, reading, book selection and school-related computer use, the Library Media Center is waiting and ready for you. 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.

### **Lost and Found**

Such items will be kept in a box located in the HS/MS office. If you have lost something, swing by the office and ask to check the box. We will keep all items until the end of each quarter. At that time we will set all found items out on a table in front of the office for two days. At the end of two days, all remaining items will be taken to local thrift stores.

### **Mandatory Reporting**

This is a term that is often heard by students and parents, but not much time is spent explaining what it means.

School district employee's, regardless of their role or duty, in the district is a "mandated reporter". These means we are required, by law, to report suspected child abuse or neglect. Any time a mandated reporter has "reason to suspect" it must be reported. We all dream of a world and a time that reporting is no longer required, but until that time, our hearts and our jobs will do what has to be done. More information can be found at [Mandatory Reporting Rules and Information](#)

### **Perks – Academics, Attendance and Citizenship**

**No Tardy Reward (HS & MS)** Students are rewarded quarterly for having zero tardies to school or classes.

**Perfect Citizenship (HS & MS)** Students are recognized when they achieve 8 Bulldog H's in citizenship.

**Student of the Day (MS Only)** Students can be recognized by faculty/staff/substitutes/administration. Student nominations are based upon Positive Bulldog Traits such as improvement, good behavior, preparedness, GRIT, kindness, responsible learner, organized, think and do for themselves, determination, inner motivation, self discipline, healthy habits, willing to take risks, fail, and learn from mistakes.

**Bulldog of the Month (MS)** One female and one male student in each grade are selected each month for this honor. Students are nominated and selected according to academic achievement, exceptional citizenship and behavior, school spirit, helpfulness, and overall outstanding effort and achievement.

**Faculty/Staff of the Month (MS)** The student body will select Faculty/Staff Dog of the Month (MS) One-faculty/staff member each month. Students will nominate faculty/staff based upon Positive Bulldog Traits.

**Renaissance Dog (HS)** Each quarter faculty/staff will have the opportunity to nominate a student of their choice based upon Positive Bulldog Traits. Students may only receive one quarterly Renaissance Dog Award each school year. A special Renaissance Dog Presentation will be held during the day in the Auditorium. Parents will be invited to attend. Renaissance Dogs will be awarded a school year MHS Renaissance T-Shirt, sign the quarterly Renaissance banner and enjoy a pizza luncheon. **In addition**, at the end of the school year, any student who was selected as a Renaissance Dog will be treated to a luncheon and an Ice Cream Sundae Bar served to them by USD administration. Any student earning Renaissance Dog all HS years will earn a Bulldog Letter!

**Renaissance Teacher (HS)** Each quarter the HS students may individually nominate a teacher/faculty member that has helped them in some way. While all teacher's/staff members nominated will be recognized, each quarter just one will be selected as Renaissance Teacher. That person will receive the same awards as the students and in addition will present a short 10-15-minute motivational presentation at the awards assembly.

**"TOP DOG" Award Night (HS & MS)** This is the grand finale of "Academic Awards" for HS and MS Bulldogs each year. This amazing new event, will be on Wednesday, May 26, 2026 in the Bulldog Café' The dinner will begin at 6PM, followed immediately with all the honors and awards. This is something you will not want to miss!

### **Special Interest Materials (Posters/Banners/Flyers, etc....)**

Well-drafted, colorful, well-written flyers, banners, and posters to promote upcoming activities are a fantastic way to raise school spirit and pride. We have many outside guests that will and should have access to see all the great things happening in our building. Let's take pride in what we are doing and let's reach out to include more student body engagement!

The procedure for posting and distributing any special interest material(s) follow. These rules apply to the

distribution of special interest materials in school buildings or on school grounds and are connected with school curriculum and school activities. These rules apply to both students and non-students.

- At least 24-hours, prior to posting, hanging up, mounting such things, the materials need to be presented to the building principal for review and approval.
- Once approved, materials may be placed in the appropriate locations. These include hallway walls, gym lobby, commons areas, entryways, etc....
- Keep in mind, the paint on our lockers will come off very quickly if you tape anything to them. If you are wanting to put team motivation; birthday blasts, etc....you will need to share what you are wanting to put on the locker with the building principal and then use only magnets to hang them up.
- Duct tape, (as amazing as it is), should never be used. It leaves a hard residue to remove and it often strips off paint and concrete chips when the material is removed.
- Signs/banners/flyers should be put up well in advance of the event date. A good rule of thumb is at least three weeks before.
- The day following the event/activity, it is the responsibility of the club/organization/class/sponsor, etc.... to get everything removed and thrown away. Leave the area you used as clean or cleaner than you found it. Do not pull down the paper flyer and leave the corner pieces with the tape still on the wall. Be responsible all the way through the process.
- Because student vehicles and employee vehicles are not property of the school district, no flyers will be allowed on those.
- Civil liberties and civil rights are laws this school district follows. If you would like to put something up, but it is not associated with our school curriculum or school activities, and you're just not sure, just come to the office and visit with the building principal. Your request will be heard and valued. Just follow the process!

### **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.

## APPENDIX A – USD 342 Policy/Philosophy

### McLouth USD 342 General Form

[USD 342 Educational Philosophies](#)

USD 342 Controlled Substance Policy

[USD 342 Bullying Policy](#)

[USD 342 Non-Discrimination Policy](#)

USD 342 Emergency Drills

Fire and Tornado

Procedures to Evacuate Student(s) with Disabilities

Board Discipline Policy

Corporal Punishment

Interrogations and Investigations

Possession of Weapons

Definitions of Weapons and Destructive Devices

Maintaining Proper Control

Security

Searches of Students

Sexual Harassment

Vandalism

Board Policy for Suspension/Expulsion of Pupils

Board of Education Goals

Enrollment/Withdrawal Requirements

Admission

Assignment to School/Classes

[Non-Resident](#)

[Student Information Form](#)

Student Records

Transferring Credit

Transferring from Non-Accredited School

Aids and Sexuality

[Emergency Safety Intervention Policy \(ESI\)](#)

McLouth Middle School Philosophy

[Opt-Out](#)

Program/Course Complaint

Section 504 Procedural Manual

Student Conduct and Relations

Technology

[6<sup>th</sup> – 12<sup>th</sup> Grade Acceptable Use Policy](#)

[Chromebook Agreement](#)

Forms

504 Parent Request for Evaluation

[Planned Absence](#)

[Out-of-School Guest for Event/Activity](#)

[Medical Administration Request](#)

[Permission to Carry Asthma Inhalers/Epipens](#)

**APPENDIX B – Extra-Curricular Activities, Athletics, and Eligibility  
(Hyperlinked)**

[Pre-Participation Physical Form](#)

[Proof of Insurance for Participation](#)

[Student Concussion Form](#)

**APPENDIX C – 2022/2023 HS & MS Course Schedule  
(Hyperlinked)**

[22 23 Course Schedule.xlsx](#)