

Reno Valley Middle School

2017-2018

Student Handbook

**1616 N. Wilshire
Hutchinson, KS 67501
620-662-4573**

Reno Valley Middle School Student Handbook

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DISTRICT PHILOSOPHY OF EDUCATION

The educational philosophy of the district is based on the concept that recognizes the individuality of each student and the necessity that the educational program must be designed to provide for individual needs of students. This basic philosophy requires an educational program that provides the learning experience necessary for students to develop their educational skills to the fullest potential.

The district recognizes the importance of a well-rounded education which includes basic skill development, a strong activities program, varied opportunities for students to explore a variety of educational interests, and an introduction to learning experiences of a vocational nature.

DISTRICT MISSION STATEMENT

The ultimate goal of education is to prepare each student to live in an unknown future. Consequently, the challenge of educators is to equip students with knowledge, skills and values, that will enable them to live effectively, productively, and enjoyably in tomorrow's world. Inherent is the intent to help each student to reach his/her full potential as a human being.

RENO VALLEY MIDDLE SCHOOL MISSION STATEMENT

The mission of Reno Valley Middle School is to create a positive learning environment by offering each student the necessary support, resources to acquire and sustain academic knowledge, and viable membership of the community. This knowledge will be measured through curricular, local, and state assessments. Staff development, organized system of preventions and interventions, community oriented activities, and communication between school and parents will ensure our success.

BUILDING MOTTO

Positive
Attitudes
Will
Succeed

PURPOSE OF STUDENT POLICY HANDBOOK

The purpose of this student policy handbook is to provide some information about your school. State law mandates some of the policies, our local school board and superintendent direct some, and others are guidelines that we feel are essential for operating a strong school program. Please read and discuss this information with your child. Students will be expected to observe the policies as outlined. This information will be updated periodically.

ADMINISTRATION

Dawn Johnson	Superintendent of Schools	620-663-7141
Penny Stoss	Asst. Superintendent of Schools	620-663-7141
Kristi Rohling	Business Manager	620-663-7141
Rick Blosser	Principal, Nickerson High School	620-422-3226
Amy Jones	Principal, Nickerson Elementary	620-422-3215
Vince Naccarato	Principal, Reno Valley Middle School	620-662-4573
Julie Schrum	Principal, South Hutchinson Elementary	620-665-8441
Danno Ochs	Supervisor of Bldgs. and Grounds	620-422-3205
Roy Lewis	Transportation Director	620-422-3191

BOARD OF EDUCATION

Tammy Davis, President
Jessica Engelland, Vice-President
Jason Ontjes
Dan Schweizer
Linda Owen
Duane Phillips
Mike Apfel

EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY AGENCY

Unified School District #309 does not discriminate on the basis of sex, race, color, national origin, disability, or age, in admission or access to, or treatment or employment in, its programs or activities. Students are protected against discrimination in admission, access to enrollment, access to and use of school facilities, counseling and guidance, vocational education, physical education, competitive athletics, student rules, regulations, and benefits, health services and school-sponsored extracurricular activities. Any questions regarding the Boards' compliance with Title VI, Title IX, Section 504 or the Americans with Disabilities Act may be directed to the USD #309 Compliance Officer, who can be reached at 4501 West 4th, Hutchinson, KS 67502, telephone (316) 663-7141, or by contacting the Office of Civil Rights of the Department of Education, telephone (816) 891-8026. The District Compliance Officer can also be contacted for the existence and location of accessible services, activities, and facilities.

HARASSMENT RACIAL and/or SEXUAL

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, race, color, or national origin. Discrimination or harassment on the basis of race, color or national origin will not be tolerated; sexual harassment will not be tolerated. Sexual or racial discrimination is strictly prohibited.

All forms of sexual and racial harassment are unlawful discrimination and are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual and racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It is a violation of policy for any student, employee or third party (visitor, vendor, etc.) to sexually or racially harass any student, employee or other individual associated with the school. Further, it is a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint.

Sexual harassment Defined

Sexual harassment is an unwelcome sexual advance; requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Racial Harassment Defined

Racial harassment may result from verbal or physical conduct or written graphic material. It is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or

3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Reporting Sexual or Racial Harassment

The district encourages all victims of sexual or racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual or racial harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual or racial harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual or racial harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination compliance procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual or racial harassment under the definitions outlined above. Unacceptable student conduct may or may not constitute harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

Failure to Report

An employee who witnesses an act of sexual or racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual or racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to promptly investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

Involvement of Authorities

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities.

Confidentiality

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

Retaliation and False Complaints

The filing of a complaint or otherwise reporting sexual or racial harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of harassment may result in corrective or disciplinary action against the complainant.

Homeless Student Regulations **Required by Federal and State Law**

Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement (See JBC)

The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian. If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency.

Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation (See Policy EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Records (See Policy JR and JGCB)

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator

The Board designates the following individual to act as the district's homeless coordinator:
Penny Stoss, 4501 West Fourth, Hutchinson, KS 67501
Tel: 620-663-7141 FAX: 620-663-7148

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Children or youth, who need to obtain immunizations, or immunization or medical records, will receive assistance.

INDEBTEDNESS

Indebtedness to schools should be avoided. Prompt payment of all fees, when due, will be appreciated. Arrangements can be made with the principal at enrollment to make installment payments on textbook charges. Accounts that remain unpaid at the end of the school year are turned over to a collection agency.

PARENTS' ORGANIZATION

Reno Valley Middle School has its own parents' organization that serves a variety of functions. Among these functions are: liaison between school and community, fundraising activities, volunteers to assist in classrooms and to provide parent aids for various class activities.

PROTECTION OF PUPIL RIGHTS AMENDMENTS: REGULATION

SURVEYS: PARENTAL INSPECTION RIGHTS

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

WRITTEN PERMISSION REQUIRED

If such survey is funded in whole or in part by federal funds, a survey that seeks this information shall not be administered without the express written consent of the parent. If the survey is not federally funded, parents must be given direct notification of the survey, through U.S. mail or e-mail, and provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

PHYSICAL EXAMINATIONS

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

PARENTAL RIGHTS: MARKETING INFORMATION

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

RELEASE OF INFORMATION-FERPA (Family Educational Rights and Privacy Act) RIGHTS

Unless the information collected from students is designated as directory information, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student.

RESIDENCY

The legal residence of a student under age 18 will be established on the basis of the actual residence of the parents or guardian of the student.

Resident students are those students age 18 or older who actually reside within the boundaries of the school district, and those students under age 18 who actually reside with their parents or legal guardians within the boundaries of the school district.

Ownership of land located within the school district and/or the subsequent payment of taxes for school purposes will not establish residence if in fact the parents or legal guardian actually reside outside the district.

Legal guardianship will be established by the presentation of a judicial order or similar legal document designating guardianship.

A foreign exchange student from another country who is living in the home of a family residing in this school district will be considered a resident student.

Students who reside in another district may enroll in this district upon recommendation of the building principal and approval of the Superintendent, provided such students meet applicable age and entrance requirements, and provide evidence of good attendance and behavior where they have previously attended school. Once admitted, students may be periodically reviewed to ensure they have remained in good standing with the school. During this review, attendance, behavior, and academic performance, will be examined. Students who are not in good standing with the school may be expected to meet specific requirements in order to continue attending RVMS. An appropriate application must be filed each school year. Certain special fees may be applicable to out-of-district admissions.

TITLE I PROGRAM

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.

The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

- Assistance in understanding.
 - State academic content and achievement standards;
 - How to monitor their child's progress; and
 - Title I regulations.
- Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:
 - Keeping families informed of opportunities for involvement and encouraging participation in various programs.
 - Providing access to educational resources for parents/families to use together with their children.
 - Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
 - Allowing parents reasonable access to staff that work with their children.
 - Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
 - Promoting activities, which emphasize the importance of parent-school communication.

ACTIVITIES TO ENABLE PARENTAL PARTICIPATION

The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:

- Provide input into district policies that affect Title I programs and their children.

- Understand and participate in school improvement efforts.
- Volunteer time within classrooms and school programs.
- Perform regular evaluations of parent involvement at each school and at the district level.
- Provide access, upon request, to any instructional material used as part of the educational curriculum.
- Provide information in a language understandable to parents, if practical.

SCHEDULING FOR PARENTS' CONVENIENCE

The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parents of Title I students and provide information in a format and language the parents understand.

ANNUAL EVALUATION

The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy IDAD. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD.

VISITORS

Adult visitors to our school are always welcome. Visitors must report to the school office to obtain a visitor's badge before going to any other school area. Visitors should plan their visits so that the school program will not be interrupted. It is always best to arrange for an appointment.

School age visitors **will not** be permitted in our school without advance permission from the school office.

STUDENT INFORMATION

ACADEMIC DISHONESTY

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well other disciplinary measures up to and including suspension or expulsion.

ACHIEVEMENT

GRADES and REPORT CARDS

Report cards are issued at the end of each six-week period. These cards are to be examined by the parent. A parent-teacher conference will be scheduled each semester. A report will be sent to parents of those pupils who are not making satisfactory progress or who are failing at the middle of each grading period. The uniform grading system for RVMS is as follows:

<u>Mark</u>	<u>Interpretation</u>	<u>Grade Scale</u>	
A	Excellent	92-100	A
B	Above Average	83-91	B
C	Average	71-82	C
D	Below Average	60-70	D
I	Incomplete	Below 59	F
F	Failing		

HONOR ROLL

Principal's Honor Roll—all As

Honor Roll—All As and Bs

Honorable Mention Honor Roll—As, Bs and 1 C

Progressive Honor Roll—students will contract to raise their grade in one class each grading period and keeping all other grades at their previous level.

PERFECT ATTENDANCE

At the end of each semester, students with perfect attendance will be recognized. To receive the recognition, students must be in attendance all periods at the end of each semester.

REPORTING STUDENT PROGRESS

Student progress will be reported by mid-term progress reports, weekly ineligibility notices, and parent phone calls as deemed necessary by each student's team. Parents are welcome to contact team members to check on their student's progress.

ADDRESS

Please keep the school informed of your current home address, business or work address, phone numbers, and email address. This information may be needed in an emergency.

ATHLETICS/EXTRACURRICULAR ACTIVITIES

Participation in interschool athletics is offered to students at RVMS. Extracurricular activities include football, volleyball, basketball, wrestling, and track. These extra activities are voluntary and not part of the regular physical education program.

PHYSICALS

A physical examination is required for all students participating in competitive sports. The proper form must be on file before a student is eligible to practice or participate.

PRACTICE TIMES

The practice times for competitive sports will be outside of normal school hours and each student must be responsible for his/her transportation. An activity bus will be provided. Students will be taken to Nickerson Grade School or South Hutch Elementary to meet their ride.

ELIGIBILITY TO PLAY

Athletes are expected to maintain appropriate scholastic and behavioral standards. Students may be removed from any extracurricular activity for failure to maintain these standards.

The eligibility rules of the Kansas State High School Activities Association will be strictly complied with and will apply to students participating in all interscholastic activities. The prerequisites for eligibility in any activity are that a student passed five subjects of unit weight the previous semester and is presently enrolled in five subjects of unit weight during the current and previous semesters, and that he or she be in good standing in school. It is important that all students realize that deliberate misbehavior, destruction of school property, unexcused absences, and charges by law enforcement agencies can cause them to lose their good standing in school and, as a result, their eligibility to participate in interscholastic activities. In addition to the above, all students must abide by the following school eligibility rules in order to participate in any extracurricular activities.

ELIGIBILITY FOR STUDENT SPECTATORS TO ATTEND ATHLETIC/EXTRACURRICULAR EVENTS

Students who are not passing seven (7) classes on the Monday prior to an extra-curricular event may attend as spectators only if their parent attends and sits with them in the bleachers. Students are encouraged to support the activities in which other students participate. However, at non-spectator events such as band and art, students who are not participating may only attend with a parent/guardian, unless sponsored by a faculty member.

RVMS ELIGIBILITY GUIDELINES

Students in extra-curricular and extra-scholastic competition will adhere to the following guidelines to be eligible to compete. Student eligibility will run from Tuesday to Tuesday and is based upon grades at 8:00 am on the previous Monday. The activities director will make the coach and player aware of ineligibility for that week's competition. The following guidelines apply:

- If a student is failing one or more subject areas, he/she will be ineligible to compete in games. The student will be required to spend 30 minutes after school working with the teacher in charge of the class that he/she is failing. Once all work is completed, the student may go directly to practice.
- Any student not passing 5 new units of subject matter in any semester is ineligible to participate in any activity of extra-curricular or extra-scholastic competition by KSHSAA guidelines for the next semester.
- Students that skip RAP will become ineligible for game competition and/or practice if such activity continues.

- If a student receives an ISS, he/she may not participate in, or attend any school event until the suspension is served. This includes the day the ISS is served. Events that are tied to classroom grades are excluded from this policy. Students serving an ISS may practice with the coach's permission.
- Any eighth grader who earns a semester F for any class during the second semester will not be allowed to participate in eighth grade promotion.

STUDENT CODE OF CONDUCT

Students must abide by the following eligibility rules in order to participate in any extracurricular activity.

- Must adhere to KSHSAA eligibility rules that include age, scholarship, and bona fide student status.
- No student may participate unless he has been in school all day the day of an activity unless the absence has the approval of the administration. In addition, students may not practice unless they have been in school for at least half of the school day unless the absence is approved by the administration.
- Students may lose their status as a student in good standing through, but not limited to, acts of deliberate misbehavior, destruction of school property, unexcused absences and felony charges by law enforcement agencies. The decision regarding a student's school standing is at the discretion of the administration.
- Drug, alcohol, and tobacco violations will be subject to district policy that is outlined in the student handbook.

CITIZENSHIP/SPORTSMANSHIP RULE 52

Sportsmanship is a general way of thinking and behaving. The following sportsmanship policy items are listed for clarification:

- A. Be courteous to all (participants, coaches, officials, staff and fans).
- B. Know the rules, abide by and respect the official's decisions.
- C. Win with character and lose with dignity.
- D. Display appreciation for good performance regardless of the team.
- E. Exercise self-control and reflect positively upon yourself, team, and school.
- F. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

BULLYING

Bullying will not be tolerated at Reno Valley Middle School. We have developed a policy to address the issue of bullying. According to the Kansas State Department of Education:

“Bullying” means: (A) 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:

- i. Harming a student or staff member, whether physically or mentally;
- ii. Damaging a student's or staff member's property;
- iii. Placing a student or staff member in reasonable fear of harm to the student or staff member;

iv. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property, or

(B) any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

Included in our policy are lessons on character development, how to report bullying, by-stander education, and conflict resolution. The administration will deal with all bullying reports and administer discipline in accordance with the school's discipline policy.

COMPUTER/TECHNOLOGY DEVICE USAGE POLICY

Students, who use USD 309 computers and related services, are to abide by the procedures and policies of USD 309 and state and federal laws concerning use of computer systems. Students using USD 309 computers are prohibited from committing the following acts:

1. Unauthorized use of, or access to, computer resources, including the computer/device and the information stored in it.
2. Unauthorized release of printed or computer based information.
3. Unauthorized copying of software, data, or information.
4. Unauthorized modification, damage or destruction of resources, including the computer/device, software, and information. Destruction can be contamination or any act that makes the resources unsuitable for its intended purpose.
5. Abiding, abetting, or conspiring to commit or solicit a computer crime.
6. Use of computer/device in a malicious, threatening, or obscene manner.
7. Unauthorized installation of software.
8. Violation of copyright laws.

Violation of the computer usage policy may result in:

Restricted network access
Loss of network access
Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

Students shall have no expectation of privacy when using district computers/devices!

CONFERENCES

Regularly scheduled Parent-Teacher Conferences take place in the fall and in the spring according to the school calendar.

Unscheduled conferences may be called at any convenient time by a parent, teacher, or principal. Your conference will be held with your student's team teachers. Once a conference has been scheduled, every effort should be made to attend.

Individual Education Plan (IEP) conferences must take place each school year for parents of those pupils involved in special services programs. If your child participates in special programs, it is extremely important that you attend these conferences when scheduled.

DISCIPLINE

It is the belief of the Board of Education, the administration, and the faculty, that the school is here to serve those students who show by their conduct and study habits that they want an education. The school cannot and will not tolerate a student who violates rules and regulations, and who, by his/her actions, disrupts the rights of other students. Actions of this nature may result in In-School Suspension, Out-of-

School Suspension or expulsion from school. Respect toward all teachers and employees, as well as obedience, is expected from every student enrolled in Nickerson-South Hutchinson School District.

Good discipline is extremely important in any school and in each classroom. Without good discipline, students cannot realize their greatest growth potential. One of the most important lessons education should teach is self-discipline. It is the foundation of proper conduct and appropriate work habits that are essential to a successful life.

To help students develop proper behavior and good conduct it is imperative that the school and home work together to achieve this goal.

The general philosophy of discipline in our school district would be based on the idea that each student has the right to an education, but that no student has the right to disrupt, interfere, or impede the rights of other students. The school's expectation is that the student will manage his/her personal behavior in an obedient, honest, and respectable manner at all times. These expectations apply throughout the school, including classrooms, halls, and playground, school bus, and lunchroom. This includes any situation in which the student is involved in any school activity where the student represents the school as a team member of any school organization. Corrective disciplinary measures will be based on a process that will include a multitude of strategies designed to modify student behavior.

For each disciplinary violation reported to the building principal, notification will be sent to the parents stating the student's misconduct and the action taken by the school. This notification will come in the form of a Disciplinary Referral Notice. A copy of the referral notice will be placed in the student's records so that a fair and impartial decision can be made regarding further disciplinary action to be taken by the school.

RVMS BUILDING DISCIPLINE PHILOSOPHY

We believe...

- that it is the school's responsibility to provide a positive climate for learning.
- that the school should emphasize positive incentives and recognition, which promote self – discipline.
- that discipline is an essential part of education.
- that students have rights, privileges and responsibilities.
- that school rules should be established and understood by parents, teachers, and students.
- that students and parents should follow the chain of command.
- that parents should be involved in the discipline of their children.
- that parents, teachers, and administrators should help students work toward self-discipline, self-control, and self-responsibility.
- that disciplinary action should be in accordance with the policy of the Board of Education and as stated in the State of Kansas Laws.

DISCIPLINARY GLOSSARY

Reflect And Process (RAP): A Reflect and Process (RAP) program will be implemented at RVMS. RAP time will run from 3:00-3:25. Any student out for sports who is assigned to RAP will serve it that day. If it is game day, the time will be served the following day. Students who are not out for sports will serve RAP time the next day.

The student is responsible to inform parents that he has been assigned to RAP and must remain in the RAP room until his parent checks him out with the RAP supervisor. A student out for sports will be released to practice at the completion of his RAP time.

Failure to report to RAP on the assigned day will be made up by assignment to two additional RAPs (one for the original RAP and one for failure to show). A second missed RAP in a semester will result in an in-school suspension.

Upon the fourth (4th) RAP of any six-weeks grading period, the student will be assigned to one (1) day of in-school suspension. The fifth (5th) RAP of any six-weeks grading period will result in three (3) days of in-school suspension. If a student should receive a sixth (6th) RAP in a six-week period, he/she will either serve one (1) day out-of-school suspension or have a parent attend classes with the student for the day.

When a student is assigned to RAP, a form will be filled out stating the date to be served, the reason for RAP, and the teacher who assigned it.

In School Suspension (ISS): Students are placed in a supervised, self-contained classroom for a specific length of time. Students assigned to ISS should report promptly with all materials, books, paper, and pencil. Assignments from teachers are requested for the student by the office. In order for a student's time to count in the ISS, students must be working on assignments or reading during their placement. Failure to complete assigned work in ISS will result in zeros. Students will **not** be allowed to make up the work at a later time.

Out of School Suspension (OSS): This suspension is a period of time a student is removed from school. Students are not permitted to attend any USD 309 school activities while on suspension. Work needs to be collected and completed upon the return to school. Failure to complete assigned work while serving OSS will result in zeros. Students will **not** be allowed to make up the work at a later time.

Expulsion: Expulsion occurs when a student is removed from school for the remainder of the current school year. An expulsion may last for up to 186 school days and extend over two school years.

Chain of Command: Students and parents should always go to the teacher with whom the student is having a problem first. If this doesn't solve the problem, then the following should be followed:

- Teacher/Team Members
- Counselor
- Principal
- Superintendent
- School Board

Level One Discipline: Level one discipline will be determined and administered by the teachers and/or teams of teachers. Repeated offenses will be moved to Level Two Discipline.

Misbehavior examples are:

- Not having appropriate equipment and materials
- Sleeping
- Being off task, but not disrupting others
- Failing to turn in homework/failing to complete assignments
- Failing to dress out for physical education
- Failing to follow reasonable request of the teacher
- Talking out
- Horseplay
- Disturbing other students in any way
- Showing disrespect/defiance
- Using equipment improperly
- Being in the hall without a pass/agenda

- Misuse or failure to use planner
- Dress code violation

Possible Consequences

- Student/Teacher conference
- Assigned to Reflect and Process Room
- Student/Teacher/Parent conference
- Referral to Office
- Student placed on behavior contract

Level Two Discipline: Level two discipline will be determined and administered by the principal because they are school wide policies.

Examples are:

- Repeated offenses from level one
- Extreme disruptive behaviors in hallway or classroom
- Disruptive behaviors in cafeteria
- Disruptive behaviors at a school activity
- Disruptive behaviors before and/or after school
- Theft
- Inappropriate literature
- Destruction or defacement of property
- Inappropriate display of affection
- Defiance to student or teacher
- Personal harm (cutting, burning, scarring themselves)

Possible Consequences

- Student/principal conference
- Assigned to Reflect and Process Room
- Student/parent/principal conference
- Student placed on a behavior contract
- In school suspension
- Out of school suspension

Level Three Discipline: Level three discipline will be sent to the principal immediately. This level deals with students and/or teachers not feeling safe in the school environment.

Behavior examples:

- Weapons (possession, including replicas of)
- Theft
- Fighting-assault or battery of any kind
- Gross disrespect toward any individual-cursing/name calling
- Defiance that contributes to an unsafe environment
- Alcohol/drugs (safe, possession or use of)
- Sexual harassment of any kind
- Arson
- Explosive devices
- Tobacco (possession or use of)
- Filing false emergency reports
- Destruction or defacement of property

- Intimidation-Extortion-Threats

Possible Consequences:

- Student placed on a behavior contract
- Out of school suspension
- Long term suspension
- Expulsion for rest of the year
- Expulsion for 186 schools days maximum

ALCOHOL, DRUGS, AND TOBACCO PRODUCTS

The use or possession of any stimulant, depressant, or hallucinogen (drugs, alcohol, or cereal malt beverages) or paraphernalia to use such drugs while attending school or while representing the school or attending a school function, on or off the school premises, will result in suspension or expulsion from school and referral to law enforcement. Selling or distributing illegal drugs will result in an expulsion hearing and referral to legal authorities.

If circumstances warrant, the administration may reduce the suspension/expulsion requirements, provided the student and parents participate in an established community-based evaluation or treatment program. The goal or purpose of this effort is to identify potential substance abuse by the student and to provide information, guidance, and support to the student and parents in a difficult situation. Upon return to school, the student will be placed on a behavior contract.

RIGHT TO SEARCH

School officials have the right to search students, their possessions, lockers, or desks if there is reasonable suspicion that the student is in violation of any school rule or policy, or poses a threat to self or others while on school property. This search may include any device deemed useful in protecting the health and welfare of the school population.

The school district declares its ownership of all student lockers, that it possesses a master key for all locks, and the officials can and will conduct random locker searches as described above. Students are responsible for all of their personal property stored in school lockers, and are also responsible to keep the locker locked at all times. Continued failure to keep a lock on his/her locker, will result in disciplinary action.

GANG ACTIVITY

Any student who indicates gang affiliation by gang related attire, gang signs, or gang symbols will be disciplined. The school will work directly with the Reno County sheriff's office as a reference in this area.

SUSPENSION POLICY

The Board of Education has authorized the administration to suspend or expel from school any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
2. Conduct that substantially disrupts, impedes, or interferes with the operation of any school;
3. Conduct that endangers the safety of others or substantially impinges upon or invades the rights of others, at school, on school property, or at a school supervised activity;
4. Conduct which if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;

5. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or

6. Disobedience of any order of a teacher, peace officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

7. Possession of a weapon at school, on school property, or at a school-sponsored event will result in a 186 school day suspension.

A suspension may be for a short term not exceeding five school days, or an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. A written notice of any short term suspension and the reason therefore shall be given to the student involved, to his parents or guardian, and to the Superintendent within twenty-four (24) hours after the suspension has been imposed. Any notice of proposal to suspend for an extended term or to expel shall state the time, date, and place that the student and representative should meet. A parent conference is required for a student to be reinstated after an out of school suspension. All suspensions will be in compliance with K.S.A. 72-8901 and in accordance with due process as outlined by Kansas statute.

SUSPENSION OFFENSES

Acts of unacceptable behavior that may result in suspension/ expulsion with notification made to legal authorities upon the first offense or for repeated infractions include but are not limited to the following:

1. Possession, consumption or sale of alcoholic beverages, narcotics, marijuana, addictive drugs, or drug paraphernalia.
2. Possessions, threat, or use of lethal weapons.
3. Vandalism or destruction of school property.
4. Theft of property and/or extortion of any type or amount.
5. Failure to comply with reasonable request from the administration, teaching staff, and other school employees.
6. Fighting, intimidation, sexual harassment, racial harassment or threatening by word or deed.
7. Possession and/or ignition of any form of fireworks.
8. Excessive tardiness or absence as it applies to truancy laws.
9. Open defiance of authority. Use of profanity or vulgarities.
10. Repeated violation of school regulations.

BEHAVIOR CONTRACTS

After a student has accumulated eight total days of ISS/OSS, or two OSS assignments, he/she may be placed on a behavior contract. The contract will outline the behavior that is expected from the student, as well as the consequences for continuing to misbehave. The contract will be signed by the principal, student, and parent/guardian.

BOOK BAGS, PURSES AND COATS

Book bags, purses and coats will not be allowed in the classrooms and must be left in the student's locker. Repeated offenses will result in a RAP.

DANCES

Dances are occasionally held at the middle school. Only students currently attending Reno Valley will be allowed into dances.

In order to attend any Reno Valley dance, a student must be passing seven (7) classes on the Monday before the dance.

DRESS CODE

Proper clothing and good grooming are essential for an effective educational environment. It is important that students present themselves in such a way that they do not damage their status with others or reflect an undesirable image of the school.

Students will be expected to wear clothing that is appropriate for the occasion. Acceptable school clothing need not be expensive or new, but should be neat and clean. Scanty, excessively tight (yoga pants, spandex, etc.), or unnecessarily saggy clothing as well as clothing with alcohol, drug, profanity, violence, or sexual references will be prohibited.

To aid students and parents in determining acceptable school dress, the following guidelines have been developed.

1. Hats, caps, sunglasses, and other forms of headgear are not to be worn in the building.
2. Transparent, or otherwise revealing, clothing are not acceptable at school. All tops must have a minimum two-inch strap.
3. Shorts or skirts must be within three inches of the top of the knee cap.
4. Pants must be worn at waist level. Pants that sag will not be tolerated. Pajama bottoms are not to be worn, with the exception of designated days.
5. Shirts must cover the belly.
6. Appropriate footwear should be worn at all times. Leave your slippers at home.

Students who fail to comply with the dress guidelines will be required to change clothing. Repeated violations of the guidelines will result in disciplinary action.

DRILLS

Each school will have one fire drill every month. Schools will have at least three tornado drills during the school year. There will be two bus evacuation drills per year. At least three crises drills will be conducted.

EMERGENCY SCHOOL CLOSINGS

If school should have to be dismissed for a snowstorm, power failure, or some other emergency, radio stations: KZSN, KHCC, KHMY, KHUT, KFDI, KICT, KSKU, KRZZ, KRBB, KZCH, KZLS, or KWBW will notify parents. The following television stations will be notified as well: KSN, KWCH, and KAKE. Parents will also be notified through the Alert Now system via phone call and or email. Each family should have some prior arrangement made so their children will know where to go in such emergencies.

If there is doubt whether school will be held due to snowstorms, a school official will notify the radio stations before 7:00 a.m. and have the announcement read on the morning news. If no announcement is read, school will be in session.

FIELD TRIPS

Field trips are provided only for activities that will contribute significantly to the instructional program. Field trips will not be approved for the purpose of providing parties, picnics, etc. Field trips should be planned so that student participation is not dependent on financial charges to parents, and all eligible students would be included in field trips without regard to ability to pay.

Student transportation for field trips will be provided in accordance with Board Policy.

The principal will approve field trips taken in advance. The number of field trips taken by different teams may vary, in accordance with the degree to which field trips constitute a significant and enriching contribution to the instructional program provided by a teacher or team. Field trips involving overnight stay are not permitted.

The parent/guardian will be informed in advance of their child's participation in an instructional field trip. Students can lose eligibility for field trips if they receive an ISS/OSS after the announcement of the field trip.

GUM and CANDY

Gum and candy will not be allowed.

IMMUNIZATION

Kansas state regulations require that any pupil entering school shall be required to present a certification from a licensed physician or county health department that he/she has completed immunizations against: diphtheria, pertussis, tetanus, oral polio, measles, mumps, rubella. Students not in compliance will be excluded from school unless they are exempt from immunizations by law. If they are not exempt, there is a ninety (90) day grace period to get immunizations completed before the student will be excluded.

Kindergarten - Prior to admission to kindergarten, a student must show proof of age and proof of receiving at least one dose of each of the vaccines: measles, mumps, rubella, diphtheria, pertussis, tetanus, and oral polio. The series of immunizations must be completed within ninety (90) days or student will be excluded.

The district school nurse will be in each building at least one day per week. When she is not in the building, the school is authorized to send children home from school if there are indications that a child has or may be getting a contagious disease.

Students who have been running a fever should not return to school for at least twenty-four (24) hours after the temperature returns to normal.

A written permit from a doctor may be required before a child may return to school following a communicable disease or the child will be required to remain out of school the minimum length of time as recommended by the Kansas State Board of Health.

LEAVING DURING SCHOOL HOURS

Students must sign out at the office when leaving school. Upon return, they must check back in through the office.

LUNCH/BREAKFAST PROGRAM

Breakfast will be served from 7:25 to 7:45 am. Students who wish to eat breakfast need to go immediately to the serving line. If a student has been in the building and not reported to the serving line before 7:45 am, he/she will not be served. In the event that a bus runs late, students will be allowed to pick up their breakfast and eat it in their first hour class.

All schools will have a lunch period of 30 minutes for each student. Students will be expected to remain at the lunch table for a minimum of fifteen minutes. They may spend the remainder of their noon period in the outdoor commons area.

Students are permitted to bring sack lunches and purchase milk if they desire. Additional milk may be purchased at any time. Students may charge **only three lunches**.

Free or reduced meals will be served to children who qualify according to the guidelines established by the National School Lunch Act. Eligibility standards and applications may be obtained in the school office.

MEDICATION AT SCHOOL

The State Department of Health has issued a recommendation for tighter restrictions regarding the administration of medications at school whether prescription or over-the-counter drugs. Parents are reminded that the taking of medication at school should be avoided whenever possible. Medication ordered on a schedule of "three times a day" can usually be taken at home before school, after school,

and at bedtime. Many medications are now available in long-acting form to be taken twice a day, each a.m. and p.m. This includes many antihistamines and decongestant drugs. When it is essential that a student take medication at school, the school will try to cooperate in every way possible.

All medication must be sent from home in the original container appropriately labeled stating the name of the student, name of the medication, dosage, and time to be administered. Parents should request two containers from the pharmacist, one for home and one for school.

Medication cannot be given at school until the "Medication Administration Request" form is completed and returned to school. Please note, any medication given at school must have been recommended by a physician, including over-the-counter drug such as Tylenol, cough medications, etc. Please indicate the physician's name on the form. Extra forms are available at the office.

The original "Medication Request" form will be kept by the person administering the medication, teacher, or school secretary, and each dose given will be recorded on the reverse side of the record form. This form will be returned to the school nurse when the medication is no longer being given, and the school nurse will file it in the student's cumulative health record. Medication sent to school without the completed "Medication Administration Request" form and not in the original container properly labeled, will not be given and will be returned home with the student. Parents should save the request form for future use or stop by the office to sign a form and leave medication if necessary.

Students should not have access to the stored medications. Principals will make the decision as to whether or not medication will be stored in the office and administered by the secretary or in the room in a secured place and administered by the teacher.

Those administering any medication will read the labels 3 times:

1. Before removing the medication from the container.
2. After removing the medication from the container.
3. When returning the container to its storage spot. Verify the identity of the student. It is recommended the medication be taken in the presence of the person administering it.

STUDENT SELF-ADMINISTRATION OF MEDICATION

As used in this policy, medication means a medicine for the treatment of anaphylactic reactions or asthma which is prescribed by a physician licensed to practice medicine; a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.

To be eligible, a student must meet all of the following requirements and the parent/guardians shall submit a written statement from the student's health care provider stating:

- The name and purpose of the medication.
- The prescribed dosage.
- The conditions under which the medication is to be self-administered.
- Any additional special circumstances under which the medication is to be administered.
- The length of time for which the medication is prescribed.
- The student has been instructed on self-administration of the medication and is authorized to do so in school.

MULTI-TIER SYSTEM OF SUPPORTS (MTSS)

RVMS has implemented different strategies that will aide our students in having success at our school. In the MTSS model, there are three tiers. Tier I will include all students, while Tiers II and III will focus on students who need a more intensive approach to experience success.

Tier I

All faculty members will use common strategies such as differentiated instruction, similarities and differences, multi-sensory instruction, and goal setting in their classrooms. We expect that a majority of our students will experience success with these strategies.

Tier II

These strategies are designed to help students who need extra support to be successful. Students may only need Tier II supports for a short time. Once students receive the support they need, they will return to a Tier I status. Strategies that may be used in Tier II include After School Tutorial, Rosetta Stone, Passkey, and Moving On Up classes. Learning Pass and Math/Reading Mastering The Standards Successfully are strategies that are explained below.

Math/Reading Mastering the Standards Successfully

Support for Success is our effort to provide extra support to students who may experience difficulty with some of the concepts taught in regular math and reading classes. When students are in need of extra assistance, their teacher will recommend the student go to the specified classroom for help. This support will take place during 8th hour, and the student will be pulled from his 8th hour explore class. Once the student has demonstrated mastery of the concept, he will return to his regular 8th hour class. Assignments that may have been missed in the 8th hour explore class will be excused, and the student will not be penalized for missing part of the explore class.

Tier III

Students who need extended, intensive support to be successful will be recommended for Tier III placement. This might include Math or Reading Enhancement, which are our Title I classes. Mandatory study hall and mandating a student participate in our After School Program are also methods we may use to get a student extra support.

Our MTSS model also includes a Panther PRIDE matrix that describes how we expect our students to act in various school situations. Our goals include fostering pride in our students, as well as teaching them to respect others and now what behaviors are appropriate. This matrix, which is visible throughout the school, will serve as our guide.



Panther PRIDE

Positive Schoolwide Behavior Expectations at Reno Valley Middle School

Practicing <i>Panther Pride</i> in	CLASSROOMS	HALLS	CAFETERIA	SCHOOL EVENTS
Preparation	Have all necessary materials Have homework completed for class Plan to be on time	Know your schedule Plan locker and bathroom visits	Go straight to lunch Have sack lunch with you Pay attention in line	Follow dress code Know eligibility rules Ask for homework in advance
Respect	Respect others and their property Listen and follow directions Be kind to others School property	Watch where you are going/keep right Be courteous/Help others Respect personal space	Use manners Show respect for peers and staff Clean up after yourself Keep electronic devices put away	Stay until everything is over Be engaged in the event Use good manners Respect school property and equipment
Integrity	Be honest, responsible, and trustworthy Model positive behavior Use technology appropriately	Help others in need Report bullies	Show appreciation Participate in "Mix it Up"	Show support Applause/Cheer when appropriate Keep electronic devices turned off
Discipline	Model appropriate behavior Set goals Pay attention	Walk Use appropriate language and volume Be aware of your surroundings	Model appropriate table manners Use appropriate language and volume Eat neat	Be a team player Listen and participate Obey rules Use electronic devices appropriately
Everyone	Involve all! Work together Participate	Help those in need Encourage each other to get to class Be responsible by-standers	Help with noise control Include all Be respectful	Show appreciation for those involved in the event Invite more people in the community Show school pride and spirit

PERSONAL PROPERTY

To avoid misunderstandings, losses, disputes, and the interruption of the learning process, students are advised not bring personal property to school. Personal property would include items such as CD players, CDs, iPods, MP3 players, Earbuds, cell phones and game systems. Items such as animals, snakes, firearms or weapons, real or toy explosives, or glass containers will not be permitted on school grounds. Any item brought to school on the bus by a student should be packaged in a bag and be carried either in the passenger's lap or placed under the seat.

CELL PHONES/ELECTRONICS

Cell phones and other personal devices are not allowed in the classrooms at Reno Valley Middle School. Cell phones need to stay in the students' lockers during the school day. Any student caught with a cell phone in class must turn the phone over to the teacher and a parent must pick up the phone in the office. If a parent is not able to pick up the phone, it will be returned to the student at the end of the week. Teachers may choose to allow students to bring cell phones into the rooms for specific uses, but will never require the use of phones.

PUBLIC DISPLAY OF AFFECTION (PDA'S)

There shall be no public display of affection between students while on school property or at school events. Repeat offense will result in a RAP.

RIGHTS AND RESPONSIBILITIES

Good discipline in a school creates a positive school climate. It is our responsibility to provide a safe, secure and pleasant environment for optimum learning. Therefore, we have high behavioral expectations for our students. The following two standards are paramount:

1. DO SCHOOL WORK
2. RESPECT YOURSELF AND OTHERS

The following rules will ensure a positive environment for academics:

I. We expect students to...

1. respect the rights, property, and ideas of others.
2. do class work and turn it in on time.
3. keep hands, feet, and objects to yourself.
4. leave personal property at home.
5. leave skateboards and scooters at home.
6. refrain from name-calling or use of profane or vulgar language.
7. follow directions.
8. walk in the building.
9. walk on the right side, and be quiet in hallways.
10. be polite, quiet, and attentive in all assemblies.
11. show courtesy to guests in the building and make them feel welcome.

II. Bus Conduct

Good behavior on the bus is necessary for the safety of all students. Please review the following safety procedures with your children.

1. Stay in your assigned seat while riding the bus.
2. No pushing and fighting on bus.
3. No loud talking or yelling on bus.
4. Keep head and hands in the bus.
5. Name-calling and profanity will not be allowed on bus.
6. The bus driver must be obeyed at all times.
7. Children must get on and off the bus at their assigned stops.
8. Good conduct and respect for others will be expected at the bus stops as well as on the bus.
9. No eating or gum chewing on the bus, unless the driver gives permission.
10. No glass or animals may be transported on the bus.
11. A student may be suspended from riding the bus if he/she refuses to follow safety procedures.
12. If a suspension should occur, parents will be notified and will be expected to provide transportation to and from school for their child.

III. Cafeteria Guidelines Rules

1. Quiet talking is allowed.
2. Follow directions of the adult supervisors, cooks, and other lunchroom staff.
3. No yelling, profanity, throwing things, or rude and discourteous behavior.
4. Do not bring glass containers.
5. Stay in your seat during lunch.
6. Eat as much as you can and scrape your tray completely when you are dismissed.
7. Be courteous and use acceptable manners.

IV. Playground Rules for Noon Hour

1. Follow the directions of the adults on duty.
2. Stay in the areas assigned.
3. Do not throw mud, snow, sand, rocks, etc.
4. Stay out of the mud and water.
5. Keep hands, feet and objects to self.
6. Use appropriate language.
7. Do not come in the building during recess unless it is an emergency and you have permission from the adult on duty.
8. Keep the playground clean.

V. Recognition of Appropriate Behavior

We believe that positive reinforcement has a far-reaching effect on behavior. We know that students can learn to make appropriate decisions about behavior if given expectations,

instruction, time, and support. It is the responsibility of parents and teachers to focus on fostering positive, purposeful, and productive behavior rather than using force, control, and compliance to motivate. STUDENTS WHO SHOW APPROPRIATE BEHAVIOR AND PAY ATTENTION TO THE IMPORTANT WORK OF LEARNING WILL BE REWARDED IN A VARIETY OF WAYS.

The number one reward for appropriate school behavior is increased learning. As students become more responsible, they obtain more privileges, and have the opportunity to experience more learning.

Other rewards include the following: Increased positive attitudes about school, improved grades, Honor Roll, certificates, letters, recognition in school and community publications, greater freedom in choices, free assignments, before and after school privileges, positive notes and calls to parents, etc.

VI. Consequences for Breaking Rules:

We will, whenever possible, use a variety of corrective procedures to ensure that a proper learning environment exists for all children. The following consequences may be used in any order or combination to stop inappropriate behavior:

1. Verbal warning
2. Conferences, counseling, contracting
3. Parents contacted by phone and in person
4. Removal or denial of privileges and extracurricular activities
5. Separation from group
6. In-School suspension
7. Temporary reassignment
8. Student sent to parents at home or work for a portion of the day
9. Suspension
10. Expulsion

SAFETY

Students are encouraged to practice safety precautions on the school grounds at all times. Skateboards are not allowed at school. Caution should be used in and around school buses.

SCHOOL HOURS

The building will open at 7:15 am. Students will be expected to leave school at dismissal time unless they are involved in an after-school activity or are assigned to the Reflect and Process room. The school hours for RVMS are from 7:55-5:30.

SCHOOL PROPERTY

Students who deface, destroy, lose, or take school property will be held accountable. If items are damaged, lost, or stolen, a monetary charge will be made to the responsible party.

STUDENT ATTENDANCE

ABSENCES

Regular attendance is the primary responsibility of the parents and the students. Regular school attendance is most important to a student in achieving maximum progress and success in school.

The parents/guardians are responsible for notifying the school office when a student is to be absent from school. Please call the school each day of absence before 9:30 a.m. If telephone contact has not been made between the parents and the school on the day of an absence, students should submit a written excuse upon their return to school.

Each student is allowed a maximum of ten days excused absences a year for situations such as illness, death or illness in the family, funerals of friends or relatives, accidents, emergencies, or unavoidable situations necessitating absence such as family vacations, or any other justifiable activities having the prior approval of parents or guardians. All absences, which do not have the prior knowledge and approval of parents or guardian, are unexcused. Absences not confirmed by parents by phone or note upon the student's return to school will be classified as unexcused. All other absences beyond ten are normally classified as unexcused. Absences due to a student being hospitalized or under the treatment of a physician for a specific illness are medically excused when the school is properly informed through a statement from the doctor.

Every possible effort will be made to keep a student's absences from becoming excessive, which is considered to be ten (10) school days a year. The principal will contact the parents/guardian of a pupil as needed concerning student attendance. A parent conference may be scheduled if needed to assure regular attendance. A letter will be sent after the fifth absence and a conference will be arranged after the tenth absence. In-school suspension may result from unexcused absences.

Students are responsible for making up work missed due to absence. Full credit will be allowed for work made up by an appropriate time after return to school (one school day more than the number of days absent), if the absence is excused. If a student is expecting to be absent because of school related events (ie, athletics or academic activities), it is the student's responsibility to obtain his/her assignments in advance.

TARDIES

Continual school tardiness is serious and tends to develop a pattern that is followed throughout life according to recent studies. Being on time is a responsible and expected behavior for RVMS students. In order to encourage students to be on time, the following guidelines have been adopted.

1. Tardy slips for late morning arrivals must be obtained in the office before reporting to class. All tardies to school in the morning will be considered unexcused unless a note or telephone call is received by 10 am that day by a parent/guardian giving the reason for the tardy. If it is considered an excusable reason, the tardy will be excused.
2. Upon the third late morning arrival, the student will be assigned to the RAP room. On the fourth late morning arrival, a parent/guardian conference will be held.
3. Students who obtain their third tardy for the six weeks will be assigned to the RAP room. On the fourth tardy of the six weeks, a parent/guardian conference will be held.

TRUANCY

Truancy is defined three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. If a student has two or more unexcused class periods on a non-block day (one unexcused period on a block day), he/she will be marked as truant for the day.

TEAMING

Reno Valley Middle School will consist of three teams of teachers. Core teams will have a common planning time, allowing them to address student concerns in a timely manner, use flexible scheduling, and develop integrated units.

TELEPHONE

The telephone is for school business. Therefore, students are discouraged from using the phone except in emergencies or for a medical reason. Permission to use the phone must be obtained from a teacher, principal, or school secretary before a student may use the telephone in the office. Students will not be called out of class for phone calls except in case of emergencies.

TEXTBOOKS

All students in USD #309 are required to pay appropriate textbook fees in accordance with School Board policy. These fees vary by grade level and should be paid at the time of enrollment. Please contact the appropriate school office to determine the cost of fees.

Book rental fees will be charged or refunded on a monthly basis for students transferring into or out of the school after the school year starts.

Children who have abused rental textbooks by defacing or marking in the books or by other means will be assessed appropriately for the replacement of the book or books.

TRANSPORTATION SERVICES

Application for transportation must be filled out before service will be provided. These forms are available from the school office.

Transportation to and from school will be provided at no charge. Transportation services will not necessarily provide door-to-door service and will be on a space available basis.

A copy of our Student School Bus Conduct and Safety Rules, which apply to all students using USD #309 bus services, will be available at enrollment. Bus drivers will review these bus rules and regulations with students riding the bus during the first few days of school.

The driver is in full charge of students when they are riding the bus. Students must obey the driver promptly. Failure to observe these bus rules will result in transportation being denied for a period of time.

Parents transporting students to school must drop off students at front north door by the office no earlier than 7:15.

VALUABLES

Valuables should not be brought to school unless absolutely necessary. Students are responsible for safe keeping their own valuables, as the school will not assume responsibility for them. All clothing should be marked for easy identification.

ZAP (Zeroes Aren't Permitted)

In order to improve student achievement rates, Reno Valley Middle School students will be held to the following late work policy.

All classroom assignments will have a due date and be due at the beginning of the class period unless otherwise stated by the teacher. If a student does not have the assignment done by the due date, the assignment will be recorded as late. Poor quality assignments will not be accepted and will be counted as a late assignment. For example, a randomly completed word-matching worksheet, incomplete math problems, or quickly scribbled sentences rather than a well-

developed paragraph are not acceptable and will be counted as late. The classroom teacher will be responsible for the determination of work that is unacceptable.

Students who have late assignments will be assigned a ZAP and will be required to stay after school for 30 minutes with the teacher who assigned it. The ZAP will start promptly at 3:00. Students who have practice after school will need to notify their coach. If a student had planned on going home after school, the student will be sent to the office to call and notify a parent that he/she will be staying after school that day. If the assigned ZAP conflicts with a student's participation in a scheduled school competition, the student may stay after school the following day. In the event that a student is assigned more than one ZAP in a day, the student will need to coordinate with the teachers when the ZAPs will be served.

Time in ZAP is to be used to finish the late assignment(s) and work on current assignments.

Attendance and effort for ZAP is very important. If a student is repeatedly unable to complete late work during ZAP or fails to attend ZAP, a conference with the parents and student will be scheduled. The goal of the conference will be to determine what supports are needed to ensure the success of the student.

Assignments missed due to absences will not be counted as late until a due date has been given to the student after his/her return to school.



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Policy for Random Drug Testing of USD 309 Nickerson-South Hutchinson Students

MISSION STATEMENT

The mission of the USD 309 random drug testing policy is to provide a safe and drug free educational setting where all students can achieve their full potential. Our policy additionally aims to provide students a deterrent to curb issues related to substance abuse. The **goal** of the policy is to provide a system of assistance for students, as well as a purpose for opting out of the peer pressures associated with using illegal drugs. The procedure for random drug testing of middle and high school students participating in KSHSAA sponsored school athletics and activities, as defined in this policy, will be accomplished in conjunction with an independent drug-testing vendor. Understand that USD 309 strongly supports a drug-free policy among its students at school and school activities. Therefore, every student in grades 7-12 who participates in KSHSAA sponsored school activities as a condition for such participation agrees to submit to random drug testing as set forth in this policy. Additionally, students and their families may agree to OPT-IN their child(ren) who do not participate in KSHSAA sponsored activities to the random testing pool at any time.

To facilitate random testing, the school district will provide the vendor with a list of opt-in 7th – 12th grade students who participate in KSHSAA sponsored athletics and activities. Those students may be subject to random drug testing. In turn, the vendor will select middle school students and high school students for random testing. Each time students are tested using a “true random” selection process, meaning that every student in the pool is subject to being selected from every drawing, with the same probability of randomness throughout. Data updates for the selection will be submitted by the school district to the vendor on a regular basis throughout the school year.

1. PURPOSE

Participating in KSHSAA sponsored school activities while a student at USD 309 Nickerson-South Hutchinson is a privilege. Therefore, students who participate in any KSHSAA sponsored athletics and activities will be subject to random drug testing. Information contained in this policy complements the USD 309 District Policy pertaining to drugs and alcohol. Additionally, if a student is suspected of being under the influence of an illicit substance during the school day or at a school activity, representatives of the school district do have the authority to conduct an interview or have the student provide a collection sample based upon reasonable suspicion.

The purpose of this program is as follows:

1. To provide for the safety of all students;
2. To undermine the effect of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
3. To assist students who use illegal drugs to participate in drug treatment programs; and
4. To promote achievement of students' full academic potential by preventing the impact drug and alcohol use has on learning.

Other components of our program are as follows:

- The random drug-testing program is designed to be academically non-punitive.
- The results of drug tests pursuant to this policy will not be documented in any student's academic records.

- Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal processes, which the district shall not solicit.
- Record of drug testing will be destroyed at the end of each school year. Positive test results will be kept on record the following year of a positive test result and will be destroyed upon successfully passing three subsequent drug tests as determined by the administration.

In order to provide a drug free environment and assist in the prevention of drug use, wellness promotion, and treatment of students who have engaged in drug use, **USD 309 students in grades 7-12 who participate in KSHSAA sponsored athletics and activities will be subject to random drug testing. Additionally, students and their families may agree to Opt-In to the random testing pool at any time.**

2. DEFINITIONS

The following terms and phrases shall be defined as follows for the purposes of this policy.

Extra-Curricular:

Participation by students in grades 7-12 in KSHSAA sponsored activities include but not limited to:

- Athletic KSHSAA programs (baseball, basketball, bowling, cross-country, football, golf, gymnastics, soccer, softball, swim & dive, tennis, track & field, volleyball, wrestling)
- Non-Athletic KSHSAA programs (debate, hall of fame, KAY, music, piano, scholars bowl, speech & drama, cheerleading/spirit activities, student council)
- Before/After/Summer school weight lifting

Student Participation: A qualified student participating in an extra-curricular activity as defined by this policy, or on a sanctioned athletic team, as defined by the Kansas State High School Activities Association (KSHSAA).

Illicit Substance: A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician, or classified as being controlled, and having no therapeutic use. For purposes of this policy, any substance considered illegal by either federal or Kansas law or that is controlled by the United States Food and Drug Administration including, but not limited to the following substances:

Amphetamines/Methamphetamines (speed, uppers, diet pills)	Alcohol
Barbiturates (downers, sleeping pills)	Cocaine Metabolites
Benzodiazepines (Valium, Librium)	Hallucinogens (LSD)
Opiates (Heroin, Morphine, Codeine, Oxycodone)	Cannabinoid (marijuana)
Ecstasy	Methadone
Phencyclidine (PCP, Angel Dust)	Propoxyphene (Darvon)

Vendor: The medical office or company selected by the Board of Education to carry out the drug testing policy and procedures.

Designated Official: The individual hired by the school or district to oversee the drug testing program.

Medical Review Officer (MRO): A licensed physician trained and certified in the process and interpretation of drug testing results.

USD 309 Nickerson-South Hutchinson reserves the right to test for any and all illegal or controlled substances at the discretion of the district.

3. PROCEDURES FOR STUDENTS

At the beginning of each school year, students and parent/guardian will complete and sign the Informed Consent form. No student may participate in any KSHSAA sponsored activity as defined by this policy until this form is properly executed and on file with the school. Forms must be signed and returned at enrollment or 30 days in advance of a KSHSAA season.

The random drug screening process is outlined below:

Drug Testing Process:

- a. A random generator protocol will be followed to select students for testing from the eligible pool of students throughout the school year.
- b. The Principal or designee will clip a sample of hair from the student and place it in an envelope. The student will witness the sealing of the envelope, confirm his/her identification number and verify accuracy by initialing the envelope.
- c. The collected samples will be sent to a drug testing facility for analysis.
- d. Parents/Guardians will be contacted by the Principal or designee and given the results of each test within two to three weeks of the submission of the hair sample. Contact by phone and/or mail will be made for negative test results. Contact by phone will be made for positive test results.
- e. Students whose test has a positive result will meet with their parents/guardians and the Principal or designee.

4. CONFIDENTIALITY

All drug test results are confidential and will be handled accordingly. Those persons having results reported to them, as set forth by this policy, must sign a Confidentiality Statement. The vendor will provide an annual report to the administration showing the number of tests performed, rates of positive and negative tests, and what substances were found in the positive tests.

5. PROCEDURES IN THE EVENT OF A POSITIVE RESULT

The following will occur whenever a student's test result indicates the presence of illicit drugs or banned substances:

- The administration will provide written notification to the parent/guardian within 24 hours, through standard mail. A phone call will also be made to the parent/guardian.
- The student will be required to submit to three periodical drug tests throughout the next calendar year at the discretion of the administration.
- If parents/guardians question the validity of the test results they may request a second test be conducted on the same hair specimen at their own expense. It is important to note that any positive result has had two completely separate tests performed – an immunoassay screen and a mass spectrometry confirmation test. Additionally, environmental contamination is a non-issue because the facility utilizes the most extensive wash procedure in the industry. Numerous studies demonstrate the effectiveness of the wash procedure used.

A First Positive Result:

- The student will be suspended from all KSHSAA activities for not less than **4 weeks** (28 calendar days) as a participant or spectator. The student is expected to continue to practice with the team/organization but will not attend competitions/activities outside of practice during the suspended dates.
- The student and parent/guardian will be provided information on alcohol and drug prevention and recovery services for additional assistance.
- Student participants who have a first positive result will be required to submit to three follow-up drug tests during the next calendar year as determined by administration.

Second Positive Result:

- The student will be suspended from all KSHSAA activities for not less than **8 weeks** (56 calendar days) as a participant or spectator. The student is expected to continue to practice with the team/organization but will not attend competitions/activities outside of practice during the suspended dates.
- The student and parent/guardian will be provided information on alcohol and drug prevention and recovery services for additional assistance.
- The student will continue or repeat the three necessary follow-up drug screenings on dates determined by administration.

Third Positive Result:

- A third positive result in any two consecutive calendar years will result in the student being barred from participation in any KSHSAA sponsored activity, as defined in this policy, for not less than **18 weeks** (one semester).
- The student and parent/guardian will be provided information on alcohol and drug prevention and recovery services for additional assistance.
- At the end of the eighteen school weeks, the student must complete a drug screen with negative results before returning to competition.
- Upon returning to participate in KSHSAA sponsored activities, the student will continue or repeat the three necessary follow-up drug screens.
- The period of exclusion may continue into the following year.

7. ADDITIONAL SPECIMEN COLLECTION INFORMATION

- a) Test results will be available only to the student, the parents/guardians, and to school officials who have a legitimate educational interest in the student.
- b) Once a student has been tested and the results have been returned, his/her number is placed in the general pool for further random testing. Therefore, it is possible that a student may be tested more than once during the school year and several times during their six years at Nickerson-South Hutchinson middle and high schools.
- c) If parents/guardians question the validity of the test results they may request a second test be conducted on the same collected specimen at their own expense. It is important to note that any positive result has had two completely separate tests performed – an immunoassay screen and a mass spectrometry confirmation test. Additionally, environmental contamination is a non-issue because the facility utilizes the most extensive wash procedure in the industry. Numerous studies demonstrate the effectiveness of the wash procedure used.
- d) The Testing Facility uses a liquefying method to process hair samples. To help ensure valid test results, students taking prescription medications and/or any supplements will write the names of any and all medications or supplements they are taking on the envelope that will be sent to the lab.

- e) Any student who refuses to submit to a drug test after being randomly selected and is currently participating, has participated in, or plans to participate in any of the school activities offered, will be deemed a positive result and will result in the discipline actions outlined above.
- f) Use, consumption of, and/or possession of any drug and/or alcohol on school property is prohibited and students are subject to the disciplinary actions outlined in the student handbook.

8. SELF-REPORTING OF DRUG USAGE

A student or parent/guardian may self-report drug usage at any time. A self-report may not be motivated out of concern of being reported by law enforcement. The student may avoid consequences by self-reporting. A subsequent positive test result will count as a second positive test.

- The student and parent/guardian will be provided information on alcohol and drug prevention and recovery services for additional assistance.
- The student will be expected to submit to three follow-up drug tests during the next calendar year as determined by administration

7. PROCESS FOR APPEALS

Upon receiving a positive test result, the parent has the right to visit with the school administration to communicate any medically authorized substances that might have resulted in a positive test. The administration will work with the drug testing vendor and will determine whether the information provided by the parent could account for the positive result. If the test remains positive, and a student and/or parent or person otherwise in lawful control of the student elect to appeal a positive test results, the second half of the specimen in question may be tested. In such cases, the student and/or parent or person otherwise in lawful control of the student shall assume responsibility for payment of all fees related to the second test. A written request to appeal a positive test must be submitted to the superintendent or designee within five days of receiving notice of positive results. Parent/Student has the right to receive a sample if requested.

Nickerson High School and Reno Valley Middle School Activities

Nickerson High School and Reno Valley Middle School reserve the right to randomly use a Breathalyzer for students participating in school activities, including, but not limited to, school dances.

