

**MIDDLE SCHOOL  
PARENTS' PAGE  
2017-18 SCHOOL YEAR**

**STUDENT NAME**

**(PLEASE REMOVE THIS PAGE FROM THE AGENDA BOOK AND PLACE NEAR YOUR HOME TELEPHONE FOR EASY REFERENCE.)**

**Derby Middle School**

801 E. Madison Derby, KS 67037

(316) 788-8580

FAX: (316) 788-8062

**Derby North Middle School**

3100 N. Rock Road Derby, KS 67037

(316) 788-8408

FAX: (316) 788-8497

[www.derbyschools.com](http://www.derbyschools.com)

My child is on the \_\_\_\_\_ team.

Teachers and email addresses are: \_\_\_\_\_ @USD260.com

**English:**

**Science:**

**Social Studies:**

**Math:**

**ABSENCES**

Parents will be held responsible for contacting the school by phone call or personal visit within 24 hours of the absence. Call: **(DMS 788-8552 / DNMS 788-8408)**

(After hours, a message may be left on the answering machine.)

*Notes from parents will not be accepted without a phone call.*

**Derby Middle School**

**Clint Shipley**, Principal  
**Amanda Rohr**, Assistant Principal  
**Matt Trainer**, Athletics/Activities & Data Leader  
**TBD**, Counselor  
**Coni Honn**, Counselor  
**Anne Lee**, Social Worker  
**Angela Rinehart**, Psychologist  
**Robin Westerman**, Nurse  
**Kenya McConico**, Pando Initiative

**Derby North Middle School**

**Jeff Smith**, Principal  
**Tim Porter**, Assistant Principal  
**Lee Pernice**, Athletics/Activities & Data Leader  
**Sondra Claassen**, Counselor  
**Kellie Wiseman**, Counselor  
**Ragan Snyder**, Social Worker  
**Jacob DeHart**, Psychologist  
**Tammy Sears**, Nurse  
**Jane Droegemeier**, Pando Initiative



# Derby Public Schools Student Calendar 2017-2018

## August 2017

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

## September 2017

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## October 2017

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

## November 2017

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

## December 2017

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

## January 2018

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## February 2018

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

## March 2018

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

## April 2018

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

## May 2018

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

### Calendar Symbol Guide

	Late Start		Day and Evening Conferences, No School
	No School		Evening Conferences Grades EC-8
	Dismiss 1/2 Day		Evening Conferences Grades 9-12
	No School Grades EC-5; 1/2 Day Grades 6-12		DHS Finals Early Release
	Snow Make Up Day (if necessary)		

## August

16 ..... **First Day for Students**

*Please check the building's website to find out kindergarten schedule for the first two days of school.*

*DMS and DNMS first day for 6th graders and new students. First day for returning 7th-8th graders is August 17.*

*DHS first day for freshman and new to district 10th-12th graders. First day for returning 10th-12th graders is August 17.*

## September

4 ..... Labor Day\*

## October

12 ..... Elementary Grade Reporting Period Ends  
 13 ..... Secondary Grade Reporting Period Ends  
 13 ..... No School Grades EC-5; 1/2 Day Grades 6-12  
 19 ..... Evening Conferences Grades 9-12  
 23 ..... Evening Conferences Grades 9-12  
 24 ..... Evening Conferences Grades EC-8  
 26 ..... Day and Evening Conferences Grades EC-8, No School  
 26 ..... Day Conferences Grades 9-12, No School  
 27 ..... No School

## November

10 ..... Veteran's Day\*  
 22-24 ..... Fall Break

## December

18-19 ..... DHS Finals Early Release at 1:00PM  
 20 ..... DHS Finals Early Release at 11:00AM  
 20 ..... Grade Reporting Period Ends  
 21-Jan 3 ..... Winter Break

## January

1-3 ..... Winter Break  
 15 ..... Martin Luther King Jr. Day\*

## February

8 ..... Evening Conferences Grades 9-12  
 12 ..... Evening Conferences Grades 9-12  
 13 ..... Evening Conferences Grades EC-8  
 15 ..... Day and Evening Conferences Grades EC-8, No School  
 15 ..... Day Conferences Grades 9-12, No School  
 16 ..... No School  
 19 ..... Presidents' Day\*

## March

15 ..... Elementary Grade Reporting Period Ends  
 16 ..... Secondary Grade Reporting Period Ends  
 16 ..... No School Grades EC-5; 1/2 Day grades 6-12  
 19-23 ..... Spring Break

## April

13 ..... No School

## May

16 ..... **Last Day for Seniors**  
 19 ..... Senior Graduation  
 21-22 ..... DHS Finals Early Release at 1:00PM  
 23 ..... DHS Finals Early Release at 11:00AM  
 23 ..... Grade Reporting Period Ends  
 23 ..... **Last Day of School EC-11, Half Day**  
 28 ..... Memorial Day\*

Derby Public Schools USD 260 does not discriminate on the basis of race, religion, color, national origin, gender, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Derby School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disabilities Act, or Section 504 is directed to contact the Assistant Superintendent/Human Resources, 120 E. Washington Street, Derby, Kansas 67037-1489 or at (316) 788-8415. This district official has been designated by the Derby School District to coordinate the district's efforts to comply with the regulations implemented by these laws.

\* Administrative Offices closed on these days as well as: November 23-24, December 25-26, January 1 and March 22-23.

Note: This calendar may be altered at the discretion of the Board of Education and/or administration.



**DISTRICT DEVICE POLICY, PROCEDURES AND INFORMATION**

SEE BUILDING WEBSITE OR CONTACT ADMINISTRATION

- [www.derbyschools.com](http://www.derbyschools.com) → District → Technology
- <http://dms.derbyschools.com> → Parents
- <http://dnms.derbyschools.com> → Parents

I agree to the stipulations set forth in the above documents including this policy, the student handbook, the Acceptable Use Policy and all BOE policies.

<b>Student Name (Please Print):</b> _____	<b>Grade:</b> _____
<b>Student Signature:</b> _____	<b>Date:</b> _____
<b>Parent/Guardian Name (Please Print):</b> _____	
<b>Parent/Guardian Signature:</b> _____	<b>Date:</b> _____

Individual school devices, cover and accessories must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school supplied device in proper working condition upon withdrawal.

(Please remove and return this form to your team teachers.)

**PARENT RETURN FORM**

**STUDENT NAME** \_\_\_\_\_ **TEAM NAME** \_\_\_\_\_

I have received, will read and discuss the parent/student handbook with my child. I understand that any questions I have should be addressed to the Middle School Administrators. I understand that the rules and procedures in this handbook are for the purpose of promoting a safe and orderly environment in which my child can learn and succeed.

\_\_\_\_\_  
(PARENT SIGNATURE)

\_\_\_\_\_  
(DATE)



## TABLE OF CONTENTS

Parent's Page	1
<b>Parent Signature Form</b>	<b>5</b>
<b>Student Calendar</b>	<b>3</b>
<b>District Device Policy, Procedures and Information</b>	<b>5, 17</b>
Notice of Nondiscrimination	10
<b>General Information</b>	<b>10</b>
Activity Bus	11
Announcement	11
Agenda Books	11
Arrival and Departure	11
Assembly/Classroom/Lunchroom/Hallways/Restrooms Conduct:	12
See Universal Expectations	
<b>Bell Schedules</b>	<b>13</b>
Bullying Prevention	13
<b>Bus Schedule/Regulations</b>	<b>14</b>
Care of Property	14
<b>Change of Address/Email</b>	<b>14</b>
Computer Use/Internet Use	14
Communication Devices - Electronic (Personal)	15
Counselors and Support Staff	16
Crime Stoppers	17
Dances	17
<b>Deliveries to School</b>	<b>17</b>
<b>Dress Code</b>	<b>18</b>
Driving Students	18
Drills-Fire, Tornado & Lockdown	18
Emergency Procedures: Crisis Plan	19
Emergency Safety Interventions	19
Family Access	24
Family Educational Rights and Privacy Act	24
Google Apps	25
Hall Passes	26
Hall Traffic	26
Health Room	26
Homebound	28
HomeRoom	28
<b>ID Cards</b>	<b>28</b>
Insurance	28
Lockers	28
Lost, Stolen, and Found	29
<b>Lunch</b>	<b>29</b>
Lunch Purchases	29
Media Center	29
Medication - Administered by School Personnel	27
Medication - Self-Administered at School	27
Immunizations	26
Parental Rights	27
Parent-Teacher Conferences	29
Personal Property	29
<b>School Resource Officer</b>	<b>30</b>
Snack Policy	30
Student Wellness - Monitoring Requirements	30
Physical Education Classes	31
Physical Activity Outside of School	31
Telephone	31

<b>Text-Messages to Parent Cell Phones And/Or Emails for School Alerts</b>	<b>31</b>
Textbooks	31
<b>Tutoring</b>	<b>31</b>
Visitors	31
<b>BEHAVIOR &amp; DISCIPLINE POLICY</b>	<b>32</b>
Schoolwide Discipline Plan	32
Safe Schools Act	32
Misbehavior-Possible Consequences/Classroom Disruptions	32
Detention: Teacher-Assigned	33
Detention: Office - Assigned	33
Suspension and Expulsion	33
Violations-Major	34
Gang Related Issues	36
Drugs/Alcohol	36
Racial Harassment or Intimidation	36
Security Cameras	37
Sexual Harassment	37
Tobacco Policy	37
Vandalism and Destruction of School Property	38
<b>ACADEMICS</b>	<b>39</b>
Grade Cards/Progress Reports	39
Honor Roll	39
Incomplete Grade	39
Promotion and Retention Policy	40
<b>ATTENDANCE</b>	<b>40</b>
Attendance Procedure	40
Excused Absences/Unexcused Absences	41
Long-Term Absences	41
Make-Up Work	41
Leaving School	42
<b>MOVING</b>	<b>42</b>
Out of District/In District Policy	42
Transfer Requests- Non-residents/In District	42
School-Related Activities	44
Tardies	41
<b>ATHLETICS &amp; ACTIVITIES</b>	<b>45</b>
Statement of Purpose	45
Athletics	45
<b>Activities/Club</b>	<b>45</b>
Participation	45
<b>Code of Conduct</b>	<b>45</b>
<b>Student Code of Conduct</b>	<b>45</b>
Athletic/Activities Manager	46
<b>Participation and Eligibility</b>	<b>46</b>
<b>Sportsmanship</b>	<b>46</b>
Transportation for Activities	47
Non-Alcohol/non-drug related violations	47
Alcohol/Drug Related Violations	47
<b>Lettering Guidelines</b>	<b>48</b>



# STUDENT HANDBOOK

[www.derbyschools.com](http://www.derbyschools.com)

## **DMS**

801 E. Madison  
Derby, Kansas 67037  
OFFICE: (316) 788-8580 FAX: (316) 788-8062  
REGISTRAR: (316) 788-8575 FAX: (316) 788-8553  
ATTENDANCE: 788-8552  
CAFETERIA: 788-8437  
PANDO INITIATIVE: 788-8594  
NURSE: 788-8551  
TRANSPORTATION: 788-8450

## **DMS**

Clint Shipley, Principal  
Mandy Rohr, Assistant Principal  
Matt Trainer, Athletic/Activity Data Leader  
TBD, Counselor  
Coni Honn, Counselor  
Angela Rinehart, Psychologist  
Anne Lee, Social Worker  
Robin Westerman, Nurse  
Kenya McConico, Pando Initiative

## **DNMS**

3100 Rock Road  
Derby, Kansas 67037  
OFFICE: (316) 788-8408  
REGISTRAR: (316) 788-8408  
ATTENDANCE: 788-8409  
CAFETERIA: 788-8408  
PANDO INITIATIVE: 788-8520  
NURSE: 788-8484  
TRANSPORTATION: 788-8450

## **DNMS**

Jeff Smith, Principal  
Tim Porter, Assistant Principal  
Lee Pernice, Athletic/Activities Data Leader  
Sondra Claassen, Counselor  
Kellie Wiseman, Counselor  
Jacob DeHart, Psychologist  
Ragan Snyder, Social Worker  
Tammy Sears, Nurse  
Jane Droegemeier, Pando Initiative

## NOTICE OF NONDISCRINATION

The Derby Unified School District #260 does not discriminate on the basis of race, religion, color, national origin, gender, age, or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the Derby School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act or Section 504 is directed to contact the Assistant Superintendent for Human Resources, 120 E. Washington, Derby, Kansas 67037 or at (316) 788-8415. This district official has been designated by the Derby School District to coordinate the district's efforts to comply with the regulations implementing these laws.

## GENERAL INFORMATION

### **WHAT SHOULD I DO IF...**

✓ **I lose my ID card?**

Check in the office.

✓ **I forgot my locker combination?**

Check in the office, teacher, or coach

✓ **My locker is jammed?**

Check in the office

✓ **I need to check in or out?**

Go to the office window.

✓ **I am late to school?**

Go to the office window.

✓ **I am feeling sick?**

Ask your teacher for a pass to the nurse's office.

✓ **I need to buy a lunch?**

Go to the cafeteria before school or drop a check in the box in the office before 9:30 a.m.

✓ **Something gets stolen?**

Make an Incident Report to the office.

✓ **I have a question about sports?**

Go to the office and check with the activities secretary or your coach.

✓ **I need to report harassment?**

Go to the office to complete a statement.

## **ACTIVITY BUS**

An activity bus will be available *at* 4:40 p.m. at DMS and 4:55 at DNMS and 5:45 p.m. at DMS and 6:00 at DNMS Monday through Thursday and on Friday at 5:45 p.m. for students serving detention or participating in an activity after school. Students will unload at Oaklawn, Cooper, Oak Knoll and the Base Youth Center at McConnell Air Force Base. Students involved in school athletics, activities, detention or tutoring may ride the bus.

## **ANNOUNCEMENTS**

Announcements will be read during Homeroom at the start of the day. As necessary, announcements will be made using the intercom system.

## **AGENDA BOOKS**

All teachers require students to have their agenda book with them and use it daily. The agenda book is, a learning and organizing tool intended to enhance academic performance. The agenda book also contains the Parent/Student Handbook. Each agenda book costs \$6.00.

## **ARRIVAL AND DEPARTURE**

Students are permitted to enter the building to go to class at 8:05 (9:05 on Mondays). Early entry to the gym is available for early arriving students and in the case of inclement weather at 7:50 (8:50 on Monday). Whereas staff report at 7:50, students are not permitted on campus prior to 7:50 (8:50 on Mondays) without a pass. Breakfast is served at 7:50 (8:50 on Mondays). Students are to be out of the building by 3:40 p.m. each day. Exceptions to these times are sports practices, other extracurricular activity practices, detention or tutoring.

**ASSEMBLY CONDUCT: SEE UNIVERSAL EXPECTATIONS**

**Universal Expectations: Assembly**

**Respect**

- Respect Yourself, Respect Others**
- Hands to yourself, feet on the floor, face forward
  - Applaud at appropriate times
  - Enter and exit the assembly in a single-file line
  - Voices off and eyes on the speaker

**Responsibility**

- Be Safe, Be Prepared**
- Turn off and put away all electronics
  - Raise your hand if you have a question or need assistance
  - Sit where an adult directs you
  - Stay seated until you are dismissed by an adult

**Integrity**

- Be Trustworthy**
- Arrive on time
  - Participate actively and appropriately
  - Positive interaction with others

**Citizenship**

- Be a Positive Role Model**
- Be a positive representative of the student body
  - Leave your environment better than you found it
  - Show support and appreciation for fellow classmates, staff members and guests in our building

**Universal Expectations: Classroom**

**Respect**

- Respect Yourself, Respect Others**
- Hands to yourself, feet on the floor, eyes on the speaker
  - Voices turned off, unless the teacher tells you otherwise
  - Raise your hand and wait your turn to speak
  - Treat classmates, adults and yourself with dignity and respect

**Responsibility**

- Be Safe, Be Prepared**
- Be in class by the time the tardy bell rings
  - Be prepared with materials
  - Let an adult know when you don't understand or need help
  - Complete assignments and turn them in on time

**Integrity**

- Be Trustworthy**
- Do your own work
  - Do your best work
  - Ignore distractions by others
  - Demonstrate appropriate language and conversations
  - Keep conversations and electronic use appropriate and respectful of others

**Citizenship**

- Be a Positive Role Model**
- Leave your area clean and ready for the next class
  - Demonstrate a positive attitude
  - Cooperate with adults and peers
  - Demonstrate care for property

**Universal Expectations: Lunchroom**

**Respect**

- Respect Yourself, Respect Others**
- Keep hands and feet to yourself
  - Clean up after yourself
  - Use inside voices and walk in a single file line
  - Raise your hand and wait for an adult if you need to get up from the table

**Responsibility**

- Be Safe, Be Prepared**
- Have your ID number ready to give to the cashier
  - Wait for your teacher's name to be called before dumping your tray and lining up at the door
  - Electronics Expectations:
    - Headphones on or sound off
    - Texting is OK
    - No talking on the phone
    - No taking pictures
    - No videotaping

**Integrity**

- Be Trustworthy**
- Keep conversations and electronic use appropriate and respectful of others
  - Stay at your table for the entire lunch period. No table hopping!
  - Help keep public areas clean, even if it wasn't your mess

**Citizenship**

- Be a Positive Role Model**
- Walk quietly to and from the cafeteria to avoid disrupting other classes
  - No more than 6 students at a la carte at a time
  - No more than 8 students at every table
  - Food Etiquette
    - Food stays in the cafeteria
    - Don't throw food or containers
    - Use manners - don't play with food

**Universal Expectations: Hallways/Restrooms**

**Respect**

- Respect Yourself, Respect Others**
- Keep hands and feet to yourself
  - Use inside voices
  - Walk with the flow of traffic

**Responsibility**

- Be Safe, Be Prepared**
- Flush the toilet and wash hands after using the restroom
  - Throw away trash in the trash cans
  - Close and lock your locker
  - Be in your classroom by the time the tardy bell rings

**Integrity**

- Be Trustworthy**
- Help keep public areas clean, even if it wasn't your mess
  - Demonstrate appropriate language and conversations
  - Utilize hall passes to travel only to designated locations

**Citizenship**

- Be a Positive Role Model**
- Walk on the right side of the hallway
  - Close and lock lockers that may have been left open on accident
  - Assist others who may need help

## **BELL SCHEDULE**

### **Monday Late Start Schedule Listed Below**

2 <sup>nd</sup> hr.	9:15 – 9:59	<b>5<sup>th</sup> hr. (7/8th lunch)</b>	<b>11:42 – 12:58</b>
3 <sup>rd</sup> hr.	10:04 – 10:48	5 <sup>th</sup> hr. (6)	12:14 – 12:58
4 <sup>th</sup> hr. (7/8)	10:53 – 11:37	6 <sup>th</sup> hr.	1:03 – 1:47
<b>4<sup>th</sup> hr. (6th lunch)</b>	<b>10:53 – 12:09</b>	7 <sup>th</sup> hr.	1:52 – 2:36
		8 <sup>th</sup> hr.	2:41 – 3:25

### **Tuesday—Friday: Follow Schedule Listed Below**

HR	8:15-8:30	<b>5<sup>th</sup> hr.(7/8th lunch)</b>	<b>11:20 -12:40</b>
2 <sup>nd</sup> hr.	8:35-9:25	5 <sup>th</sup> hr. (6th)	11:50 - 12:40
3 <sup>rd</sup> hr.	9:30-10:20	6 <sup>th</sup> hr.	12:45 - 1:35
4 <sup>th</sup> hr. (7/8)	10:25-11:15	7 <sup>th</sup> hr.	1:40 - 2:30
<b>4<sup>th</sup> hr. (6th lunch)</b>	<b>10:25-11:45</b>	8 <sup>th</sup> hr.	2:35 - 3:25

## **BULLYING PREVENTION**

Section 1. K.S.A. 2007 Supp. 72-8256

(1) “Bullying” means:

(A) Any intentional gesture or any intentional written, verbal, electronic 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; or
- iv. Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or

(B) Cyber bullying, or

(C) 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.

(2) “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.

(3) “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.

(A) 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.

(B) The board of education of each school district shall adopt and implement a plan to address bullying or while utilizing on 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.

(C) 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.

## **BUS SCHEDULE/REGULATIONS**

Buses are scheduled to arrive approximately 25 minutes before the start of school and leave approximately 8 minutes after school is dismissed.

If students or parents have any questions regarding specific pick-up times and places, they should contact the USD 260 Transportation Department, 788-8450. Students will be assigned bus routes at the beginning of the school year, and will receive a copy of the bus rules. Students are expected to conduct themselves in a manner that permits and promotes safe transportation. Regulations must be obeyed while riding the school bus. Reports of unacceptable behavior may result in parental contact and/or parent/school administration conference. Violation of any of the bus rules will be regarded as willful disobedience, and a student's transportation privileges may be withdrawn at the discretion of the Transportation Department and/or the School Administration.

School bus discipline referrals will be dealt with as follows:

1. Bus conduct report administered by Bus Driver and a call to the parents.
2. Once three (3) Bus Conduct Reports have been issued, student will be suspended for 1 day from the bus.
3. If the student's behavior does not improve bus privileges may be suspended for 3-5 days.
4. Severe situations will be dealt with on a case by case basis between the Transportation Supervisor and School Administration. This could include suspension of bus privileges for the remainder of the semester.

## **CARE OF PROPERTY**

Students should refrain from marring desks, tables, hall lockers, walls, or floors and other destructive acts that destroy public property. Students are responsible for all books and materials checked out to them. Any acts of vandalism or destruction of school property may result in suspension from school and payment for damaged property. The financial secretary keeps the costs of textbooks.

## **CHANGE OF ADDRESS, PHONE OR EMAIL**

Inform the office of address, telephone number or email changes. The office must maintain current information in the event of an emergency.

## **COMPUTER USE /INTERNET USE**

### Computer Use

The purpose of the computer network is to support the curriculum, enhance the educational opportunities of students, and support the administrative efforts of USD 260. To that endeavor, the following list is example of unacceptable actions:

1. Accessing or attempting to access any computer systems with another user's authentication information.
2. Disclosing your authentication information to another user. You are accountable for any computer activity associated with your authentication information.
3. Accessing any resource on the network through any means other than a district established personal login process.
4. Gaining access to other user's data for which you have not been explicitly granted access by district personnel.
5. Storing, downloading, installing, or running any executable/program/macro which is not authorized by the district on a network server or a networked/stand alone workstation.

6. Altering desktop settings in any way, such as, but not limited to wallpaper or screensavers.
7. Accessing any network resource for which you have not been explicitly granted access by district personnel.
8. Accessing DOS.
9. Creating or renaming icons.
10. Renaming system files, such as, but not limited to .ini, .exe, or .dll files.
11. Using the network for commercial/financial gain or fraud.
12. Accessing the Internet without teacher consent. (Not applicable for DHS.)
13. Forging email messages.
14. Posting anonymous messages/materials.
15. Harassing, insulting, threatening, invading the privacy of others, or using inappropriate language in any form of electronic communication or data.
16. Student printing without teacher's permission.
17. Circumventing any network security system, such as, but not limited to GPOs, Internet filtering or configuration.
18. Disrupting the network or a computer system.
19. Damaging, modifying, altering, destroying, or removing licensing labels from computer equipment.
20. Any act of vandalism to computer equipment.
21. Requesting, transmitting, or possessing obscene or threatening material.
22. Accessing or using social media during school hours. Students may not use district issued devices to take photos, images or video of people at any time without the person's permission.
23. Student generated mass emails directed to district email accounts must be for educational reasons and must be approved by middle school staff or administration.

### **COMMUNICATION DEVICES - ELECTRONIC (PERSONAL)**

The use of personal electronic communication devices by students on school property during the school day (7:50 a.m. – 3:25 p.m.) is restricted. This includes, but is not limited to pagers, cellular phones, and other communication equipment that has potential to be disruptive to the educational process. Use of items intended to look like or simulate such devices are also restricted on school days from 7:50 a.m. to 3:25 p.m. The district is not responsible for loss or damage to any personal property, even if personal property is lost, stolen, or damaged on school grounds. Students are responsible for all personal property items including but not limited to, (e.g. skateboards, ipods, cellular phones, other devices, etc.) to school. Teachers may determine use of electronic devices in their classroom. (Please see Electronic Communication Devices.) Personal property that is lost, stolen or damaged will not be searched for/investigated by the middle school administration, but instead will be referred to the middle school Resource Officer. Disruptive possession or use of personal property may result in discipline.

Use of personal electronic devices INCLUDING BUT NOT LIMITED TO THOSE with camera, and or text messaging capabilities at school or school activities that violate privacy laws, result in sexual harassment, classroom cheating, or any school disruption may result in suspension and/or expulsion from school. Cell phones should be off and put away during school hours except when approved by staff. Cell phones causing disruptions in the classroom or other areas of the school may be confiscated and parents contacted to retrieve the device. Students may not talk on their cell phones between 7:50 a.m. and 3:25 p.m. Students may not take photos or images at any time.

## **KANSAS STATE STATUTES 21-3755:**

Computer crime; computer password disclosure; computer trespass.

1. Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation.
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing or taking possession of a computer system, computer network or any other property.

The district has the right to restrict or terminate network access at any time for any reason. USD 260 further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the computer network.

### **Privacy Rights**

Users should have no expectation of privacy in regards to email or data files. The Director of Technology or designee has access to and may monitor them at any time for security reason. The district retains the right to duplicate any information created on the computer system.

### **Compliance with Copy Laws**

The District will adhere to all copyright laws as applied to computer software; this includes license agreements and/or policy statements contained in the software packages. Therefore, all software used on District computers shall be purchased by the District, properly licensed, and installed by Computer Services Department designated personnel. The legal or insurance protection of the District will not be extended to employees who violate copyright laws.

Further, transmission of any material over the Internet that is in violation of any State or Federal law is prohibited. This includes, but is not limited to: Copyrighted material; inflammatory material.

Unauthorized use or use not in compliance with these guidelines will result in one or more of the following actions:

- Suspension of Internet access
- Suspension of computer access
- Revocation of Internet access
- Revocation of computer access
- Suspension of network privileges
- School suspension
- Revocation of network privileges
- School expulsion, and/or legal action and prosecution

## **COUNSELORS AND SUPPORT STAFF**

A staff of two counselors provides guidance services. Their purpose is to aid students in solving problems, making adjustments to various situations they meet such as personal problems, academic difficulty, and schedule changes. Sixth, seventh and eighth graders may make an appointment to see the counselors in the office.

Each middle school has a social worker available to help students in regular and special education. The social worker offers direct counseling to students who are having difficulties that interfere with educational success. Common difficulties experienced by students may include family problems, poor social skills, low self-esteem, excessive absences, disabilities and medical problems, and various types of loss or grief.

The social worker is also available to provide crisis intervention and can assess students who may be neglected, abused, depressed, or suicidal. Referrals to appropriate agencies will be made when indicated.



Please note that teachers are required by law to report any suspected abuse or neglect regarding a student.

A community-based resource housed at the middle schools is available to provide therapeutic services to students and parents. Contact the counselor's office for more information. Another resource is Pando Initiative. Please contact the middle schools for additional information about this resource.

Pando Initiative provides lunch and after school groups, basic needs assistance, mentoring and many other services. Students can participate in a variety of groups and projects, including Recycling Club, Art Club, social skills and anger management groups.

### **CRIME STOPPERS**

Students with information helpful in solving crimes may contact the SRO officer at the middle schools.

In addition to the Crime Stoppers Hotline, students may report potential violence on the violence hotline below. Stay Safe, Speak Up, Stop School Violence 1-877-626-8203.

### **DANCES**

Only students attending their school will be allowed to attend their dances. **Students must have a current middle school student photo ID.** Admission for dances will be \$5. All school policies concerning behavior and dress codes apply.

### **DELIVERIES TO SCHOOL**

In order to limit the distraction and additional difficulties created by the delivery or bringing of certain items to its schools, USD #260 places the following restrictions on such items:

1. The school will not accept or allow delivery of flowers, balloons, or other gifts.
2. The internal distribution of items by students or faculty groups must be approved in advance by the building principal.
3. Students will not be allowed to bring flowers, balloons or other distracting items to school.
4. Delivery of food to a student must go through the office. Parents are not to deliver pizzas, cake, etc. for groups of students to consume in the lunchroom. **No commercial deliveries of food are allowed.**

### **DISTRICT DEVICE POLICY, PROCEDURES AND INFORMATION**

**SEE BUILDING WEBSITE OR CONTACT ADMINISTRATION** - [www.derbyschools.com](http://www.derbyschools.com)

<http://dms.derbyschools.com>

<http://dnms.derbyschools.com>

## **DRESS CODE**

Neatness, decency, and good taste are guidelines of the district dress code. Students must dress in a manner that is not obscene; offensive; or substantially or materially disruptive to the learning environment.

Apparel that is sexually suggestive; promotes violence, illegal activities, drugs, alcohol, and/or tobacco; or is determined to be gang related is prohibited.

Student apparel and grooming must also meet requirements of any courses which are part of the approved curriculum in which they are enrolled. Items that are considered to be inappropriate include but are not limited to:

- Halter tops, bare midriffs, net t-shirt, muscle shirts.
- Showing of undergarments are not acceptable, shoulders should be a minimum of 2 inches in width.
- Writing on the seat of shorts or pants will not be permitted.
- Shorts and skirts must reach mid-thigh in length.
- Headwear of any kind.
- Sunglasses.
- House slippers.
- Blankets
- Sagging clothing, pants hanging below the waist or pants that expose the clothing underneath.
- Revealing clothing including any which is excessively form fitting.
- Apparel displaying tobacco/drug/alcohol, explicit content or promotes violence or illegal activities.

This list is not intended to be all-inclusive. Students will be asked to correct the violation before being assigned a disciplinary action.

Students are required to wear footwear. No student on or about school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in a gang. Any apparel, which in the opinion of administration is associated with gangs and/or drugs and/or becomes disruptive to the educational process may be banned. The wearer of such apparel shall be subject to administrative disciplinary action. Parents and law enforcement will be notified.

## **DRIVING STUDENTS**

Bicycles are to be parked and locked to the bike racks when ridden to school. Sixth, seventh and eighth grade students will not be permitted to park any motorized transportation at either middle school.

## **DRILLS- EVACUATION & LOCKDOWN**

Tornado, fire and building evacuation drills are held on a regular basis for students' safety. The school follows established procedures from the state fire marshal's office and the district's crisis plan for these drills.

In the event of an actual emergency, parents/guardian may pick up your child at the school or the designated evacuation site outlined in your school's information packet. We will not release children to other adults or by phone calls from parents. Students will only be released to those identified as emergency contacts.

**During a "shelter in place" emergency and interior "lockdowns", students will not be released, in keeping with district policy.**

## ***FIRE DRILLS:***

1. All personnel and students will participate in all fire drills.
2. Drills will be held at regular intervals during the school year.
3. Fire drills will not be announced in advance after the first drill.
4. If a stairway or door is blocked, use the next nearest one.
5. At the sound of the fire bell, students will leave all work immediately. All books and notebooks will be left on desks.
6. When fire drills occur, the safety of the occupants of the building should be considered above all else. Everyone should move at least fifty (50) feet away from the building.
7. The teacher will be responsible for closing the classroom door and windows, in addition to turning out all lights when the last student has made his or her exit. All teachers should take their grade books as they exit the building. Teachers should take roll once students are in designated evacuation area.

## ***TORNADO DRILLS:***

All students shall move with their classes, following the designated procedure as outlined for the specific class they are in at the time of the alert. Students not in a class (such as in the hall or going to the Media Center) shall proceed to the nearest designated assigned area.

Under no condition shall students run, but shall walk rapidly. Remain calm, alert, and quiet so announcements can be heard. When the tornado alert is lifted, an announcement will be made. Remain in designated areas until the "all clear" is given. All teachers should take their grade books and follow their group.

## ***LOCKDOWN DRILLS:***

**If a student is away from a classroom when interior "lockdown" occurs, the student should report to the office.**

## **EMERGENCY PROCEDURES**

### **CRISIS PLAN**

An administrative crisis manual is available in each attendance center and crisis folders should be available in all classrooms. Administrators should be familiar with the plan in their building.

The district maintains a district wide crisis plan that is accompanied by a plan at each school location. Each folder 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. Persons wishing to know more about the crisis plan should contact their building administrator.

### **Emergency Safety Interventions**

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

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of

conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

### Definitions

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

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

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

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

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

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

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

"Parent" means:(1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) and education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

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

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

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

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

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

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

### Prohibited Types of Restraint

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

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

### Use of Emergency Safety Interventions

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

### ESI Restrictions

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

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

### Use of Seclusion

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

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

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

### Training

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

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

upon request.

### Notification and Documentation

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

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

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

### Law Enforcement, School Resource, and Campus Security Officers

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

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

### Documentation of ESI Incidents

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

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI.
- Whether the student had an individualized education program at the time of the incident.
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing

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

#### Reporting Data

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

#### Parent Right to Meeting on ESI Use

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

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

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

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

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

#### Local Dispute Resolution Process

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

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

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the

complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30<sup>th</sup> day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

## **FAMILY ACCESS**

Family Access is a free service that provides parents of students in grades 6-12 with detailed information regarding grades, attendance, and discipline. Parents can pick up the password from the office. Families are able to see family information, emergency contacts, health information, fees paid at school, food service account and check attendance. This can be accessed by going to [www.derbyschools.com](http://www.derbyschools.com) then go to Skyward and then enter in your login and password. In order to use Skyward, parents will need to obtain usernames and passwords from the office.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by the school. In accordance with FERPA, you are required to be notified of those rights that include:

- The right to review and inspect all of your educational records except those that are specifically exempted.
- The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
  - √ We have your prior written consent for disclosure.
  - √ The information is considered directory information and you have not objected to the release of such information.
  - √ Disclosure without consent is permitted by law.
  - √ The right to request your educational records is amended if you believe the records are misleading, inaccurate, or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.

The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe USD 260 has failed to comply with FERPA requirements. The address of this office is 400 Maryland Ave. SW, MES, Room 4074, Washington, D.C. 20202.

- The right to obtain a copy of USD 260 policies for complying with FERPA. A copy may be obtained from your school office or by contacting the Human Resources Office at 120 E. Washington in Derby or at 788-8415.



## **GOOGLE APPS FOR EDUCATION**

Derby Public Schools encourages communication and collaboration between students and teachers by providing access to Google Apps for Education (GAE). You can learn more about Google Apps for education by visiting <http://www.google.com/a/help/intl/en/edu/k12.html>. Your student is provided an account housed on Google's servers that will provide access to collaborative tools some of which are:

- Google Contacts
- Google Mail
- Google Calendar
- Google Docs
- Google Talk

This will allow students and teachers to share information housed in these areas. These services are then coordinated and managed by district technology personnel. Each student will have an email address ending with @usd260.com and will be noted as being a student account on every email they send. A two layer spam and security protocol is followed to limit exposure to objectionable material.

**1. Official Email Address:** All students in grades K-12 will be provided a Google Apps account which will provide them with an official district email address. This account will be considered the student's official Derby Public Schools email address until such time as the student is no longer enrolled in the district.

**2. Prohibited Conduct:** Student access to Google Apps is a privilege and may not be used in the following ways:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- False identity in email communications
- Misrepresentation of the school district
- Interference with Derby Public Schools technology operations

**3. Access Restriction:** Access to and use of a student Google Apps account is considered a privilege accorded at the discretion of Derby Public Schools. The district maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the building administrator for further investigation and disciplinary action.

**4. Security:** Derby Public Schools cannot and does not guarantee the security of electronic files located on the Google Apps for Education system. Although the district utilizes Google's two layer security and content filtering, Derby Public Schools cannot assure that users will not be exposed to unsolicited information.

**5. Privacy:** The general right of privacy will be extended to the extent possible in the electronic environment. Derby Public Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware. Users of student Google Apps accounts are strictly prohibited from accessing files and

information other than their own. The Derby Public Schools reserve the right to access the student email system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Benefits:

- Students without personal access to Microsoft Office or other office suites now have an online space to write papers, create slideshow presentations, spreadsheets and forms.
- Students have online document storage of created files accessible from any Internet connected device.
- Teachers can review, collaborate and co-edit student documents providing a new level of support and guidance.

Requirements to Participate:

- Students will have a personal login through the Derby Public Schools secure and private Google Apps for Education link that will be located on the district's home Web page as well as at each building's Web page.
- Students and parents who do not wish to participate in this program will need to state such in writing to the student's building principal.
- All participating students must abide by the Derby Public Schools Computer Use policy.

## **HALL PASSES**

Each student shall report to his/her class to obtain permission from the teacher. When permission is granted to be away from a classroom, students will have a hall pass. Students are not to use other students' agendas to obtain passes. The student must comply with the above regulation; otherwise he/she may be counted absent or tardy from class. When permission is granted, the student must report back to his/her teacher before the end of the period. **No student** is to be in the halls during class time or during lunch without a pass.

## **HALL TRAFFIC**

Always walk to the right side of the halls and stairways. Running, pushing, shoving, and yelling are unacceptable. Students are cautioned against this type of activity as it may endanger their own safety as well as the safety of others. Students are to remain in halls where they have classes or halls that are the most direct route to their class.

## **HEALTH ROOM**

Students who are ill should not come to school, in order to prevent serious complications and to protect other students from unnecessary exposure to diseases. It is the duty of the school to exclude any child who appears ill or is suspected of having an infectious disease. The nurse will make an assessment for illness or injury and determine if the student is too ill or injured to remain at school. The nurse will contact the parent. It is the parent's responsibility to make arrangements for the student to be transported. The school nurse can provide only temporary care of ill or injured students. Except in emergencies, when a student feels ill he or she should always report to class first, obtain a pass, and then go directly to the health room. Any student being checked out for illness shall first see the school nurse prior to being released.

## **IMMUNIZATIONS**

There are only two exceptions permitted by state law:

Any student who has not provided current documentation of required immunizations will be excluded from school after November 10, 2016 per Kansas law: KSA 72-5211a.

School immunization requirements for the 2016-2017 school year. K.A.R. 28120 defines immunizations required for any individual who attends school or early childhood programs operated by a school.

Detailed school immunization requirements by age group are listed [here](#) or can be found at: [http://www.kdheks.gov/immunize/download/2016-17\\_School\\_Requirement\\_Memo.pdf](http://www.kdheks.gov/immunize/download/2016-17_School_Requirement_Memo.pdf)

For the latest version of Kansas Certificate of Immunizations (KCI):

[http://www.kdheks.gov/immunize/download/KCI\\_Form.pdf](http://www.kdheks.gov/immunize/download/KCI_Form.pdf)

There are only two exceptions permitted by state law:

1. certification from a licensed physician stating the immunizations would be a serious health threat to the student,
2. a written statement signed by the parent/guardian that the child adheres to a religion whose teachings are opposed to immunization.

Students who are exempted from immunizations, or are not up-to-date, may be excluded from school and all extra curricular activities in case of an outbreak of a vaccine-preventable disease. (K.S.A. 72-5209)

### ***MEDICATION - ADMINISTERED BY SCHOOL PERSONNEL***

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication or the parent if it is a non-prescription medication must send a written order. The parents must submit a written request releasing the school district and personnel from liability. A "Request for Medication Administration Form" can be obtained from your child's school with the medication policy on the reverse side that must be followed. All medications will be stored in the health room and administered by school health personnel. It is recommended by the district that all new medications (prescribed or over-the-counter) be administered by the parent at least one hour before attending school so that the student may be monitored for potential reactions to the medicine. Improper usage, abuse, or distribution of any medication, prescription or over-the-counter, may result in disciplinary action.

In order to administer "over-the-counter" medications (including, but not limited to: Tylenol, Ibuprofen, supplements, vitamins, and/or herbs) the parents must provide:

1. A written request to the school nurse to give the medication, including the dose and the time it is to be given. Parents need to supply the medication in the original container. See school nurse for special permission form. A written note on any other paper will not be accepted.
2. Medications for the purpose of reducing fever will not be given at school.
3. The school nurse or administrator will have the authority to refuse to give any "over-the-counter" medication if he/she feels it is inappropriate for the child.

### ***MEDICATION SELF - ADMINISTERED AT SCHOOL***

The self-administration of emergency medicine for the treatment of anaphylactic reactions or asthma will be allowed. To be eligible the student must meet all requirements of this plan. This includes having the school form for the Asthma or Allergy Action Plan signed by the physician, parent and student. The plan shall also show the student has been instructed in proper self-administration, is authorized to do so, and is aware that any violations of this agreement may result in this privilege being revoked.

### **PARENTAL RIGHTS**

Parental rights concerning access to student records -KAR91-12-44, 45, 56.

1. Right to inspect and review records; or to have their representative inspect and review records; and possibly make copies of those records;
2. Right to be informed of all types and locations of records being collected, maintained or used by the agency;
3. Right to a response to reasonable request for an explanation of any item in the records;
4. Right to ask for an amendment of any record on the grounds it is inaccurate, misleading or violates privacy rights;
5. Right to a hearing if the agency refuses to make a requested amendment;

6. Right to enter into records your comments or reasons for disagreeing with the hearing decision;
7. Right to restrict access to their child's records by withholding consent to disclose records;
8. Right to be informed before information in their child's file is to be destroyed;
9. Right to be told to whom information has been disclosed;
10. Student's Rights Policy - The rights accorded to the parent and the rights of permission and consent are accorded to only the student provided that he/she:
  - a. Is married or declared emancipated by the court, or
  - b. Has attained 18 years of age and has not been legally adjudicated to be an incapacitated person.

## **HOMEBOUND**

Homebound instruction is designed to help students maintain educational progress during the time they are physically and/or emotionally incapable of attending school. It is available to students whose medical condition prohibits attendance in a regular or alternative school program and who are under medical care for an illness or injury which is acute or chronic in nature. The Director of Special Services will have final approval with respect to homebound approval and site instruction.

## **HOMEROOM AND PROCEDURES**

The purpose of homeroom is to serve as an extension of and an enrichment for the educational programs of middle schools. Home room has an additional function: To limit the disruption of instructional class time. It will be used for making up work, receiving additional help, organization, finishing /completing tests/homework, building relationships, extra practice, individualized instruction, remediation and enrichment and grade checks.

1. Homeroom allows students an additional opportunity to receive guidance and academic assistance from their teachers.
2. Students must have their agenda books stamped in order to go to another classroom during homeroom
3. Students must remain at the stamped/assigned destination area until the end of homeroom.
4. There will be a restricted number of students allowed in the media center during homeroom.

## **ID CARDS**

Each student at each middle school has been issued a photo ID. The IDs are used to checkout a library book, to attend a special event, and are required for admittance to all dances. Replacement IDs are \$5 and may be purchased from 8:00 a.m. to 12:00 p.m. in the office. The ID cards shall be produced on request.

## **INSURANCE**

The school does not carry insurance for property or personal injury of students. No student may practice or participate in interschool athletics without proof of insurance.

## **LOCKERS**

A locker will be assigned to each student. School locks must be used. The school will remove any personal lock unless approved by the administration. Each locker must be kept locked, to protect possessions, and secured by a combination lock, with the combination recorded in the office. ***The school is not responsible for items lost or stolen from personal lockers.*** Students are responsible for proper care of assigned lockers. Defacing or damaging assigned lockers is prohibited. The student assumes responsibility for such action. Lockers are not to be shared with other students.

**Lockers are the property of the school and are for health and safety reasons subject to search by the principal or the principal's designee.**

**Backpacks, purses, or any other type bags are to be stored in lockers.**

## **LOST, STOLEN, AND FOUND**

Any articles found should be turned into the office. Lost or stolen articles should be reported to the office immediately. Items that are not claimed and remain in the office for more than 30 days may be disposed of in a manner approved by the administration.

## **LUNCH**

Lunch is served at a minimal price to all students. The lunch period at each middle school is a “closed period,” and students are not to leave school grounds at this time except for professional appointments such as doctor, dental, or legal appointments. Checking a student out for lunch will count against his/her school classroom attendance. Students are only allowed to purchase one student - priced lunch per day. Any additional lunches will be sold at the adult price. Students may not share lunch.

Free or reduced lunches are available by application through the office. Per federal regulations, free and reduced lunches may only be used by the person owning the ID card and only once each day. Students are responsible for knowing when their lunch account needs money since no written notice is given when account balances are low. Student lunch accounts are expected to maintain a positive account balance. Students will be allowed to charge up to one meal. Students who have negative account balances above the one meal charge will not be served a school lunch. If a student has a zero balance on their lunch account, an alternative lunch will be offered. Money may be added through E-Funds.

## **LUNCH PURCHASES**

Lunch money may be deposited in the cafeteria before school from 7:50 a.m. to 8:15 a.m. or 8:50 a.m. to 9:15 a.m. Monday Schedule. Students may also purchase lunches by placing a check with their name, address, and phone number in the lunch box in the office. Deposits are accepted during the lunch line but this is discouraged as it may slow down the lunch line. If students arrive at school late, they may deposit lunch money in the cafeteria after signing in at the office.

All students are charged the adult meal price for a second lunch. Parents are encouraged to sign up for email notifications when lunch balances fall below \$10. To sign up for Skylert messages, sign into Family Access, click Skylert and choose Food Service alerts.

## **MEDIA CENTER**

Students may check out three (3) items at one time for a period of two (2) weeks. Students are encouraged to return books on time. Overdue notices are sent out via school email to the student. Printed overdue notices may also be sent out through team teachers. Students with overdue books and materials will pay a fine and may be denied the privilege of checking out any other materials from the Media Center. Fines will be charged as follows: 5 cents per day/per book for a maximum fee of \$1.00 per item. Anyone losing or damaging a library book beyond repair will pay full replacement cost of the item(s).

## **PARENT-TEACHER CONFERENCES**

Parent -Teacher Conferences will be conducted on the same date's district wide. Each school will provide a minimum of 14 hours of conference time. Please refer to the district calendar for the dates of Conferences at [www.derbyschools.com](http://www.derbyschools.com).

## **PERSONAL PROPERTY**

The Middle Schools or USD 260 is not responsible for loss or damage to items of personal property brought to school by students. Incidents involving lost, stolen, or damage to items of personal property are to be reported by the student to the School Resource Officer. Personal items that are lost or stolen will not be searched for/investigated by the administration, but instead will be referred to the School Resource Officer. Students are discouraged from bringing personal property (e.g. skateboards, iPods, cellular phones, or other electronic devices, etc.) to school. Teachers may determine in their classrooms whether or not students may use cell

phones, MP3 players and other musical devices. (Please see Electronic Communication Devices.) Personal property items that become distracting to the learning environment may be taken from the student and kept in the office until a parent picks them up.

## **SCHOOL RESOURCE OFFICER**

The SRO is a full-time law enforcement officer who is in the school to help create and maintain a safe educational environment for students, teachers, and staff. The SRO fulfills five roles:

1. Positive Role Model for children who are not exposed to many such role models in today's society.
2. A Law-Related Teacher who can provide class length presentations on topics from "Crash Dynamics / Law Related Math" to "Vandalism."
3. A Resource acting as a link to support services in and out of the school setting.
4. An Advisor providing guidance regarding law enforcement questions.
5. A Law Enforcement Officer whose primary purpose is to "keep the peace."

## **SNACK POLICY**

Students are not permitted to eat at school, except in the cafeteria during their breakfast/ lunch periods. The nurse will administer snacks to students if required for medical reasons. Teachers may choose to reward or treat within their classroom as long as food snacks meet school health policy guidelines.

## **STUDENT WELLNESS- MONITORING REQUIREMENTS**

All schools will adhere to policy outlined in the wellness Policy Impact Tool.

Building principals have the responsibility of ensuring building compliance with student wellness policies and guidelines. To ensure compliance, principals shall review policies and guidelines with staff. Throughout the year, principals shall routinely monitor for compliance, providing assistance to staff members as needed. The Food Service Supervisor shall be responsible for monitoring nutrition guidelines for Food Service.

### **Nutrition Guidelines**

School lunch, school breakfast, a la carte, vending machines, school stores and food sold in areas accessible to students shall comply with all State regulations.

During the school day

- Students are encouraged to start each day with a healthy breakfast and to choose nutritious foods throughout the day.
- In order to increase food safety and decrease the risk to students with food allergies, classroom "treats" brought to school must be pre-packaged by a manufacturer.
- Foods and beverages for classroom rewards, parties and celebrations will be healthy snacks such as; a fruit cup, veggie tray, trail mix, granola bars, graham crackers, pretzels, popcorn, string cheese, pudding cups, peanut butter with apples and etc.
- No more than 50% of fund raising activities will involve the sale of food and/or beverages.
- Refreshments provided for students participating in school events will be nutritious foods.
- Students are allowed to have individual water bottles in the classroom.
- Parents, teachers and organizations are informed about the guidelines and are required to follow them.

## **Physical Activity Used as Punishment**

Physical activity is not to be used (e.g. running laps, sit-ups, etc.) or withheld as punishment. This guideline does not apply to extracurricular sports teams.

## **Physical Education Classes**

In classes where appropriate, teachers should strive to maximize time spent in moderate to vigorous physical activity with a goal of being physically active at least 80% of the allotted class time.

A student should not be withheld from physical education classes due to discipline problems in other areas of the school. Physical education is a BOE approved curriculum area and should not be targeted or labeled as optional at the elementary level when it comes to incomplete assignments, make-up work, or “pull out” for help in other areas of a child’s education.

## **Physical Activity Outside of School**

Information is provided to help families incorporate physical activity into the lives of all household members.

Wellness Policy Promotion

Work toward building opportunities for in-service for faculty and staff regarding district policies and general information on health and wellness.

Inform the community, through various media, of district policies and general information on health and wellness.

## **TELEPHONE**

A pass from a classroom teacher is required during the school day. Phones are located in the office.

## **TEXT- MESSAGES TO PARENT CELL PHONES AND/OR EMAILS FOR SCHOOL ALERTS**

In order to facilitate timely communication, Derby Schools will use Skylert to send voicemail, email, and text-messages. Parents are asked to update contact information through Skyward-Family Access. Information can be updated by contacting the office.

## **TEXTBOOKS**

All textbooks must be returned in good condition at the end of the school year. Anyone losing or damaging a textbook beyond repair will pay the cost of the textbook.

## **TUTORING**

A tutoring program is available for our students. For sessions immediately after school in the media center see the “Building Calendar” for days. See “Activity Bus” for the info about this service.

## **VISITORS**

All visitors must check in at the office and register for a pass. Small children are not to be brought to school with students. Approval of visitor passes will be at the discretion of the administration. Student visitors will not be allowed unless there is a special school activity requiring their attendance.

# MIDDLE SCHOOL BEHAVIOR & DISCIPLINE POLICY

## **SCHOOLWIDE DISCIPLINE PLAN**

The USD 260 district-wide discipline policy is based on mutual respect among administrators, staff, teachers, students, and parents. The purpose of this discipline policy is to ensure a safe and orderly environment so that learning and teaching opportunities are maximized through well-defined policies and procedures that support a positive atmosphere. Students have the responsibility to respect other students and the adults on the school staff, to comply with school and classroom rules and policies, and to be ready to accept the negative consequences of their actions if they violate these rules and policies. Adults, both at school and at home, should serve as positive role models. It is their duty to objectively determine accurate facts in discipline situations and to listen attentively to students before administering disciplinary measures. Disciplinary measures for misbehavior at each Middle School are determined by the administration and may include, but are not limited to warnings, detentions, in-school and out-of-school suspensions, and expulsion.

All student conduct expectations noted in this section apply to students while they are on school district property, at all bus stops, and at all school sponsored activities.

## **SAFE SCHOOLS ACT**

The Kansas School Safety and Security Act (K.S.A. 72-89b03) requires school personnel to report all felony and misdemeanor crimes committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information that indicates a crime (felony or misdemeanor) may have been committed, the administrator is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement) or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) suspect during school hours, the building administration shall make reasonable attempts to contact parents, guardians or representatives of the student prior to questioning. To the extent possible, reasonable request of parents, guardians or representatives shall be observed. Notification or attempted notification of parents, guardians or representatives shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the Principal or a certified school staff member shall be present. The decision to arrest a student and remove that student from the school jurisdiction is the prerogative of law enforcement and not under the authority of school personnel.

## **MISBEHAVIOR-POSSIBLE CONSEQUENCES/CLASSROOM DISRUPTIONS**

If, as a parent or student, you are aware of a situation where the learning environment in the classroom is not productive, please contact your school administrator.

Each classroom teacher will establish expectations that will be enforced within his/her classroom. Students who choose to disrupt the learning environment within the classroom will be dealt with in the following manner:

### **A. Major Disruptions**

This type of disruption will be referred to the office for immediate action. Consequences for these behaviors could include conferencing with the student and, in many cases, the parent, in-school suspension (ISS), out-of-school suspension (OSS), and out-of-school suspension with a due process hearing scheduled. The consequences at this level will be at the discretion of the administrator.

### **B. Repetitive Minor Disruptions**

These are the behaviors which continually diminish the quality of education in the classroom. Possible consequences for minor disruptions are:

- Warning by teacher and/or administrator
- Conference with teacher, team, and/or administrator
- Phone Call to Parents
- Office Referral



## **DETENTION: TEACHER-ASSIGNED**

Detention assigned to students by the teacher will be served under the supervision of that teacher in the location designated by the teacher. Student will have the opportunity to make transportation arrangements.

## **DETENTION: OFFICE-ASSIGNED**

Students who are assigned after-school detention should serve it the day assigned by the administration. The opportunity to make transportation arrangements will be given. Any exceptions must be made through the administrators. Detentions that have not been served on the correct date may be doubled, or the student may be assigned an in-school suspension. Unacceptable conduct in the detention room will result in additional detention or in-school suspension being assigned.

## **SUSPENSION AND EXPULSION**

Kansas Law 72-8901 states: The Board of Education of any school district may suspend, expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel any pupil or student guilty of any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;
- B. Conduct which substantially disrupts, impedes or interferes with school operation;
- C. Conduct which endangers the safety or substantially impinges upon or invades the rights of others;
- D. Conduct which constitutes the commission of a felony;
- E. Conduct which constitutes the commission of a misdemeanor;
- F. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operations; and
- G. Possession of a weapon at school, on school property or at a school sponsored event

The following violations may result in a short -term suspension, a long -term suspension, expulsion, or other disciplinary measures:

1. Vandalism and destruction of property.
2. Possession or use of tobacco products.
3. Use, possession, or distribution of alcohol or other drugs, simulations of drugs, or drug paraphernalia.
4. Disrespect, intimidation, or harassment toward teachers, students, and other staff members and/or defiance of teachers or staff members.
5. Fighting.
6. Leaving school at lunch or at any time without permission.
7. Discharging or possession of fireworks, explosive devices, other incendiary devices, or simulations thereof.
8. Throwing food, containers, utensils, or other items is prohibited. Students engaged in such activity at any time during the school year may be subject to a suspension or expulsion.
9. Inappropriate use of fire alarms.
10. Possession or use of matches or lighters.
11. Setting or attempting to set any fires.
12. Use of inappropriate language or inappropriate language directed toward any staff member.
13. Committing an act that is dangerous or potentially dangerous to students or staff members.
14. Stealing or possession of stolen items.
15. Repeated violations of school policies.

16. Carrying or possessing a weapon or simulation of a weapon on USD 260 property or at any school sponsored activity. It should be noted that any device that has the potential of delivering an electrical charge or any material such as mace or pepper spray will be considered as weapons.
17. The use of a weapon or simulation of a weapon on USD 260 property or at any school sponsored activity with the intent of harassment, intimidation, or defense.
18. Computer violations. Use of electronic devices that violate privacy laws, result in harassment, classroom cheating, or any school disruption. Accessing or using social media during school hours. Students may not take photos, images or video of people at any time without the person's permission.
19. Assault and/or battery to another student or a staff member.
20. Terroristic threats.
21. Participation in any student strike, walkout, and/or student demonstration.
22. Wearing or in possession of clothing or any item, or using verbal or written statements or derogatory insults/slurs that create racial unrest, promotes bigotry and prejudice, or is a source of disruption or a disturbance.
23. Inciting racial issues and/or gang rivalry through signs, language, or dress.

This list is not intended to be all -inclusive. Acts outside of this list will be handled on an individual basis (e.g. Students in possession of, or found under the influence of, drugs and/or alcohol, or because of other disruptive behavior may lose privileges to attend activities and events for a length of time to be determined by administration.)

Students who are suspended or expelled cannot be on school property or at school activities during the time of suspension or expulsion. Violation of this policy will be considered criminal trespassing and will be handled by the police department.

Any student who is suspended out of school for a short term (one to ten days) is expected to make-up all work missed during their suspension. As with absences for other reasons, the student is responsible on the day they return to class, to make arrangements with the teacher regarding the completion of the work missed. Refer to "Make-up Work."

### **IN SCHOOL SUSPENSION:**

Students placed on in-school suspension will be isolated from the other students in the ISS room. The student may be permitted to make up work that is missed and receive credit as outlined in the attendance section of this handbook. He/she may not participate in extracurricular activities until the day following successful completion of his/her ISS room assignment.

### **OUT-OF-SCHOOL SUSPENSION:**

When a student is suspended from school, he/she is not to return to school or attend school activities of any nature until the suspension period is over. He/she may not be present on any USD260 property during the time of the suspension; violation of this policy will be considered criminal trespassing and will be handled by the police department. Any student who is suspended out of school for a short term is expected to make-up all work missed during his/her suspension. As with absences for other reasons, the student is responsible on the day he/she returns to class, to make arrangements with the teacher regarding the completion of the work missed.

### **VIOLATIONS - MAJOR**

Major violations will be taken care of by administration. The following violations may result in a short-term suspension, a long-term suspension, expulsion or other disciplinary measures.

1. Vandalism and destruction of school property
2. Possession or use of tobacco products
3. Use, possession, or distribution of alcohol or other drugs, simulations of drugs, or drug paraphernalia

4. Disrespect, intimidation, or harassment toward teachers, students, and other staff members and/or defiance of teachers or staff members
5. Fighting
6. Leaving school without permission
7. Discharging or possession of fireworks, explosive devices, other incendiary devices, or simulations thereof
8. Throwing food, containers, utensils or other items is prohibited
9. Inappropriate use of fire alarms
10. Possession or use of matches or lighters
11. Setting or attempting to set any fires
12. Use of inappropriate language or inappropriate language directed toward any staff member
13. Committing an act that is dangerous or potentially dangerous to students or staff members
14. Stealing or possession of stolen items
15. Repeated violations of school policies
16. Carrying or possessing a weapon or simulation of a weapon on USD 260 property or at any school-sponsored activity. It should be noted that any device that has potential of delivering an electrical charge or any material as mace or pepper spray will be considered as weapons.
17. The use of a weapon or simulation of a weapon on USD 260 property or at school sponsored activity with the intent of harassment, intimidation or defense.
18. Computer violations. Use of electronic devices that violate privacy laws, result in harassment, classroom cheating, or any school disruption. Accessing or using social media during school hours. Students may not take photos, images or video of people at any time without the person's permission.
19. Assault and/or battery to another student or a staff member.
20. Terrorist threats
21. Participation in any student strikes, walkout, and/or student demonstration
22. Inciting racial issues and/or gang rivalry through signs, language or dress
23. Continued tardiness
24. Truancy
25. Inappropriate physical contact and/or inappropriate touching
26. Students are not to bring non-school related items to school. This may include but not be limited to toys, yo-yos, laser pointers, wallet chains, baseball cards, electronic devices, stuffed animals, etc.
27. Wearing or in possession of clothing or any item, or using verbal or written statements or derogatory insults/slurs that create racial unrest, promotes bigotry and prejudice, or is a source of disruption or a disturbance.

This list is not intended to be all-inclusive. Acts outside of this list will be handled on an individual basis.

Administrative discretion will be used in assigning any disciplinary consequences for behavior.

## **GANG RELATED ISSUES**

No student on or about school property or at any school activity shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in a gang. Any wearing of apparel which, in the opinion of administration, is associated with gangs and/or drugs and/or becomes disruptive to the educational process may be banned. The wearer of such apparel shall be subject to administrative disciplinary action. Parents will be notified.

- 1st violation – 3 days ISS
- 2nd violation – 3 days OSS
- 3rd violation – 5 days OSS – possible hearing

## **DRUGS/ALCOHOL**

Drugs or simulations of drugs, or drug paraphernalia, or alcohol products are prohibited on school property. Anyone under the influence of either of these is also prohibited from being in the school or on the premises at any time. The violation of the above regulations will result in disciplinary action by school authorities. There will be an automatic three to ten day out-of-school suspension with a possible expulsion hearing on the first offense. The second offense will result in a ten-day out-of-school suspension with an expulsion hearing. Local law enforcement authorities will be called to investigate any situation when deemed necessary by the administration.

The school will make two additional requirements of the family and student before the student will be readmitted into school:

1. The student must have a current drug/alcohol assessment or evaluation. This is a service provided free by many community agencies.
2. The student, family and school personnel to assist the student will formulate a plan of action.

To insure the safety of our students, Administration reserves the right to use K-9 dogs to conduct searches without warrant for any reasonable purpose.

## **RACIAL HARASSMENT OR INTIMIDATION**

District employees and student(s) shall not racially harass or intimidate others by name calling, using racial or derogatory slurs, wearing or possession of items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting that is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Aryan Nation - White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" group. This list is not intended to be all-inclusive).

Violations of this policy shall result in disciplinary action by school authorities.

Those violations listed below are no tolerance minimums; the principal or designee shall have the discretionary authority to add corrective learning components and/or additional penalties should this be considered appropriate.

Students

1) First offense. The pupil will participate in corrective learning components aimed at eliminating the offending behavior. These components may consist of learning units such as written/oral reports; participation in a structured class and/or guidance activity; and/or participation in a community- based program, approved by the principal or designee aimed at correcting the offending behavior. In addition, the principal or designee may require an in or out of school suspension and a parent conference prior to returning.

2) Second offense. An out of school suspension, with a possible expulsion hearing, and corrective learning components as determined by the principal or designee.

3) Third offense. An out of school suspension pending an expulsion hearing.

Employees who violate this policy will be dealt with in accordance with applicable district policy and procedures.

Any student who believes he or she has been subjected to racial harassment should report the problem to his/her principal, or another certified staff member. Staff members shall refer all complaints of racial harassment or intimidation to a building administrator. Complaints regarding racial harassment or intimidation shall be investigated under the district's discrimination complaint procedure identified in policy JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a racial harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

### **SECURITY CAMERAS**

Inside and outside school premises are protected and recorded twenty-four hours a day by closed circuit video equipment. Recordings may be used as evidence in investigations of school rule violations and/or criminal acts.

### **SEXUAL HARASSMENT**

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violations of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the Superintendent. Complaints against the Superintendent shall be heard by the Board.

**Definitions** - Sexual harassment shall include, but not be limited to:

- A. Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- B. Subtle pressure or requests for sexual activity;
- C. Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- D. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- E. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades status in any activity; or
- F. Sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her Principal, or another certified staff member. Complaints regarding sexual harassment or intimidation shall be investigated under the district's discrimination complaint procedure identified in policy JCE, which provides for immediate investigation and disciplinary action where appropriate. Initiation of a sexual harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

### **TOBACCO POLICY**

At no time are students permitted to possess or use tobacco products or electronic cigarettes in middle school buildings. Students participating in school-sponsored activities are prohibited from the possession or use of

tobacco products, regardless of the location. The use of tobacco products on all Derby Public Schools premises is prohibited.

Violation of the above provision will result in an automatic three-day in-school suspension with written notification to parents for the first offense. The second offense shall result in a five-day out-of-school suspension. The third violation will result in a five-day out-of-school suspension during which time an expulsion hearing will be scheduled.

Smoking or tobacco use by anyone is not permitted at any time inside USD 260 buildings nor is it permitted on outside premises. Per Derby City ordinance, students will receive a citation from a Derby Police Officer for possession of tobacco products.

## **VANDALISM AND DESTRUCTION OF SCHOOL PROPERTY**

Vandalism, defacing, or destroying school property, the property of any school employee, or other students on school premises or at school-sponsored events will not be tolerated. Disciplinary action will be initiated in any act of vandalism and, where warranted, charges may be filed with the Police Department. The justifiable value of school property lost, damaged or destroyed by a student will be charged.

The following Board of Education regulation will apply in the event there is disciplinary action resulting from destruction or theft of school property.

1. Restitution for damaged property: As a condition of reinstatement in school, he/she may be required to make restitution to the district.
2. Legal action to recover damages: In the event a student or his/her parents/legal guardians fail or refuse to make restitution for damages resulting from vandalism, the administration, with prior approval of the Board of Education, may take such legal action as seems appropriate to recover said damages.

## **WEAPONS POLICY**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

### **Definition of Weapons and Destructive Devices**

As used in this policy, the term "weapon" and/or destructive device means:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles or throwing star;
- Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

### **Other Types of Weapons**

Any other article that could be considered a weapon, which does not specifically meet the definition under federal statute, may also result in expulsion for up to 186 school days.

### **Penalties for Possession**

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except the Superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a weapon shall be conducted by the Superintendent or the Superintendent's designee. Students violating this policy shall be referred to the appropriate law enforcement agency (ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

## **REPORTING CRIMINAL POSSESSION OF A FIREARM BY A STUDENT**

It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

## **ACADEMICS**

### **GRADE CARDS / PROGRESS REPORTS**

Grade cards will be posted in Skyward the 1st, 2nd, 3rd and 4th quarters. See Parent Newsletter for progress report schedule.

### **EXPLANATION OF GRADES**

A - Superior	90% - 100%	S-Satisfactory
B - Above average	80% - 89%	U-Unsatisfactory
C - Average	70% - 79%	P-Pass
D - Below average	60% - 69%	I-Incomplete (Student must complete work within two weeks following the end of the grading period or the "I" will be changed).
F - No credit	59% - 0%	NG-No grade given

Progress Reports are a team function in which all students will receive a progress report. These will be sent four times during the year at approximately the fifth week of a quarter. The report will include an evaluation of the student's work through the fourth week. A student then has the remaining time of the quarter to raise his/her grade. At any time teachers may send progress reports of students who are doing below-average work or failing a class.

### **HONOR ROLL**

The Honor Rolls are figured on all grades given each quarter (9 weeks) but not on semester grades. In order to qualify for the honor roll, a student must, in addition to having the designated grade point average, not have a D, F, U, or I included in his/her nine-week grades.

Principal's Honor Roll	4.0 GPA
Honor Roll	3.5– 3.99 GPA
Honorable Mention	3.0– 3.49 GPA

### **INCOMPLETE GRADES**

All grades reported as incomplete must be removed within the two weeks following the last day of the grading period or a "0" will be assigned to the work that has been missed. These grades will be averaged with other grades earned to determine a final grade. Students must take the initiative to have incomplete grades removed within this time.

## PROMOTION AND RETENTION POLICY

The policy of the district is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with normal intellectual, social, and emotional development. The best interest of the student will be the guiding philosophy for determining acceleration, promotion, or retention.

- Cognitive ability
- Student response to Plan of Improvement
- Teacher's observations
- Pre-assessment results
- Chronological age
- Maturity
- Other information provided by the parents and students

Should the combined information clearly indicate that a student will benefit from additional instructional time, the student and parents will be informed of options, including summer school and/or retention.

**Procedures for Retention** When a teacher identifies a concern about the progress of any student, he/she will be expected to notify the parents, counselor, and Principal. Should the achievement level not improve with regular instructional correctives, a specific plan of improvement will be developed and presented to the student and parents. Should a student's achievement level continue to be a concern, the parents will be notified of our ongoing concern and, if appropriate, the pre-assessment process will begin.

At the start of the second semester, if there is a concern about the progress a child is making, the school will send a letter to the parent and child sharing our concern and include information concerning grade retention. If a student is being recommended for retention, pre-assessment must be completed by the child's team teachers. Summer school information will also be shared with the parent(s), and student skills not yet completed will be shared with summer school staff if that is the determination of the appropriate placement. School personnel teacher(s), counselor, and Principal must confer with the parent(s) regarding the retention, and parent(s) are to sign the retention form noting they agree or disagree with the school's recommendation. In arriving at a decision for either the promotion or retention of a student, the teacher will consider the viewpoints of the special services personnel, Principal, and parents. The final decision in any case pertaining to promotion or retention shall rest with the building Principal.

## **ATTENDANCE**

**Office Hours 7:30 A.M. - 4:00 P.M.**

### **ATTENDANCE PROCEDURE**

The middle school principal or his/her designee will determine whether a student's absence is excused or unexcused. The school's daily attendance report will indicate those absences that are unexcused. **Parents will be held responsible for contacting the school by phone call or personal visit within 24 hours of the absence. Call: DMS 788-8552 / DNMS 788-8408 (After hours, a message may be left on the answering machine). Notes or emails from parents will not be accepted.**

An attempt will be made to notify parents who have failed to call or contact the school on the day of the absence. If the absence has not been excused within one school day, the student may be called to the office to make a parent contact and/assigned in-school suspension. Absences not cleared by parent/guardian will be considered unexcused. When eight excused absences are accumulated, a letter will be sent to the parent/guardian to notify them of the number of absences and inform them of the Kansas School Compulsory Attendance Law, KSA 72-1113. If the number of excused absences reaches ten, another letter is sent to the parent/guardian informing them that they are required to submit documentation of professional appointments unless otherwise excused by the building principal.



## **TARDIES**

If a student arrives late to school, he/she must check in at the office before going to class. He/she will be given an admit slip to take to class from the office. If a student is late to class from 2nd through 7th hours, the student should go to his next class, not the office. Students who are tardy by more than 15 minutes shall be counted absent for that period.

When another teacher detains a student, the student should get a pass from that teacher to take to his next class. If the teacher does not issue a pass, the teacher may assign a tardy. Detentions will be assigned if a student is consistently late to school or class.

Tardies will be reported via skyward by teachers. Every Monday, a tardy report is ran and given to administration. Consequences will be administered in accordance to the building discipline plan, including but not limited to after-school detention. If in question, please call the school in advance for prior approval. A doctor's note will be necessary when school is missed due to an appointment.

## **EXCUSED ABSENCES**

Student absences will be excused for the following reasons:

1. Personal illness or injury
2. Personal and family matters
3. Military families shall be given special consideration with prior notification in accordance with the Interstate Compact on Educational Opportunities for military children.

Students will be allowed to complete the work missed during the excused absences according to the regulations listed in the make-up policy. The time period allowed for making up the assignments is listed under "Make-up Work" in the handbook.

## **UNEXCUSED ABSENCES**

Any student under 18 years of age "is required by law to attend school, and if such child is inexcusably absent either three (3) consecutive days, or five (5) or more days in any semester, or seven (7) days in one school year, such child is truant" as specified in Kansas School Compulsory Attendance Law KSA 72-1113. Truancy must be reported to either Social or Rehabilitation Services (SRS), if the student is under 13 years of age, or to the District Attorney's office, Truancy Division.

An unexcused absence is defined as "a student being absent any ten consecutive minutes or more of the school day without permission from parent/guardian or school." Excused absences must fall within the guidelines of the middle school attendance policy.

If an absence is determined to be unexcused, the classroom teacher(s) will be notified. An administrator will notify the student's parents of any unexcused absence requiring an alternative room assignment.

## **LONG-TERM ABSENCES**

Teachers need at least two days' notice to prepare assignments for long-term absences. A minimum of one-day make-up for each day absent will be allowed. This may be extended only with the consent of the teacher or administration and in extenuating circumstances. This does not apply to students in activities.

## **MAKE-UP WORK**

A reasonable length of time for a student to prepare and hand in make-up work will be allowed for excused absences in all classes. A minimum of one-day make-up for each day absent will be allowed. The time limits shall be included in the student handbook each year.

Exams- students are responsible for making up each exam. If a student has prior knowledge of a planned exam, he/she must take the test on the day of his/her return to class, following a one-day absence.

√ Assignments - On the day a student returns to class, it is his/her responsibility to make arrangements with

the teacher regarding completion of the work missed during the absence and contact a team member to access missed assignments.

## **LEAVING SCHOOL**

Students must sign out on a list at the attendance window located in the office when leaving the building while school is in session. When the student returns to school that same day, he/she must sign in at the office and receive an admit slip. Parents must notify the school for students who arrive late or leave school while it is in session. Students will not be released to anyone other than the parent or emergency contact, unless there has been notification by the parent/guardian to the office. When checking out early, no student is allowed to walk or ride a bike to appointments or home but must be picked up by an adult 18 or older.

## **MOVING**

Students moving from school must have their parents contact the registrar in person to inform the school of the student's last day. On the last day the student must come to the office and obtain a withdrawal form. The form will be taken to each class and signed by all teachers. The student will then bring the form to the office during 7th period.

## **Out-of-District Policy**

Students who begin the year with resident status and whose parents move out of the district after September 25 may complete the school year if they can make suitable arrangements with the school administration. Academic performance and behavior of the student will be considered by administration with these requests.

## **In District Policy**

Students who move out of their current school's attendance area, but do not move out of Derby Public Schools during the school year, may finish the school year at their current school if suitable arrangements can be made regarding transportation.

## **STUDENT TRANSFER REQUESTS**

### **Non-Resident Students**

Derby Public Schools accepts online applications for Non-Resident enrollment based on BOE Policy JBC: Enrollment.

### **In-District Students**

Parents, guardians or adult students may submit an online application starting April 1 for the following school year. These applications are accepted until September 1 on a time-stamped, first come first served basis, and must be submitted and approved annually to continue enrollment at a requested building. An annual transfer meeting is held in July to determine placement based on outlined priorities. Please refer to the district website for the annual transfer meeting date.

Students attend the school designated as the attendance center for their residential area unless directed to enroll in another school by the Superintendent, transfer is allowed in accordance with the following guidelines, or exemptions are granted for medical reasons.

All sixth through eighth grade students attend either Derby Middle School, 801 E. Madison, or Derby North Middle School, 3100 N. Rock Road. All ninth through twelfth grade students attend Derby High School, 920 N. Rock Road. An address locator is available at [www.derbyschools.com](http://www.derbyschools.com) to find which building is in your attendance area.

Parents may wish to request a transfer for their middle school student(s) in order to attend a school other than the one assigned as their neighborhood attendance center. Application forms for transfer are available online on the Derby Public Schools webpage at [www.derbyschools.com](http://www.derbyschools.com).

As a school district it is our intent to equalize pupil/staff ratios, while trying to meet parental requests for

transfer. We strongly believe in the concept of neighborhood schools and, as such, it is our intent to give first priority to those students living in their assigned attendance area and then followed by those requesting transfers. Prior to granting transfer requests, priority will be given to students living in their designated attendance area and who attended there the previous year followed by students living in their designated attendance area who were district directed to attend another attendance center in the prior school year. Next, priority will be given to students who move into their home attendance area after the last day of school or lived in the attendance center in the prior school year, but did not attend Derby Public Schools. With this being said the priority for attendance at any building will be as follows:

**Local:**

- Students attending their assigned neighborhood attendance area.
- Employees who have children that request to attend at the same building the employee is assigned to work.

**Priority 1:**

- School Choice: Designated Title I Schools.

**Priority 2:**

1. Employees' students who live outside the attendance area, if the employee is not assigned to the requested building.
2. In-District students who live outside the attendance area, who have completed five consecutive years in the requested building.
3. In-District students who live outside the attendance area who have completed four consecutive years in the requested building.
4. In-District students who live outside the attendance area, who have completed three consecutive years in the requested building.
5. In-District students who live outside the attendance area, who have completed two consecutive years in the requested building.
6. In-District students who live outside the attendance area, who have completed one consecutive year in the requested building.

**Priority 3:**

- All new In-District transfer requests, not falling under priorities 1-2.

**Priority 4:**

1. Out-of-District students who have completed five consecutive years in the requested building.
2. Out-of-District students who have completed four consecutive years in the requested building.
3. Out-of-District students who have completed three consecutive years in the requested building.
4. Out-of-District students who have completed two consecutive years in the requested building.
5. Out-of-District students who have completed one consecutive year in the requested building.

**Priority 5:**

- All new Out-of-District (non-employees) Waiver transfer requests.

Note: If more than one item is listed under a priority above, the first item has greatest priority, the second item listed next, and so on.

All transfer approvals must be completed by September 1.

If there are more requests than openings and the above criteria does not distinguish placement, a time-

stamped selection process will be utilized on a first come first served basis. A forced transfer could occur at any priority level. A forced transfer is a district directed transfer to another attendance center based on class size, or at the direction of the Assistant Superintendent of Human Resources. If a forced transfer occurs the district will provide transportation. For all other approved transfers, the parent/guardian is responsible for transportation.

It is also important to note that each student will be considered on an individual basis, not a family basis.

Transfers will be accepted and placed according to the transfer policy, holding 2 spaces per core classroom open for grades 6-8, or 27 or higher for the affected class in grades 6-8. These spaces will help accommodate students who move into the attendance area after the start of school.

Attendance priority for students in special education or ESL classes must remain with the district to best serve the needs of these students. The building principal, based on prior enrollment patterns, may deny a transfer request if they feel additional students will be enrolling in their building. The Superintendent or designee must approve any exceptions to this policy.

The Kansas State High School Activities Association transfer rule may limit the eligibility of transfer students for participation in sponsored activities. Please contact the District Athletic/Activities Director for more information at 788-8527.

**Following are the transfer procedures:**

1. Transfer requests may be generated online on April 1 or after.
2. If a student is to be denied a transfer request based on behavior or attendance for the following year the parent must be informed no later than June 1.
3. All transfer requests will be sent to the home school prior to the transfer meeting.
4. A transfer meeting will be held following enrollment. This is where all transfers will be approved.
5. The school where their child will attend will notify parents.
6. Requests for transfers after the initial transfer meeting will involve the two schools and the Superintendent or designee.
7. Transfer requests will cease by September 1st.
8. Students must remain at the assigned attendance center for the entire current school year, once a transfer has been approved and the student has attended the requested school.

**SCHOOL-RELATED ACTIVITIES**

Teachers will not record absences due to school-related (instructional/athletic) activities. Students are required to complete all class assignments within a reasonable amount of time as directed by the classroom teacher. Failure to complete the required assignments may result in lowering of course grade.

# MIDDLE SCHOOL ATHLETICS & ACTIVITIES

## STATEMENT OF PURPOSE

Membership and participation in extracurricular and co-curricular activities should have a very positive effect in the development of constructive attitudes for future citizenship. Participants, before starting in the program, should be made clearly aware of its purpose and the procedures for activities in which they are participating. Participation in any extracurricular and co-curricular activity at middle school is a privilege, and certain standards of conduct must be maintained.

## ATHLETICS

Fall: Football, Cross Country, Volleyball, Spirit Club, and Girls' Tennis

Winter: Basketball, Wrestling, and Spirit Club

Spring: Track, Boys' Tennis, and Co-ed Soccer

## ACTIVITIES/CLUBS -

**DMS:** [HTTP://DERBYDMS.SS10.SHARPSCHOOL.COM/ATHLETICS\\_ACTIVITIES](http://derbydms.ss10.sharpschool.com/athletics_activities)

**DNMS:** [HTTP://DERBYDNMS.SS10.SHARPSCHOOL.COM/ATHLETICS](http://derbydnms.ss10.sharpschool.com/athletics)

## PARTICIPATION

Middle Schools will enforce the following policies and procedures relative to standards for participation in school-sponsored extracurricular (activities not related to a class and with no credit given including all KSHAA sponsored events) and co-curricular activities (activities related to and an integral part of class work with credit given in these classes). Enforcement of these policies will apply to the entire school year and any portion of an activity season that occurs prior to the start of or following the end of the school year.

## CODE OF CONDUCT

Any student will be ineligible to represent the school in any practice, performance, scheduled contest, program, activity, or trip when:

- 1) Found guilty of a violation of the School Wide Discipline Plan and is suspended in school or out of school.
- 2) The student admits to or is found guilty of a violation of any local, state or federal law (other than municipal curfew or traffic ordinances, with the exception of drug/alcohol related offenses).

## STUDENT CODE OF CONDUCT

Students show courtesy and respect for self, other students, and all adults at all times.

Students attend all classes, arriving on time.

Students are prepared for class.

Students take pride in their school.

Students dress appropriately for school.

Students exhibit quiet and appropriate hall behavior.

Students demonstrate good sportsmanship and manners at all school-sponsored events.

## **ATHLETIC/ACTIVITIES MANAGER**

### **Expectations**

Students who are assigned as managers are to assist coaches/sponsors in daily routine of activity. Coach/sponsor will assign duties, tasks, and responsibilities to manager at beginning of activity. Failure of manager to carry out responsibilities may result in dismissal from assigned activity.

### **Requirements**

Managers must follow "Code of Conduct" Policy outlined in student handbook. Failure may result in dismissal from activity. Managers must attend all meetings, practices, games and activities as directed by their sponsor. Coach/sponsor will provide schedule of activity. Managers are to be in specified areas as designated by their sponsor during practice/game.

## **PARTICIPATION AND ELIGIBILITY**

1. A student must be regarded in good standing by district school and KSHSAA regulations (Rule 14 KSHSAA Handbook).
2. An athlete must have the Athletic/Activity Information and Physical Packet (including KSHSAA Physical Form, Concussion Information Release Form, Code of Conduct Contract and insurance information and required updated immunizations) on file in the athletic office, before he/she is eligible to participate or tryout. Physicals must be dated after May 1 and are good for the following school year.
3. The student must be currently enrolled at the middle school in a minimum of seven (7) subjects of unit weight and receiving a passing grade in all of their classes.
4. To be eligible to begin an athletic/activity season, a student may have no more than one (1) quarter F the previous semester or last quarter in attendance. For a seventh grader to be eligible at the beginning of the year, he/she may have no more than one (1) F in any 4th quarter class at the 6th grade level.
5. The administrators will check eligibility of every student involved in an activity governed by the KSHSAA at approximately the end of the third week of that activity and/or semester.
6. Students with two F's or one D and one F at any one of the eligibility checkpoints will become ineligible for an entire week (including the weekend) as determined by the administrators. The student will continue to lose weekly eligibility until academic standing is regained. Grades will be monitored until the end of the activity.
7. Students transferring in from other schools including in- district must meet KSHSAA eligibility. Transfer students may be ineligible for up to 16 weeks after the first eligibility check, students must then comply with all middle school eligibility policies.
8. If a student is going to miss class because of a scheduled contest, program, activity, or trip, it is the student's responsibility to make arrangements regarding his/her assignments in advance of his/her absence.
9. A student shall be in school the entire day of a performance, scheduled contest, program, activity, or trip if he/she expects to participate. Any exception shall be cleared through the administration (school day performances or activities are considered as part of the school day). If in question please call the school in advance for prior approval. A doctor's note will be necessary when school is missed due to an appointment.

## **SPORTSMANSHIP**

SCHOOL SPIRIT - School spirit means loyalty to all functions of the school. It may be divided into three categories:

- 1) **Courtesy** - Toward teachers, fellow students, and the officials of school athletic activities.
- 2) **Pride** - In everything our school endeavors to accomplish and has accomplished.
- 3) **Sportsmanship** - The ability to win and lose gracefully.

A loyal student supports his school and does his utmost to keep his scholastic and activity standards at the highest possible level. Courtesy, pride and sportsmanship must be maintained at all times, to avoid losing activity privileges. Profanity will not be tolerated.

Mascot: DMS - Bulldog / DNMS - Falcon

School Song: DMS -Bulldog Fight Song (to the tune of Washington and Lee Swing)  
DNMS- Falcon Fight Song

## **TRANSPORTATION FOR SCHOOL ACTIVITIES**

Students are to go and return from school activities in school vehicles unless an administrator prior to the trip has approved other transportation arrangements. The following rule should be followed when school transportation is provided.

Students are never allowed to drive to or from school activities by themselves, with another student or without their parent in the vehicle.

The following are the only exceptions to this rule:

1. Administrative approval is always required if a parent is taking his/her son or daughter to a school-sponsored activity. The administrator must receive a written request from the parent at least one full day prior to the trip.
2. Parents may pick their son/daughter up after an event with 24-hour advanced notification of administration. The parent must contact the administrators or coach/sponsor of the activity for such approval. This is discouraged except in emergencies or unusual situations.

### ***Transportation Policy Violations***

Students violating the transportation policy will not be allowed to compete/participate in the activity they are attending. If the violation is after the activity, on the return trip, they will be ineligible for the next competition/activity or dismissed from the team.

## **NON-ALCOHOL/NON-DRUG RELATED VIOLATIONS**

The head coach/sponsor shall cover all rules, regulations and the Middle School Code of Conduct with all student participants prior to the beginning of each season.

All rules and regulations shall be consistent with the Middle School Wide Discipline Plan and approved in advance by the administration. Failure to follow the Middle School Code of Conduct and individual coach's rules may result in a penalty, up to a maximum of permanent denial of participation at both middle schools. The coach involved and the Principal shall meet and determine the penalty according to the degree of the infraction.

## **ALCOHOL/DRUG RELATED VIOLATIONS**

Rule: Students are not to use drugs or simulations of drugs or consume alcoholic beverages, or be under the influence of those substances, on USD 260 premises, at school activities, or at school-sponsored events. The possession of alcohol, drugs, performance supplements, or of simulations of drugs or drug-related paraphernalia on USD 260 premises or at school-sponsored events is prohibited.

No students shall sell for money or other considerations, or distribute, give, trade, or dispense alcohol, drugs, performance supplements or simulations of drugs or drug-related paraphernalia on USD 260 premises or at school-sponsored events. If an activity is school sponsored, all drug/alcohol violations will be dealt with under both the Middle School Wide Discipline Plan and Middle School Code of Conduct. Students who are participating in activities sponsored by organizations that have contracted the use of school facilities are excluded from the Middle School Wide Discipline Plan, but not the Middle School Standards of Conduct.

### **Penalties**

- 1) First offense:
  - a) The student will conference with parents/guardian, administrators and coach/sponsor.
  - b) Enforcement of Middle School School Wide Discipline Plan.
  - c) Students violating the Athletic/Activity Code of Conduct will be suspended from further participation until:
    - i) The student shows evidence of a drug/alcohol assessment or evaluation that was conducted after the suspension date. This is a service provided free by many community agencies.
    - ii) A plan of action has been formulated by students, families and school personnel to assist the students.
  - d) Suspension from all extracurricular activities for 20% of the number of allowable games/performances (days/competitions/meets) as stated in the KSHSAA Handbook for the current season. If the full 20%

penalty is not completed during the current season, the balance of the penalty is to be completed at the start of the next activity season in which the student is involved. No penalty will extend beyond the end of the current school year. Any percentage of a competition will be rounded to the next whole number. Discipline will include suspension from post-season competition if the 20% penalty has not been completed. While on suspension, the student will not be allowed to represent the Middle School as part of an activity/athletic team, to compete, to sit on the bench or to travel in association with any activity group or athletic team.

e) The student will be suspended from all leadership positions for the remainder of the school year.

2) Second offense:

a) The student will conference with parents/guardian, administrators and coach/ sponsor.

b) Enforcement of Middle School School Wide Discipline Plan.

c) Suspension from all extracurricular activities for the remainder of the school year.

Right to Appeal Hearing

A student who is not satisfied with a ruling has the right to appeal the decision. Such appeals should be made, in writing, to the middle school principal within five (5) days of the original decision.

## **LETTERING GUIDELINES**

1) Students may receive a Derby "D" letter award if:

a) They meet the requirements of a particular sport;

b) They complete said season in good standing with the coaches and administration at each middle school;

c) The student displays good sportsmanship toward other players, teammates, officials, and persons in attendance at all times.

2) After receiving a letter award as a seventh grader, they will receive a certificate of participation for any other sport that they letter in; as an eighth grader, they will receive a bar and certificate for their second year of participation in a sport.

3) To promote athletics as a positive facet of the total school environment, letter persons must conduct themselves in a proper manner at all times and promote the highest standards in athletics, in the classroom, and in the community.