
Andover Central Middle School

Student Handbook

2020-2021



Andover Central Middle School
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Andover, KS 67002
(316)-218-4710

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ACMS MISSION STATEMENT

The mission of Andover Central Middle School is to provide all students with educational opportunities to join, achieve, grow, and succeed in a changing society.

AGENDA/BINDER

Students are issued a student binder at the beginning of the school year. This binder should be carried by the student at all times. The exceptions to this policy are: (1) to and from lunch, (2) activity period, (3) assemblies. Lost binders must be reported to the office and will be replaced at a cost of \$15.00.

ANIMALS AND PLANTS IN SCHOOL

Students, who wish to bring any type of animal or plant into the building, must have the permission of his/her classroom teacher and the building administration. Under no circumstances will animals be transported on the bus. Animals must be adequately housed and cared for in screened cages. Domesticated animals must be inoculated against rabies. Only designated students and the teacher may handle the animal(s). If animals are to be kept in the classroom on day when classes are not in session, the student must make arrangements for their feeding, care, and safety. This is to be arranged with your teacher. All experiments using live animals must have prior approval of the building administration and classroom teacher. If an individual is injured by an animal or plant, it must be immediately reported to the school office. Parents and the proper authorities will be notified.

Service animals may be permitted in the school and on school property in accordance with board approved guidelines and may be used by employees, patrons and students. Building administration should be notified prior to bringing a service animal to school for the first time. (ING)

ASBESTOS

An asbestos management plan has been developed for the school district. A copy is available at the administrative office located at 1432 N. Andover Rd.

ASSEMBLIES

All students will be allowed to attend assemblies provided they are students in good standing. Students will be required to sit in assigned areas unless otherwise indicated by the school administration. Classroom behavior guidelines apply during all assemblies. Students not able to follow these guidelines will be removed from the assembly and subject to disciplinary action.

ATHLETICS AND ACTIVITIES

All students who wish to participate in school athletics (7th and 8th grade only) must have a Kansas State High School Activity Association (KSHSAA) physical form completed by a licensed doctor. Students will also be required to have a KSHSAA concussion form filled out by parents on file at the school in order to participate. These forms are available in the school office or on the school website. This form will remain on file in the school office and must be completed prior to practice and participation in the sport.

KSHSAA guidelines require that each student athlete pass five subjects each nine-week grading period in order to remain eligible to participate in athletics. All students participating in KSHSAA sanctioned activities must be in attendance at least one-half day of school on the day of event. Exceptions to this rule can be granted by the administration for unusual circumstances. (JH)

Students may form clubs and other groups in order to promote or pursue special activities outside the regular classroom. Membership in student organizations whether school sponsored or not must be open to all interested and eligible students. The administration shall approve school sponsored student organizations and a staff member shall attend the meetings or activities to supervise the use of the facilities by all student organizations and to act as a supervisor or sponsor.

Student groups desiring special meetings or activities must present a request forty-eight hours in advance of the activity. This includes parties, dances, and any activity not on the regular schedule. The sponsor shall be responsible to clear dates on the school calendar with the building administration. All activities must have an adult supervisor approved by the administration. Non-school sponsored clubs shall submit a request for use of school facilities to the administration prior to using the school facilities. A faculty member may attend the meetings as a supervisor but shall not participate in the group's activities.

Unless otherwise approved by the administration, attendance at all social functions are limited to students who attend our school.

ATHLETIC CATASTROPHIC INSURANCE

All athletes are covered by the Kansas State High School Activity Association Catastrophic injury policy. This insurance policy covers those eligible expenses unpaid by other insurance that the parents and/or students may have on a personal basis. In case the student or student's parents do not have insurance, this policy has full coverage with the stated limits of the policy.

ATTENDANCE

The administration and staff agree that regular attendance is necessary to fully realize the benefits of an educational opportunity. We believe the best learning takes place when students are present on a daily basis. (JBD)

Procedures:

1. On the day of an absence, a parent should contact the school office.
2. If a parent does not contact the office, the student should report immediately to the office when returning to school with absence verification.

Excused Absences:

1. Personal illness, family illness, weddings and/or funerals of family, doctor and/or dental appointments, court proceedings, religious observances, and school activities.
2. Other absences that are deemed necessary by the parents and approved by the administration.
3. Two school days are given to make up work for each day of excused absence. Students may be required to make up tests scheduled in advance upon their return to school.

Unexcused Absences:

1. Examples of unexcused absences are oversleeping, hair appointments, missing the bus, car trouble, running errands, personal business, job interviews, and staying home to work on homework.
2. Leaving school without permission and/or skipping school.
3. No make-up work will be allowed for unexcused absences.
4. Any student who is absent for a significant portion of a school day without a valid excuse for three consecutive days, five days in a semester, or seven days in a school year are considered truant and will be reported to the district attorney.

Excessive Absence – Ten-Day Limit:

1. Students will be limited to ten excused absences per semester.
2. Any absence past the ten-day limit will not be excused unless verified by a licensed physician or approved in advance by the administration.
3. Any student who is hospitalized, is suffering from a long-term illness (long term illness as defined as an illness of four or more consecutive days), or has a chronic medical condition while under the care of a licensed physician will be exempt from the ten-day limit.
4. An appointment card must verify doctor and dental appointments after the ten-day limit.
5. When a student reaches six days of absence and again at ten days of absence, a written communication will be sent home stating the number of days missed and the consequences of continued absenteeism.

Significant part of the school day defined:

An absence of 2 or more hours in any school day shall be considered an absence for a significant part of the school day.

Vacations:

1. All vacations must be pre-arranged in the office at least five days prior to the start of the vacation.
2. If any of the vacation days exceed the ten-day limit, they will be counted as unexcused.
3. The parent will be responsible for notifying the office. Upon notification, the student will receive a homework assignment sheet.
4. All homework assigned during a vacation, is due upon the students return to school.

School Sponsored Activities:

1. All absences that result from school activities will be excused. These absences do not count towards the ten-day limit.
2. If a student is ill on the day of a school-sponsored activity, he/she must be present at least ½ day in order to participate in that activity that day. Exceptions to this rule require prior approval of the school administration.
3. Students are responsible for getting required work ahead of time for any classes missed due to a school-sponsored activity.

Homework and Make-Up Work:

1. **Excused absence:** Two school days are given to complete daily work missed for each day of excused absence. Exceptions to this rule can only be made by the school administration.
2. **Long term and short term suspensions:** All homework is due when the student returns to school. Credit will not be given for work missed due to an out of school suspension without approval of the administration.
3. **Vacation:** All homework and tests scheduled in advance are due upon return to school.
4. **In School Suspension:** Assignments are due at the end of the day.
5. **Unexcused absence:** Credit will not be given for work missed due to an unexcused absence without approval of the administration.
6. **Requesting homework:** Students who are absent should have their parents contact the school office to get homework assignments. Homework assignments will be collected from the teachers on the second day of absence. Please call no later than 10:00 a.m. to request homework. All student homework requests should be made by contacting the school office. For single-day absences, please refer to the middle school website teacher pages for scheduled assignments.

Tardy to School:

1. Students can be tardy to school two times per nine weeks without penalty. Students who exceed this limit will receive a conduct point for each additional tardy.
2. Students tardy to school because of medical and dental appointments must have appointment cards to be excused from the tardy policy.

BEFORE AND AFTER SCHOOL

School doors open thirty minutes before school begins and are closed thirty minutes after school. No student shall be in the academic wing until the morning bell rings. If a student arrives early to school they may enter the building and sit in the commons. When school is out, all students not engaged in an activity with faculty supervision are to leave the building within thirty minutes.

1st hour: 8:00-8:55

2nd hour: 9:00-9:55

3rd hour: 10:00-10:55

4th hour: 11:00-12:26 (Lunch)

Central Time: 12:31 – 1:00

5th hour: 1:05-2:00

6th hour: 2:00-3:00

BOARD POLICY CHANGES

Please be advised that any changes to board of education policy adopted during the school year supersede current hand-book language.

BULLYING

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

1. Harming a student or staff member, whether physically or mentally;
2. Damaging a student's or staff member's property;
3. Placing a student or staff member in reasonable fear of harm to the student or staff member;
4. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes any form of intimidation or harassment prohibited by the board of education. BOE policy JDDC states, "The board of education prohibits bullying in any form, by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law. The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and

shall include appropriate community involvement as approved by the board. 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.”

CODE OF CONDUCT

Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective learning in all classes and activities in which they participate. Good conduct and consideration for the rights of others is necessary if effective learning is to occur. Students who display poor citizenship or misbehavior will be subject to discipline procedures.

Citizenship Expectations:

1. All students will be respectful toward teachers, fellow students, and public property.
2. All students will follow the directions of teachers and other school officials.
3. Profanity and obscene gestures will not be tolerated.
4. Public displays of affection between students will not be allowed.
5. All students will consume snacks and drinks in designated areas..
6. All students will attend school regularly and will be punctual.
7. All students will be diligent in the pursuit of academic work.

School Safety:

1. Students are prohibited from leaving the school grounds without the permission of a teacher, coach, or administrator.
2. All students are prohibited from hollering, whistling, scuffling, and fighting.
3. All book bags and coats will be kept in lockers during the school day.
4. Skateboards and/or roller blades, if brought to school, are to be kept in the office.
5. If students are legally able to drive to school, they must inform the administration of their intent to drive to school and provide the school a copy of their driver's license.

Student Conduct:

1. Possession or use of tobacco products, including electronic cigarettes/nicotine delivery device, will not be tolerated. Appropriate disciplinary action will be determined by the building administration.
2. Communication/electronic devices are allowed to be brought to school by students but must be turned off and kept in the student's locker during school hours. Student use of personal electronic devices is prohibited during school hours unless approved by teacher or administration. Violators of this policy may be subject to disciplinary action which may include the loss of privileges related to personal electronic devices. Secretly recording audio or video with an electronic device is prohibited (KGE)
3. Unacceptable items at all times include, but are not limited to: tobacco products/electronic cigarettes, bio-hazard materials, yo-yo's, stink-bombs, chains, toys, matches, lighters, drugs, alcohol, knives, laser pointers, water pistols, darts, fireworks, guns, any form of ammunition, and/or any item that threatens the safety and welfare of self or others.
4. Students will refrain from gross misconduct. Misconduct includes, but is not limited to: striking, assaulting, or threatening to assault a teacher, student, administrator, or other school official; willful destruction of school property, writing or using obscene or profane language; possession, display, or use of dangerous weapons, stealing money or other items belonging to the school or individuals within the school while on school premises or under the authority of the school. If gross misconduct occurs, a suspension may be imposed.
5. Students will not chew gum in school unless approved by classroom teacher or administration.

Interrogation and Investigation:

Building administrators, school resource officers, and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

If there is reason to believe a violation of a criminal law has been committed, the principal or school resource officer with authorization of the principal shall notify the appropriate law enforcement agency as necessary and may request further investigation of the alleged violation.

Building principals shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Any investigations shall be conducted in a manner, which minimizes interference with regular education or school activities. (See EBC, GAAD, JCABB, JCEC, JCAC and JHCAA)

Use of Surveillance Cameras:

Except in locations expressly prohibited by state law, surveillance cameras may be used to monitor student behavior in or around any district facility or in district vehicles. Surveillance footage which is a record of student behavior shall be secured in a secure location until the digital storage mechanism or tape on which the footage is maintained is either erased or reused. Surveillance footage of personally identifiable students depicting their involvement in an altercation or other violation of law or district policy shall be considered a student record and shall be subject to current law for the release of student record information. (See CN and JR et seq) JGGA

CONDUCT SYSTEM

1. All students are required to carry a Conduct Card and present it to a faculty/staff member upon request.
2. A lost Conduct Card will result in the following:
 - a. One Conduct Card Lost = Replacement with the same color Conduct Card minus a three (3) point deduction penalty.
 - b. Two or More Conduct Cards Lost = Automatic movement to the next color Conduct Card and minus a three (3) point deduction penalty.
 - c. If a Conduct Card should become damaged or washed, pieces of the Conduct Card may be produced one time to the Assistant Principal for penalty to be waived.
3. Accumulation of Conduct Points will result in the parent(s) being notified and the following penalty being administered:

| | |
|----------------------|---|
| Blue Conduct Card | 5 Points = 1/2 Hour Detention |
| Green Conduct Card | 10 Points = 1 Hour Detention |
| Yellow Conduct Card | 15 Points = 2 Hour Detention/Parent Contact/Counselor Referral |
| Red "A" Conduct Card | 20 Points = In School Suspension (1 Day) Parent Contact/Conference Counselor Referral |
| Red "B" Conduct Card | 25 Points = 1 Day Out-of School Suspension (1 Day) Parent Contact/Conference Counselor Referral |
| Red "C" Conduct Card | 30 Points = Out-of-School Suspension (3 Days) Student /Parent meet with Evaluation Team |
| Red "D" Conduct Card | 35 Points = Out-of-School Suspension (5 Days) Student/Parent/Administration Review 36 Points = Suspension to Expulsion |
4. This system has two categories – **MINOR VIOLATIONS** and **MAJOR VIOLATIONS**.

MINOR VIOLATIONS

Minor Violations may be administered by administration and/or faculty. Minor Violations or Conduct Points may include the following:

1. Tardy
2. Disrespect to Student/Adult
3. Inappropriate/Disruptive Behavior
4. Inappropriate Item/Language
5. Food/Gum/Candy/Pop
6. Lost Conduct Card (Admin Only)
7. Out-of-Bounds/Inappropriate Computer Use

**This is not an all-inclusive list. Actions not listed above will be handled by the administration or faculty as deemed necessary. Teachers may assign classroom detentions at their discretion.

MAJOR VIOLATIONS

Major Violations will be handled by the administration. Major Violations include, but are not limited to, the following:

Use, sale, or possession of: alcohol, drugs, tobacco, electronic cigarettes/nicotine delivery device and/or paraphernalia (JCDA, JCDAB)
Bullying

Cheating/Plagiarism (Automatic "0" Grade & Detention – Teacher will make initial contact with parent/guardian)

Bomb Threat/False Fire Alarm

Disrespect to Administration/Faculty/Staff/Students

Dangerous Items/Weapons

Fighting

Forgery

Harassment

Inappropriate/Disruptive Behavior

Misuse of the Internet (sending improper e-mail, going to inappropriate areas on the internet)

Profanity/Obscene Gestures/Language

Refusal to Follow Instruction of Authority/Insubordination

Removal from Class Due to Behavioral Problems

Tampering with Computer Equipment

Theft

Use/possession of fireworks, or other materials that may be harmful or disruptive

**This is not an all-inclusive list. Actions not listed above will be handled by the administration as deemed necessary.

RESULTING ACTIONS FOR MAJOR VIOLATION

In most cases, consequences for Major Violations will occur according to the following levels:

First Major Violation = Detention to Expulsion

Subsequent Major Violations = Out-of-School Suspension to Expulsion

**It is to be noted that some students, because of special needs, may have Individual Behavior Plans. Modifications to this school-wide plan will be noted in the student's IEP or 504 Plan as necessary.

Detention

Detention periods will be held Tuesday or Thursday from 3:00 – 4:00 p.m. Two-hour detentions will be assigned as needed by the administration and parent(s) will be notified.

Detention guidelines:

1. Students must arrive on time with something to work on or a book to read.
2. No talking is allowed.
3. Any student missing detention will automatically be issued an additional detention unless prior arrangements have been made with the administration.

In-School Suspension

In-School Suspension is a method of dealing with student discipline problems that might otherwise result in suspension from school. This procedure may be implemented at the discretion of the administration. Students in ISS will be given regular class work and will receive credit for the work completed. Students in ISS will be ineligible to participate in any school activities scheduled for that day.

Out-Of-School Suspension

All suspension and expulsion procedures will follow Board of Education policy JDD and JDD-R. Short Term Suspension: Except in an emergency, a short term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the

student and an informal hearing. Credit will not be given for work missed due to an out of school suspension without approval of the administration. If a hearing is not held prior to the suspension, an informal hearing should be provided no later than 72 hours after imposition of a short-term suspension.

COMPLAINTS AND GRIEVANCES

In order to provide an opportunity for the expression of legitimate concerns of students with respect to the application of any school rule or regulation, the board may consider complaints and grievances through the procedures established in the Board of Education policy. Any student may file a complaint with the administration against any school employee or any school rule or regulation. Said complaint shall be in writing and it must be filed within fifteen days following the act or event about which the complaint arose. Said complaint shall be specific and in reasonable detail as to the who, what, when, and where of the complaint. Any complaint not filed within the fifteen-day period should be deemed to have been waived. Any such complaint meeting the requirements of this rule shall be acted upon by the appropriate administrator.

COMPUTER/NETWORK USE

The use of the network is a privilege, not a right. Inappropriate use, including the violation of the rules and conditions of use, may result in cancellation of network privileges, suspension, expulsion, or other disciplinary actions that the school administration deems necessary. The building or the school district will not be held liable for any materials intentionally or accidentally retrieved from the Internet. All students must return a parent-signed copy of the Acceptable Computer and Network Use Policy.

CRISIS DRILLS

Regular crisis drills will be held according to state law. State law requires these drills and their purpose is to ensure safety of students and staff.

DIRECTORY INFORMATION

For the purposes of FERPA, the Andover Public Schools have designated certain information contained in educational records as directory information that may be disclosed for any purpose without the consent of the parent.

Directory information categories include the following: the student's name, address, telephone number, picture, parent and/or guardian, date and place of birth, major field of study, weight, height, participation in and eligibility for official recognized activities and sports, dates of attendance or grade placement, honor, and award received, and the most recent educational agency or school attended by the student.

You have the right to refuse to permit the designation of any or all of the information listed above as directory information. If you refuse, you must file written notice with USD # 385, 1432 N. Andover Rd., Andover, Kansas 67002.

DRESS CODE

Neatness and decency are emphasized guidelines for the dress code. Clothing that is worn to school should not violate the rules of decency, offend the standards of other students, promote unsafe conditions, or detract from the educational process. The administration will make the final determination regarding the appropriateness of a student's appearance. A student who is inappropriately dressed will be required to change his/her clothing and may be subject to disciplinary action.

1. All apparel, including tattoos that display or promote products referring to alcohol, tobacco, illegal drugs, suggestive or obscene language or that display inappropriate statements will be deemed unacceptable.
2. Clothing must be worn appropriately so as not to distract from the learning environment.
3. Tops with spaghetti straps, narrow straps, strapless, halter tops, off-the-shoulder tops and low-cut or tight tops are not allowed. Additionally, tops that are see-through or fishnet are considered inappropriate school attire. Straps must be 1 ½ inches in width. Questionable attire will be evaluated on an individual basis for appropriateness.
4. Bare midriffs are not allowed.
5. Clothing or items that give the impression of gang affiliation or promote gang affiliation are not acceptable.
6. Footwear is to be worn at all times for safety purposes.
7. Make-up and hairstyles considered excessive and extreme by the administration will not be allowed.
8. Hats, visors, and sunglasses are unacceptable wearing apparel in the school building and should be removed when entering the building. Hooded sweatshirts must be worn with the hood down at all times. The administration reserves the right to remove and take

these items if they are worn in the building.

9. Pierced ears are acceptable unless excessive, but other pierced body parts or jewelry that may pose a safety hazard to a student will not be permitted.
10. Pants and shorts are to be worn at the natural waistline.
11. Students will not be allowed to paint their faces or wear imitation tattoos on their face, arms or legs without prior permission from the building administration. Writing and/or drawing on the body or clothing is also prohibited.

It should be noted that these rules are not all inclusive. Dress which disrupts the normal educational environment will be considered inappropriate attire. In all instances, students must not infringe upon the rights of others.

DRUG FREE SCHOOLS

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale or distribution and/or being under the influence of illicit drugs, controlled substances and/or alcohol by students at school, on or in school property or at school-sponsored activities or events is prohibited. Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

Student Conduct: As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances or alcoholic beverages on or in school district property, or at any school activity, program or event. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and will be subject to the following:

1. First Offense. A first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension, up to 90 school days; or an expulsion, which could be up to 186 school days.
 - b. Suspension from all student activities for the period of suspension or expulsion from school.
2. Second offense. A second time violator shall be subject to the following sanction:
 - a. A punishment up to and including long-term suspension, up to 90 school days; or an expulsion, which could be up to 186 school days.
 - b. Suspension from all student activities for the period of suspension or expulsion from school.
 - c. A student placed on long-term suspension or expulsion under this policy could be considered for re-admittance on a probationary status. This re-admittance would require the student agreeing to complete a drug and alcohol rehabilitation program.
3. Third and Subsequent Offenses. A student who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension, up to 90 school days; or an expulsion, which could be up to 186 school days.
 - b. Suspension from participation and attendance at all school activities for up to one year.
 - c. A student who is expelled from school under the terms of this policy could be considered for re-admittance on a probationary status. This re-admittance would require the student agreeing to complete a drug and alcohol rehabilitation program. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk or school counselors. Parents or students should contact the directors of the programs to determine the cost and length of the programs. A copy of this policy shall be provided to all

students, and the parents of all students. Parents of all students shall be notified that compliance with this policy is mandatory. (See GAOB, JGFGB, JGFGBA, LDD, JDDA)

DRUG DOGS

One of the resources available to help ensure a drug-free environment at school is the use of drug dogs. These dogs are specifically trained to search for drugs, and may be used at any time deemed appropriate by school administration for that purpose. (JCAB)

EMERGENCY SAFETY INTERVENTIONS

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. The board of education 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.

“Law enforcement officer” and “police officer” mean 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.

“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.

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

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

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

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122), 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.

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

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

“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.

“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:

- o 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;
- o Any device used by a certified law enforcement officers to carry out law enforcement duties; or
- o Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect 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 an emergency contact person for such student, the same day the 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: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) 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; a space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) 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 (A), (B) and (C) if the triggering issue necessitating the ESI's 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 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 or the superintendent's designee 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.

If 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 requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 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 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student 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 of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. 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 of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) 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 recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective 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 30 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 (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

EMERGENCY SCHOOL CLOSING

When weather conditions threaten the safe operation of the schools and bus routes, school may be delayed or cancelled. The following television stations will be notified: KSNW, KAKE, and KWCH. Local radio stations will also be notified. In the event that the school day would need to be shortened after students have arrived, these same stations will be notified. In addition, School Messenger will be utilized to notify parents of weather-related closings.

FIRE DRILLS

Regular fire drills will be held in accordance with state law. State law requires these drills and their purpose is to ensure the safety of students and staff. Legal action will be taken against individuals who turn in false alarms or tamper with the alarm system in any way.

When the fire alarm sounds:

1. Students seated next to the windows will close them and make sure they are locked.
2. The first student to leave the room will hold the door open for others and close it when everyone has exited the room. Your classroom teacher will tell you which doors from which to exit the building.
3. Should the fire alarm ring during a passing period, proceed to the nearest safe exit and leave the building. Once outside, please report to the location that has been designated by your HR teacher.
4. When leaving the classroom, exit in single file.
5. Do not run. Walk quickly.
6. Do not talk during the drill. This may cause you to not hear important instructions.
7. Stay with your group.
8. The alarm will continue to sound until a complete inspection of the building has been made.
9. When you hear the "all clear," re-enter the building in a quiet, orderly manner.

GRADES

Progress grades are posted in PowerSchool at the end of each nine-week period. The following scale is used:

| | | |
|-----|--------------------------------------|-------------|
| "A" | Work of superior quality | 90% - 100% |
| "B" | Work of above average quality | 80% - 89% |
| "C" | Work of average quality | 70% - 79% |
| "D" | Minimum achievement | 60% - 69% |
| "F" | Failure to meet minimum requirements | 59% - Below |

GRADING PERIODS

Nine-week grading periods will end on the following dates:

| | |
|-------------|--------------------------------|
| October 14 | End of 1 st Quarter |
| December 18 | End of 2 nd Quarter |
| March 11 | End of 3 rd Quarter |
| May 27 | End of 4 th Quarter |

GUIDANCE SERVICES

The guidance and counseling program is designed to assist each student in developing the knowledge, skill, and attitudes required in personal, social, and educational areas that are necessary for living in an ever-changing society. Students are welcome to visit with the counselor any time they have a concern or an issue that they wish to discuss in confidence with someone. Parents are encouraged to call the school counselor anytime they have concerns regarding their children.

HEALTH SERVICES

All students enrolled in the Andover Public School system shall provide proof of immunization of certain diseases or furnish documents to satisfy statutory requirements. Booster shots required by the Secretary of the Department and Environment are also required. Students who fail to provide the documentation required by law may be excluded from school until statutory requirements are satisfied. Notice of exclusion shall be given to the parent and/or guardian as prescribed by law. Students who are not immunized against a particular disease may be excluded from school during any outbreak of that disease.

Prescription medications will be given at school only with a written note from your doctor. Over-the-counter medication may be given at school with a parent signature form on file. If a student will be taking medication regularly at school, please contact the school nurse concerning school policies regarding medications.

A child must be fever or vomiting free for 24 hours before returning to school.

Communicable diseases are managed in compliance with Kansas State Department of Health and Environment regulations. If a student is absent from school due to a communicable disease, he/she needs a doctor's permit to return to class or be re-admitted to school. Please contact the school nurse if you have any questions regarding communicable diseases.

Health Screenings:

Vision and Hearing screening will be given to all seventh grade students. Students not passing the first screening test in any area will be re-tested. If problems are present the parent will be notified so that they may be able to make arrangements for proper medical care. Any student may be referred for a screening during the school year by a parent, teacher, administrator, counselor, or the school nurse.

First aid will be given for minor injuries only. If injuries are serious, the parents will be contacted. If the parents cannot be reached, the student will be taken to the hospital or to their health care provider at the expense of the parent and/or guardian. If a student becomes ill at school, the parent(s) will be called.

Physical Education excuses require the parent and/or guardians signature for a one-time release from physical education. Student conditions are requested on these notes. Students requiring restrictions and/or exemptions from physical education activities for more than one day must have a physician's order stating the exclusions and restrictions.

Students with allergies, recognized medical conditions such as diabetes, or intolerances to certain foods are accommodated at Andover Schools. A recognized medical authority must complete annual food substitution lists so that the kitchen staff can make those food substitutions. (JGFGBB)

HONOR ROLL

Scholarship is recognized and encouraged. Honor rolls are compiled and published after each nine-week grading period. The honor rolls follow:

| | |
|------------------------|------------------------------|
| Principal's Honor Roll | 4.0 Grade Point Average |
| Gold Honor Roll | 3.5-3.99 Grade Point Average |
| White Honor Roll | 3.0-3.49 Grade Point Average |

Note: Any grade lower than a "C" disqualifies a student for consideration for Honor Roll status for that grading period.

KANSAS SCHOOL SAFETY HOTLINE

The hotline number is 1-877-626-8203. This number is available 24 hours a day, 365 days a year to report impending school violence to the Kansas Highway Patrol. It can be used to report any information that might threaten the safety of schools or students.

LOCKERS

Each student will be assigned a locker for storage and safekeeping of personal and school belongings. Trespassing by others is a serious offense and will be treated as such. Students may go to their lockers before school, between classes, and after school. Locker combinations should not be shared with other students.

Lockers are the property of the school and will be under the supervision of the building administration. Students shall have no expectation of privacy in any school locker. The combinations and/or keys to all lockers shall be in the possession of the administration and stored in a place designed to guard against unauthorized access or use. The administration may search any locker at any time without notice. Students shall not place locks other than those approved by the school on any locker. (JCAB)

LOST AND FOUND

The office will keep a lost and found box. Physical Education (P.E.) teachers will do the same. Items not claimed at the end of each semester will be given to a charitable organization.

MEDIA CENTER

Students may check out books for two weeks and renew them unless they are in demand. Students may check out two personal books at a time, in addition to any teacher-required books. Overnight checkouts are due first hour the next morning. Students may use the computers in the library for school purposes during library hours before, during, and after school. All internet and computer guidelines must be followed.

MONEY AT SCHOOL

Students should not bring large amounts of money to school. Money can be lost, misplaced, and stolen. If you must bring a large amount of money to school, please leave it in the office for safekeeping.

NON-DISCRIMINATION

Andover Public Schools do not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in admission or access to, or treatment of students in its programs and activities. If you have any questions regarding the above, please contact the Associate Superintendent of Schools at 218-4660.

Complaints about discrimination will be thoroughly investigated and promptly resolved. All student complaints should be addressed to the building Principal. Complaints by other persons alleging discrimination should be addressed to the Associate Superintendent of Schools.

The process of complaint resolution is addressed in Board of Education policy KN. Copies of this policy are available in the school office or may be obtained by calling the USD #385 Central Administrative Office at 218-4660.

PARENTS ACKNOWLEDGING AWESOME STUDENTS (PAWS) ANDOVER CENTRAL MIDDLE SCHOOL PARENT ORGANIZATION

We urge parent membership in our parent organization. This group helps promote academic and extra-curricular activities in our school.

PARTIES AT SCHOOL

Class time will not be used for parties of any type. Food or drink will not be allowed in classrooms without permission from the building administration.

PHYSICAL EDUCATION UNIFORMS

All seventh and eighth grade P.E. students will be required to wear uniforms during class. Uniforms may be purchased through the school office.

POSSESSION OR USE OF WEAPONS

Possession or use of a dangerous weapon or use of a weapon on school property or at a school function is prohibited. A pupil who possess, handles, or transmits a dangerous weapon, or is found to be in possession of a dangerous weapon, or who places a person in fear of bodily harm with a dangerous weapon, or a weapon on school premises before, during or after school or at any school sponsored activity, regardless of where it is held, is subject to administrative and/or legal action in accordance with board policy. (JDE, JCDBB)

It is against USD #385 policy for students to bring any type of knife on campus or to a school activity without expressed permission by the administration beforehand. Knives will be confiscated with appropriate disciplinary action taken. Possession of a firearm or replica shall result in expulsion from school for a period of one year (186 days).

Administrative implementation procedures:

1. *Dangerous weapon* means, loaded or unloaded firearms, replica firearms, knuckles, butterfly knives, chains, clubs, throwing stars, switch blade knives or other knives with a blade in excess of four inches in length, or any other article that is commonly used or designed to inflict bodily harm.
2. *Weapon* refers to an article that is not per se a dangerous weapon, but the article is used for the purpose of inflicting bodily harm upon a person or is used to cause a person to be placed in fear of bodily harm. Examples include, but are not limited to, belts, combs, pencils, files, compasses, and scissors.
3. *Firearm* means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; any destructive device.
4. *Replica firearm* means a realistic replica of a firearm that because of the appearance of such replica firearm could be used to place a person in fear of bodily harm.
5. A student who is found to have brought or is in possession of a dangerous weapon on school premises or at a school function shall be deemed to have violated this policy and appropriate disciplinary action shall be taken.
6. A student who is found to have used a dangerous weapon or weapon in a fight or altercation, or in a manner as to cause a person or persons to be placed in fear of bodily harm, shall be deemed to have violated this policy and appropriate disciplinary action shall be taken.
7. Administration or other delegated school officials shall confiscate dangerous weapons. Such dangerous weapons shall be turned over to the appropriate law enforcement agency. Weapons used in violation of this policy shall also be subject to confiscation.
8. A principal shall recommend expulsion of any student who is found to have brought or is in possession of a loaded or unloaded firearm or a replica firearm on school property or at any school function.
9. When a violation of this policy occurs, administration or other delegated officials will call appropriate law enforcement agencies for assistance and for the purpose of prosecuting the student involved.

SCHOOL LUNCH PROGRAM

The Andover Public School system provides an excellent school breakfast/lunch program. Students may also bring a lunch from home to eat in the commons. Parents may deliver sack lunches to the school for their child. Any other food item delivered to school for student consumption during lunch, requires prior approval from the building administration. Free and reduced meal forms and guidelines are available in the school office.

Parents and/or other adults are prohibited from bringing outside food in for groups of students without prior approval from building administration as per the USD 385 food service agreement with OPAA Inc.

All students will be assigned a thirty minute lunch period. Classes will be dismissed according to a regular lunch schedule.

Expected Lunchroom Behavior:

1. All students will line up in the serving area in an orderly manner.
2. Cutting in the lunch line is not allowed.
3. Inappropriate manners and/or behavior will result in disciplinary measures.
4. Students are responsible for cleaning up after themselves.
5. Students will eat in the cafeteria and will not leave until excused by the lunchroom supervisor.
6. Students are not allowed to "order in" food from local restaurants unless cleared in advance by the administration.
7. The administration reserves the right to assign student seating during the lunch period.

SCHOOL RECORDS

All student records shall be treated as confidential information. Under the provision of the Family Educational Rights and Privacy Act (FERPA) parents of students are afforded various rights with regard to educational records, which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of these rights, which include:

1. The rights to review and inspect your child's educational records except those that are exempted by law.
2. The right to prevent disclosure of personally identifiable information contained in your son/daughters educational records to other persons with certain limited exceptions. Disclosure of information from your son/daughters records will only occur if:
 - The school has written consent for the disclosure
 - The information is considered directory information and you have not objected to the release of such information and
 - When the law permits disclosure without consent
3. The right to request your student's educational records is amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights.
4. This includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied.
5. The right to file a complaint with the Family Policy Compliance Office. The address of this office is: U.S. Department of Education, 400 Maryland Avenue, SW Washington D.C. 20202-5920. Phone: 1-800-USA-LEARN (1-800-872-5327).

SELLING ITEMS AT SCHOOL

Students may not sell items at school for outside organizations or personal gain. Exceptions to this rule can only be granted by the building administration.

SEXUAL/RACIAL/DISABILITY/RELIGIOUS HARASSMENT

Andover Public Schools are committed to providing a positive learning and working environment for their students and will not tolerate harassment. Any student who believes that he or she has been subjected to harassment due to race, religion or disability should discuss the alleged incident(s) with the principal, guidance counselor, or another staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. (KN, JGECA)

Sexual harassment is illegal and will not be tolerated. It is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual harassment may include, but is not limited to teasing, jokes, posters, graffiti or demeaning implication,

unwelcome touching, patting, pinching, hugging, or brushing against another's body. Harassment complaints by a student should be addressed to the building principal, guidance counselor, or assistant principal. (KN, JGEC)

When acts of harassment are substantiated, appropriate disciplinary action will be taken. Disciplinary actions may include, but are not limited to the following: reprimand, probation, suspension, expulsion, or other sanctions as determined to be appropriate.

The process of complaint resolution is addressed in Board of Education Policy KN. Copies of this policy are available in the school office.

SRO OFFICER/POLICE/SECURITY

USD #385 and the middle schools, in joint partnership with the City of Andover, may contract for a School Resource Officer. This officer will act as an employee of the school district until such time as any incident rises to the level of a crime, requires a criminal investigation or until such time that the school administration notifies the officer that he/she is in a law enforcement capacity. The school administration reserves the right to use police/security at school functions.

STUDENT I.D. CARD

All students will be issued a student identification card. School administration reserves the right to require students to wear their student I.D. card. Lost cards should be reported to the office. Students will be charged \$5.00 for a replacement card.

TEXTBOOK RENTAL

Each student may be issued his/her own set of textbooks. Students may take their books home for study. Students are responsible for the loss of or damage to any textbook that has been checked out to them for use. Penalties for lost, defaced, or damaged books are assessed at replacement cost value.

TORNADO SAFETY

In the event of severe weather the district policy for dismissal and event cancellation is as follows:

Tornado Watch: this means conditions are favorable for a tornado or severe weather. The administration will monitor weather information and will make decisions on whether or not to cancel events after consultation with the National Weather Service or media weather departments.

Tornado Warning: this means that a tornado may be imminent. Students will proceed to designated safe locations at the direction of the school staff. Schools will not be dismissed and students will not be released until the warning has expired. No buses will begin their routes or activity runs. If a tornado warning is received while route buses are operating, the driver will take the students to an appropriate shelter. If shelter is not available, the driver will evacuate the students from the bus and will have students lie in a ditch on their stomach with their arms over their heads until the emergency has passed. If parents have additional questions regarding severe weather procedures they should contact the building administration.

When the tornado alarm sounds:

1. Under the direction of your teacher, move in single file to the designated safety location.
2. Sit face down, draw your knees up under you and cover the back of your head with your hands.
3. Remain in the safety area until the "all clear" has been given.

TRANSPORTATION/BUS GUIDELINES

Andover Public Schools provide transportation to all students who reside in USD #385 provided that they attend the district school in their attendance area.

1. The driver is in full charge of the bus and students.
2. Classroom conduct rules apply to the school bus.
3. The bus driver may assign seats to students.
4. Students should be quiet when the bus stops at all railroad crossings.
5. No student shall at any time extend his/her head, hands or arms out of the window.
6. Students are to remain seated when the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
7. Before entering the bus and after exiting the bus, students should cross the road in front of the bus.

8. Each student must see that his/her books and personal belongings are kept out of the aisles.
9. Permission to ride a bus other than the student's regularly scheduled bus requires administrative approval.
10. No eating, drinking or chewing gum is allowed on the school bus.
11. Students may be denied the privilege of riding the school bus because of disorderly conduct and/or refusing to follow instructions of the bus driver.
12. Students who wish to ride a bus home from school with another student must have a note signed by parents and building administration.

VISITORS TO SCHOOL

Parents are welcome at school at any time. All non-school employees must check into the office upon arrival. All visitors will be required to sign in and wear a visitors badge while at the school.

WEB SITE INFORMATION

The school website can be accessed at the following web address: acms.usd385.org. Copies of the student handbook, curriculum guide, and calendar information can be found at this site.

WELLNESS POLICY

The board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this end, the board shall promote and monitor a local wellness program. The program shall:

- Include goals for providing proper education, physical activity, and other school-based activities designed to promote student wellness which are based on evidence-based strategies and techniques;
- Meet federal nutrition standards and guidelines for all foods and beverages provided to students in each school during the school day, and;
- Ensure standards and nutrition guidelines for all foods and beverages sold to students during the school day at each district school are consistent with the requirements of the School Breakfast Program, the National School Lunch Program, and the competitive food standards established pursuant to the National School Lunch Program. (JGCA)