



Kepley Middle School Core Beliefs

1. Students and staff will respond positively and respectfully to each other, and foster a supportive and constructive environment.
2. The staff will instill a lifelong desire for knowledge, both in and out of the classroom.
3. Every student will be given the opportunity for success, and they will be recognized for their success.

KEPLEY MIDDLE SCHOOL MISSION STATEMENT

Kepley Middle School Encourages Productive Lifelong Education in our Youth.

KMS PLC Vision Statement

"We Teach. We Learn."

USD 214 MISSION STATEMENT

"USD 214: a great place to grow, learn, and succeed!"

SCHOOL AND CLASSROOM REGULATIONS

DAILY ROUTINE

CLASS SCHEDULE

The schedule consists of seven class periods, an 8th period, a 30-minute lunch period, and four minute passing periods between each class. Class Schedule: 50 minute classes

1ST HOUR	8:00-8:50	
2nd CHANCE BKF	8:50-8:58	
2ND HOUR	8:58-9:48	
3RD HOUR	9:52-10:42	
4TH HOUR	10:46-11:36	
5TH HOUR/LUNCH	11:40-1:10 (3 lunches)	Class Time
1st Lunch	11:40-12:10	12:10-1:10
2nd Lunch	12:10-12:40	11:40-12:10 12:40-1:10
3rd Lunch	12:40-1:10	11:40-12:40
6TH HOUR	1:14-2:04	
7TH HOUR	2:08-2:58	
SEMINAR	3:02-3:30	

BEFORE AND AFTER SCHOOL

School begins at 8:00 A.M. each morning. Students should enter the building through the front lobby doors if walking to school or through the cafeteria doors if dropped off by parents/guardians, and then they should go to the lobby area and remain there until excused by staff. Students eating breakfast should report to the cafeteria. Bus students and students carrying band instruments may enter at the rear entrance, cafeteria side, and go directly to the lobby area. Under no circumstance should students be waiting for school in the back of the building. School is dismissed at 3:30 P.M. Students should leave the building by 3:45 P.M. unless they are under the direct supervision of a teacher or are participating in/attending a school-sponsored program. Students being picked up by their parents/guardians need to be at the drop-off-pick-up area as soon as possible after the final bell. Parents are encouraged to pull forward in the student drop off zone to keep congestion to a minimum before and after school.

ATTENDANCE

TRUANCY

In compliance with state and federal laws, students are required to attend school. If a student is inexcusably absent for all or a significant part of three consecutive school days, five school days in a semester, or seven school days in a school year, the child will be considered truant. Notice of this status will be sent to the student's parent or guardian. Continued unexcused absences will then result in district staff notifying the proper authorities in accordance with K.S.A. 72-1113, as amended. If a student misses two or more hours of the school day, this shall be considered a significant part of the day.

STUDENT ABSENCE

Students are expected to be in school pursuant to K.S.A. 72-1111, except in cases of emergency or if a valid excuse for an absence is granted. For the purpose of this policy, **a valid excuse** shall include absences for the following:

1. The student's personal illness or medical appointments (**the school may require a statement from the doctor for students with excessive absences**). **KMS places an emphasis on Chronic Absences. Chronic Absences as defined by KMS are absences, excused or unexcused that account for missing 10% of school days. Letters to the parent and County Attorney will be written.**
2. Severe illness in the immediate family;
3. Death of a relative (The excused absence is limited to three days, unless a parent /guardian contacts the school to make arrangements for extended days);
4. Emergencies calling for the student's services or presence at home, per conversation with school administration.
5. Obligatory religious observances;
6. Participation in a district-approved or school sponsored activity;
7. Absences pre-arranged by parents and approved by the principal; and
8. Students of active duty personnel shall have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.
Other extended absences, such as family reasons/vacations/holidays, must be excused by the principal before the absence and will require all school work to be completed before the absence in order to be excused. **Tardies are discouraged and will be dealt with accordingly.**
9. Students will not be able to participate in activities (not counted as present for daily participation grades, i.e. Spelling Bee) if they are not in attendance at school. **Notes for appointments should accompany the student upon their return.** Students must be in school, on time, and attending classes a day after an activity or risk not participating in the next activity. **Notes for appointments must accompany the student upon their return to be excused to participate.**

Excessive tardies and absences from school make it difficult for students to show improvement in their academic progress. KMS would request that their child/student attends the entire day of school on a daily basis. Absence from school continues to be an issue for KMS.

Steps to follow when absent:

1. Have parent or guardian phone the school (620-356-3025) and inform the office before 9:00 A.M. on the day of the absence. The absence will be considered unexcused until it is cleared by the parent or guardian and fits one of the aforementioned criteria.
2. Upon returning, students should turn in completed work and ask all teachers for any additional make-up assignments. Students are allowed the number of days they are absent plus one day to turn in make up work (this does not apply to class absence for school activities or extended absences for reasons other than the excused absences as described above). The student is responsible for seeing that make-up work is completed. Assignments that are not made up will be reflected in the grade.
3. Vacations are discouraged during the school year. However, whenever an absence is planned in advance, the student should ask teachers for assignments **before** the absence.
4. When a student misses school time to participate in activities, it is his/her **responsibility** to get assignments from the teacher and to make arrangements to make-up work.

TARDINESS

The administrator or his/her appointees will assess tardies at the beginning of the school day. Students tardy to first hour class will be required to have a parent or guardian-communicate with the school. **-NOTE: This does not necessarily excuse the tardy.** Students should get an admit slip for their first hour class from the office if they are

tardy. Students tardy to other classes should secure a slip from a teacher explaining the delay in order to be excused. Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. If a student has an unexcused tardy, he/she may be subject to disciplinary action by the classroom teacher or an administrator. Students tardy to school, unexcused (i.e. over sleeping) or late to class ten minutes or more without a pass filled out by a teacher, will be considered absent for that class. Continued tardiness may result in a more serious disciplinary consequence.

LEAVING SCHOOL DURING THE SCHOOL DAY

Students **may not** leave the school grounds at any time without checking out through the office. Once a student is on campus, he/she must remain on campus. If it is necessary for a student to leave the school during the school day, the parent/guardian must sign out the student in the office before he or she leaves the building. It is also necessary for a student complaining of sickness to report to the office to see the school nurse before contacting a parent or going home.

HALL PASSES/PLANNERS

All students must be escorted by a teacher or have a pass issued by the teacher in charge whenever it is necessary for them to be out of their assigned room during class time. Leaving the classroom during class time is discouraged, and permission may be denied. Student planners and IDs are considered the designated hall pass.

STUDENT PLANNERS

To assist students in developing organizational skills, all students at Kepley School are required to maintain a daily Student Planner, which will be checked by the student's teacher. A consequence may be assigned if the Student Planner is not kept current. If the Planner is lost, a new one must be purchased for \$5.00 in the office.

SCHEDULE CHANGES

Kepley Middle School and USD 214 strive to provide all students with effective and qualified staff. Therefore, there will be NO schedule changes after the first day of school unless by teacher request or for administrative reasons.

SCHOOL CONDUCT

CONDUCT OF KEPLEY STUDENTS

We expect our students to respect class time, themselves, others, and property. Consequences for inappropriate behavior are usually based on inconvenience to the student, and the degree of consequence is usually based on the needs of the student. An attempt is made to show students that it is more convenient to behave appropriately, and that inappropriate behavior will certainly result in an inconvenient consequence. Different situations require different degrees of consequence as determined by school staff.

Students shall have no expectation of privacy when using district e-mail, network, electronic devices, equipment, or computer systems. E-mail messages shall be used only for approved educational purposes with the use of appropriate language in all messages. Students are expected to use the system following guidelines approved by the teachers or the administration. The school retains the right to monitor and duplicate any information created by the students on a computer system or on any individual computer. Students who violate rules relating to computer use are subject to disciplinary actions up to and including suspension and/or expulsion from school.

SCHOOL and CLASSROOM REGULATIONS

1. Teachers are available to students between 7:50-8:00A.M. and 3:30-3:50 P.M. each day for extra help.
2. Students are to be seated in their assigned seats and prepared for class when the beginning of class bell rings.
3. Students are to remain in their seats unless given permission to do otherwise.

4. Students will leave the classroom only in the case of an emergency and/or with written permission of their teacher. Students who leave the classroom must have a pass in their handbook signed by their teacher, with them at all times.
5. When the dismissal bell rings, students should wait for their teacher to dismiss them.
6. Students must bring all necessary materials to class. This includes sharpened pencils, assignment books, paper, homework assignments, planners, books, band instruments, music, etc.
7. **Student lockers are school property and are subject to being opened and searched by school officials at any time.**
8. Any battery powered or electronic items, **i.e. cell phones, Kindles, iPods, MP3 players**, etc., that do not pertain to schoolwork should not be taken to class. These items and any others which might represent a hazard to the health or safety of other students (i.e. weapons or any item being used as a weapon) or which may be disruptive to student learning can and will be taken by any school employee. If necessary, the proper authorities will be notified.
Students who insist on bringing prohibited battery powered or electronic items covered by this policy to school will have such items turned into the office prior to the beginning of 1st hour or shall be subject to the following:
On a first offense, the items will be confiscated by the teacher, taken to the office, and left in a secure location there to be retrieved only by a parent or guardian before or after school. If there are 2nd or further additional such offenses, the student will be subject to disciplinary action up to and including suspension from school.
9. Cough drops are permitted when necessary and should be accompanied by a note from a parent requesting their use.
10. Abusive, bullying, disrespectful behavior; sexual, racial, and disability harassment or discrimination; and obscene language and/or gestures will not be tolerated at school, on or in school property, or at school sponsored activities, programs, or events.
11. No talking is allowed during school-wide or classroom announcements.
12. Show respect and courtesy to adults and to peers at all times. Students are expected to respectfully follow any additional directions when instructed by any school personnel or other persons placed in authority.
13. Students are to keep their hands, feet, and other objects to themselves (no pushing or shoving).
14. Respect all property, your own and that of others, at all times. (This includes respect for the personal property in and on the Teacher's desk.)
15. All assignments must be made up by the student upon returning from an activity trip or for a planned absence in accordance with the Kepley Absentee policy.
16. Office referrals, tardies, and suspensions can result in a student "Not Being In Good Standing", which could affect the student's participation in student activities and also may affect them receiving a T.E.A.M. card.

STUDENT MISCONDUCT

1. **Detention--Students may be detained before or after school at their teacher's/principal's discretion.**
Students are expected to report to detention within **five minutes** following the dismissal bell unless other arrangements have been made with the teacher making the assignment. Students arriving late to detention or failing to comply with the teacher's expectations during the detention may have credit for that detention voided, and time will be doubled. Detentions **will be** served on the day that they are assigned unless other arrangements have been made with the teacher. At the teacher's discretion, the student may serve his/her detention with another teacher in that teacher's room. When previously made appointments (such as a doctor's appointment) conflict with the detention, the student's parent or guardian may make alternate arrangements with the teacher for the detention to be served at a later date. Detentions take **precedence** over athletic practices and other after-school activities. Additional consequences may be imposed by coaches/sponsors if a student is late to practice. All students are expected to notify their parents about the detention. Bus students (**not including**

shuttle bus) may be allowed one day to make arrangements for transportation home after serving the detention at a parent's request or when the parent cannot be notified by phone during the school day. Students who skip their detentions for the second time will be reported to the principal for further action.

2. **Out-of-School Suspension**--Students with severe misbehavior may be assigned to out-of-school suspension, normally for a period of 1-5 days, although state law allows out of school suspension to last for up to 90 school days. A parent/guardian conference will be required before the student is allowed to return to school.
3. **Expulsion** -- Severe, inherently dangerous, or repeated misconduct may result in expulsion from school. Expulsion is authorized under state law to last between 90 to 186 school days generally. However, particular Weapons violations at school require a one calendar year expulsion under state and federal law.
4. Whenever possible, "natural consequences" appropriate to the offense will be applied.

HALLWAY TRAFFIC

It is important that students show courtesy and respect for each other. There should be no running, loitering, or "horseplay" in the halls. Students should walk to the right side of the hall when passing. If students are in the halls while classes are in session, they should not disturb or inconvenience other classes.

VANDALISM AND PROPERTY DAMAGE

Students are responsible for seeing that all books, uniforms, and other materials issued to them remain in usable condition. Care should be taken to preserve all equipment and facilities at Kepley School. Black rubber-cleated football and track shoes are not to be worn in the building. Students who destroy or vandalize school property will be required to pay for losses or damages. *Deliberate* destruction of property will result in disciplinary action and may result in criminal prosecution. Accidental damage should be reported to the office immediately.

DRUGS, ALCOHOL, AND TOBACCO USE

Any student who intentionally sells, distributes, possesses, uses or is under the influence of illicit drugs, narcotics, alcohol, tobacco, or electronic cigarettes at school, on or in school property (including in school busses or vehicles), or at school sponsored activities, programs, or events forbidden in or on school property (including buses) shall be subject to extreme discipline up to and including suspension and/or expulsion from school. Such prohibited conduct on or in school property or at school sponsored activities, programs, or events will be reported to law enforcement as required by law for possible legal action. This rule not only applies during the school day but also on the way to and from school, during lunch, and at school activities. See also USD #214 Board Policy for Drug Free Schools.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, which may be marked with a zero, and notify the parent and the office immediately as to the action taken. The parent shall be notified that a second offense may result in suspension.

APPROPRIATE DRESS

The students' primary focus in school should be on their studies. Therefore: Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of clothing or hairstyle that is a distraction to normal classroom activity will not be permitted. Hats are not to be worn in the school buildings or at any Kepley Activities. At the teacher's discretion coats, jackets, and hooded sweatshirts should be placed in lockers. Clothing which displays/suggests obscene, profane, suggestive slogans; uses morally offensive language; or advertises alcoholic beverages/drugs/tobacco/electronic cigarettes are not appropriate and will not be permitted. Similarly, tube tops, halter-tops, muscle shirts, tank tops, or other similarly revealing items of clothing are not allowed in the school setting. Longer shorts will be permitted, however, short shorts are not appropriate. The shorts should be appropriate while standing, kneeling, or bending over. Students wearing inappropriate dress will be asked to call parents/guardians and change their clothing before returning to class. The building staff members will determine

the appropriateness of students' clothing and appearance. Once this determination is made, the student is to report to the office and call his/her parent/guardian to secure the proper clothing. This code also applies to any school-sponsored activities. On occasion, T.E.A.M. or Student Council may announce "Special Dress Days". Instructions will be given in advance for such days. Also see Dress Guidelines Related to USD 214 Gang Policy.

Examples of inappropriate dress include, but shall not be limited to:

- Baggy, saggy, low-cut or extremely loose fitting clothing.
- Skirts, dress, skorts, and shorts, should be long enough to appropriately cover a person in a standing, bending, kneeling, or sitting position.
- Bare midriff cut shirts or blouses are inappropriate.
- Tank tops of any style other than shoulder width are inappropriate. This would include the same style on dresses (i.e. spaghetti straps)
- Sleeveless tops must have a crew neck, mock turtleneck top style, or collar. Sleeves must not be so loose they are revealing, and must come to the edge of the shoulder blade.
- Mesh tops must be covered and not revealing.

Consequences:

- Call parent to bring appropriate clothing to school. This may involve making up time missed in class.
 - Tucking shirt in and having pants belted at waist.
 - If concern persists, a parent/guardian conference will be held.
 - Possibly ISS, Friday School, Saturday School, or become ineligible for school sponsored activities.
- These guidelines are not all inclusive and are subject to change. Variations from the guidelines listed may be made as deemed appropriate under the circumstances by the administration. These guidelines would also include eighth grade promotion attire.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are improper in a school or school transportation setting and will not be allowed at school or at school-sponsored activities, programs, or events.

FEES

A fee TBD will be charged at the time of enrollment. With this fee, all basic textbooks and planners are provided to students for use during the school year. Textbooks and planners are to be kept clean and handled carefully. Please write your name and grade on the label inside the front cover so that your books may be easily identified.

- Students will be required to pay for lost or damaged books and other materials supplied by the school, including but not limited to school planners.
- All students will be required to purchase an activity stamp to attend Kepley activities, including but not limited to dances.
- Students taking Diversified Tech II and Art classes will pay a \$8.00 fee for materials that will be used in class. (TBD)
- Students in 7th and 8th Grade Band who are using school owned instruments will be assessed a \$10.00 yearly fee.
- If a student withdraws from school before the end of the school year, a proportional amount of these fees will be returned.

LOCKERS

Lockers are issued to students at the beginning of the school year. Lockers are to be used only by the students to whom they are assigned. Key or combination locks (if desired) are the responsibility of the student. A copy of the key or the combination should be maintained in the office until supplies last. All students are responsible for keeping their assigned locker clean both inside and outside. Damages caused by misuse will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Valuable items should be turned into the office for safekeeping.

Lockers remain the property of the school and are subject to search by district staff at any time. Students have no expectation of privacy in the contents of school district lockers.

Please note: Locker compartments with individual locks are provided for students in storing PE uniforms in the gymnasium and for storing musical instruments outside the Band room.

STUDENT ID'S

Students will be issued a student ID. ID's will be used for library check out, lunch-cards, hallway privileges, and will show if a student has purchased an activity card. These cards are not to be marked on or destroyed. If a student loses a card, or if a staff member determines the card has been defaced, then the student will have to purchase a new card for \$5.00.

LOST AND FOUND

There will be an area designated for Lost and Found items in the office. Students should be sure that all personal belongings are clearly marked.

ANNOUNCEMENTS

Announcements will be given at 3:27 p.m. every day over the intercom.

VISITORS All parents/guardians, relatives, and visitors are welcomed at school and shall report to the office through the front lobby doors upon entering the building. If the visitors are going to be in the hallways or in a classroom, the visitor must sign in, and a visitor's pass must be worn. Parents/guardians are always welcome at Kepley School; however, students are not allowed to have other relatives or friends with them during the school day.

BUS SAFETY REGULATIONS

This policy applies not only to regular bus route students, but also to any student who rides a school bus for any reason.

1. A student who rides a bus to any destination (including to school) is expected to return on the bus unless arrangements have been made in writing and approved by the principal *before* the trip. The note should state how the student will return and must be signed by the parent or guardian.
2. Only regularly scheduled bus students are to ride the school route buses unless special arrangements have *been made with the administration*.
3. Bus students are to go immediately to the bus stop area (west of the auditorium) as soon as they are dismissed from school in the afternoon and remain there until the buses depart. Students who miss their bus for reasons unrelated to their school obligations (for instance, stopping by the Dart-In) will need to make other arrangements for transportation home, as the buses will not be called back to pick them up. Kepley students are not to board the bus at any other school.
4. Students should not run alongside the bus when it arrives to pick them up. Wait at the curb until the bus comes to a complete stop. Students should stay within the area designated and board buses only when they are within view of the supervisor. Do not push and shove when boarding the bus and do not carry rubber bands, B.B.'s, pellets, etc. onto the bus.
5. Bus safety demands that students conduct themselves in a lawful and orderly manner at all times while on the bus. **Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied.**
6. Parents are asked not to park, load, or unload in any of the areas designated as a bus loading/unloading zone or on Sullivan Street. **Please drop off and pick up students in the designated area between Kepley Middle School and the Tiger Pit. Please follow the established 5 mph speed limit.**

7. All students in our school system who ride a school bus must obey bus regulations until they arrive at their destination. Any misbehavior, which distracts the driver, is a **Very Serious Hazard** and endangers the safety of all passengers. Every school bus and driver has been supplied with a School Bus Incident Reporting System, which reflects the rules of student conduct. School rules and board policies shall be followed on the bus, and failure to do so may result in disciplinary action, up to and including suspension and/or expulsion from school, in addition to possible loss of transportation privileges.

WALKING TO/FROM SCHOOL

For the safety of all our students, any students not scheduled to ride the buses should NOT be in the bus stop area before or after school. Before and after school conflicts between students (fighting, abusive language, harassment, etc.) taking place on school property shall be addressed with normal disciplinary procedures. Students are expected to leave the school grounds immediately after school.

CROSSING THE STREET

It is most important for students to **walk within the middle crosswalks** when crossing to and from the gymnasium or crossing any street near the school. Once within the crosswalk, students should walk swiftly but carefully to the other side. Regardless of the “rights” of pedestrians, motor traffic should be respected at all times.

BICYCLES, SKATEBOARDS, and ROLLERBLADES

Students riding bicycles to school should park them in the bicycle racks as soon as they arrive at school. It is recommended that bicycles be locked. Bicycles are not to be ridden on school property. No skateboards or rollerblades will be allowed on school grounds before, during, or after school. Skateboards or rollerblades can be taken away and kept until parents come to take them home.

CARS

Kepley students' are **STRONGLY DISCOURAGED** from driving vehicles to school. Those students who have a **legal** Driver's License and whose parents find it necessary for them to *drive* to and from school, should note that cars **may not** be driven at any time during the school day (this includes lunches, appointments, as well as to and from athletic practice).

LOADING AND UNLOADING STUDENTS

Parents/guardians are to use the new area for drop off and pick up of students, which is located between Kepley Middle School and the Tiger Pit. When dropping off students, parents/guardians need to be aware of students/staff using the crosswalk to enter the building. When picking up students after school, parents/guardians need to **drive forward** to the East end so that other vehicles will not block the entry into the pick-up area. Once students have been picked up, parents/guardians need to use caution when exiting onto Colorado St. Parents should also not park in areas designated for loading or unloading bus students. Parents are asked not to park in the no parking lane.

FIRE, TORNADO AND CRISIS DRILLS

Fire, Tornado and Crisis drills are held at irregular intervals throughout the school year. When the alarm is sounded for fire or tornado walk - NO TALKING! Quickly and quietly accompany the teacher to the designated area. Wait for the teacher to call the roll. Do not re-enter the building until the “all clear” signal is given. Check emergency instructions posted in each classroom. When the alert is given for a Crisis, follow instructions given by administration and or teacher.

SCHOOL LUNCHES and the CAFETERIA

FREE AND REDUCED RATE LUNCHES

USD #214 makes available free and/or reduced-rate lunches. Applications for these may be picked up in the Auxiliary Services Office at JOYCE SCHOOL.

PAYMENT FOR SCHOOL LUNCHES

Computerized lunch/ID cards are used at Kepley School. Lunch fees range from a cost **TBD** per meal for students, **TBD** per meal for staff, and TBD for adult visitors. Payment may be made by the lunch or by the month as is most convenient for parents. All checks should be made out to "Kepley Activity Fund." **Lunch/ID cards are the property of USD #214; students must pay for missing or damaged ID's.** Students must have their lunch/ID card in their possession. The entire card must be visible. Please note that students are expected to pay for lunches before eating - **no lunches will be "charged"**. It is not the intent of the school or the Board of Education that any child should go without lunch. Therefore, whenever students are behind in the payment of their lunch bill, every effort will be made to notify parents so that they may bring lunch money or a sack lunch to school. Extra milk may be purchased at a cost of **30 cents (TBD)** per carton.

CLOSED LUNCH PERIOD

Kepley School observes a 30 minute Closed Lunch Period, only students with signed permission slips "to go to their respective homes" to eat lunch will be allowed to leave the building after they have signed out in the office. Students are expected to eat in the cafeteria during their assigned period. Students who bring sack lunches to school must go to the cafeteria to eat their lunch. Students choosing not to eat lunch are also expected to go to the cafeteria. Teachers will take each class to the cafeteria. We expect students to pass quietly through the halls to avoid disturbing other classes in session.

GOING HOME FOR LUNCH

Special arrangements may be made for students to eat lunch away from school provided they follow the guidelines below. If students are expected to go home for lunch (as in the case of parents who prefer that their children come home for lunch), parents may sign a request form in order for the student to be released during the regularly scheduled 30 minute lunch time.

NOTE: As an alternative to signing this release, a student may be given permission to leave the school during the regularly scheduled 30 minute lunch time on a special occasion with a note stating this request signed by the parent/guardian, and approved by an official in the school office. (**No** phone calls will be accepted for lunch release.)

1. Students who go home for lunch must report to the building lobby upon return from lunch.
2. *Students must make arrangements to **eat during the regularly scheduled 30-minute lunch time** period and return to school in time to avoid being tardy to their next class.*
3. Students are **not** permitted to drive motorized vehicles during the lunch period.

EXPECTATIONS FOR THE USE OF THE CAFETERIA

1. Walk quietly through the halls to your place in line. **Do Not Run** at any time.
2. Put books neatly into the storage slots provided along the east wall upon entering the cafeteria.
3. Take your place in line without shoving or cutting in line.
4. "Places" for friends are not saved in the lunch line or at tables.
5. Have your lunch/ID card ready.
6. Students are to observe the "Red Line" that is placed to avoid congestion.
7. You will be permitted to sit anywhere in the area assigned to students and to talk quietly to others at your table. You must stay seated except when returning your tray to the kitchen area. Students are not permitted to shout, wander about the cafeteria, or to behave in such a way as to disturb others. **Students may be removed from the cafeteria for inappropriate behavior.**
8. Be courteous and use your best table manners.
9. NO food shall be thrown or taken out of the cafeteria.
10. Keep the cafeteria clean and orderly by taking trays and dishes to designated places and by leaving the tables in proper condition for those who follow you in the cafeteria. **Absolutely no food shall be thrown in the cafeteria.** Take care, to not dispose of bowls, silverware, etc. Be sure to stack trays neatly in short

stacks. **NO** food, straws, eating utensils, etc. may be taken out of the cafeteria. RESPECT THE LUNCH DUTY SUPERVISOR'S AUTHORITY AT ALL TIMES. **STUDENTS WHO DO NOT FOLLOW THESE GUIDELINES MAY BE DENIED THE PRIVILEGE OF EATING IN THE CAFETERIA.**

LIBRARY

The library will be opened at 8:00 A.M. and remain open throughout the day until 4:00 P.M. The librarian and/or student library aides are available to help students in locating and using materials. Library books may be checked out for three weeks unless stated differently. The librarian or the student library aide on duty must properly check out materials from the library. All books and materials, **including electronic devices**, must be returned in order to avoid being charged for replacement costs. If materials are lost or damaged they must be paid for before the end of the year. Students may be denied the privilege of checking out additional library materials until the overdue material is returned, rechecked, or the appropriate fees are paid.

STUDENT PROGRESS

Grade cards will be issued on the Wednesday following the last day of each nine-week grading period. Parents will receive their child's grade cards, by email, following **every nine-week** grading period. This allows both parents and teachers the opportunity to communicate about student needs. Parents are encouraged to check PowerSchool frequently. Logon and password information can be obtained in the KMS office. Kepley Middle School is involved in providing the students opportunities to discuss career choices, and academic progress through Student Planning Conferences. The Student Planning Conferences will take place the 1st and 3rd nine weeks of the school year.

T.E.A.M.: Together Everyone Achieves More by building excellence in academics, attitudes, activities, and actions. The goal of the T.E.A.M. program is excellence in academics, attitude, actions, and activities. It provides incentives, rewards, and recognition for positive performance in the four A's (Academics, Attitude, Actions, and Activities.) A brochure will be given to the students at the beginning of the school year explaining the criteria for the incentives, rewards, and recognition. Office referrals, tardies, and suspensions can keep a student from receiving a T.E.A.M. card. Incentives and rewards are made possible through the generous contributions from the various businesses and groups in our area.

GRADE REPORTING

The evaluation of student achievement and academic effort is reported as follows:

A - Superior	E - Excellent
B - Above Average	S - Satisfactory
C - Average	N - Needs Improvement
D - Below Average	F - Fail*
I - Incomplete	**NG - No grade

*An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. An incomplete on the report card becomes an "F" one week from the date it is issued. Make-up work is the complete responsibility of the student. **A grade of NG is awarded only in those cases where the student's skills may be less than normally required for the course but where the experience is determined to be in the best interest of the student. ***Students will receive an "E", "S", or "N" grade for PE (6th).

Students will also receive a number grade that indicates the amount of effort put forth by the student in each class.

1 - indicates that the student in all academic areas in the class has displayed a great deal of effort.

2 - indicates that the student has displayed an average amount of academic effort in that class, doing all or most assignments with concern for proper results.

3 - indicates that the student has done little, if any, academic work for that class; has done few, if any, assignments.

Please note: Some teachers may require students to perform some of their class duties outside the school day, i.e.: band performances, musical concerts, completion of projects, etc. These requirements may influence the grade given for those classes. Furthermore, these requirements may or may not be outlined in the general policies of the building policy (or district policy) handbooks.

HONOR ROLL

Students are recognized for their academic achievements in the classroom at the end of each nine weeks. The four categories of scholarship are:

Principal's Honor Roll	3.8-4.0 GPA (Grade Point Average)
Honor Roll	3.5--3.79 GPA
Honorable Mention	3.0--3.49 GPA

Effort Honor Roll-All #1 ratings

PROGRESS REPORTS

Progress reports are intended to inform students and their parents/guardians that improvement was made or is needed in a particular course. These reports can be accessed using the PowerSchool Parent Portal, reporting system. Parents and students will be given access codes to monitor progress.

ELIGIBILITY REQUIREMENTS

In accordance with KSHSAA, a student must have passed at least five subjects during the preceding semester in which he/she was in attendance to be eligible to participate in KSHSAA governed activities. To remain eligible, a student must be passing (D- or better) in all courses and be in "good standing" which means all assigned work must be completed and turned in the student's behavior must also reflect the building's expectation for Student Conduct. This policy applies to any activity participation (including school dances, etc.). Eligibility for every student at Kepley School is determined on Wednesday at 8:00am (Wednesday-Wednesday). **If the student has an F in one class, they will be considered ineligible until the next grade period.** Students who are not eligible for a given week are expected to continue their practice routine while improving their grades. In the event that a student is assigned a detention after school, which would interfere with practice for an extracurricular activity, the detention will come first.

PROMOTION/RETENTION

In order to be promoted, students are required to have a Grade Point Average greater than 1.0 and to have pass five and one-half credits of seven if they have a full course load. A unit of credit is defined as a yearlong course. Semester courses will receive one-half credit. Passing is defined as a grade of D- or higher. Each student **must** receive a passing grade in English, Math, Science and Social Studies. In the event that requirements for promotion are not met, the administrative personnel will consider pertinent factors to determine the most appropriate plan for placement for the student. **Promotion to Ninth Grade**--Eighth grade students progressing to the high school will be awarded certificates at a ceremony at the end of the year. Students who do not meet requirements in order to be promoted will not participate in the promotion ceremonies. Appropriate dress code applies to eighth grade promotion.

SUMMER SCHOOL (TBD)

An 8th grade student can be assigned to the district Summer School if the student **has failing grades in his/her core** classes. The purpose of Summer School is to provide additional support for student success. Summer school will be at the cost of \$100 per course and must be paid in advance. Summer makeup courses will be delivered by computer. Students are responsible for attending all scheduled class dates. If a student fails to attend the cost will not be returned.

SCHOOL IMPROVEMENT TEAM

Kepley Middle School strives to help every child succeed to their fullest potential with a balance of support, remediation, and academics. If a student is struggling for whatever reason, Kepley Middle School will convene a team of support staff, certified personnel and administration. Kepley SIT committee will look at all factors affecting a student then collaborate to provide the student and family with the greatest level of support. Students are identified by areas of risk including, attendance, grades, behavior, and changes in family or life structure. Identified students names are then submitted to administration. Administration will consider factors. If a SIT conference or building/district wrap-around is warranted, the building counselor will set up the meeting.

STUDENT SUPPORT SERVICES

The High Plains Educational Cooperative supports USD #214 in screening and identifying students with exceptionalities and providing appropriate educational services in a least restrictive environment. More information about services for students with exceptionalities is available through High Plains Educational Cooperative located at 621 E. Oklahoma, Ulysses, KS, 67880, 620-356-5577 or on our website at www.highplainsed.com

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her potential mentally, emotionally, and socially. We try to do this in several ways:

1. Helping new students feel at home in our school with new teachers and new friends in a new setting.
2. Individual conferences may be initiated by the counselor, the student, a teacher, or a parent.
3. A testing program designed to help the student understand his/her abilities and aptitudes.
4. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher. Students who wish to see the counselor may schedule a time with the secretary. Teachers are not obligated to release the student during class time if tests or other work, which cannot easily be made up, are scheduled.

HEALTH

Students who feel ill or have some other reason to see the school nurse may do so with their Teacher's permission. Arrangements for calling the school nurse should be made with the secretary in the office.

IMMUNIZATION

All students enrolling in any district school shall provide the school nurse with proof of immunization on certain diseases or furnish documents to satisfy statutory requirements. Refer to www.kdhecks.gov/immunizeschoolInfo.htm for more information.

PARTICIPATION/SCHOOL ACTIVITIES

Student/Athletes will be responsible for viewing the First Aid and Concussion video provided by the NFHS and KSHSAA, prior to participation in their chosen activity.

ILLNESS/INJURY

Any student who is unable to take part in normal school activities may be required to bring a statement from a physician stating the condition, the length of disability, and any other special care instructions. Any student who misses school because of a communicable disease may be required to have a doctor's clearance before returning to school. Students who become ill or injured during the school day will be released only to their parent or party designated by the parent through written or verbal consent. Parent(s) on the emergency contact listed on the

enrollment form will be contacted as soon as possible. Emergency medical care will be provided as deemed necessary.

MEDICATION

School policy states that school personnel may not administer any prescription medication without the written consent of the physician AND the parent. Tylenol or Ibuprofen may be given with the parent's written consent only. Medications brought to school must be in the original container and properly labeled with medication name and student's name. All medication must be stored in the school office. With the exception of a physician's signed consent, students may carry inhalers and epinephrine pens. The school nurse or nurse's designated personnel can only administer medications unless the student is authorized to self-medicate under school policy (i.e.: epinephrine).

ACTIVITIES/ATHLETICS

The USD #214 activity program is specifically designed to best provide opportunities for all interested students to develop and utilize their talents in organized participation and competition. School spirit and good sportsmanship are important to our school. Regardless of whether we win or lose, good sportsmanship displayed by our students and our fans is expected at all times. Citizenship is also a very vital part of our community: it is important that we display good citizenship at all times. (See Kepley and USD #214 Activities Handbook) **Please refer to attendance policies for students in activities provided by coaches.**

Interscholastic Academic Activities will be held as league activities. These activities include an Art Festival, a Vocal and Instrumental Festival, and Scholar's' Bowl. All students, 7-8 grades, will be given the opportunity to participate in the activities of their choice.

Interscholastic Athletics at Kepley School include, football (7-8), volleyball (7-8), girls' and boys' basketball (7-8), wrestling (7-8), girls' and boys' track (7-8), and cross-country (7-8). *The school, for lettering in a sport, will provide chenille letters. Participation bars will not be provided but can be purchased in the office for a cost of \$1.00. Students will receive chenille letters only once in middle school.

PHYSICAL EXAMINATION/EMERGENCY MEDICAL FORMS/RISK OF INJURY REQUIREMENTS

All students who participate in athletics are required to have a current KSHSAA physical examination performed by a physician on file in the office **before** they can participate at practice or in game play. No physical taken before May 1 will be accepted for the current school year. All students wishing to participate must also have the Risk of Injury forms and the Emergency Medical forms filled out and signed by the parent/guardian before the student can participate in competition.

TRANSPORTATION/SCHOOL SPONSORED TRIPS

The school will provide or make arrangements for all transportation involving school activities. All students will travel to and from the event with the group as assigned. Parents/guardians who wish to take their children with them following the event must sign the sponsor's list indicating their intention. Parents/guardians wishing to have their child ride home with another parent must sign a waiver of responsibility in the Principal's office twenty-four (24) hours before the group's departure. Under no other circumstances will the student be allowed to ride home with persons other than a parent/guardian, i.e.: boyfriends/girlfriends, cousins, friends.

KEPLEY ORGANIZATIONS and CLUBS

SPORTSMANSHIP/CITIZENSHIP

School spirit and good sportsmanship are important to our school. Regardless of whether we win or lose, good sportsmanship displayed by our students and our fans is expected at all times. Citizenship is also a very vital part of our community: it is important that we display good citizenship at all times.

STUDENT LEADERSHIP

STUDENT COUNCIL

Election of Student Council representatives and officers will be held in the fall after students have had an opportunity to announce their candidacy, collect the required signatures, and campaign. It is expected that these people will be responsible leaders, willing workers, and will maintain all eligibility requirements. Each grade level (6-8) will be represented on the Student Council. STUCO officers and members at large will be chosen from among the incoming eighth grade class.

T.E.A.M. Together Everyone Achieves More by building excellence in academics, attitudes, activities, and actions. The goal of the T.E.A.M. program is excellence in academics, attitude, actions & activities. It provides incentives, rewards, and recognition for positive performance in the four A's (Academics, Attitude, Actions and Activities.) A brochure will be given to the students at the beginning of the school year explaining what the criteria is for the incentives, rewards, and recognition. Office referrals, tardies and suspensions can affect the students' participation in special event days, and also may affect them receiving a T.E.A.M. card. Incentives and rewards are made possible through the generous contributions from the various businesses and groups in our area.

ASSEMBLIES/AUDITORIUM

Teachers will accompany students to the auditorium for assemblies. Courtesy will be shown to the person(s) presenting the program. Appropriate behavior in the auditorium includes sitting up straight, keeping knees and feet off of the back of the chair in front of you, respecting the "space" of others around you, and displaying attention to the program being presented. The customary method of showing appreciation for a performance is applause. Whistling, booing, and other such forms of expression are **not** acceptable. Any violation of auditorium regulations can result in loss of auditorium privileges for the remainder of the year.

SCHOOL DANCES

We know that parents expect our students to be present at dances during the appointed hours. Therefore, the door will be open to students for admittance fifteen minutes prior to the scheduled starting time and up to thirty minutes after the dance begins. After this time, no one will be allowed to enter unless prior arrangements have been made. If students leave before the end of the dance (normally 10:00 P.M.), they will **not** be allowed to return to the dance. In addition, students choosing to leave early must sign the "Sign-Out" sheet listing clearly the time at which they left. **Parents must be contacted, and the parent must pick up the student before being allowed to leave the dance.** Any student asked to leave such an activity will not be allowed to attend future dances or activities for the remainder of the school year. Eligibility requirements apply and will be enforced. School sponsored dances are intended for Kepley students only - no guests will be admitted. We encourage parent sponsors at all events.

STUDENT OF THE MONTH

Each month during the school year, Student Council representatives and Kepley staff members nominate 8th grade students for election (by the student body) to the honor of "Student of the Month". This award is given to a student who exhibits strong, positive leadership at Kepley School. From this group, the Student of the Year is selected and announced at the promotion ceremony.

CITIZENSHIP AWARD

The staff at Kepley School takes great pride in selecting one boy and one girl each year to represent our school in the KSHSAA Citizenship program.

SCHOOL SITE COUNCIL

Kepley School has an organized school site council that meets as scheduled each month. The site council is used as an advisory group to discuss school concerns, gain information about school operation and programs, and give input on ideas for improvement. Further information is available in the office.

INCLEMENT WEATHER

If at any time there is a question whether buses will run or whether school will be in session, Channel 9, KULY radio (1420 on the AM dial), ~~and~~ KFXX (106.7 on the FM dial), **USD 214 ALERT system, and or USD 214 Facebook**, will report information about school closing, bad-weather routes, etc. between 7:00 and 8:00 A.M.

CHANNEL 12 UTV (TBD)

UTV is our local school channel. UTV provides information concerning USD 214, announcements, and events.

TRANSFER TO ANOTHER SCHOOL

Students who plan to move during the year should notify the office as soon as possible. Students must complete a transfer/withdrawal form (available in the office) before any portion of their fees may be refunded. This form must be initialed by each of the student's teachers and the school librarian confirming that all books and school materials have been returned and indicating the student's grade at the time of withdrawal. Any outstanding fees must be paid at this time. Refunds will be made at the Central Office in JOYCE SCHOOL.

Help Keep Your School Safe! Call the Kansas School Safety Hotline to report any information that may threaten the safety of school or students. Call 1-877-626-8203.

USD 214 BOARD POLICY ON GANG ACTIVITY

Approved 4-8-96

General Information

Gang activity of any kind will not be tolerated within USD 214. The purpose of this policy is to provide for the safety and welfare of all students and staff and to maintain effective security within all school buildings and at all school events. A "gang" shall be defined for this policy as any group of two or more persons whose purposes include threats of violence or intimidation, acts of violence, and/or the commission of illegal acts. USD 214 may prohibit the wearing of apparel, jewelry, accessories, a manner of grooming, or behavior which implies membership or affiliation with a gang. If the student's behavior, dress, or other attribute is in violation of these provisions, the principal or any school personnel shall request the student to make the appropriate correction. If a student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action as necessary, as allowed by Board Policy and Kansas Law. The type of dress, apparel, accessories, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by any student shall not:

- 1) lead school officials to reasonably believe that the behavior, apparel, accessories, activities, acts, speech, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- 2) present a physical safety hazard to self, students, staff, and other employees;
- 3) create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, threat of violence, initiations, and hazing; or
- 4) imply gang membership or affiliation by written communication, marks, drawing, painting design or emblem upon any school building, any personal property or on one's person.

Gang activities that initiate, advocate, promote, or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals or graffiti that indicates or implies membership or affiliation with such a group is prohibited.

Dress Guidelines Related to USD 214 Gang Policy

The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which implies membership or affiliation with gangs, are prohibited.

Specific shirts/apparel or trademarks not allowed to be worn by students in USD 214 include but are not limited to:

- Ben Davis shirts/apparel
- HOMIES shirts/apparel
- 8 BALL shirts/apparel
- Belts with gang associated logos
- Bandannas

Any student wearing clothing/paraphernalia considered to be gang-related will receive one of the following consequences:

- 1) Wear appropriate clothing provided by the office, if available. The inappropriate clothing will only be returned when a parent/guardian comes to the school and returns the replacement clothing.
- 2) Have appropriate clothing brought to school.
- 3) Be sent home with parental permission or remain isolated for the remainder of the day.

Sagging - Students are not allowed to sag their pants in any USD 214 school building, on school property, or at any school events. Pants must be worn at the hips or above and must stay up without the aid of a belt or must be worn with a belt. Oversized or loose fitting clothing will not be allowed. Any student with sagging or baggy pants or oversized or loose fitting clothing will receive one of the following consequences:

- 1) Be provided a belt by the school that will be worn to keep pants at hip level;
- 2) Have an appropriate pair of pants or clothing brought to school; or
- 3) Be sent home with parental permission or remain isolated for the remainder of the day.

Any student wearing or carrying gang paraphernalia or symbols, or making gestures that symbolize gang membership, will either be requested by school staff members to make the necessary changes or will be referred to the principal or designee. The student's parent/guardian will be contacted and the student may be sent home if necessary.

Documentation will be made of any of the identified violations of this policy and parents will receive a parental notification letter within 5 working days of said violations.

School officials will be made available to discuss the circumstances surrounding the parental notification letter and the documented violations of this policy in order to assist in developing a plan of action, letter of understanding, etc.

Further consequences for gang-related activity may be possible long-term suspension.

Poliza De Los Directores Sobre Las Actividades De Pandillas

Aporvado 4-8-96

Informacion General

Actividades de pandillas no seran toleradas en este distrito 214. El proposito de esta poliza es para mantener la seguridad y el bienestar de todos los estudiantes y trabajadores y para mantener una seguridad efectiva en todas las escuelas y en todos los eventos de la escuela. Una "pandilla" sera definido en esta poliza como cualquier grupo de dos o mas personas quienes su proposito incluye amenazar violencia o intimidar, actos de violencia, y/o la comision de actos ilegales. El distrito 214 puede prohibir el uso de ropa, joyas, accesorios, siertos estilos, o comportamiento que supone ingreso o asociacion con una pandilla. Si el comportamiento, modo de vestir o otros atributos del estudiante esta en contra estas provisiones, el principal o cualquier personal de la escuela puede pedir que el estudiante haga los cambios apropiados. Si el estudiante rechaza, le llamaran a los padres para que hagan los cambios apropiados. El principal hara los cambios apropiados y disciplinara si es necesario, asi como permiten los directores de la poliza y la ley de Kansas.

El modo de vestir, ropa, accesorios, actividades, actos, comportamiento o siertos estilos que los niños exponen, reflejan, o participan en, no:

1. puede hacer que los oficiales de las escuelas creen que ese comportamiento, la ropa, accesorios, actividades, actos, palabras, o otros atributos son de pandilla y molesta y interrumpe a el ambiente de la escuela o las actividades y/o los, objetivos de educacion;
 2. puede presentar un peligro de seguridad fisica a el mismo, a otros estudiantes, a maestras, y a otros empleados;
 3. Puede crear un ambiente en cual el bienestar de un estudiante, una maestra, o otras personas esta estorbado con presion indebido, comportamiento, intimidar, gestos abiertos, amenazas de violencia, iniciaciones, y golpizas; o
 4. supone ingreso o asociacion con una pandilla de comunicacion con letra escrita, señales, dibujos, diseños, simbolos en las escuelas, en propiedad personal o en la persona.
- Actividades de pandillas que inician, que son partidario de, que promueve, o amenaza la seguridad o el bienestar de personas o la propiedad del terreno de las escuelas o que interrumpe el ambiente de la escuela es prohibido. El uso de señales de manos o pintadas que supone ingreso o asociacion con tal grupo es prohibido.

Guia de Vestir de la Poliza de Pandillas Del Distrito 214

La presencia de el uso de ropa, joyas, accesorios, ciertos estilos cuales, en virtud de los colores, arreglo, marca registrada, simbolo, o otros atributos que supone ingreso o asociacion con una pandilla son prohibidas.

Camisas/ropa o marcas registradas especificas que no se pueden usar por ningun estudiante en el distrito 214 incluye pero no es limitado a:

- Ben Davis camisas/ropa
- Cintas con logotipo asociado con pandillas
- 8 BALL camisas/ropa
- HOMIES camisas/ropa
- Pañuelos

Un estudiante usando ropa /avisos que se considera asociado con pandillas recibira estas consecuencias:

1. El uso de ropa apropiada de la oficina, si es disponible. Solo los padres o guardias pueden venir a la escuela a traer o reponer ropa inadecuada.
2. Que le puedan traer ropa apropiada a la escuela.
3. Que lo manden a la casa con el permiso parental o aislado por el resto del dia.

Afajados- A los estudiantes no se les permite usar los pantalones afajados en ninguna de las escuelas, en la propiedad de la escuela, o en los eventos de la escuela. Los pantalones se tienen que usar en las caderas o mas alto y se tienen que quedarse sin un cintillo o se tienen que usar con cintillo. No se permite ropa de tamaños grandes o ropa floja. Un estudiante con ropa afajados o pantalones afajados o ropa tamaño grande o ropa floja recibira una de estas consecuencias:

1. Le daran un cintillo en la oficina que detenga los pantalones en las caderas.
2. Que le puedan traer ropa apropiada a la escuela.
3. Que lo manden a la casa con el permiso parental o aislado por el resto del dia.

Un estudiante usando o cargando ropa o avisos o simbolos, o gestos que indican ingreso o asociacion con una pandilla le solicitan por parte de miembros de la escuela que haga los cambios necesarios o lo remitan al principal o al nombrado. Se pondran en contacto con los padres o guardias y mandaran al estudiante a la casa si es necesario.

Violaciones de esta poliza sera documentados y los padres recibiran una carta de notificacion entre 5 dias de cuando la violacion paso.

Oficiales de la escuela seran disponibles para discutir las circunstancias circundante a la carta de notificacion y los documentos de las violaciones de la poliza para asistir con un plan de accion, carta de entendimiento etc. Suspencion larga sera posible si hay mas consecuencias de actividades relacionadas con las pandillas.

USD 214 Sexual Harassment Policy

Approved 2/13/95

I. GENERAL STATEMENT OF POLICY

It is the policy of Ulysses USD 214 to maintain a learning and working environment that is free from sexual harassment and discrimination. The District prohibits any form of sexual harassment. It shall be a violation of this policy for any student or employee of USD 214 to harass a student or employee through conduct or communication of a sexual nature as defined by this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and compliance with, policy and laws regarding sexual harassment in his/her school. The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the District.

II. SEXUAL HARASSMENT DEFINED

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
Submission to that conduct or communication is made a term or condition, either explicitly, or implicit of obtaining an education; or
Submission to or rejection of that conduct or communication by an individual is used as factor in decisions affecting that individual's education; or
That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

B. Sexual harassment may include but is not limited to:

1. verbal harassment or abuse;
2. subtle pressure for sexual activity;
3. inappropriate patting or pinching;
4. intentionally brushing against a student's or an employee's body;
5. demanding sexual favors accompanied by implied or overt threats or promises of preferential treatment concerning an individual's educational status.
6. any sexual motivated unwelcome touching;
7. repeated remarks with sexual or demeaning implications.

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment by a student or employee of the School District should report the alleged acts immediately to an appropriate School District official as designated by this policy. The reporting party is encouraged to use the report form available from the principal of each building or available from the Central Office.

- A. The building principal is the person responsible for receiving oral or written reports of sexual harassment at the building level. Upon receipt of the report the principal must notify the Superintendent or his designee immediately without screening or investigating the report. A written report will be forwarded immediately. If the report was given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Superintendent. If the complaint involves the building principal, the complaint shall be file directly with the Superintendent, or his designee.
- B. Submission of a complaint or report of sexual harassment will not affect the individual's future employment, grades or work assignment.
- C. Use of formal reporting forms is not mandatory.

The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the District's legal obligations and the necessity to investigate allegations of harassment or to take disciplinary action when the conduct has occurred.

IV. INVESTIGATION AND RECOMMENDATION

By authority of the School District, Superintendent shall immediately authorize an investigation to be conducted by school officials or a designated third party. The investigating party shall provide a written report of the status of the investigation within ten working days to the Superintendent of Schools.

In determining whether alleged conduct constitutes sexual harassment, the School District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident or circumstances giving rise to the complaint.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of the recommendation that the complaint is valid, the School District will take such action as appropriate based on the results of the investigation.

B. The results of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

VI. REPRISAL

The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies or participates in an investigation of a sexual harassment complaint.

VII. NON-HARASSMENT

The School District recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action is a personal, social relationship without unwanted harassment requires a determination based on all the facts and circumstances. False accusations are not to be taken lightly.

VIII. DISCIPLINE

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge or expulsion to end sexual harassment and prevent its recurrence.

Bullying Behaviors

The USD 214 Board of Education prohibits bullying in any form on or while utilizing school property, in a school vehicle, or at any school-sponsored event.

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

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

- Any form of intimidation or harassment prohibited by the Board of Education of USD#445 in adopted policies concerning bullying; or
- Cyberbullying.

It is the responsibility of all students and staff members to report acts of bullying to a member of the school staff or administration. All such reports will be taken seriously by the administration. The school, staff members, and administration will support students and co-workers making reports against any potential retaliation for making such a report.

Students and staff making prompt, accurate, and thorough reports, either verbally or in writing, will have those reports recorded by the administrative staff. A determination of the facts will take place immediately, or as soon as practical, in order to verify the validity and the seriousness of the report.

Filing a report in good faith will not reflect on the individual's status, nor will it affect his or her grades, or employment status by the district if the complainant is an adult staff member. The district shall keep the complainant confidential for both the accused and the accuser, until such times as the misconduct is confirmed and sanctions are imposed.

Weapons Violation, Explosive Devices or Simulations

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds, in student parking areas, or off school grounds at any school activity or event.

This policy shall include any item being used as a weapon or destructive device or any facsimile of a weapon.

The policies as listed in this handbook are designed to be a guide and may not be all inclusive. Likewise, they are subject to revision at any time that the administration would see fit. Any rule which when broken violates criminal laws, must be reported to the local police department.

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. Dave Younger, 620-356-3655, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.