



KEPLEY MIDDLE SCHOOL STUDENT HANDBOOK 2022-2023

KEPLEY MIDDLE SCHOOL CORE BELIEFS

- Students and staff will respond positively and respectfully to each other, and foster a supportive and constructive environment.
- The staff will instill a lifelong desire for knowledge, both in and out of the classroom.
- 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!"

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SCHOOL AND CLASSROOM REGULATIONS

***Subject to change for 2022-23

CLASS SCHEDULE

1ST HOUR 8:00-8:48

Grab/Go Breakfast 8:48-8:56

3 Breakfast Stations

6th Grade Hallway

Camacho/Torres corner

Downing Hallway

2ND HOUR 8:56-9:44

3RD HOUR 9:48-10:36

4TH HOUR 10:40-11:28

5TH HOUR 11:32-1:02

Cafeteria

Outside

Class

1st Lunch 11:32-11:52 11:52-12:02 12:02-1:02

2nd Lunch 11:52-12:12 12:12-12:22 11:32-11:52 12:22-1:02

3rd Lunch 12:12-12:32 12:32-12:42 11:32-12:12 12:42-1:02

4th Lunch 12:32-12:52 12:52-1:02 11:32-12:32

6TH HOUR 1:06-1:46 ADVISORY

7TH HOUR 1:50-2:38

8TH HOUR 2:42-3:30

SCHOOL DISMISSAL All grades dismissed at 3:30

1st - 7th hours 6th Grade dismiss 2 minutes early

7th Grade dismiss on time

8th Grade dismiss 2 minutes late

ATTENDANCE

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 and professional appointments;
2. Serious illness or death of a member of the family;
3. Death of friend(s);
4. Emergencies calling for the student's services or presence at home;
5. Doctor and dental appointments;
6. Obligatory religious observances;
7. Court proceedings;
8. Participation in a district-approved or school sponsored activity;
9. Absences pre-arranged by parents and approved by the principal; and
10. Students of active duty personnel shall have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.

11. 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.**

STEPS TO FOLLOW WHEN ABSENT

1. Have a 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.
3. The student is responsible for seeing that make-up work is completed. Assignments that are not made up will be reflected in their grade.
4. 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.
5. 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 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 class time starts. 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.

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.

INCLEMENT WEATHER

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

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 initiated 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.

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.

ACADEMICS

STUDENT PROGRESS

Progress of your student's academic success can be viewed in the PowerSchool parent portal. Here you can monitor their grades, check on classroom assignments, lunch balances, attendance, and personal messages from teachers. Parents are encouraged to check PowerSchool frequently. Login and password information can be obtained in the KMS office. Grade cards will be issued on the Wednesday following the last day of each grading period. Parents will receive their child's grade cards, by email, following each grading period. This allows both parents and teachers the opportunity to communicate about student needs. Kepley Middle School is involved in providing the students opportunities to discuss career choices, and academic progress through Student-Led Conferences. Student Led Conferences and Parent Teacher Conferences will be scheduled per the District School Calendar.

GRADING POLICY

MISSING WORK

If a student does not turn in an assignment, teachers will flag the assignment as "Missing". The following will be the teacher protocol for all "Missing" assignments:

1. Parent contact (documented in PowerSchool)
2. Student required to stay after school to complete assignment (document in PowerSchool)
3. Parent contact in the event student does not report (document in PowerSchool)
4. A "Zero" may be entered into the GradeBook at the completion of the above three steps

RETAKES/REDO'S

TESTS

A minimum of 1 retake opportunity will be given for every test

Grade will be highest grade earned (not an average of tests taken)

DAILY WORK

Corrections allowed for full credit

LATE WORK

Student work will be accepted until the end of the grading period for full credit.

WEIGHTING

All gradebooks will not be weighted, but configured with a total point system.

GRADE REPORTING

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

- A** - Superior
- B** - Above Average
- C** - Average

D - Below Average

I - Incomplete

*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. 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 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 grading period. Students earning a GPA of 3.0 or higher will be named to the Kepley Middle School Honor Roll.

PROMOTION/RETENTION

In order to be promoted, students are required to have a Grade Point Average greater than 1.0 and pass five and one-half credits of seven credits 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. Eighth grade students progressing to the high school will be awarded certificates at a ceremony at the end of the year. The promotion certificate name will reflect the name on the student's birth certificate. Students who do not meet requirements in order to be promoted may not participate in the recognition ceremonies.

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 TBD per course and must be paid in advance. Summer school 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.

STUDENT SUPPORT 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 SST 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 SST conference or building/district wrap-around is warranted, the building counselor will set up the meeting.

STUDENT SUPPORT SERVICES-(HPEC)

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 their website at www.highplainsed.com

GUIDANCE AND HEALTH SERVICES

GUIDANCE SERVICES

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.
5. 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 SERVICES

Students who become ill at school will be allowed to go home only if there is a responsible person there. Minor injuries will be treated at school. Parents should provide two emergency contacts with phone numbers for a child who becomes sick and the parent is not available. **Students who are sent home ill should be picked up by a parent or emergency contact within 30 minutes.**

USD #214 Board Policy states the school will send a child home if he/she is running a temperature of 100.4° or above, diarrhea and/or has been vomiting. The student is not to return to school until he/she is temperature, diarrhea, and vomit free for 24 hours without medication. **When there is an increase of communicable diseases or illnesses in the community, the fever policy may be subject to change by the discretion of the Superintendent and School Nurse.**

School policy states that school personnel may not administer any prescription medication without the written authorization of the physician AND the parent. Over-the-counter medication may be given with parent's written consent only. Medications brought to school must be in the original container, properly labeled with medication name and student's name, and proper authorizations. **All medication must be stored in the school nurse office with the exception of inhalers and/or epinephrine pens.** Inhalers may be carried by the student with the physician's signed consent. In certain circumstances and with school nurse and principal approval, Epinephrine pens may also be carried by the student. Medications can only be administered by the school nurse or designated personnel.

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

Head lice is very often a problem with school children. A student with head lice may remain in school for the day, but will be excluded the next day until treatment has been initiated. After treatment and all live lice are removed the child will be permitted to return to school. Both over-the-counter and prescription medications are available for head lice treatment.

Students may be excused from physical activity (recess, PE) with written permission from the school nurse, **physician, or the school's athletic trainer.**

USD #214 will refer to the Kansas Classroom Handbook of Communicable Diseases for exclusion of infectious and communicable diseases.

IMMUNIZATION

All students enrolling in any district school shall provide the school nurse with proof of immunization or furnish documents to satisfy statutory requirements. Refer to <http://www.kdheks.gov/immunize/schoolInfo.htm> for more information.

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.

Please refer to the USD #214 illness policy

<https://www.google.com/url?q=http://www.usd214.org/vnews/display.v/SEC/Central%2520Office%257C%2520School%2520Health&sa=D&ust=1582228292404000&usq=AFQjCNHgGAOEKOH-p0NwRNoJ2eWLQ69g4Q>

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/guardian or party designated by the parent through written or verbal consent. Parent(s)/guardian(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 authorization of the physician AND the parent. Over the counter medication may be given with parent's written consent only. Medications brought to school must be in the original container, properly labeled with medication name and student's name, and proper authorizations. All medication must be stored in the school nurse office with the exception of inhalers and/or epinephrine pens. Inhalers may be carried by the student with the physician's signed consent. In certain circumstances and with school nurse and principal approval, Epinephrine pens may also be carried by the student. Medications can only be administered by the school nurse or designated personnel.

SCHOOL ACTIVITIES/ATHLETICS PARTICIPATION

ACTIVITIES/ATHLETICS PHILOSOPHY

The USD #214 Activity and Athletic Programs are a part of the Greater Western Athletic Conference (GWAC) and are designed to provide opportunities for all students to participate in activities and/or athletics which interest them. These programs will provide positive learning experiences where students will grow in their knowledge of good sportsmanship, positive character traits, how to overcome adversity, and to develop fundamental skills of the game and/or activity. (See KMS Activities Handbook) Please refer to attendance and eligibility policies for students in activities provided by the athletic director and coaches.

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

All students will have many opportunities to showcase their talents in a variety of academic/performance activities throughout their middle school years. Some activities will require a student to be a 7th or 8th grader. Activities students could choose from include; Spelling Bee, GWAC Math Competition, GWAC Art Show, GWAC Music Festival (Vocal & Band), and Scholars' Bowl.

INTERSCHOLASTIC ATHLETICS

Students in 7th & 8th grade will have the opportunity to participate in boy's and girl's cross-country, football, volleyball, boy's and girl's basketball, wrestling, and boy's and girl's track and field. (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.)

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 Middle 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.

REQUIRED COURSEWORK/TESTING/PHYSICAL/DOCUMENTATION

HEAT RELATED ILLNESS

Student-athletes will be required to take a course/test on heat-related illness provided by the school district from the recommended list provided by NFHS and/or KSHSAA. The course/test will need to be completed by the student-athlete prior to participating in any practice/game. The student-athlete will only need to complete this course once a school year. Course will need to be taken on/after May 1st of the previous school year.

CONCUSSION

Student-athletes will be required to take a course, **content test, and baseline cognitive test** on concussions provided by the school district from the recommended list provided by Centura Health, NFHS and/or KSHSAA. The course/test will need to be completed by the student-athlete prior to participating in any practice/game. Student-athletes will only need to complete this course once a school year. Course will need to be taken on/after May 1st of the previous school year.

PRE-PARTICIPATION PHYSICAL EXAMINATION (PPE)/EMERGENCY MEDICAL FORM/CONCUSSION INFORMATION FORM/KSHSAA STUDENT ELIGIBILITY FORM

All students who participate in athletics are required to have the above forms completed, signed, turned-in, and verified by the office prior to participating in any practice or game. The physical examination must have occurred on/after May 1st of the previous school year. The physical examination form must be signed by a physician (MD, DO) chiropractor (DC), physician's assistant (PA-C) or Advanced Practice Registered Nurse (APRN), as well as the parent/guardian and student.

TRANSPORTATION/SCHOOL SPONSORED TRIPS

USD #214 will provide transportation to and from each school event. Participants are expected to ride this transportation to and from each school event. Parents/guardians who wish to take their child with them following the event must sign the coaches'/sponsor's list indicating their intention. Parents/guardians wishing to have their child ride home with another adult must sign a waiver of responsibility in the KMS Office twenty-four (24) hours before the group's departure for the event. Under no other circumstances will a student be allowed to ride home with a person other than a parent/guardian, i.e.: boyfriend/girlfriends, cousin(s), friend(s). Exceptions to this rule may be granted by school administration.

KEPLEY ORGANIZATIONS AND CLUBS

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. PROGRAM

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 to strive for 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 the criteria 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.

To earn a T.E.A.M. Card:

Gold Card

- 3.8 - 4.0 G.P.A
- A and B only
- No more than 1 tardy
- 1 or 2 Effort only; 3 Effort moves you down to Orange card
- No unexcused absences
- No office referrals

Orange Card

- 3.5 - 3.79 G.P.A.
- A, B, C, only
- No more than 1 tardy
- 1 or 2 Effort only; 3 Effort moves you down to White card
- No unexcused absences
- No office referrals

White Card

- 3.0 - 3.49 G.P.A.
- A, B, C, only
- No more than 1 tardy
- 1 or 2 Effort only; 3 Effort no TEAM card
- No unexcused absences
- No office referrals

SCHOOL DANCES

We know that parents/guardians 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, 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. **Parent/guardian must be contacted, and the parent/guardian 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 Middle School. From this group, the Student of the Year is selected and announced at the recognition ceremony.

CITIZENSHIP AWARD

The staff at Kepley School takes great pride in selecting one 8th Grade boy and one 8th Grade girl each year to represent our school in the KSHSAA Citizenship program.

SCHOOL SITE COUNCIL

Kepley Middle School has an organized school site council that meets as scheduled. 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.

SCHOOL-WIDE EXPECTATIONS

STUDENT RESPONSIBILITIES

It is important that students take an active role in monitoring their own behavior and model appropriate behavior for their fellow students. In order to accomplish this students must:

1. Be a learner and develop good study habits
2. Know and practice the Student Code of Conduct expectations
3. Follow the conduct expectations and know the consequences for the offenses
4. Be responsible
5. Set goals for improvement, in both academics and behavior-“Achieve results that matter”
6. Accept feedback and accept the consequences and/or interventions from parents and/or district staff
7. Seek positive resolution to problems encountered in daily living and handle confrontations non-violently
8. Cooperate with and support classroom teachers and staff.
9. Maintain regular communication with teachers regarding your schoolwork and behavior
10. Choose excellence
11. Do the right thing

SCHOOL AND CLASSROOM EXPECTATIONS

1. Teachers are available to students between 7:50-8:00 A.M. and 3:30-3:50 P.M. each day for extra help.
2. Students are to be in their seats and ready to work when the class time starts. Students are to remain in their seats unless given permission to do otherwise.
3. Students will leave the classroom only in the case of an emergency and/or with written permission of their teacher.
4. When class time is complete, students should wait for their teacher to dismiss them.
5. Students must bring all necessary materials to class. This includes Chromebook, sharpened pencils, assignment books, paper, homework assignments, planners, books, band instruments, music, etc.
6. Student lockers are school property and are subject to being opened and searched by school officials at any time.
7. Cough drops are permitted when necessary and should be accompanied by a note from a parent requesting their use.
8. 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.
9. No talking is allowed during school-wide or classroom announcements.
10. 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.
11. Students are to keep their hands, feet, and other objects to themselves (no pushing or shoving).
12. 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.)
13. All assignments must be made up by the student upon returning from an activity trip or from a planned absence in accordance with the absence policy.
14. 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.

CELL PHONE POLICY/CONSEQUENCES

1. All students at Kempley Middle School will be expected to place their phones in the calculator pocket hangers in each classroom at the beginning of each class.
2. 1st hour teachers will fill out a Google spreadsheet accessible by all staff indicating which students did not turn in a cell phone.
3. Students with 2 or more tardies for the week will be required to turn their cell phone into the office for a determined period of time.
4. Students may have their phone before school, during passing periods, and after school. Students may not be on their phones during lunch/lunch recess.
5. Students late to school must leave their phone in the office for the day.

6. Students asked to report to the office for behavior will leave their phone in the office for the remainder of the day. The teacher will bring the phone to the office.
 1. Consequences for student phone use during class, lunch, or confiscated during the day.
 - a. 1st Offense- Phone placed in the office for the remainder of the day.
 - b. 2nd Offense- Phone placed in the office for the remainder of the day and parent/guardian will be notified to pick up the phone in the office.
 - c. 3rd Offense- Phone will not be allowed at Kepley Middle School for the remainder of the school year.

LIBRARY

The library will be open 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 FEES

A fee TBD will be charged at the time of enrollment. With this fee, all basic textbooks are provided to students for use during the school year. Textbooks 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.

1. 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.
2. All students will have the opportunity to purchase an Activity Card for \$5.00. This activity card will allow students to enter any Kepley Middle School activity free of charge. The student must present the card at the ticket table to enter the activity.
3. Students taking Diversified Tech and Art classes will pay a \$8.00 fee for materials that will be used in class. Students in 7th and 8th Grade Band who are using school owned instruments will be assessed a \$10.00 yearly fee.
4. If a student withdraws from school before the end of the school year, a proportional amount of these fees will be returned.

STUDENT SAFETY AND SECURITY

LOADING AND UNLOADING STUDENTS

Parents/guardians are to use the 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.

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 designated areas, the lobby area. Students being picked up by their parents/guardians need to be at the drop-off-pick-up area as soon as possible after school has ended. Parents are encouraged to pull forward in the drop-off-pick-up zone to keep congestion to a minimum before and after school.

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 crosswalk** when crossing to and from the gymnasium and to use the crosswalks when crossing any other 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. No skateboards or rollerblades will be allowed on school grounds before, during, or after school.

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).

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 and remain there until the buses depart.
4. 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.
5. Kepley students are not to board the bus at any other school.
6. 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.
7. Do not push and shove when boarding/unloading the bus and do not carry rubber bands, B.B.'s, pellets, etc. onto the bus.
8. Bus safety demands that students conduct themselves in a lawful and orderly manner at all times while on the bus.
9. **Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied.**
10. 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.
11. **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.**
12. 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.

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.

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.

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

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." 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, a sack lunch, or an alternative school lunch will be provided. Extra milk may be purchased at a cost of **30 cents (TBD)** per carton.

CLOSED LUNCH PERIOD

Kepley Middle 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. You will be permitted to sit anywhere in the area assigned to students and to talk quietly to others at your table.
7. You must stay seated except when returning your tray to the kitchen area.
8. 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.**
9. Be courteous and use your best table manners.
10. NO food shall be thrown or taken out of the cafeteria.
11. 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.
12. **Absolutely no food shall be thrown in the cafeteria.**
13. Take care, to not dispose of bowls, silverware, etc.
14. Be sure to stack trays neatly in short stacks.
15. **NO** food, straws, eating utensils, etc. may be taken out of the cafeteria.
16. Respect the lunch duty supervisor's authority at all times.
17. **Students who do not follow these guidelines may be denied the privilege of eating in the cafeteria.**

SCHOOL/CLASS PARTIES

All items must be store-bought (not homemade) and in original store packaging with ingredient list included. Birthday treats sent to school should be simple so as not to take more than 10 min. of valuable instructional time. (Example: candy bar, cookies, cupcakes, or other individually wrapped treats). Parents should arrange a time with the teacher prior to bringing treats.

STUDENT MISCONDUCT

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.

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.

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.

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:

1. Baggy, saggy, low-cut or extremely loose fitting clothing.
2. Skirts, dress, skorts, and shorts, should be long enough to appropriately cover a person in a standing, bending, kneeling, or sitting position.
3. Bare midriff cut shirts or blouses are inappropriate.
4. Tank tops of any style other than shoulder width are inappropriate. This would include the same style on dresses (i.e. spaghetti straps)
5. 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.
6. Mesh tops must be covered and not revealing.

Consequences:

1. Call a parent/guardians to bring appropriate clothing to school. This may involve making up time missed in class.
2. Tucking shirt in and having pants belted at waist.
3. If concern persists, a parent/guardian conference will be held.
4. 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.

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.

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.

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 Middle 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, vaping pods/cartridges or electronic cigarettes at school, on or in school property (including in school busses or vehicles), or at school sponsored activities, programs, or events 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.

VAPING POLICY

1st Offense- Violator may be subjected to one or more of the following-

- Confiscate product
- Notify and meet with parent(s)/guardian(s)
 - Introduce the "The Do's and Don'ts of Talking to Teens About Vaping" pamphlet
 - Sign student up for [This is Quitting- Text Message Service](#)
 - Provide information detailing the next steps
- Up to and including 3 days of O.S.S.
- Unable to attend and/or participate in activities during suspension
- Meet with administration/counselor/nurse/parent/student prior to reintegration detailing expectations as we move forward

2nd Offense- Violator may be subjected to one or more of the following-

- Confiscate product
- Notify and meet with parent(s)/guardian(s)
 - Provide information detailing next steps
 - Register student with the [My Life, My Quit- Cessation Texting Service](#)
- Notify local law enforcement of violation
- Up to and including 5 days of O.S.S.
- Unable to attend and/or participate in activities during suspension
- Meet with administration/counselor/nurse/parent/student prior to reintegration detailing expectations as we move forward

3rd Offense- Violator may be subjected to one or more of the following-

- Confiscate product
- Notify and meet with parent(s)/guardian(s)

- Provide information detailing next steps
- Student engages in “[Motivational Interviewing Sessions](#)” with parents.
- Notify local law enforcement of violation
- Up to and including 5 days of O.S.S.
- Unable to attend and/or participate in activities for the remainder of the school year
- Meet with administration/counselor/nurse/parent/student prior to reintegration
 - What was learned through the motivational interviewing sessions
 - Detailing expectations as we move forward

4 or More Offenses- Violator may be subjected to one or more of the following-

- Confiscate the product
- Notify and meet with parent(s)/guardian(s)
 - Provide information detailing next steps
 - Administration/counselor/nurse make a strong suggestion to parent(s)/guardian(s) for the student to be evaluated by a family physician for a health assessment and for the creation of a cessation plan.
- Notify local law enforcement of violation
- Up to and including 5 days O.S.S. with a possibility of a long-term suspension or expulsion hearing determined by the hearing officer.
- Unable to attend/or participate in activities for the remainder of the school year.
- Meet with administration/counselor/nurse/parent(s)/guardian(s)/student prior to reintegration if granted by the hearing officer.

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. Training and education of staff members and students shall take place on a yearly basis. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending himself or herself. Bullying can take many forms, such as:

- Hitting or punching (physical bullying).
- Teasing or name-calling (verbal bullying).
- Intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying).
- Sending insulting messages by email or any other form of social media (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 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.

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

GANG POLICY

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, on and in school property, 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, prohibits the wearing of apparel, jewelry, accessories, a manner or 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 the 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 students 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 hazard to self, students, staff and other employees.
3. Create an atmosphere in which a student, staff member, 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, drawings, painting designs or emblems upon any school building or structure, any personal property or on one's person.

Gang activities which 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, which 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 are not allowed to be worn by students in USD #214 include, but are not limited to Ben Davis, HOMIES, & 8BALL. Belts with gang associated logos and bandanas are also not allowed.

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

1. The student will be required to 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. The student can have appropriate clothing brought to school.
3. The student can be sent home with parental permission or remain isolated for the remainder of the day.
4. Sagging: students are not allowed to sag their pants in any USD #214 school building, on or in 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, which will be worn to keep pants at hip level.
2. Have an appropriate pair of pants or clothing brought to school.
3. Be sent home with parental permission or remain isolated for the remainder of the day.

Violators of the above dress code may be subject to the following consequences and/or have parents called:

1. After-school detention
2. Lunch room detention
3. In-school suspension, and/or
4. Out of school suspension

Any student wearing or carrying gang paraphernalia or symbols, or making gestures that symbolize gang membership, will 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 and/or expulsion.

SEXUAL HARASSMENT POLICY

GENERAL STATEMENT

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and the Kansas Act against Discrimination. It is the policy of Ulysses USD 214 to maintain a learning and working environment that is free from sexual harassment. 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, 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.

SEXUAL HARASSMENT DEFINED

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, verbal or physical conduct, written or graphic material, or communication of a sexual nature when:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. 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.
2. Sexual harassment may include but is not limited to:
 - a. Verbal harassment or abuse
 - b. Subtle pressure for sexual activity
 - c. Inappropriate patting or pinching
 - d. Intentionally brushing against a student's/employee's body
 - e. Demanding sexual favors accompanied by implied or overt threats or promises of preferential treatment concerning an individual's employment or educational status
 - f. Any sexually motivated un-welcomed touching
 - g. Repeated remarks with sexual or demeaning implications

HARASSMENT (HAZING)

Student harassment or hazing will not be tolerated. Students are encouraged to notify the administration immediately following any unwanted situation related to hazing or harassment.

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.

NATURAL CONSEQUENCES

Whenever possible, "natural consequences" appropriate to the offense will be applied.

MISCELLANEOUS

DISCRIMINATION NOTICE

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. Corey Burton, 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.

GENERAL STATEMENT

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.