

**St. Mark's School Handbook
2016-2017**



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GENERAL INFORMATION

SCHOOL ORGANIZATION

St. Mark's contains Kindergarten through grade 8. Grades K-5 are self-contained. Grades 6-8 are departmentalized with students changing rooms and teachers throughout the day.

ACADEMICS

All grades are reported on a nine-week basis. Midterms will be sent out each grading period. Any questions or concerns should be directed to the appropriate teacher. An incomplete is given only in case of an illness or emergency, when the student has not been able to complete his/her assignments. The student receiving an incomplete grade must take the initiative to complete the work and have a grade recorded.

PARENT/TEACHER CONFERENCES

Parents are invited to attend the two parent teacher conferences that have been scheduled for the sixth week of the first and third nine weeks. This allows both parents and teachers the opportunity to communicate about student progress. Parents should feel free to contact their child's teacher at any other time they feel there is a need.

GO.EDUSTAR

Go.Edustar is an online informational system that parents can access on the internet. Parents can check attendance, lunch account balances and grades. Teachers will update grades on a weekly basis. Once parents have created their user ID and password, they can access their student's information. If you need assistance, contact the office.

ARRIVAL AND DISMISSAL TIMES

Students should arrive at school NO EARLIER than 8:20 a.m. Classes will begin at 8:30 a.m. Students are not to be on school property before 8:20 a.m. Students are to wait outside the building until the bell rings at 8:20 a.m. If the weather is bad, students are to wait in the front hallways. When the bell rings students are to report immediately to their classrooms.

Students arriving by car must be dropped off in the back parking lot by the gym. The front is for bus drop off only. For the safety of all students please do not drop off students in the front of the school.

Car riders and walkers are dismissed at 3:50 p.m. They need to be picked up in the back of the school by the gym. Parents are asked to wait in a car line, if your child is outside and ready we will dismiss them to your car, if they are not outside, we will ask you to circle around. Students will not be released to walk to their parent's car if you are parked in a parking space. If you choose to park in a parking space, you MUST walk up to get your child. This is for the safety of all our children.

The regular school day ends at 3:57 p.m. Students are NOT to remain at school after dismissal unless they are under the direct supervision of a teacher or other adult.

Neither the school nor the teacher will assume responsibility for the welfare or safety of pupils who come before the beginning of the time limit set for arrival without special permission to do so. Likewise, the school will not assume responsibility for the safety and welfare of the students who return to the school site after being dismissed to go home if the activity is not under the directions or supervision of the school.

Students arriving late to school must sign in at the office. Students leaving early must first sign out in the office. Parents wishing to pick up their students early must either send a note or come to the office. Please do not go directly to the classroom.

LUNCH

PROCEDURES:

1. Students who bring their lunches are to line up in front of the class and remain there until the preceding grade has gone through the line. At that time they are to proceed in an orderly fashion to check through the card line.
2. Students are required to check with the lunch aide (secretary) and let her know whether they are eating a hot lunch, buying milk, or have a sack lunch.
3. Students are to sit at assigned tables unless the lunch supervisor designates differently.
4. Students are to use well-modulated voices and restaurant-like behavior at all times in the cafeteria. First through third grade students will spend the first 15 minutes of lunch with a “no talking” period so they may concentrate on eating their lunch.
5. POP is NOT allowed in the cafeteria as an alternate for milk or juice. Do not send it. Students may drink milk, juice, water or other non-carbonated beverages.
6. NO GLASS bottles or containers are allowed in the cafeteria or at school for safety purposes.
7. Candy is an unacceptable part of a nutritious lunch program. Please do not send candy in school lunches.
8. Bringing lunch in from a restaurant will not be allowed.
9. No pop is allowed, even for birthdays, in the lunchroom or in the school due to the Wellness Policy.

DISTRICT LUNCH CHARGE POLICY

“No Charge” policy to all high school students and adults. “Two time charge only” to all elementary and middle school students.

BIRTHDAY TREATS

If students choose to bring birthday treats to school, it must be cleared through the teacher. The school does not have refrigeration to accommodate student treats. Please send these items in a cooler with ice. Grades 5-8 are encouraged to serve birthday treats in the lunchroom at lunch time. There is no pop allowed to be served during the school hours due to the Wellness Policy.

TELEPHONE

Primary use of the school phone is for school business. Student use will be restricted to NECESSARY calls approved by the administrator or school secretary. All plans for after school activities are to be made BEFORE the student comes to school. Students will not be allowed to make phone calls from classrooms.

SMS realizes that cell phones are valuable communication tools for students and parents. However, phones are disruptive to the school day. Therefore, **student cell phone use is absolutely prohibited during school hours.** Cell phones must be turned off and kept in the student’s locker, book bag, or other secure place out of sight. **Visible or audible cell phones and other electronic devices will be confiscated by teachers and staff and given to the administration and will not be returned until a parent comes to school to pick them up.**

CHANGE OF ADDRESS/MOVING

Students and parents are requested to inform the office of any change of address or telephone number. This will help us to keep our mailing list and emergency information up to date. THIS IS EXTREMELY IMPORTANT! Students moving from SMS must have their parents contact the office by phone or in person and inform the school when the student’s last day will be.

CLASS ASSIGNMENTS

Prior to the start of the academic year, the school makes student class assignments. Requests for specific teachers are not allowed according to district policy. Class assignments will be posted when they are available.

SPECIAL SERVICES

St. Mark's has the services of a counselor, psychologist, speech therapist, home/school coordinator, learning disabilities teacher, teacher of gifted, physical therapist, and occupational therapist. St. Mark's has access to numerous special education programs. Placement of students in special programs is done by referrals and testing only. The parent, administrator, or teacher may request testing by the school psychologist. The lawful parent or guardian must approve all referrals (in writing) before a student is tested. Following testing, the psychologist will make recommendations for proper placement of a student. Placement of students in special programs requires the permission of the parents.

PROMOTION/RETENTION

The best interest of the child will be considered when determining promotion and/or retention. The final decision shall rest with the building principal, who shall have input from all parties. Before retention is decided upon, a parent meeting with the teacher and building principal will be held.

ACADEMIC HONESTY

Academic honesty is fundamental to the activities and principles of any educational institution. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. The St. Mark's School community regards academic dishonesty as an extremely serious matter, with serious consequences that range from no credit for their work, to in school suspension. When in doubt about plagiarism, paraphrasing, quoting, or collaboration, consult the course instructor.

VISITORS

Parents and other interested adults are invited and encouraged to visit classes upon appointment. Visitors must check in with the office first before going to a classroom. Children may visit only accompanied by an adult or if prior arrangements have been made and approved by classroom teacher and administration.

VISITOR ENTRY GUIDELINES AND PROCEDURES

1. All doors will remain locked during the school day.
2. All exterior doors will have proper signage indicating all visitors need to report to the office.
3. All visitors to the school will enter the main front doors and report to the office to sign in and receive an identification badge. The identification badges will be duplicate in nature for easy record keeping.
4. The visitor badges will be monitored by the secretarial staff in the office. Visitor identification may be required to gain access to the school.
5. Teachers and staff will be instructed to stop all non-school personnel if they do not have an identification badge and escort them to the office. If a parent or other visitor goes to a classroom without proper identification, they will be instructed to check-in at the office and receive a badge before entrance into the classroom.
6. Students and staff will be instructed to not allow anyone into locked doors during the school day. They will tell all visitors to enter at the front door and report to the office.

TESTING

Testing required by the state of Kansas is given to grades 3rd-8th in reading and math. Renwick School District has adopted the Kansas College and Career Ready Standards. Checklists are used as well as a variety of assessment techniques to determine student mastery of these essential skills. Student progress toward mastery will be shared in parent/teacher conferences. All K-8 students will be tested three times per year with the I-Steep reading and math screeners.

CRISIS PLAN

The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crises from emergency response for dangerous weather and natural disaster, to bomb threats and intruders in the building. From time to time, your child might report to you drills that may occur to better prepare students and staff members in the event of a crisis. If a true crisis occurs, and students have to be evacuated from their school, please contact the District office for details of where you may pick up your child (444-2165).

HOME - SCHOOL ORGANIZATION (HSO)

St. Mark's has an active Home-School Organization (HSO) whose main goal is to work for the welfare of the children of the district. We encourage all parents and teachers to become active members. There are many programs sponsored by the HSO, and we need your time and talents. You may contact the school office for more information concerning this organization.

SCHOOL SITE COUNCIL

The St. Mark's Site Council is made up of parents, community business people, and school personnel. The purpose of the Site Council is to provide advice to the school in setting and evaluating goals and to serve as a liaison between the school, the community, and the Board of Education. Members will serve a two-year term. Persons interested in serving on the Site Council should contact the principal.

CARE OF SCHOOL PROPERTY

Students should take pride in their school. There will be NO marking in books, on desks, chairs, or walls. Any defacing or willful destruction of school property will be treated as a breach of conduct and require discipline and restitution. If cost is involved, the principal will make a fair estimate and notify parents. See Board of Education policy.

LOST AND FOUND

Students finding lost articles should take them to the office. Students losing items should check the lost-and-found inside the cafeteria and in the office. A table with lost-and-found items will be available for viewing during the school year and at conferences. At the end of the school year unclaimed items will be removed.

PERSONAL PROPERTY

Personal items are the responsibility of the students. Students are NOT to bring radios, tape players, CD players, CD disks, electronic equipment, toys, excessive money or valuables to school. All personal items, including clothing, are to be marked clearly for identification. Students in 6th, 7th, and 8th grade are required to provide a lock for their gym locker.

UNIFORM GUIDELINES

The purpose of the dress code is to establish standards of dress and grooming habits that are necessary to maintain a wholesome and business-like atmosphere. Students should come to school each day in clean, neat, and appropriate attire. The basic attire is navy blue or khaki bottoms and navy, hunter green or white tops. There is a Parker plaid approved jumper and skirt available also.

GIRLS

Jumpers – (*knee length*) navy, khaki, or approved Parker plaid.

Skirts/Skorts – (*approved pleated, knee length*) navy, khaki or approved Parker plaid.

Slacks – traditional straight leg uniform style, void of logo (no jean style, flared leg, hip huggers, cargo pants or zip-offs) navy or khaki; no elastic banded pants.

Shorts – (*mid-thigh or longer-*) navy or khaki, void of logo (no jean style or cargo pants) navy or khaki; no elastic banded shorts.

Polo Shirts – (shirt w/collar, short or long-sleeved) navy, hunter, white.

Dress Shirts – (button down dress shirt) navy, hunter, white

Turtlenecks – navy, hunter, white.

Sweatshirt – (school logo optional) navy, hunter, white.

Sweaters – (cardigan, V-neck, crew neck, or vest) navy, hunter, white.

GIRLS continued

Socks – navy, hunter, khaki, black, brown or white (**SOCKS ARE REQUIRED-NO NEON or BRIGHT COLORS ONLY THE COLORS MENTIONED PRIOR**)

Shoes – tennis shoes (tie or Velcro) OR dress shoes (no high heels), brown or black only. Whole foot must be covered. No clogs, open backs, slippers, sandals or boots of any kind.

Tights/Leggings – navy, hunter, black or white. Leggings must be ankle length.

BOYS

Slacks – traditional straight leg uniform style, void of logo (no jean style, flared leg, hip huggers, cargo pants or zips-offs) navy or khaki; no elastic banded slacks.

Shorts – (mid-thigh or longer) navy or khaki, void of logo (no jean style or cargo pants) navy or khaki; no elastic banded shorts.

Polo Shirts – (shirt w/collar, short or long-sleeved) navy, hunter, white.

Dress Shirts – (button down dress shirt) navy, hunter, white.

Turtlenecks – navy, hunter, white.

Sweatshirt – (school logo optional) navy, hunter, white.

Sweaters – (cardigan, V-neck, crew neck, or vest) navy, hunter, or white.

Socks – navy, hunter, khaki, black, brown or white **SOCKS ARE REQUIRED-NO NEON or BRIGHT COLORS ONLY THE COLORS MENTIONED PRIOR**)

Shoes – tennis shoes (tie or Velcro) OR dress shoes, brown or black only. Whole foot must be covered. No clogs, open backs, sandals, slippers or boots of any kind.

Other Requirements:

1. If proper attire is not worn, students will be asked to change to appropriate style clothes.
2. Shirts must be tucked in. Shirts must be worn at a length that can be tucked in and stayed tucked in.
3. Shirts and pants must be void of any logos.
4. Clothing is to be clean and repaired as needed.
5. Decorative items are not accepted such as: zippers, buttons, beads, lace, belt buckles, etc.
6. No sleeveless shirts will be allowed.
7. Hats, visors, bandanas or sunglasses are unacceptable wearing apparel in the building.
8. Hair shall be kept clean and out of the eyes.
9. Coaches and sponsors, in cooperation with the administration may set standards which best serve the interests of their organization and activity.
10. Scout uniforms will be allowed on meeting days.
11. T-shirts may be worn as undergarments only. T-shirts under uniform shirts are to be white, black, navy, or green. No logos or writing on T-shirts worn under uniform shirts will be permitted. No long underwear shirts.
12. Spirit shirts will be sold at enrollment. On certain days, the principal will announce for a spirit day. Students may wear their spirit shirts with jeans.
13. Belts must be worn with all shorts and pants (3rd-8th grade only). Belts must be brown, black, or navy. NO decorative belt buckles may be worn.

Suggestions:

- No 100% cotton fabrics. Look for poly/cotton blends to better preserve colors.
- Please be sure to purchase standard uniform items and refrain from “fads”. All shorts must be uniform length and shorter styles will NOT be accommodated.

PROCEDURES FOR IMPLEMENTING AND ENFORCING

THE ST. MARK’S ELEMENTARY SCHOOL UNIFORM DRESS CODE:

1. The St. Mark’s School uniform dress code was implemented the beginning of school in the 1999-2000 school year. All students will be expected to dress within the guidelines of the uniform policy.
2. Students who fail to wear the designated uniform will be subject to the following disciplinary guidelines approved by the Kansas School Board Association attorneys:
 - 1st offense: Reminded of the requirements and offered the use of a uniform for the day, if possible.
 - 2nd offense: Principal Meeting. Parent contact is made, either verbal or written.
 - 3rd offense: Detention. Parent notification is made.
 - 4th offense: ISS for 1 days. Parent notification is made.
 - 5th offense: Short term suspension from 1-5 days. Parents are notified (as required by KSA 72-8901).

3. New students who enter St. Mark's after the official enrollment has ended will have a one-week period to comply with the dress code.

Parents will be asked to sign a PARENT DRESS CODE CONTRACT stating that they have read the dress code and are aware of the consequences of failing to comply with those guidelines. This will be given to parents during enrollment.

ATTENDANCE

PHILOSOPHY

The Board of Education, administration, and staff of St. Mark's Elementary School believe that regular attendance is necessary to fully realize the benefits of educational opportunity. Students who attend on a regular basis will have a better opportunity to receive instruction that is continual and in a logical progression. The best learning takes place when students are present on a daily basis, contributing through the regular exchange of ideas, and receiving direction under the supervision of a certified staff member.

On the day a student is absent, the parent should call the school secretary or school administrator (796-1466) by 9:00 a.m. and state the reason for the absence. Upon returning to school, if the parent or guardian has called, the student will not be required to bring a note from home. If returning during the school day, they check in at the office and then report to class. If the parent or guardian does not call or send a note prior to their child's absence, an unexcused absence or tardy will be recorded. The school will contact the students' parent(s) if a student is not in school by 9:00 a.m. With accordance to Board Policies, the principal makes the determination if the absence is justified and if the student will be allowed to make up the classroom work missed.

VALID EXCUSE OF ABSENCE

The following are deemed as valid excuses for absence within the limits established by the excessive absence policy: personal illness, death in the family or of friends, family emergency and personal business, doctor or dental appointments, court proceedings, religious observances, school activities, and other absences which are deemed necessary by the parents and approved in advance by the administration.

UNEXCUSED ABSENCE

A student is unexcused when he/she is absent without a valid excuse for absence. Students who have an unexcused absence will lose credit for all work missed during the time missed from school. Students who have an unexcused absence from school on the day of an extra-curricular activity will not be allowed to participate in the activity that day.

TRUANCY

The building administrator (or his designee) shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any 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. Students who are absent, without a valid excuse, for a significant part of any school day, shall be considered truant. Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

EXCESSIVE ABSENCES

Students will be limited to 12 excused absences per semester. Any absence past the 12 day limit will not be excused unless it is for illness verified by a licensed physician or for absence approved in advance by the administration. Exceptions: students who are hospitalized or suffering from a long term illness while under the care of a licensed physician will be exempt from this provision. Long term illness is defined as an illness which keeps a student out of school for at least 4 consecutive days. In addition, all doctor and dental appointments verified by an appointment card will be exempt from this provision.

DOCTOR AND DENTAL APPOINTMENTS

Doctor and dental appointments are considered excused absences up to the maximum of 12 total absences per semester. If the maximum excused absences have been reached, verification of the appointment is necessary in order to excuse the absence. Verification may be an appointment card, a doctor's note, or other appropriate documentation. Every effort should be made to insure

that the student does not continue to miss the same class period for these appointments. Parents are urged to return students to school as quickly as possible.

VACATIONS

All vacations need to be prearranged through the office. Students are required to notify each teacher and the office and gather assignments prior to leaving for vacation. Please obtain a request to be absent form from the office prior to leaving on vacation.

SCHOOL SPONSORED ACTIVITIES

All absences as a result of student participation in school sponsored activities will be excused. These absences do not count towards the 12 day limit. Students who miss class for school sponsored activities need to make advance arrangements with their teachers for make-up work. School work will be due the following school day. Students must attend class at least ½ day to take part in an activity that day.

MAKE-UP WORK

A student has one day for every day missed to make up any work during their absence. Example: If a student is absent Monday, returns Tuesday, any work missed from Monday is due on Wednesday. If a student is absent for two days, they have two days upon their return to make up the work. If they have not made the work up in the desired amount of time, it will result in no credit. For extended illness or specific assignments exceptions to this rule can be made through special arrangements with the teacher or administration. No make-up work will be allowed for unexcused absences. Tests and long term projects that have been scheduled in advance need to be completed upon arrival back to school.

HOMEWORK ASSIGNMENTS

The office does not collect assignments unless the student is absent for three or more days. Those students absent less than three days should gather their assignments from their classroom teacher upon their return to school.

TARDY TO SCHOOL

It is the student's responsibility to be on time for school. Students entering school after take-up time in the morning must check through the office before entering class. Middle school students will follow the procedures in place for tardies.

TARDY TO CLASS

It is the student's responsibility to be on time for all classes. Reasons for being tardy between classes will be evaluated by the teacher. Students who are consistently tardy will be asked to confer with the principal, parents, and teachers. Middle school students will follow procedures in place for tardies.

WITHDRAWAL FROM SCHOOL

If a student is withdrawing from school, it is necessary for the parents to call the office or send a note to the office the next to the last day of attendance. All textbooks and library books, etc. belonging to USD 267 must be returned and fees must be paid before records are released.

BOARD OF EDUCATION POLICY – JBH

“Building administrators will not release a student during the school day except to students lawful parent or custodian as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written or verbal request of a parent or lawful custodian. The name, address, and telephone number of the parent or lawful custodian shall be entered on the permanent record of the student in accordance with board policy JBC.”

LEAVING SCHOOL BECAUSE OF AN ILLNESS OR INJURY

In case of illness or injury in which it does not seem advisable for the child to remain in the classroom, the parent will be contacted by telephone to come to school and pick up their child. In cases where parents are not available by telephone,

emergency numbers which parents have given the school will be used and these people will be asked to come to school to pick up the child.

In such cases, in our opinion where medical help is needed immediately, an ambulance will be called at the parents' expense and the child will be sent to the emergency room at one of the hospitals.

Ill or injured children will not be allowed to walk or drive home during school hours.

LEAVING SCHOOL FOR OTHER REASONS

Students will be permitted to leave school upon request of parents during school hours by either of the two following procedures:

- By sending a written, signed request on the part of the parents for the child to be excused at a certain time that day noting who the child is to be released to.
- Parents may pick up their child at school by checking in through the office. If anyone other than the parent is to pick up their child, a written note or phone call by the parent must designate who is to pick up the child.

NOTE: Do not ask your child to meet you outside or to wait for you outside. You MUST come into the office to pick up students. Please do NOT pick them up at the classroom door; come to the office. This is the only way we can insure the safety of your children.

BEHAVIOR/DISCIPLINE

PHILOSOPHY

We believe that all students can behave appropriately, and that teachers should not tolerate any student behaviors that would cause him/her to stop teaching and/or any student from learning. In order to create a positive learning environment, we will encourage students to be responsible, practice self-control, cooperate with others and show respect. In order to develop these characteristics, the following will occur:

1. Positive reinforcement for appropriate behavior.
2. Fairness to each student.
3. Immediate and consistent consequences for misbehavior.
4. Continuous parent involvement and support.

SCHOOL EXPECTATIONS

1. In this school, we all have the right to learn. No one has the right to interrupt others or waste our time.
2. In this school, we all have the right to be ourselves. No one has the right to laugh at us or hurt our feelings.
3. In this school, we all have the right to hear and to be heard. No one has the right to shout or to keep us from being heard when it is our turn to speak.
4. In this school, we all have the right to be safe, and to have our belongings be safe. No one has the right to make us feel afraid, or to damage or take our belongings.

CLASSROOM BEHAVIOR

Teachers will handle inappropriate behavior within their own classrooms in a pre-established manner which may include written assignments, loss of recess time, removal from an activity, phone call to parents, or assigned detention. When a student's behavior does not appear to improve, the student will meet with the teacher and principal to discuss the problem. An improvement plan will be developed (verbal and/or written). Severe, disruptive behavior will be referred to the principal immediately. When necessary, in-school or out-of-school suspension will be used according to the Board of Education policy. All class work assigned during out-of-school suspension will be submitted for zero credit.

SEXUAL HARASSMENT

Sexual Harassment will not be tolerated in school. See Board of Education policy.

Physical Abuse/Threats of Physical Abuse

Immediate removal from school plus OSS for 1 day. .
Possible notification to outside authorities and agencies.

Parent meeting required before student returns to school.

Sexual Harassment

Investigation by principal. Notification to student and parents.
Possible notification to outside authorities and agencies.

SUSPENSIONS

The board extends its authority to suspend any student as authorized by law to the following personnel or committee thereof: superintendent, assistant superintendent, an administrator of an attendance center, and assistant administrator. See Board of Education policy.

Suspensions may be assigned for severe rule infractions. Severe infractions may include, but are not limited to the following:

1. Insubordination
2. Disrespect
3. Fighting/threatening to hurt others
4. Unexcused absences/tardies
5. Profanity
6. Unserved detentions
7. False fire alarms
8. Bringing drugs or alcohol to school
9. Smoking or tobacco use at school
10. Bringing weapons to school
11. Vandalism
12. Stealing
13. Disruption of school environment
14. Threats

NOTE: Please teach your children that “kill” is now seen as another four-letter word. It cannot be tolerated in today’s schools. Any student who threatens to “kill” someone will have parents notified. Reasonable action will be taken dependent on the age and intent of the student.

VERBAL/PHYSICAL ASSUALT

See Board of Education policy.

ALCOHOL USE

Alcoholic beverages are not allowed on school grounds. See Board of Education policy.
Any student in violation of this policy will be subject to disciplinary action.

DRUG ABUSE REGULATIONS

See Board of Education policy. Complete Board of Education drug and alcohol policies appear in the handbook supplement.

WEAPONS

Possession or use of a weapon, facsimile of a weapon, or any object that can be reasonably considered a weapon is prohibited. A person who is found to be in possession of such items, or who places another person in fear of bodily harm with such items on school premises, before or after school, or at school functions, is subject to administrative action. See Board of Education policy.

BUS BEHAVIOR

We expect all students to respect and obey the rules that have been set for riding the bus. Remember that the driver is in charge of the bus. Any violations of established bus rules will be reported to the building principal and appropriate disciplinary actions will be taken. Bus rules emphasize cooperation and safety precautions.

Students who need to ride buses other than their own assigned bus or who need dropped off at an alternate location MUST bring a parent note to give to the bus driver. Necessary changes will be made in the office. Please make all arrangements before noon of that day. Changes made within the last few minutes of the school day are very difficult to guarantee. Of course, emergencies will always take precedence.

MIDDLE SCHOOL FIELD TRIPS

In order to attend any field trip, students must be eligible according to the criteria set by RENWICK ACTIVITIES ELIGIBILITY protocol and the St. Mark's AR Guidelines. Field trips are a privilege. Students are representing St. Mark's School when attending these field trips and their behavior is expected to be exemplary. Schoolwork always comes first.

MIDDLE SCHOOL ELIGIBILITY

6th-8th Grade

(Sports, Music, Academic Competitions, AR Rewards, Field Trips)

RENWICK ACTIVITIES ELIGIBILITY

Academics

- Students earning a 64% or below are ineligible for one week (Monday-Sunday).

Failure to Adhere to Building/Classroom Policies

- If the principal or teacher feels a child can not represent our school in a positive manner, he/she will be marked ineligible. This section would be marked if a child chooses to have inappropriate behavior resulting in detentions, in-school suspension, or out of school suspension.

Incomplete Work

- If a child has an abundance of incomplete assignments in a particular class, the teacher can mark the child as ineligible.

Special Education/504 Plans

- Students who currently have a 504 plan or a special education IEP are considered exempt from the academic requirement listed above. Their status is dependent on effort and attitude. If the teacher feels 100% effort has been put forth he/she will be considered eligible.

Procedure

- Teachers will be given eligibility reports on Wednesday; all grades must be updated and turned back into the office by 10:00 a.m. on Thursday.
- The school will mail copies of the report home on Thursday.
- Teachers are required to notify the students on Friday of their eligibility status.
- Parents will receive report on Friday or Saturday.
- The child is then ineligible Monday-Sunday.
- If a child's grade improves to 65% or above they will still remain ineligible through Sunday of that week.
- A child that is not eligible may not attend practice that week. (SMS)
- Exemptions to the eligibility criteria due to unusual circumstances will be evaluated by the principal and the middle school teaching team.

Extra-curricular activities are a privilege. Students are ambassadors of Renwick when they participate in extra-curricular activities and their behavior is expected to be exemplary. Schoolwork always comes first.

Approved by Board of Education, June 2005.

ATHLETIC POLICIES AND GUIDELINES

OBJECTIVES

1. To allow each student the opportunity to contribute.
2. To develop pride in self, team and school.
3. To develop self-control, courtesy and discipline.
4. To develop self-respect, responsibility, and respect for authority, teammates, coaches, officials, and opponents.
5. To develop teamwork and cooperation.
6. To develop a positive attitude toward participation and competition.
7. To improve mental and physical capabilities.
8. To develop skills that can be used throughout life.

STATEMENT

Academic advancement is the school's number one priority. All school staff, students and parents must remember that extracurricular activities are "extra" and should not be allowed to interfere in any way with the academic process. If practice time and games become a noticeable burden to the student in maintaining his/her educational goals, a conference with the student and/or parent will be held to discuss priorities. Participation in sports is a learning process and generally a fun activity. Hopefully we can provide both at this age level.

PARTICIPATION

1. A student absent from school without an excused absence the day of an activity will NOT be allowed to participate on that day.
2. Emergencies and illness are the only excuses accepted for missing practice or the activity. A written excuse (or phone call) must be presented to the coach before participation will again be allowed.
3. Prior notification of a known absence is suggested.
4. The coach will determine if a practice absence is excused. The principal will determine if a school absence is excused prior to the activity.

PRACTICES

1. There will be no practices held on Wednesdays after 6:00 p.m. or on weekends without consent from administration.
2. The coaches will determine all practice schedules and inform the office.
3. Games will not be scheduled before 2:30 p.m. Does not include track meets.

ELIGIBILITY

1. Except for new students, illness, or an emergency situation, a student may not go out for the team after the first full week of scheduled practices.
2. KSHSAA eligibility rules for 7th and 8th grade students will be followed. (Students must pass five solid subjects each nine weeks.)
3. In addition, Weekly Eligibility Plan will be issued by the school. A student at 64% or below in a class will be deemed ineligible for the week. Please see Eligibility Policy.

BEHAVIOR

1. Students who are suspended in or out of school will not be allowed to attend sports practice, participate in sports activities, or attend a sports event the day of the suspension.
2. One unexcused absence from practice in one week will cause suspension from the team for the next activity. Emergencies and illness are the only absence excused.
3. Parents are to meet with the coach if continued participation is desired.
4. Two weeks of behavior ineligibility will cause permanent suspension from the team.
5. Students found to be in possession of or using drugs, tobacco, or alcohol will be immediately suspended from the team.

ACTIVITY ATTENDANCE

1. All school rules and regulations are to be observed at all school-sponsored activities.
2. All bus rules and regulations are to be observed on all school-sponsored events.
3. At any school-sponsored activity or event any district employee has the authority to correct any student as deemed necessary and to bring to the attention of the administration any such problem.
4. Students attending activities after school are required to leave the grounds or the building when the activity is concluded. Students are required to provide their own transportation from their home school building after an activity has concluded.
5. K-5 students are required to have parents or an adult attend the activity with them. The school cannot provide supervision for K-5 students after school.
6. Written permission MUST be presented to the coach before he/she will allow a student to ride home with an adult other than the parent.

ACCIDENT REPORTING POLICY FOR ATHLETES

1. In an athletic event, one coach will be designated as medical care giver. The students will know if they have an injury to locate this coach. This coach will have access to the first-aid kit, etc.
2. An accident report will be filled out when returning to school and contact will be made with the parent.
3. If this is a serious injury that requires further medical attention with a doctor, the parent will be notified immediately through a phone call or direct contact.
4. The accident report will be filed with the office and a copy will be sent home to the parents.

HEALTH REGULATIONS

IMMUNIZATIONS

All students enrolled in USD #267 are required by law to have on file in their health records proof of immunization for polio, diphtheria, whooping cough, tetanus, measles, rubella, mumps, and chickenpox or proof of disease and Hepatitis B. The Kansas Immunization Program mandates all Kansas schools to enforce these requirements unless physician authorized medical exemption or religious exemption exists.

COMMUNICABLE DISEASES

The Health Department sets up regulations for control of these diseases, and the following are times of exclusion from school:

| | |
|--------------|--|
| Measles | 7 days after rash appears |
| Chicken Pox | 6 days after first eruptions |
| Mumps | 9 days after start of illness or until swelling is gone |
| Rubella | 5 days after rash appears |
| Pink Eye | Until treatment and no eye discharge |
| Impetigo | Until under medical treatment |
| Head Lice | Until proper treatment with prescribed shampoo, and the presence of all nits (eggs) removed from hair |
| Strep Throat | Until on antibiotics for 24 hours |
| Ringworm | Until under medical treatment |

A release must be secured from the local health department or doctor for children who have been absent from school with one of the following diseases:

1. Whooping Cough
2. Diphtheria
3. Meningitis
4. Typhoid
5. Small Pox
6. Tuberculosis
7. Any unusual disease

MEDICATIONS

Medications will be given at school only with a written note from your doctor. If your child will be taking medication regularly at school, please contact the office concerning school policies. Renwick has medical forms to be filled out and signed by the doctor and parent. The school will NOT provide medications for students. Students may NOT bring cough drops, over-the-counter drugs, or any medications to school for the purpose of medicating themselves.

INTERNET AND SAFETY SOCIAL MEDIA POLICY RENWICK USD 267

Introduction

It is the policy of Renwick USD 267 to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Renwick USD 267 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Renwick USD 267 staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Renwick USD 267 Administration or designated representatives. The administration or designated representatives will provide age appropriate training for students who use the Renwick USD 267 Internet facilities. The training provided will be designed to promote the Renwick USD 267 commitment to:

- a) The standards and acceptable use of Internet services as set forth in the Renwick USD 267 Internet Safety Policy;
- b) Student safety with regard to:
 - 1) Safety on the Internet;
 - 2) Appropriate behavior while online, on social networking Websites and in chat rooms; and
 - 3) Cyber bullying awareness and response.
- c) Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of Renwick USD 267 at a public meeting, following normal public notice, on January 16, 2012.

ANTI-BULLYING POLICY RENWICK USD 267

Bullying on or while utilizing USD 267 property, in a USD 267 vehicle or at any USD 267-sponsored activity or event is prohibited.

The Superintendent of USD 267 shall develop a plan to address bullying on or while utilizing USD 267 property, in USD 267 vehicles and at USD 267 sponsored activities and events. The plan shall include provisions for training and education of staff and students. The plan shall be submitted to the Board of Education for its approval. When approved, the Superintendent shall assure that the plan is implemented.

As used in this policy, the following definitions apply.

A. "Bullying" means:

(1) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it 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:

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

(2) Cyberbullying, or

(3) Any other form of intimidation or harassment prohibited by any policy of USD 267.

B. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

C. "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

D. The board of education of each school district shall adopt a policy to prohibit bullying on school property, in a school vehicle or at a school-sponsored activity or event.

E. The board of education of each school district shall adopt and implement a plan to address bullying on or while utilizing school property, in a school vehicle or at a school sponsored activity or event. Such a plan shall include provisions for the training and education for staff members and students.

F. The board of education of each school district may adopt additional policies relating to bullying pursuant to subsection (e) of K.S.A. 72-8205, and amendments thereto.

BULLYING/CYBER-BULLYING POLICY

RENWICK USD 267

Bullying / Cyber Bullying

1. The board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the school district to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.
 - a) All forms of bullying and cyber bullying by school district students are hereby prohibited. Anyone who engages in bullying or cyber bullying in violation of this Policy shall be subject to appropriate discipline.
 - b) Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member.
 - c) Complaints of bullying or cyber bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.
 - d) The school district shall annually inform students that bullying or cyber bullying of students will not be tolerated.

2. Definitions:
 - a) Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:
 - 1) Physically, emotionally or mentally harming a student;
 - 2) Damaging, extorting or taking a student's personal property;
 - 3) Placing a student in reasonable fear of physical, emotional or mental harm
 - 4) Placing a student in reasonable fear of damage to or loss of personal property; or
 - 5) Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

 - b) Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:
 - 1) Physically, emotionally or mentally harming a student;
 - 2) Placing a student in reasonable fear of physical, emotional or mental harm;
 - 3) Placing a student in reasonable fear of damage to or loss of personal property;
 - 4) Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

 - c) All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the school district, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline. The term "bullying" and "cyber bullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

3. Delegation of Responsibility:
 - a) Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying.
 - b) Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.
 - c) Students shall be encouraged to report bullying or cyber bullying complaints to any staff member.
 - d) Any staff member who receives a bullying or cyber bullying complaint shall gather information or seek administrative assistance to determine if bullying or cyber bullying has occurred. If the behavior is found to meet the definition of bullying or cyber bullying, the building principal must complete the appropriate written documentation (see bullying reporting form).

- e) The building principal or his/her designee will inform the parents or guardians of the victim and also the parents or guardians of the accused.

4. Complaint Procedure:

- a) A student shall report a complaint of bullying or cyber bullying, orally or in writing, to a staff member. If a parent initiates the complaint, the appropriate staff member will follow-up with the student.
 - b) The staff member will either gather the information or seek administrative assistance to determine if the alleged bullying or cyber bullying conduct occurred.
 - c) After the information has been gathered, the building principal shall be notified of the complaint. The building principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases. If the behavior is found to meet the definition of bullying or cyber bullying, the building principal must complete the appropriate written documentation (see bullying reporting form).
5. A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the student discipline code, which may include suspension, expulsion or notification to the appropriate authorities.

MIDDLE SCHOOL CHROME BOOK USAGE POLICY

St. Mark's School
Request to be Absent Form
(K-5)

I hereby request that _____
(student name)

Be permitted to be absent on _____
(date)

For the following reason:

Permission will be granted with the understanding that the work missed during this absence will be completed in advance or that satisfactory arrangements will have been made with the teachers to make up the work upon return to school.

THE "REQUEST TO BE ABSENT" MUST BE COMPLETED IN ADVANCE

Date _____

Parents Signature _____

Date _____

Office Signature _____

Teachers, please attach work and sign off to indicate you are aware that the student will be gone from school and that proper arrangements have been made.

Date _____

Teachers Signature _____

Request to be Absent Form (6th-8th)

I hereby request that _____
(student name)

Be permitted to be absent on _____
(date)

For the following reason:

Permission will be granted with the understanding that the work missed during this absence will be completed in advance or that satisfactory arrangements will have been made with the teachers to make up the work upon return to school.

THE "REQUEST TO BE ABSENT" MUST BE COMPLETED IN ADVANCE

Date _____

Parents Signature _____

Date _____

Office Signature _____

Teachers, please attach work and sign off to indicate you are aware that the student will be gone from school and that proper arrangements have been made.

| Hour | Subject | Signature of Teacher |
|------|---------|----------------------|
| 1 | _____ | _____ |
| 2 | _____ | _____ |
| 3 | _____ | _____ |
| 4 | _____ | _____ |
| 5 | _____ | _____ |
| 6 | _____ | _____ |
| 7 | _____ | _____ |
| 8 | _____ | _____ |