

MIDDLE SCHOOL POLICIES

Standardize Testing

- A. The State of Kansas is in the process of developing tests for various subjects. These tests will be given in the spring as required by the state. Students not meeting a minimal standard may be required to take remedial courses if other scholastic indicators are also poor.
- B. NWEA Achievement Test may be given to all students up to four times per year.
- C. Individual Intelligence Tests are only given when they are requested by a parent or teacher. The parent must sign a form to have these tests taken.
- D. Eighth Grade students take the ACT Explore Aptitude test in the fall.

Class Rules - These rules may vary from one teacher to the other, however, basic guidelines are listed below.

- A. No talking without the teacher's permission.
- B. No note taking except as required by the teacher.
- C. Gum chewing will be permitted unless it becomes a problem. Gum being spit in inappropriate places, disposed of improperly, or wrappers thrown around will result in a change in the gum rule.
- D. No suckers may be consumed in the building.
- E. Candy and other food items may be consumed only during snack break. Special considerations must be cleared in the office.
- F. Drinks purchased in the lunchroom must be kept in the lunch room.
- G. Only water will be allowed in the classrooms for students to drink.
- H. No sitting on desks.
- I. No disrespect is to be shown toward teachers in any way.
- J. No bookbags or large bags of any type will be allowed in classrooms.

Hall Rules

- A. No running or loitering in the hall.
- B. Close lockers quietly. Also, nothing should be taped on lockers except spirit items provided by the cheerleaders.
- C. Stay to the right when walking in the halls.

Vandalism & Theft

The acts of theft and damage to property are violations of law. Theft or damages to property of the school district or school district employees are causes for suspension or other disciplinary action. Students participating in such types of behavior will be referred to appropriate law enforcement authorities.

Hot Lunch

- A. Prices are subject to School Board adoption and approval. They will be noted at a later date.
- B. Money for lunches will be taken in the office Monday through Friday. You are encouraged to pay in multiples of 5 or more at a time.
- C. On the first day of school, free lunch forms must be in the office by 8:00 A.M. for that lunch or breakfast to be counted as free.
- D. Students are encouraged not to get more than 5 days behind on owing lunch money.
- E. Super meal tickets must be purchased by mid-morning break time.

Middle School Fees - All fees are subject to School Board adoption and approval.

DRESS CODE & SUBSTANCE ABUSE GUIDELINES

The dress and appearance of a person have a great deal to do with the success of that person in school and after graduation. It is a wise person who dresses cleanly and neatly at all times, and especially when they appear in public. Practically all employment recommendations filled out in the office and by teachers contain questions concerning the neatness and suitability of appearance of the person being recommended.

1. Students will be allowed to wear shorts. It is understood that from year to year styles can vary. The pant leg of the

- shorts should be of appropriate length that it does not cause undue attention. Cutoffs must have a hem.
2. No tank tops or meshed shirts for boys or girls. Straps over the shoulder must be at least 2" wide at the smallest point.
 3. No use of tobacco or snuff will be allowed in the building or on the school grounds.
 4. No cigarettes, snuff or tobacco in any form, alcoholic beverages, drugs and narcotics will be allowed on the school grounds or in the school buildings. Students violating this policy are subject to suspension, removal from extracurricular activities, and possibly expulsion.
 5. Hats will not be worn in the building except on designated days.
 6. Apparel that displays pictures or phrases, which are considered distasteful, shall not be worn on the school grounds. Apparel, which advertises drugs or alcohol, should not be worn. Coed Naked, Big Johnson, and any other apparel of a suggestive nature are not appropriate.
 7. Shoes will be worn on the school grounds and in the building.

SPELLING CONTEST

Fifth, sixth, seventh, and eighth graders may go out for spelling contest.

MIDDLE SCHOOL BAND

- A. Any junior high student may participate in band (Grades 6-8)
- B. Students should ride to and from activities as group unless special arrangements are made in advance by the student's parents.

ABSENCES

Students are expected to be present and punctual for all classes throughout the year. In the event of absence, the student must obtain an admit slip, the student must bring a written explanation from his parents. Absences for illness, trips to the doctor or dentist when necessary, to work at home in emergency cases, funerals, and school or community-sponsored trips will be excused. All other absences will be unexcused unless approved by the principal. Haircuts, beauty shop appointments, shopping, and working for hire are not reasons for excused absences. Skipping school with or without parental approval, will be considered an unexcused absence and the student may face further disciplinary action. Work missed for excused absences may be made up, but the student and his parents should realize that any absence is a detriment to the student's progress.

- A. A student will be counted absent from school if he is not present for regular class schedule except when on activities sponsored by the school. An excused absence may be allowed by the principal.
- B. An absence must be excused by bringing a note from parent or guardian telling the reason for the absence. A phone call from the parent can serve instead of a note.
- C. An unexcused absence will result in no credit for a grade taken that day plus 10 points off of the final accumulative points.
- D. The principal will contact parents of absentees when excessive or unreasonable absences occur. If you miss more than 15% of the days in a semester, you could lose credit.

AWARDS OFFERED BY SCHOOL

- A. A certificate for perfect attendance is given at the end of the year to those with no absence.
- B. A certificate will be given for books read in the lower grades.

GRADE CARDS

- A. Grade sheets are given at the end of each nine weeks period.
- B. Deficiency reports will be mailed or given to students to take home after the 5th week of each 9 week for grades 4-8th.

RULES FOR SNOWBALLING ON SCHOOL GROUNDS

- A. No snowballing will be permitted on the school grounds.

COURTESY TO THE CUSTODIANS

- A. Wipe your feet before entering the building.
- B. Close doors from the entrance to keep in the heat.
- C. Keep paper off the floor in classrooms and from the school grounds.

BUS RIDER RULES

- A. Previous to loading (on the road and at school)
 1. Be on time at the designated bus stops--keep the bus on schedule.

2. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
 3. Wait until the bus comes to a complete stop before attempting to enter.
 4. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.
- B. While on the Bus
1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
 2. Assist in keeping the bus safe and sanitary at all times.
 3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
 4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
 5. Bus riders should never tamper with the bus or any of its equipment.
 6. Leave no books, lunches or other articles on the bus.
 7. Keep books, packages, coats and all other objects out of the aisles.
 8. Help look after the safety and comfort of small children.
 9. Do not throw anything out of the bus window.
 10. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistant.
 11. Bus riders are not permitted to leave their seats while the bus is in motion.
 12. Horse play is not permitted around or on the school bus.
 13. Absolute quiet when approaching a railroad crossing stop.
 14. In case of a road emergency, children are to remain in the bus.
- C. After leaving the Bus
1. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction.
 2. Be alert to the danger signal from the driver.
 3. The driver will not discharge riders at places other than the regular bus stop at the home or school unless by proper authorization from the parent or school official.
- D. Extra-Curricular Trips
1. The above rules and regulations will apply to any trip under school sponsorship.
 2. Pupils shall respect the wishes of a competent chaperone appointed by the school.
 3. Students who participate in any school activity must ride to and from that activity on the bus unless arrangements are made in advance by the parent and approved by the administration.
- E. Bus discipline procedure. (The Transportation Supervisor has an information sheet that must signed by the parent and student. It goes into more detail.)
1. For serious offenses, students may be removed from the bus for an indefinite period.
 2. If a bus driver is having difficulty with a student, written notices will be sent home. After the third note, students will be removed for 5 days. If a fourth note must be sent, students will be removed for 20 days. If there is a need for a fifth note, students will be removed from the bus for the rest of the year.

SUSPENSION & EXPULSION

Any student may be sent home for misbehavior or sufficient reason by the principal. Suspension will be for such time as the principal or superintendent determines necessary for proper adjustment. A conference between the pupil, his parents, and school officials may be necessary so that a proper understanding is reached concerning the pupil's continued attendance, subject to Kansas Education Statute #72-8901 & #72-8902.

Assignment policy for students on out-of-school suspension.

1. Assignments must be picked up in the office between 3:00 P.M. and 3:30 P.M. by a parent, guardian, or other responsible person on the day the assignments are made. (They can be picked up earlier if the teachers have time to prepare them.)
2. Completed assignments from the previous day must be returned to the school by 3:30 P.M. the next day to receive credit. Work

- turned in after that will not be counted.
3. Activities or classes where participation is required cannot be made up. Students will receive no credit for days or activities that are missed. Examples are: Band, Chorus, Physical Education, Laboratory Activities, etc.
 4. Tests must be made up the first day a student returns from suspension. It will be the students responsibility to acquire missed notes and other materials necessary to prepare for the test.

ADMINISTRATION OF MEDICATION

- A. All medication must be checked in at the office.
- B. No medication, of any variety, will be allowed without a doctor's note, parent note, and a labeled prescription container.
- C. If your child may need to take aspirin, tylenol, or any other medication, there is a form provided at the end of this booklet. The form must be filled out and signed by the doctor and the parent.
- D. The School Nurse will be on duty from 8:15 A.M. to 3:15 P.M. each day. The nurse will be responsible for the health care needs of students while they are at school. Since the nurse must serve the whole district, she will not be available at any building all day.

FIELD TRIP PERMITS

Any student who wishes to participate in any activity involving a trip away from the school on foot or by bus or automobile, including class or organization picnics and parties, field trips, athletic events, music trips or any other school activity, must have completed and signed permit.

FIRE DRILL

At different times during the school year the fire alarm is sounded. Each classroom has instructions concerning what to do in case of fire. When the alarm is heard, students walk out quickly and orderly. Upon the ringing of a bell, return to the classroom. Handicapped students will be assisted by the paraprofessional assigned to them, a paraprofessional in the room at the time of the evacuation, or by the teacher in the class.

TORNADO DRILL

A tornado drill will be held three times a year. Instructions will be given by the principal/teacher as to the type of alarm system that will be used and the designated areas of safety (as recommended by the Office of Civil Defense.) Handicapped students will be assisted to the designated area by the paraprofessional assigned to them, a paraprofessional in the room at the time, or by the teacher. Tornado shelters are located in the support facility gym.

PARTIES AND REFRESHMENTS

Class time is not to be used for parties or refreshments unless approved and set up by the administration.

SCHOOL ACTIVITIES

Students who plan to attend a school function are required to be in school the day of that function unless approval is granted from the principal.

LEAVING SCHOOL EARLY

If you must leave early get a pink slip in the office first thing in the morning.

MIDDLE SCHOOL STUDENT RULES

1. Students must have a time management booklet signed by a middle school teacher, before student can leave the junior high building, or any class.
2. Students are to sit in the order in which they come into the lunchroom unless their teacher requires that they sit in another order.
3. Office Phones
 - a. These phones must be used by students, except in the case of an emergency.
 - b. Students are not to be late for class because they are using the phone, if they are late, they may be punished.
4. Lockers are provided by the school for student use. Lockers should be kept neat and clean. Lockers may be checked by the principal or a person designated by the principal.
5. Students are not allowed to have radios, cassette/cd players, pagers, electronic games, or phones in classrooms during the regular school hours. Phones and pagers may be checked in at the office.

SCHOOL SITE COUNCIL

The middle school site council meets every other month starting in September. Meetings are normally held on the first Monday of the Month at 6:00 P.M. These meetings are open to the public and you are encouraged to attend.

LATE WORK POLICY

Students should turn all work in on time. If an assignment is not turned into the teacher at the time it was due, students will need to explain why on a late work sheet provided by the teacher. Students will be required to sign these sheets. The first late assignment for each class can be made up for full credit. After the first late assignment in a subject area, students will receive no credit, however, the work must still be completed. There is still value in the learning process itself. Any work that is not completed, must be made up when we have Saturday School.

SATURDAY SCHOOL

Making students responsible for themselves, their actions, and homework is an important part of the educational process. With some students, getting work completed in a timely manner is a major chore. At the middle school, we have developed a consequence for students who get too far behind with homework. The Middle School Principal's Advisory Council, which is made up of students, helped develop parts of this procedure. The Saturday School procedure is noted below.

- A. Teachers will encourage students to get work completed on time.
- B. Students who don't turn assignments in on time, or hurry through them just to finish, will be assigned extended day.
- C. Periodically, we will set up a day for Saturday School. Guidelines for Saturday School are as follows:
 1. Students who have accumulation of 5 assignments or more would be a candidate for Saturday School.
 2. Students will be notified on the Monday before Saturday School that they must have all back assignments completed by Wednesday at 3:00 P.M.
 3. If all makeup work is not in by Wednesday at 3:00 P.M., they will be assigned school on Saturday from 9:00 A.M. to 12:00 P.M.
 4. Students who refuse to work or present discipline problems will be removed from the class and suspended from school for a week.
 5. Parents can request in writing that their child not serve Saturday School, however, this will be taken into consideration if the child becomes a candidate for retention.
 6. Parents are responsible for their child's transportation to Saturday School.
 7. Students who turn in late assignments will receive less or possibly no credit for the work. The lesson of meeting all responsibilities is still valuable.

JUNIOR HIGH RETENTION GUIDELINES

- A. Students missing more than 15% of the days in a semester will be subject to retention. (chronic health problems must be verified by a doctors note or notes)
- B. Students must pass 75% of the subjects they are enrolled in or they will be subject to retention.
- C. Basic outcomes for most classes have been established. Outcomes must be met before students will be allowed to move to the next grade. Teachers will supply outcomes information for their classes. The final grade students receive for the course is the evaluation procedure for the outcome. This is one criteria used to help determine placement for the next year.
- D. The guidelines above are basic criteria for retention in junior high. Special circumstances will be settled at the discretion of the administration and the board.
- E. Extended day is provided for extra help when finances allow. Students should take advantage of this service.

ATHLETIC AND ACTIVITY ELIGIBILITY

- A. No more than one F will be permitted at the time grades are checked.
- B. Students in special programs, which require an individual education plan, can be given extra consideration for eligibility if the teacher determines they are working to the best of their ability, being cooperative, not disturbing the learning of others and behave in a respectful manner.
- C. Athletes are expected to maintain good behavior at all times. Athletes that present a behavior problem may be suspended from one or more activities.
- D. Use of alcohol, drugs, or tobacco will not be tolerated and use of these substances will result in removal from the team or group.
- E. Membership in a school athletic or activity group is a privilege. Since members will be representing the school as a whole; a higher standard of dress, appearance, and behavior are expected. Unnatural colored hair, uncommon haircuts and/or style of expression, and improper dress are unacceptable. Since unforeseen situations can and do occur, the administration reserves the right to make decisions on what is proper representation for Douglass Schools. In keeping with the team concept, a conservative attitude and dress, which will not call undue attention on an individual, is expected.
- F. Student athletes who cannot participate in physical education class because of an illness or injury will not be allowed to participate in an athletic contest if it is held that evening.
- G. Students are expected to ride to and from activities on the team bus. In the rare case that a parent needs to take their child home after an activity, they should notify the coach in writing prior to the departure time from Douglass on the day of the activity. Notes for this purpose may be obtained from the coach. If a parent is requesting that their child ride home with another adult, this should be specified on the note as well.

COMPUTER AND INTERNET POLICY

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension or expulsion from school.

CIVIL RIGHTS POLICY

Douglass Public Schools does not discriminate on the basis of sex in the education programs or activities it operates. The district does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator, Darren Able, Director of Athletics, 910 E. First, Douglass, Kansas, 67039, 316-747-3310. The Title IX regulations at 34 C.F.R., 106.9.

**DOUGLASS PUBLIC SCHOOLS
USD 396
MEDICATION PERMISSION FORM**

By board policy, medication is administered at school only by written request from both a parent or lawful custodian and a licensed physician or dentist.

Student's Name _____ Birth Date _____

Diagnosis _____

Medication _____ Dosage _____

Form of Medication:

_____ Tab/Cap. _____ Liquid _____ Inhaler _____ Injection _____ Nebulizer _____ Other

Time medication to be taken: _____

Other directions for administering: _____

Start _____ Date Form Received
Date: _____

Other

Stop: _____ End of School _____ Other Date/Duration: _____
_____ For Episodic/Emergency Events Only

This student is both capable and responsible for self-administering this medication:

NO **YES-SUPERVISED** **YES-UNSUPERVISED**

This student may carry this medication: **NO** **YES**

Date: _____ Physician/Dentist Signature: _____

Date: _____ Parent/Guardian Signature: _____

Parents:

I hereby certify that my child has previously received at least one dose of the above prescription and did not have an adverse reaction from it. I request that this medication be administered at school as directed above. I further understand that any school employee who administers this prescription to my child in accordance with the written instructions from the physician or the dentist shall not be liable for damages as a result of an adverse drug reaction suffered by the student because of administering such medication.

I authorize appropriate USD 396 personnel to exchange information regarding this medication request with the health care provider listed above and with the dispensing pharmacy indicated on the medication container.

Parent Signature: _____ Date: _____

Printed Name: _____ Phone: _____

OCR VO/ED GUIDELINES

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Douglass Public Schools USD 396 shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Douglass Public Schools USD 396 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by the school.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

JIM KELLER
SUPERINTENDENT OF SCHOOLS
316-747-3300

Title IX Complaints can also be filed with the Office for Civil Rights.

Regional Office for Civil Rights
324 East 11th Street
Kansas City, Missouri 64106

All students attending Douglass Public Schools USD 396 may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

PURPLE AND GOLD PASS Douglass residents who have reached the age of 65 years will be admitted at no cost to all local school activities if they will apply for a Purple and Gold Pass. Applicants are to request their pass from Superintendent of Schools.