



Salina South Middle School

STUDENT HANDBOOK 2021-2022

THIS STUDENT HANDBOOK BELONGS TO:

Name: _____

Notice of Nondiscrimination

Unified School District #305 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning Unified School District #305 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District #305 Executive Director of Human Resources, P.O. Box 797, Salina, Kansas 67402, 785-309-4726.

THE MISSION OF SOUTH MIDDLE SCHOOL IS TO ENSURE A HIGH QUALITY EDUCATION FOR ALL STUDENTS IN A SAFE, EQUITABLE, LEARNING ENVIRONMENT. THIS MISSION IS BEST ACCOMPLISHED THROUGH A PARTNERSHIP INCLUDING STUDENTS, FAMILY, COMMUNITY, TEACHERS AND STAFF, PREPARING STUDENTS TO BECOME LIFE-LONG LEARNERS IN AN EVER-CHANGING WORLD.

Dustin DooleyPrincipal
Tym BonillaAssistant Principal
Tina AkersAssistant Principal

2015 Simmons
Salina, KS 67401
Telephone (785) 309-3900
Fax (785) 309-3901

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All students need to have planners with them daily in ALL CLASSES. If lost, replacement cost will be \$6.00. Teachers will check planners regularly for assignments; therefore, it is important to keep the recording of assignments up to date. The planner also will be used by students as a hallway pass to leave class, will contain school library bar code, and Internet license - - all good reasons to have your planner at all times.

NOTICE TO FAMILIES

Due to traffic and safety concerns, please do not drive into the staff parking lot or into circle drive to drop-off or pick-up students.

APPLICATION OF STUDENT RULES

All rules and policies set out in the student handbook shall apply to the school building, school grounds, and to all school-sponsored activities.

WELCOME FROM THE PRINCIPAL

The faculty and staff at South Middle School look forward to a great school year. Middle school is a unique time of life when you will be growing and developing in many different ways. We are here to help you adjust and cope with these changes as well as helping you to learn to your highest potential. Make the most of your year and get involved.

WELCOME FROM STUCO

STUCO welcomes the students new to SMS and welcomes back the returning 7th and 8th graders for the 2021-2022 school year at South Middle. With your help, we can make this year the best one yet!

Many 6th graders may not know what STUCO is. STUCO stands for Student Council, which is made up of 6th, 7th and 8th grade students who help to organize many of our school's activities. Students who are interested in being a STUCO representative must complete an application form. After representatives have been chosen, they will report information from meetings back to their own Cougar Time group or will be assigned to a group that has no representative. Groups of 6th, 7th and 8th graders will meet during Cougar Time. We encourage 6th, 7th and 8th graders to look into STUCO and become involved. It is really a neat experience.

BELL SCHEDULE

	7th and 8th Grades		6th Grade
Building Entry	7:40	Building Entry	7:40
Period 1	7:45-8:20	Period 1	7:45-8:20
Period 2	8:24-9:11	Period 2	8:24-9:11
Period 3	9:15-10:02	Period 3	9:15-10:02
Period 4	10:06-10:53	Period 4	10:06-10:53
Period 5	10:57-11:44	Period 5	10:57-12:07
Period 6	11:48-12:58	Period 6	12:11-12:58
Period 7	1:02-1:49	Period 7	1:02-1:49
Period 8	1:53-2:40	Period 8	1:53-2:40
After-School Program	2:45-3:30	After School Program	2:45-3:30

The school day begins at 7:45 a.m. The building will be open at 7:15 a.m. each morning. Students who arrive earlier should report directly to the cafeteria or wait outside. When inclement weather such as extreme cold or thunderstorms occurs, students may enter the building upon arrival and go to their 1st hour to wait. The building should be cleared by 2:50 p.m. unless a student attends the After-School Program, has a conference, or assigned detention time. Other than for school-sponsored activities, no outdoor supervision is provided after 2:55 p.m.

ADVISORY PERIOD

Advisory Period is a time for students to meet with teachers, make up work, complete tests, and a time to complete homework for the next day. Students also attend meetings for organizations, attend assemblies, and spend time reading. This is a structured period when students are expected to report to their Advisory Period and are accountable for the time.

ATTENDANCE POLICIES

Kansas Compulsory Attendance Law requires middle school students to attend school on a regular basis. Regular attendance is essential to make progress in school.

ABSENCE PROCEDURE: All absences will be recorded as excused or unexcused.

A parent/guardian must contact the school office within 24 hours if the student will be absent. Messages can be left on the school's answering machine during non-school hours. Please call the school at 309-3900.

- If the student is not in attendance and the school has not received parent/guardian notification, the absence will be recorded as unexcused.
- For the safety of the student, an attempt will be made to contact the parent/guardian.
- Notes will not be accepted.

BLANKET DOCTOR'S NOTES: After the 15th excused absence in a year, a blanket doctor's note excusing a student's additional absences for medical reasons may be accepted in lieu of the required individual note under the following conditions:

- The blanket note is completed on the official USD 305 form and specifies the condition for which the ongoing absences are required and his/her reasonable estimation of the number of absences each week/month due to the condition.
- The student's parent/legal guardian will renew the blanket doctor's note each quarter.

The form for such notes may be picked up from the school administrative office.

EXCUSED ABSENCES: The following are valid reasons for absences: personal illness, family illness, death of family or friends, doctor/dental/counseling appointments, court proceedings and religious observances. Please bring back verification from any medical or legal appointment.

Parents/guardians must consult with and receive prior approval from the building principal to receive an exception to the above-approved reasons for absence.

If students know in advance that they are going to be absent, parents/guardians should call the school office several days prior to the absences. Students will be given a form that explains absence and allows students to make arrangements for assignments that will be missed. Every attempt should be made to complete the work prior to the absences. If the work is not turned in prior to the absence, a due date will be established, as per school policy, so full credit can be received for the completed work. If advance arrangements are not made, the absence will be considered **unexcused**.

When students participate in school-sponsored activities the students have the responsibility to contact their teachers regarding assignments the day before they are going to miss class for the school activity. All work shall be turned in during the next session of that class.

A student absent from school may not practice or participate on that day unless

- he/she is in attendance by 10:00 a.m. or
- permission is granted by the principal.

MAKE-UP WORK: All school work missed may be made up without penalty following an excused absence. Two days are allowed to make up work for each day of absence.

UNEXCUSED ABSENCES: Unexcused absences will be reported to parents/guardians. All work for unexcused absences will be graded and reduced 20%. On or before the fifth unexcused absence in a semester, a parent conference will be held. Continual attendance problems will result in a referral to the Truancy Review Board.

TRUANCY REPORTS: According to Kansas Compulsory Attendance Law, when a student has unexcused absences on 3 school days or 5 school days in a semester or 7 school days in a school year, whichever occurs first, a report of truancy will be made to the County Attorney for legal action. Contact the office for details about attendance procedures when needed.

TARDIES: Tardies will be recorded and monitored. Students who arrive late must report directly to the office. After 60 minutes, the child's tardy will be recorded as an unexcused absence. A student who arrives after 8:35 a.m. will be counted as absent, not tardy.

Consequences for tardies are listed on the discipline chart.

DAILY PROCEDURES

1. South Middle School students will show respect for school property, self and others. Students will be expected to treat ALL staff members respectfully. Behavior expectations are extended to school-sponsored events also.
2. Running in the hallways or on the sidewalks around the building is prohibited. If students walk on the right side of the hallway when possible, traffic will move more smoothly and much more quickly.
3. Every classroom has reasonable expectations. The administration will support these expectations.
4. Under NO circumstances is a student permitted to leave school without first checking-out through the office.
5. Students should check with the office before bringing a guest to school.
6. Teachers determine whether food will be allowed in the classroom. Responsible use of snack items in the hallways and lockers is expected. ALL food or drink is prohibited around computers, in labs, and the library.
7. Book bags and backpacks may be carried to individual classes.
8. Students should not bring electronic devices such as radios, CD or MP3 players, pagers, cell phones or electronic games to school. **The school is not responsible for theft or loss.** DO NOT take these items into the classroom or locker room. If these items are in classrooms or lockers rooms, they will be taken from the student to be returned at the end of the day.

SCHOOL CONDUCT

Students are expected to be respectful toward fellow students, teachers and other staff. Proper language, courtesy, good manners, and proper care are a part of showing respect to people and property. Fighting (including play fighting/boxing) is not appropriate and will not be tolerated. Any pushing, shoving, hitting, slapping, kicking, throwing anything, etc. will result in an office detention or suspension. Profanity, lewd and obscene language and behavior, defacing property, possession of dangerous weapons, and abuse or misuse of privileges are not permitted. This list is not all-inclusive. Other acts that disrupt the educational environment will be dealt with according to the merits of the individual situation and at the discretion of the administration.

DRESS CODE AND APPEARANCE

For students, personal grooming and dress is an individual responsibility and subject to the restrictions and limitations imposed by parents/guardians. The district's dress and appearance rules will serve as guidelines for students and parents/guardians in interpretation of what is appropriate school dress and appearance.

The following rules are intended to reflect the district's desire that clothing be appropriate for school wear:

- some type of footwear shall be required;
- a student's dress or appearance shall not present a danger to his/her health or safety or the physical health and safety of others;
- a student's dress or appearance shall neither be obscene, indecent, immoral, nor contain messages promoting alcohol, tobacco, or other drugs; and
- a student's dress or appearance shall not present a distraction to the educational process.

In these instances, the school will assume its delegated authority to protect the physical health, safety and well-being of the students and to preserve its intended purposes as an educational institution.

Students representing the district in an elective activity apart for the required school program will be expected to adhere to the dress and appearance requirements set forth by the coaches and sponsors of the activity.

ACADEMIC DISHONESTY POLICY

Salina Public Schools has established a high expectation for academic integrity. Academic dishonesty in any form will not be tolerated. Students who violate this standard will be subject to disciplinary procedures.

Academic Dishonesty is defined as: One who submits another's work as his/her own is engaging in academic dishonesty. Academic dishonesty is any form of cheating or misrepresentation of one's work and includes but is not limited to the following

- sharing or receiving of questions/answers on tests and/or homework assignments without expressed teacher approval;
- using a source specifically not allowed for a school assignment, quiz, test, or examination;
- using technological or electronic resources unethically; and
- copying written information or works of art or music without giving credit for the source (plagiarism).

Communication of this procedure through this handbook is considered a warning. Students found to have participated in academic dishonesty will receive disciplinary consequences as listed on the discipline chart.

ACTIVITY TICKETS

An activity ticket costs \$30.00 including tax. That covers your admission costs to all home middle school athletic events. The activity ticket also includes a copy of the yearbook.

The total value of these items would be over \$50.00. A student must pay \$2.00 to attend each game if he/she does not have an activity ticket. In case an activity ticket is lost, a duplicate ticket costs \$1.00. Parent activity cards are available in the office for \$25.00.

ATHLETICS

Participation: All eligible 7th and 8th grade boys and girls are urged to try out for inter-scholastic athletics. Girls' sports include volleyball, basketball, track, wrestling, cheerleading, tennis, and cross country. Boys' sports include football, basketball, wrestling, track, cheerleading, tennis, and cross country.

All participants will furnish their own shoes and practice clothing. An athletic locker may be assigned to each athlete in which to store clothing. The rest of the equipment is furnished by the athletic department.

Requirements for participation in athletic or cheerleading practice:

- Physical examination
- Notarized emergency medical authorization form
- Parent consent form

Limited insurance coverage is provided for students participating in Kansas State High School Activities Association approved activities. It is an excess coverage policy with \$25,000 deductible. It does not apply to intramurals, physical education, or other school activities.

ATHLETIC / ACTIVITY ELIGIBILITY

Students shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous quarter or the last quarter of attendance.

Monitoring will be on a weekly basis, but students will be allowed to continue to participate until being placed on the ineligible list for two consecutive weeks. Once removed from the list, a student would again have to be on the list two consecutive weeks before being withdrawn from competition.

- Teachers must notify students when they are failing a class.
- A list of failing students will be turned in to the office each week.
- Activity supervisors will receive a list of failing students.
- An ineligible student may not accompany team members on athletic trips, to contest, or wear the school uniform.
- A student must pass in five credit classes the previous quarter in order to be eligible the following semester.
- Summer school classes will not apply toward eligibility for the following school year.
- Eligibility requirements will be waived at the beginning of the first quarter of the seventh grade year. The student will be immediately eligible as long as all other eligibility requirements are met and the student is in good standing.

BICYCLES, SCOOTERS, SKATEBOARDS, AND ROLLER BLADES

Safety requirements for bicycles at school

1. Students are not to ride on the sidewalk. Upon arriving and departing on the school sidewalks, students should walk bikes. Bikes are not to be ridden on the track or at football games.
2. Students should park bicycles in the racks provided and LOCK BICYCLES IN SOME WAY.
3. Students should record bicycle identification or serial number at home in case of loss or theft.
4. Bicycles should have a light and reflectors for safety in early morning darkness.
5. These rules also apply to scooters, skateboards, roller blades, and other personal transportation devices.

BULLYING / HARASSMENT (SEXUAL AND RACIAL) / THREATS OF VIOLENCE

The board prohibits acts of bullying in any form, including cyberbullying, on or with district property, in district vehicles or at district-sponsored activities or events. The board believes that a safe, healthy and supportive environment during all school-related functions is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that interferes with both a student's ability to learn and the district's ability to educate students. All Salina USD 305 staff members, students, parents and volunteers are expected to treat others with civility and respect and to refuse to tolerate bullying in order to provide positive examples for acceptable student behavior.

Bullying is defined as any intentional gesture or any intentional written, verbal or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member or parent towards a staff member which is sufficiently severe, persistent or pervasive to create an intimidating, threatening or abusive educational environment 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's or staff member's property, placing a student or staff member in reasonable fear of harm to the student or staff member, or placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

"Cyberbullying" is defined as bullying by use of any electronic communication device through means, including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

All victims of bullying and persons with knowledge of such behavior are encouraged to report the bullying immediately to the building principal, another administrator, a counselor, or another certified staff member. The school will promptly investigate all complaints of bullying and take prompt corrective action to end the behavior. Any report not made in good faith or made with malice is also a violation of this policy. (Board Policy JDDC)

Harassment, sexual or racial, will not be tolerated in the school district. Harassment of students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. The district encourages all victims of sexual/racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to harassment should report it to the building principal, another administrator, the counselor, or another certified staff member. Any report not made in good faith or made with malice is also a violation of these policies. Ask your building administrators for posted locations of the complete USD 305 Board policies (JGEC/JGECA) on Sexual and Racial Harassment.

All threats (verbal, written, or physical) will be taken seriously by school personnel and each and every threat will carry a consequence. Parents/guardians need to impress upon students that no threat is "just joking" and no threat will be ignored.

- All threats should be reported to school staff immediately.
- Administration and staff will investigate to determine the seriousness and the circumstances surrounding the threat.
- Any necessary disciplinary action will follow district policy, and may include notification of parents/guardians and law enforcement officials.

POSSESSION OF DANGEROUS WEAPONS

Any student who is found to have brought or to have been in possession of a dangerous weapon shall be expelled from school. Dangerous weapon means any article that is commonly used or is designed to inflict bodily harm. Any student who uses an article that is not commonly used or designed to inflict bodily harm for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm shall be subject to immediate suspension and possible expulsion.

Possession of any weapon/destructive device as defined by Board Policy (JCDBB) shall result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified. Students violating this policy shall be referred to the appropriate law enforcement agency(ies).

SCHOOL SAFETY

A safe place for learning is of the utmost importance in Salina USD 305. The schools must have the support and cooperation of students and parents to help keep our schools safe. Disruptive behavior, threats, and weapons will not be tolerated and may have serious consequences, as spelled out in district policy.

REPORTING SAFETY CONCERNS: When students have a concern about safety at school or knowledge of an unsafe situation, they must report it at once to the principal, a teacher, or other staff member. **Failure to report may have serious consequences up to and including expulsion.**

HOTLINE PHONE NUMBERS: USD 305 middle and high schools each have a CRIMESTOPPERS hotline for anonymous tips about crime and threats of violence. South Middle School's **CRIMESTOPPER** number is **309-3909**. The Kansas Legislature has also established a statewide school safety hotline to encourage Kansas students to report threats of school violence. The **Kansas School Safety Hotline** number is **1-877-626-8203** and is staffed by the Kansas Highway Patrol. South Middle School has a school resource officer who is available to students during school hours.

GANGS: District schools have a responsibility to maintain a school environment free of violence, intimidation, or other activities which threaten the safety and well-being of students and staff and interfere with the educational process. Therefore, anti-social and/or gang activities will not be tolerated, and the district bars all gangs, gang affiliations and gang-related activities (dress, symbols, or other attributes or implying gang membership) from school buildings, school buses, school activities, and school property. A "gang" is defined as any identifiable group or club which exists without the sponsorship or authorization of the school and which engages in anti-social or criminal activity which is disruptive of the school environment. School district employees have a responsibility to report to their immediate supervisor suspected gang members or gang-related activities. If an administrator verifies a student's involvement in gang activity, law enforcement agencies will be informed and the parent/guardian will be notified. Students violating this policy may be subject to appropriate disciplinary action, including suspension and/or expulsion.

CRISIS MANAGEMENT: Keeping students safe while at school is a priority. The Salina Public Schools has a Crisis Management Plan in the event of natural disasters or other emergency situations. The staff at each school is to review the plan annually and students should know procedures and their responsibility in the event of an emergency.

EMERGENCY DRILLS: A serious emergency has never occurred at South Middle School; however, we certainly want to be ready if one should occur. That means that the school takes fire and tornado drills seriously. All students must know how and where they should exit their classroom and the building from every one of their classes. When the alarm or signal sounds, students must walk quickly to an assigned area. Loud talking, laughing, pushing and shoving are inappropriate.

BUS POLICY

Bus riders should have received a handout of bus rules and procedures. Parent/guardian and student should read through and discuss those rules. Expectations are:

- students will treat the bus driver and other students with respect and courtesy;
- students will observe safety rules;
- if a problem occurs, parents/guardians will be contacted;
- first offense: a warning (depending on the offense);
- second offense: one-week removal from the bus;
- third offense: two-week removal from the bus; and
- fourth offense: permanent removal from bus.

CELL PHONES / ELECTRONIC DEVICES / PHONE USAGE

In order to protect our learning environment, cell phones and other electronic devices are not to be seen at South Middle School during school hours. Parent/guardian may call the office and leave a message for their student. The office and classroom phones require staff approval before student use. (A smartwatch would be considered an electronic device if used for gaming or communication.)

- When arriving at an entrance door to the school at the beginning of the day, students will turn off their cell phones/electronic devices and put these items in their pocket/bag/purse. Cell phones/electronic devices will remain turned off and out of sight for the remainder of the school day.
- Students may use their cell phone/electronic devices at the end of the day once they exit the school building. Students may use cell phone/electronic device for curricular purposes upon teacher request.
- Students should never lend cell phones/electronic devices to each other. If a student is caught with someone else's cell phone, both students are in violation of this policy.

- The school is not responsible for stolen, damaged, or lost cell phone/electronic devices brought on school property by students or families.

Violation of these rules and expectations may result in the consequences listed on the discipline chart.

COUNSELING AND GUIDANCE

The guidance counselors are here to help the students. Students may make an appointment to visit with the assigned counselor about any educational or personal problems at home or school. Students can stop in the Counseling Center before school, between classes, or after school for a hall pass. Parents/guardians are urged to call the Counseling Center for any guidance or counseling concerns.

DISCIPLINE: CORE BELIEFS

SMS adopted the Positive Behavior Intervention Supports model from the Kansas State Department of Education. As part of this process we have examined and created our core beliefs about discipline.

- Students are given opportunities to make decisions and live with the consequences, good or bad.
- Whenever possible, students should see a reasonable connection between their actions and the consequences that follow (logical consequences).
- Students should be guided through dialogue and expected to solve problems and adopt new behaviors without creating problems for anyone else.
- Every attempt will be made to maintain dignity of the student and the adult during a discipline situation.
- Teachers will take time to guide, teach, and reward student behavior.
- What teachers do will depend on the special person and the special situation.
- Administrators make every effort to work with families, teachers, and counselors to modify the behaviors that interfere with learning.

SMS COUGAR H.O.N.O.R CODE:	CLASSROOMS	HALLS/OUTSIDE	LUNCHROOM	LOCKER ROOMS/ RESTROOMS	ASSEMBLIES/CONCERTS/ EVENTS
H ONESTY - adherence to moral and ethical principles; soundness of moral character; integrity	<ul style="list-style-type: none"> Do not copy other people's work. Have teacher approval before asking for peer help. Always tell the truth. 	<ul style="list-style-type: none"> Take lost items to the office. Always report safety concerns to an adult. It is not snitching if reporting a safety concern. 	<ul style="list-style-type: none"> Always maintain a positive balance on lunch accounts. Leave other people's food alone. 	<ul style="list-style-type: none"> Do not touch other people's property. Always act as though an adult is watching. 	<ul style="list-style-type: none"> Pay admission fee or have student I.D. card when attending events/dances. Get involved with school community.
O WNSHIP - trait of being answerable to someone for something; able to make rational decisions on one's own	<ul style="list-style-type: none"> Learn, practice, and reinforce classroom rules and expectations. Be accountable for your own learning. Study outside of class for quizzes/tests. Complete homework with pride and by due dates. 	<ul style="list-style-type: none"> Move to class when warning bell rings. Do not share lockers or locker combinations with other students. Walk bicycles on school grounds. Help diffuse negative situations. 	<ul style="list-style-type: none"> Only take what will be eaten or used. Do not waste food. Pick up trash at table and push in chair. Scrape and correctly stack tray. 	<ul style="list-style-type: none"> Take care of SMS' facility and equipment. Wash hands before leaving restroom. Do not waste soap or water. Flush toilet after each use. 	<ul style="list-style-type: none"> Take care of personal needs before/after event. Stay in designated areas. Do not leave items unattended in public areas.
C OMMUNICATION - to express thoughts, feelings, or information easily and effectively	<ul style="list-style-type: none"> Participate in a positive manner during class discussions and activities. Ask essential questions without disrupting class. Politely ask for help, not answers. 	<ul style="list-style-type: none"> Use appropriate and courteous verbal and non verbal language in hallways or outside. Say "excuse me" when passing in a crowded hallway. 	<ul style="list-style-type: none"> Use appropriate language. Use "indoor" or six-inch voice. Do not tell "dirty" or racial jokes. 	<ul style="list-style-type: none"> Report problems to appropriate adult staff member. Communicate in a positive manner. Do not possess or use cell phones in restrooms or locker rooms due to privacy. 	<ul style="list-style-type: none"> Limit conversations to appropriate times. Turn off/silence cell phones. Applaud at the end of a solo or performance. Inform parents/guardians of pick-up times at end of events.
O RGANIZATION - to put together into an orderly, functional, structured whole; to arrange in a coherent form	<ul style="list-style-type: none"> Bring book, binder, homework, and planner to every class. Follow M.O.P. criteria for binder to help keep organized. 	<ul style="list-style-type: none"> Walk on right side of hallway/sidewalks. Keep locker neat and clean. Make certain parent/guardian/ ride is at designated pick-up area when school is dismissed. 	<ul style="list-style-type: none"> Get all food and beverage before leaving Serving area. Line up at designated areas and wait for teacher. 	<ul style="list-style-type: none"> Take P.E. clothes home on Friday. Bring them back laundered on Monday. Use restroom before/ after school or during passing period. Always lock items in locker. 	<ul style="list-style-type: none"> Enter/exit area without disruption. Have required materials or equipment for event. Keep informed of events' beginning and ending times.
R ESPECT - proper acceptance or courtesy; show regard or consideration for; a sense of the worth or excellence of a person	<ul style="list-style-type: none"> Be courteous. Say "please and thank you." Listen without interrupting. Respect self, others, and property. Allow everyone to learn. 	<ul style="list-style-type: none"> Give others their personal space. Cooperate and help others. Follow dress code. Do not "mess around" or "horseplay." 	<ul style="list-style-type: none"> Be courteous to lunchroom staff and others. Do not beg or intimidate students for food. Always say "please" and "thank you." 	<ul style="list-style-type: none"> Do not bully, threaten, or harass others. Keep hands to yourself. 	<ul style="list-style-type: none"> Sit quietly and keep hands to yourself. Be on time and stay until the event is over. Practice good sportsmanship. Do not "boo" others.

DISCIPLINE GUIDELINES: The administration has the authority to adjust specific consequences/actions based upon the particular circumstances of each individual case. Considerations may include, but are not limited to, state and federal legal requirements, district policy, the seriousness and the intensity of the behavior, the student's willingness to cooperate with the administration during its investigation, and the results of any due process hearing.

EMERGENCY SAFETY INTERVENTION: The Board of Education is committed to limiting the use of Emergency Safety Intervention (ESI), such as seclusion and restraint, with all students.

"Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or to others. Violent action that is destructive of property may also necessitate the use of emergency safety interventions.

For a complete explanation of seclusion and restraint, prohibited types of restraints, and the process for resolving complaints regarding the use of ESI, see Board Policy GAAF below.

GAAF Emergency Safety Intervention

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

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Legitimate Law Enforcement Purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"Law Enforcement Officer" and "Police Officer" means a full-time or part-time salaried officer or employee of the state, a county, or a city whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"Campus Police Officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

"School Resource Officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"School Security Officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

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

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

"Mechanical Restraint" means any device or object used to limit a student's movement.

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

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

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

Prohibited Types of Restraint

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

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

Use of Emergency Safety Intervention

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

ESI Restrictions

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

Such written statement shall include an explanation of the student’s diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room or in case of emergency such as fire or severe weather.

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

Training

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

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (1) the events leading up to the incident; (2) student behaviors that necessitated the ESI; (3) steps taken to transition the student back into the educational setting; (4) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (5) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (6) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (7) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (1), (2) and (3) if the triggering issue necessitating the ESI is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year; (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,

- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a Section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

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

Reporting Data

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

Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence.

For a student with a Section 504 plan, such student's Section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requested an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the ten day limit if the parent of the student is unable to attend within the time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

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

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

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by

the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommend corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate correction action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education and shall be mailed to the parents and the state department within thirty days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty days from the date a final decision is issued pursuant to the local dispute resolution process.

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DETENTION TIME / OFFICE ASSIGNED DETENTION TIME: For minor inappropriate behavior or tardies, students may be assigned a short detention by a teacher. If a student is assigned time and does not report, parent/guardian contact will be made, and an office referral may be written.

If more than one teacher assigns detention, the teacher who assigned the time first has priority. The student has the responsibility to inform the second teacher of a prior detention. The student must make arrangements to work out the conflict.

When before or after school detention is assigned by the office, every effort will be made to contact a parent/guardian. The family is responsible for providing transportation for office-assigned detentions.

IN-SCHOOL SUSPENSION (ISS): The In-School Suspension (ISS) program is primarily for students who have been suspended from school. Suspended students are placed for the school day in an isolated area under strict supervision where school work may be continued. Students displaying consistent behavior problems in a particular class may also be placed in ISS. Students placed in ISS cannot attend or participate in school events. Parents/guardians will be notified within 24 hours of an ISS placement.

OUT-OF-SCHOOL SUSPENSION: Students given an out-of-school suspension are not to be at school, on any USD 305 school grounds, or at a school-sponsored activity during the suspension period. **Violation of this policy could result in prosecution for trespassing.**

Students shall be responsible for their reading and written class assignments during out-of-school, short-term suspensions. All work to be turned in for credit must be given to the teacher no later than the first class period following the completion of the suspension. Arrangements for tests or examinations missed during out-of-school suspension will be made.

Repeated violations of school policy may result in suspension for the remainder of a semester or expulsion for a school year after a due process hearing.

Students may receive a short-term suspension (not to exceed ten school days) without a formal suspension hearing. Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing conducted by a hearing officer who has authority to suspend or expel will be held. Written notification that a student has been out of school suspended shall be mailed to the parents or guardians within 24 hours of the suspension.

DISCIPLINE CHART / POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)

Major Discipline Definitions and Consequences

Behavior	Major	Consequences
Academic Dishonesty/Plagiarism	Cheating or misrepresentation of one's work; copying another's paper or test; copying from a book or Internet source without citing work	1 st – Zero on assignment or test; parent/guardian contact 2 nd – Zero on assignment or test and detention; parent/guardian conference held 3 rd – 3 days ISS
Bullying/Harassment/Intimidation/Threats (Repeated)	Causing emotional distress; name calling; verbal assault; spreading rumors	1 st – To be determined by the investigation team 2 nd – Suspension and SIT with family to develop a behavior plan
Cell Phones/Electronic Devices	Failure to turn-off phone/electronic device upon entering building; failure to place in locker before 1 st hour	1 st – Cell phone/electronic device taken by staff member and taken to office; student can pick up device at end of school day 2 nd – Same as 1 st but parent/guardian must pick up phone/device 3 rd – Same as 2 nd and conference with an administrator before picking up device; student is required to check in phone/device in office each morning and pick it up at the end of the school day
Cutting or Skipping Class	Intentionally and without permission failing to attend class	1 st – Detention 2 nd – 3 days ISS 3 rd – 5 days ISS
Defiance	Blatant or repeated refusal to comply with a reasonable request which creates an obvious disruption	1 st – Detention 2 nd – 3-5 days ISS
Disruption	Disorderly outburst, physical or verbal, which results in a disruption of learning environment or jeopardizes the safety of students/staff	1 st – Detention 2 nd – 1 day ISS 3 rd – 3-5 days ISS
Dress Code	Repeated violation of dress code policy	1 st – Conference; asked to change 2 nd – Referral for defiance
Indecent Acts	Socially unacceptable or vulgar behavior	1 st – 3 days ISS 2 nd – 5 days ISS 3 rd – 3 days OSS
Obscenity/Profanity/Abusive Language	Continued use of offensive, insulting or vulgar language directed at a person (swearing or cussing)	1 st – Detention 2 nd – 1 day ISS 3 rd – 3-5 days ISS
Property Damage/Vandalism	Permanent or intentional damage to any property that does not belong to the individual	1 st – 3 days ISS 2 nd – 5 days ISS
Public Display of Affection	Repeated, inappropriate contact of a sexual nature	1 st – Conference 2 nd – Parent/guardian contact 3 rd – Referral for defiance
Tardies to School (three "free" per semester)	Arriving after 7:45 a.m.	4 th & 5 th tardy – 30-minutes office detention 6 th + tardy – 60-minutes office detention
Technology-Misuse of	Inappropriate use of technology and any violation of the Technology Use Agreement (including viewing or attempting to view inappropriate websites) Use of permissible technology without permission, including e-mail; use of computer for off task activities	1 st – Conference 2 nd – Phone call home; restricted from Internet use for two weeks 3 rd – Phone call home; restricted from Internet use remainder of semester

Behavior	Major	Consequences
Theft/Forgery	Student in possession of or is responsible for removing someone else's property or has signed a person's name without that person's permission (i.e. stealing and/or signing passes, signing a parent's name, parent/teacher signature, use of computer name without permission)	1 st – 3 days ISS 2 nd – 3-5 days ISS
Alcohol or Other Drugs	Possession, use, or under the influence of alcohol or other drugs or other substances used for the purpose of obtaining a high	1 st – 5 days OSS and long-term suspension and/or expulsion hearing; Police notified
Arson	Student plans and/or participates in malicious burning of property	1 st – 3-10 days OSS and long-term suspension and/or expulsion hearing; Police notified
Bomb Threat/False Alarm	Student delivers a message suggesting possible explosive materials and/or pending explosions being on or near school grounds; activating fire alarm when there is no fire	1 st – 3-10 days OSS and long-term suspension and/or expulsion hearing; Police notified
Breaking of School Rules Repeatedly	Receiving repeated office referrals	1 st – 3 days OSS 2 nd – 5 days OSS 3 rd – 5-10 days OSS and long-term suspension and/or expulsion hearing
Combustibles	Students in possession of substances/objects capable of easily igniting and burning, or devices designed to start a fire	1 st – 1-3 days ISS 2 nd – 3 days OSS
Fighting/Physical Aggression/Assault and/or Battery upon Another Person	Physical contact escalates to an unsafe environment; continued punching or hitting	1 st – 3-5 days OSS; Police notified 2 nd – 3-10 days OSS and long-term suspension and/or expulsion hearing; Police notified
Tobacco	Violation of school rules and policies that are also violations of the Kansas Juvenile Code, Salina City Ordinance, or Kansas Law may be referred to the appropriate court for prosecution in addition to the consequences set out in the student handbook	1 st – 3 days ISS; Police notified 2 nd – 3 days OSS; Police notified 3 rd – 3-10 days OSS and long-term suspension and/or expulsion hearing; Police notified
Weapons	A student shall not knowingly possess, handle, or transmit at school, on school property, or at a school sponsored event, any object that can reasonably be considered a weapon	1 st – 3-10 days OSS and expulsion hearing; Police notified

ELECTRONIC MAIL AND INTERNET USE

Students may be provided the opportunity to access the Internet and electronic mail to connect with educational resources all over the world. Computer technology will help propel today's schools into the information age by allowing students and staff

- to use information sources from distant computers;
- to communicate with individuals or groups of other students and staff; and
- to significantly expand their knowledge base.

While the school encourages use of Internet resources for constructive educational goals, students must demonstrate responsible behavior when accessing the Internet on school computers. Students are responsible for appropriate behavior when using school computers. The use of computers and access to the Internet is a privilege, not a right, and may be revoked by the school if abused.

FAMILIES AND COMMUNITY INVOLVEMENT

Families and patrons have an important role to play in students' education. Volunteers are always needed for one-on-one tutoring; special presentations on professions, hobbies, or interests; and assistance with school events. Adult family volunteers are especially needed to help with athletic contests. Families may contact the building administrators to find out what volunteer activities South Middle School has available.

INCLEMENT WEATHER SCHOOL CLOSING PROCEDURES

Salina USD 305 may close school, schedule a two-hour delayed start time or allow early dismissal in extreme weather. The superintendent of schools will make the decision after consulting with the director of operations.

The media will only announce school closures authorized by the superintendent of schools or his/her designee. All announcements are for one day only. If no announcement is made, school will convene or dismiss at the regularly scheduled time.

School Closing or Delayed Start: Every effort will be made to make the decision by 5:00 a.m. on the day schools will be closed or delayed. Breakfast will not be served on days when a two-hour delayed start time is scheduled.

GRADE / REPORT CARDS

- Grade cards for each student will be distributed quarterly.
- The final grade card will be mailed home within two weeks after school is out.
- Families are encouraged to go over each grade card with the student and if questions arise, parents/guardians should call the school.
- Progress reports are sent home midway through each nine-week period. Progress reports serve as an early warning signal for developing problems, or let a parent know everything is fine.

USD 305 GRADING SCALE: The Salina Board of Education has adopted a standardized grading scale for all schools in the district. Grades will be determined according to the following scale:

90-100 = A	60-69 = D
80-89 = B	59 or below = F
70-79 = C	

HONOR ROLL: An Honor Roll will be prepared at the end of each semester based upon a 3.0 average with no failing grades. Our school also participates in the President's Academic Excellence Program for eighth grade students who meet specific requirements.

ON-LINE GRADES

Families may view their student's grades on-line by contacting the school registrar at 309-3908 for instructions and the password to access grades. Only persons listed on student's information pages will have access to the grades.

LIBRARY

- **HOURS:** The Library Media Center is open from 7:05 a.m. until 3:25 p.m. every day. Students may come in before or after school to study, do research or use technology resources.
- **PASSES:** During the school day, students must have a pass to enter the library. The passes will be signed by library staff when students leave. (This applies to Cougar Time, too.)

- **BAR CODES:** At the beginning of the year, bar codes are placed in planners for students to check out library materials. Books cannot be checked out unless planners/bar codes are shown.
- **INTERNET LICENSE:** Along with the bar code, each student who has a signed appropriate use policy form will get an Internet license to place in his/her planner. It should be displayed every time the student accesses the Internet.
- **CHECK OUT MATERIALS:** Students may check out three books for three weeks at a time. Books may be renewed once for another three weeks. Reference materials have overnight check-outs. Magazines may be checked out for one week.
- **LOST OR DAMAGED MATERIALS:** The student will be expected to reimburse the library for any books or materials they have lost or damaged.

LOCKERS

Each student will be assigned a locker upon request. The school lends the locker to students; therefore, any locker may be inspected by school officials. Students should contact a teacher or assistant principal if lockers do not open properly.

Plan trips to lockers carefully. It may not be practical to go to a locker after every class. Students may need to carry books and materials for several classes at a time. **To avoid loss or theft, students should not share their locker combinations with other students.**

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, or safety of students and/or district employees.

LOST AND FOUND

1. A name should be on all items brought to school.
2. Found items should be taken to the office.
3. If an item is lost, report the loss to the office immediately.
4. Report any lost text books to that classroom teacher.
5. Students should not bring large amounts of money to school. Lost or stolen money is seldom recovered.

LUNCHES

Account Information

- Students will have a lunch account with a PIN number.
- An initial minimum payment of two weeks is required. Larger payments are encouraged.

Lunch Room Procedure

- All students go to the lunch room during the assigned lunch period.
- Students may bring a sack lunch or buy a hot lunch.
- Candy or soft drinks are **NOT** allowed.
- Students will remain seated at the class's assigned tables until dismissed.
- Permission is required to leave the table or room.
- Lunch room attendants will dismiss classes and monitor permission to leave tables.
- Food cannot be removed from the lunch room.

SCHOOL NURSE

If a student becomes sick in school, he/she will need a hall pass to the nurse. These should be obtained from the student's teacher. Our school nurse is located in the main office. Should a student need to go home, the school nurse or staff designee will contact the parent/guardian. The parent/guardian must check the student out through the office when they arrive to pick-up the student.

If prescription medication, essential oils, or other non-FDA approved medication/treatment is required to be administered while at school or during a school-sponsored event/activity, a signed written order (on the *USD 305 Permission for Medication* form) from a physician/medical provider (MD, DO, DDS, OD, APRN, PA) with parent/guardian signature must be provided. The medication must be provided by the parent/guardian in a correctly labeled prescription bottle (original labeled bottle for essential oils-no handwritten labels). Both of these conditions must be met prior to the medication being administered.

Administration of over-the-counter medication (Tylenol, ibuprofen, Tums, cough drops, etc.) requires a parent/guardian signature only (no physician signature) on the *USD 305 Permission for Medication* form if administered per label instructions. Any dosage or frequency other than the labeled instructions will require a physician order as described above. USD 305 does not provide/purchase over-the-counter medication for student administration. Over-the-counter medication must be provided by the parent/guardian in the original bottle and all medications must be locked in the nurse's office with the exception of physician ordered emergency medications (asthma rescue inhalers, insulin, epinephrine). Students may self-administer and self-carry asthma rescue inhalers, insulin and epinephrine with the appropriate documentation on file in the nurse's office. Please contact the school nurse for the required documentation and to discuss your student's health condition. Students should never have any medication in their possession or in their lockers with the exception of the above-mentioned physician prescribed emergency medication.

The *USD 305 Permission for Medication* form can be found at https://www.usd305.com/for_parents/school_nurses/medication_forms or obtained from the school nurse. The complete medication procedure can be viewed at https://www.usd305.com/for_parents/school_nurses/medication_procedures.

PHYSICAL EDUCATION

Physical education is a required subject for all boys and girls. If a student cannot physically participate in physical education class, a note from a health-care provider should be brought to the school nurse.

Seventh and eighth grade students are expected to have appropriate gym clothing to wear each day and will be issued a gym locker in which to store those clothes. **STUDENTS MUST WRITE THEIR NAME WHERE IT CAN BE SEEN ON EACH ITEM OF PE CLOTHING.** If something is lost or stolen, it is much easier to find it if the name of the student is visibly marked on it.

ANIMALS AND PLANTS IN SCHOOL

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. However, they must be appropriately housed, humanely cared for, and properly handled. (Refer to Board Policy ING "Animals and Plants in the School.")

Under no circumstances are animals to be transported on school buses.

Domesticated animals must be inoculated against rabies at the owner's expense before the student may bring such animals to school. Animals must be adequately housed and cared for in screened cages. Student handling of such animals and plants must be under the direct supervision of the teacher. Only the teacher or students designated by the teacher are to handle the animals.

Skunks, ferrets, raccoons, opossums, and bats are not to be permitted inside school facilities or on school grounds. Felines and canines must be inoculated against rabies at the owner's expense before the student may bring such animal to school unless prior verification of inoculation is provided. Caged and tamed rodents (hamsters, gerbils, guinea pigs, rats, mice, rabbits) may be brought to school when permission has been granted. Handling by students must be on a voluntary basis.

POLICY ON PROHIBITED SUBSTANCES

A student who is found to be in possession of or selling any prohibited substances on school property will be detained immediately with the evidence. A school administrator will contact the Police Department and the student's parents/guardian. A short-term suspension (5 school days) will be imposed, a formal hearing will be scheduled, and the student may be subject to expulsion. Prior to readmission to the student's regular school, the student will be referred for a substance abuse evaluation to an agency licensed for same by the State of Kansas and located in the City of Salina. Failure to complete the required evaluation as scheduled will result in a hearing for a long-term suspension. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents/guardians or student should contact the directors of the program to determine the cost and length of the program.

In addition to the above policy, students who sell, use, or are under the influence of or possess (including the car) drugs or alcohol at a school dance or on school premises during, before, or after a dance will not be allowed to attend future dances for the remainder of that semester (Board Policy JDDA). **The provisions of this policy shall also apply to all USD 305-sponsored activities off the school grounds.**

TOBACCO POLICY

The use and/or possession of tobacco products by students is prohibited at all times on school property (Board Policy JCDA). See the discipline chart for consequences for violation of this policy.

PROMOTION AND RETENTION

The following guidelines will be observed for the promotion of students in the secondary schools. In order to enter the next grade, a student must meet the following criteria:

- a student must receive a minimum of at least a D average, 1.0 grade point average, in all subjects with no more than one F in any subject;
- students not achieving this minimal standard shall be required to successfully complete summer school or an appropriate alternative approved by the district; and
- the final decision in any case pertaining to acceleration, promotion, or retention shall rest with the appropriate building principal.

STUDENT RECORDS

All student records are confidential and primarily for local school use. Any eligible parent/guardian or student may inspect the personal records of the student during regular school office hours. Parents/guardians can request a hearing to challenge the content of their child's school records to ensure accuracy.

Certain information, called directory information, is not covered by the privacy law and is made available to the public when requested. It includes the student's name, age, dates of attendance, and other information. Parents/guardians may request that their student's information not be released by sending the request in writing to the building principal. (Family Educational Rights and Privacy Act (FERPA))

ATTENDANCE AREAS

Students are required to attend the high school in the attendance area where their legal guardian resides. Students who reside in the attendance areas of Cottonwood Elementary School, Heusner Elementary School, Meadowlark Elementary School, and Oakdale Elementary School will attend Lakewood Middle School/Central High School. Students who reside in the attendance areas of Coronado Elementary School, Schilling Elementary School, Stewart Elementary School and Sunset Elementary School will attend South Middle School/South High School. The building principal shall transfer pupils who falsify their place of residence or guardianship location immediately upon discovery.

Special assignments to schools may be made as per Board Policy JBCD "Assignment of Students to Attendance Centers."

WEBSITE DEVELOPMENT / USE

School websites and home pages are maintained by the school website managers. All material must be academic, school or department related. No personal pages are allowed. Student pictures and names may only be published with the written and dated permission of the parent/guardian and will not include the student's address, phone number, e-mail address, or other identifying personal information. In the development of website material, copyrighted material may not be published or downloaded without written permission of the owner. Original materials produced by students will not be posted on sites without permission of the student (parent/guardian).

YOUTH “YELLOW” PAGES

DIAL 211 for Help – 24 hours a day, 7 days a week

One call. Thousands of services – www.211kansas.org.

**In partnership with the Salina Area United Way,
the Youth Yellow Pages provides support to youth.**

If you need help or information regarding any of these issues,
please call or visit websites for additional information.

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CLOTHING

Ashby House	(785)826-4935
Bargain Basket	(785)826-9042
DAV Thrift Store.....	(785)827-6477
Goodwill Industries.....	(785)827-8944
Salvation Army Thrift Store	(785)823-1409

DISABILITY SUPPORT SERVICES

Angel Square	(785)404-2442
Choices Network, Inc.....	www.choicesnetwork.net (785)820-8018
Disability Planning Organization of Kansas	www.dpok.com (785)823-3173
OCCK, Inc.	www.occk.com (785)827-9383

DRUGS/ALCOHOL

Central Kansas Foundation	www.ckfaddictiontreatment.org (785)825-6224
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Also get current meeting times and locations for the following support groups:

- Alcoholics Anonymous (for recovering alcoholics)
- Al-Anon (for family members and friends of alcoholics)
- Alateen (group for teens of recovering alcoholics)
- Narcotics Anonymous (for recovering drug addicts)

Pathfinder Recovery Center	www.pathfindersrecovery.org (785)825-6224
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Location 617 E. Elm

Offers drop-in services or information, accessible to anyone needing information about addiction, recovery, or support throughout the recovery stages.

Regional Prevention Center of North Central KS	(785)825-6224
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IMPACT Coalition.....	(785)825-6224
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Saline County Tobacco Prevention Coalition	(785)825-6224
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St. Francis Community Outreach	(785)825-0541 or (800)423-1342
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EATING DISORDERS

For information regarding treatment of eating disorders such as anorexia nervosa or bulimia:

Central Kansas Mental Health Center	(785)823-6322 or (800)794-8281
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After-Hour Emergencies.....	(785)823-6324 or (866)823-6380
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Saline County Health Department	(785)826-6600
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Veridian Behavioral Health, Inc.	(785)452-4930 or (785)452-6113
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EDUCATION

For non-traditional high school degree or financial education:

Consumer Credit Counseling	www.kscacs.org (785)827-6731
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Salina Adult Education Center	www.usd305.com/saec (785)309-4660
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Smoky Hill Education Service Center	www.smokyhill.org (785)825-9185
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EMPLOYMENT

KANSASWORKS	www.kansasworks.com (785)493-8018
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North Central Workforce Solutions, OCCK, Inc.....	(785)827-9383 x 176
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EN ESPAÑOL

Caridades Católicas..... (785)825-0208 or (888)468-6909
CDC en Español SIDA & EST (Teléfono para solicitar ayuda) (800)232-4636
Servicios de Educación y Apoyo para Niños..... (785)825-4493
Centro Médico Para Familias de Salina..... (785)825-7251

FAMILY PROBLEMS

Catholic Charities (785)825-0208 or (888)468-6909
Central Kansas Mental Health Center (785)823-6322 or (800)794-8281
 After-Hour Emergencies (785)823-6324 or (866)823-6380
Veridian Behavioral Health, Inc (785)452-4930 or (785)452-6113

FOOD

American Red Cross..... www.redcross.org (785)827-3644
Emergency-Aid Foodbank www.salinafood.org (785)827-7111
Salina Rescue Mission www.salinarescuemission.com (785)823-2610
Salvation Army (785)823-2251
Summer Food Program for ages 1-18..... (785)309-4715

GENERAL INFORMATION

Thrive of the Heartland..... (785)827-6731
Kanas Department for Children and Families..... www.dcfks.gov (785)826-8000
Kansas 2-1-1 Hotline..... 211

INSURANCE

KanCare www.kancare.ks.gov (800)792-4884
Children's Mercy Family Health Partners (877)347-9363
Nurse Advice Line..... (800)347-9369
Salina Family Healthcare..... www.salinahealth.org (785)825-7251

PREGNANCY TESTING AND SUPPORT

Birthright of Salina, Inc. www.birthright.org/salina/ (785)823-3113
 24-Hour Emergency Hotline..... (800)550-4900
Catholic Charities (785)825-0208
 Or (888)468-6909
Pregnancy Service Center www.pscsalina.com (785)823-1484
 Or (866)970-6670
Salina Family Healthcare..... www.salinahealth.org (785)825-7251

RAPE OR SEXUAL ASSAULT

For information or support:

Central Kansas Mental Health Center (785)823-6322 or (800)794-8281
 After-Hour Emergencies..... (785)823-6324 or (866)823-6380
Child Advocacy & Parenting Services (CAPS) www.capsosalina.org (785)825-4493
Domestic Violence Association of Central KS (DVACK)
 (ages 16 and above)..... (785)827-5862 or (800)874-1499
Veridian Behavioral Health, Inc. (785)452-4930 or (785)452-6113

RECREATION & ARTS

For community leisure time activities:

Lakewood Discovery Center	(785)826-7335
Rolling Hills Zoo and Museum	www.rollinghillszoo.com (785)827-9488
Salina Art Center	www.salinaartcenter.org (785)827-1431
Salina Arts & Humanities	(785)309-5770
Websites.....	www.salinaarts.com and www.riverfestival.com
Salina Art Cinema	(785)452-9868
Salina Community Theatre.....	www.salinatheatre.com (785)827-6126 or (785)827-3033
Salina Fieldhouse	www.salinafieldhouse.com (785)833-2260
Salina Municipal Golf Course	www.thefirstteesalina.org (785)826-7450
Salina Parks and Recreation	(785)309-5765
Salina Public Library	www.salinapubliclibrary.org (785)825-4624
Smoky Hill Museum	www.smokyhillmuseum.org (785)309-5776
YMCA.....	www.salinaymca.org (785)825-2151

RUNAWAYS

For shelter and/or support:

National Runaway Switchboard	(800)786-2929
Community Corrections, 28 th Judicial District.....	(785)826-6590

SEXUALITY

For information and/or support:

Central Kansas Mental Health Center	(785)823-6322 or (800)794-8281
After-Hour Emergencies.....	(785)823-6324 or (866)823-6380
GLBTD (Gay, Lesbian, Bi-Sexual & Transgender) Hotline	(800)347-8336
Or	(800)843-4564
Saline County Health Department-Health Education	(785)826-6600
Veridian Behavioral Health, Inc.	(785)452-4930 or (785)452-6113

SEXUALLY TRANSMITTED DISEASES (STD'S)

For STD information, testing or for treatment:

Salina Family Healthcare Center	(785)825-7251
Saline County Health Department	(785)826-6600
StatCare Family Medical Clinic – Minor Emergency Medical Center	(785)827-6453
Salina Regional Urgent Care Clinic.....	(785)452-6000
Med Express Urgent Care	(785)827-3551
CDC National AIDS Hotline	(800)342-2437
CDC Hearing Impaired AIDS Hotline.....	(800)369-2437
National Herpes Hotline	(919)361-8488
National HPV Hotline	(877)478-5868

SUICIDE

For immediate crisis intervention:

Central Kansas Mental Health Center	(785)823-6322 or (800)794-8281
After-Hour Emergencies.....	(785)823-6324 or (866)823-6380
National Suicide Prevention Lifeline.....	(800)784-2433 or (800)273-8255
Veridian Behavioral Health, Inc.	(785)452-4930 or (785)452-6113

TEEN PARENTING SUPPORT

For information and support:

Child Advocacy & Parenting Services (CAPS)	(785)825-4493
Child Care Aware – Kansas	www.ks.childcareaware.org (785)823-3343
Heartland Programs	www.usd305.com/headstart (785)309-5000
Pregnancy Service Center	(785)823-1484 or (866)970-6670
Salina Regional Health Center	(785)452-7000
Saline County Health Department	(785)826-6600
Well Child	(785)826-6602
Woman Infant Child (WIC) Program	(785)826-6603

THE LAW AND YOU

Community Corrections, 28th Judicial District	(785)826-6590
Salina Police Department	(785)826-7210
Saline County Sheriff's Department	(785)826-6502
STOP UNDERAGE DRINKING...REPORT IT	(785)825-TIPS
State Underage Drinking Report Number	(866)687-8221

VIOLENT BEHAVIOR

To get help for yourself or someone you care about:

Child Advocacy & Parenting Services (CAPS)	(785)825-4493
Central Kansas Foundation	(785)825-6224
Central Kansas Mental Health Center	(785)823-6322 or (800)794-8281
After-Hour Emergencies	(785)823-6324 or (866)823-6380
Domestic Violence Association of Central KS (DVACK)	(785)827-5862 or (800)874-1499
Kansas Department for Children and Families	(785)826-8000
Veridian Behavioral Health, Inc.	(785)452-4930 or (785)452-6113

VOLUNTEERING

To find volunteer opportunities:

Big Brothers/Big Sisters of Salina, Inc.	www.bbbssalina.org (785)825-5509
Salina Media Connection	www.salinatv.org (785)823-2500
Salina Area United Way	www.unitedwaysalina.org (785)827-1312
Salina Family Healthcare Center	www.salinahealth.org (785)825-7251
Salina Public Library	www.salinapubliclibrary.org (785)825-4624
Salina Regional Health Center (Summer Program)	(785)452-7541
YMCA	www.salinaymca.org (785)825-2151

YOUTH DEVELOPMENT ORGANIZATIONS

Boy Scouts of America	www.coronadoscout.org (785)827-4461
Girl Scouts of Kansas Heartland	www.kansasgirlscouts.org (316)684-6531
4-H Youth Development	www.centrankansas.k-state.edu/4-h (785)309-5850
The City	www.thecityonthenet.com (785)827-2028
YMCA	www.salinaymca.org (785)825-2151
The Salvation Army	(785)823-2251