

LOUISBURG USD 416 EDUCATIONAL PHILOSOPHY

We in Louisburg USD 416 sincerely believe that schools exist for our children. We further believe that the strength and the future of our Nation lie in educated people.

We are committed to providing the best possible program for our children. We hope to educate the whole child; intellectually, physically, morally, and ethically. We will stress the importance of the individual while emphasizing his/her importance to the group.

LOUISBURG USD 416 MISSION, VISION & CORE BELIEFS

Mission Statement – To educate each student in a safe and nurturing environment.

Vision Statement – USD #416 leads Kansas in the success of each student.

Core Beliefs – The Louisburg School District is committed to:

- ❖ encourage students in the quest for knowledge
- ❖ teach students to respect themselves and others
- ❖ develop honesty and integrity
- ❖ develop a global appreciation and awareness
- ❖ develop a love and respect for our nation
- ❖ provide a sound education
- ❖ provide a wide range of educational programs and experiences
- ❖ ensure each student is supported so they are college and/or career ready

LOUISBURG MIDDLE SCHOOL MISSION, VISION & CORE BELIEFS

Mission: The mission of LMS is to provide a safe environment to empower academic, social and problem solving learners for the 21st Century

Vision: Louisburg Middle School prepares all students for future success.

Core Beliefs:

- ❖ We believe all students should have the opportunity to utilize 21st century technologies.
- ❖ We believe a multi-tiered system of supports is vital to meeting the needs of our students through academic, behavior and social/emotional supports.
- ❖ We believe in building and enhancing our curriculum to meet the needs of all of our students.

WILDCAT CODE:

**Be respectful at all times.*

**Be in your seat with supplies when class begins.*

**Do what you are asked to do the first time
you are asked to do it.*

**Anything illegal out of school is illegal at school.*

DISCLAIMER

Rules published in this agenda are representative of the rules published in the Board of Education Policies and the Student Handbook. Not all rules of behavior can be written and inserted in an agenda or handbook. However, we expect students to follow all rules and reasonable requests from authority and avoid violating the rights of others. **Parents and students are encouraged to read Board Policies.**

All rules are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as become necessary for the routine operations of the school.

GENERAL INFORMATION

ARRIVAL AND DEPARTURE

Students arriving at LMS will be allowed to enter the building at 7:35 AM. Students are to report to the auditorium upon their entrance to the building.

The classroom section of the building is open to students at 7:55 AM when the first bell rings. Students are to sign in at the office in order to enter the classroom section of the building prior to 7:55.

Students are to leave the school building by 3:10 PM. unless under the direct supervision of a staff member. Bus students are to report to the designated area to wait for the buses. A staff member will be on duty to supervise the students.

CAFETERIA AND LUNCH POLICIES

LMS has a closed lunch policy. Students are required to stay in the commons and eat at the lunch tables for lunch.

Due to state and federal nutritional guidelines and numerous food allergies parents may only bring food for their individual child. If you are bringing lunch to your child, please check in at the LMS office.

Nutrition Policy

Meals purchased at fast food outlet to be consumed at school must not be brought to school in their **original containers and/packaging**. The district cannot provide alternative packaging.

Our policy has never been to refuse a lunch, but in order for the system to work, students will only be allowed to charge up to \$10.00 on the lunch account. The student and parents will be notified when the account is nearing a zero balance. We ask that you send money promptly when the first notice is given. If the account is not paid, the student will be offered a sandwich and milk. Food services fees are to be paid **separately** from school fees.

According to federal law only one breakfast and one lunch can be claimed for reimbursement per student per day. Therefore, students will not be allowed to purchase more than one meal each day for breakfast and lunch. Students are not allowed to share their PIN with other students.

Students are expected to respect the cafeteria and follow all rules including:

- ❖ Eating in the lunchroom is a privilege. Respect the rights of others.
- ❖ Pick up napkins, straws, eating utensils, and milk cartons.
- ❖ Do not throw food or milk cartons or any other objects.
- ❖ Food is not to be carried out of lunchroom at any time.
- ❖ Only six students per table, do not move chairs to another table.

Students violating the cafeteria rules will be subject to disciplinary action as determined by an administrator or supervising teacher.

SPECIAL DIETARY NEEDS

If your child has a special dietary need that requires modification of the school menu, please stop by the school office and pick up the appropriate forms. Federal regulations require the school to receive written instructions from an appropriate medical authority before the school can modify your student's meals. Complete the form if you have a student who has special dietary needs due to disability. Complete the form if you have a student who has special dietary needs due to food allergy or intolerance.

HEALTH SERVICES/MEDICATION

RESPONSIBILITIES OF SCHOOL NURSE

1. Administering first aid to students, as well as seeing students who are ill. No prescription medicine will be administered without written direction from a doctor. OTC medication authorization needs to be filled out in Skyward by a parent or guardian.
2. Supervising the immunization records of students and other health records.
3. Supervising dental, hearing, and eye exams.

STUDENT ILLNESS

Students who feel ill should report to the nurse's office after receiving permission from the classroom teacher (signed **PLANNER**). **In no case, should a sick student leave the school building until the nurse and/or office personnel have contacted the parent or guardian, and have made provisions for his/her care. We will notify you if there is an illness or injury that requires treatment, or if we feel your child should go home.**

Sending a sick child to school exposes the rest of the students and staff to illness, which in turn causes hardship for other working parents, and most importantly causes illness to spread throughout the school. Please inform the school if your child is ill and staying home. District policy for health related illnesses & a list of exclusion reasons can be referenced at usd416.org under the school health tab.

"Children with a fever of 100.0* F or higher will be sent home. PLEASE keep children home during the course of a fever and for an additional 24 hours after the fever has passed without using fever reducing medications. PLEASE keep children home during the course of diarrhea and vomiting for an additional 24 hours after the last episode. Children with conjunctivitis or pink eye may return to school 24 hours after antibiotic treatment has begun.

If your child is diagnosed with any of the following communicable diseases, please notify the nurse, also included is the exclusion time for each illness: **Strep Throat**-24 hours after initial dose of antibiotic and able to participate in classes, **Ringworm/Impetigo/Pink Eye (Conjunctivitis)**-24 hours after initial dose of medication, **Head Lice**- after hair has been treated and nits removed (Please provide note if treated at retail facility or receipt of purchase of appropriate and nurse must evaluate prior to return to class).

MEDICATION

There are many reasons why students may require medication at school. Many children are able to attend school because of the effectiveness of their medication. The school, parents and physician will work together to ensure that students receive the correct medication and dosage at the proper time. Medication should be given at home whenever possible.

When medication needs to be given at school, the nurse will require the following:

Prescription medication must be sent in a current labeled prescription bottle and accompanied by a written doctor's order. Doctor's orders may be sent by FAX 1-913-837-1801. Insulin will be treated as a prescription medication. Physician's order for medication must be updated at the beginning of the school year. All changes in dosage require a new written order, and correctly labeled medication bottle.

Controlled substances such as medication used to treat ADD, ADHD and behavioral disorders, should be delivered to the school nurse by the parent/guardian. Unused medication must be obtained from the nurse by the parent/guardian. They will not be sent home with students.

Over the counter medications that may be stocked in the nurse's office such as Tylenol and/or Advil (or the generic equivalent) will be given only at the school nurse's discretion or by someone who gives the medication under the supervision of the school nurse with parent permission. Only FDA approved substances will be given for the purpose for which they are approved.

Nonprescription medication must be sent in the original packaging, with a written request with specific instructions from the parent/guardian.

All medication will be kept in the nurse's office and given according to label instructions at the discretion of the nurse. At the middle school and high school level only, students may keep in their possession (inhalers, Epi-pens, insulin injection) if discussed with the school nurse and approved in writing by the parent/guardian and the student's prescribing physician. We encourage all middle school and high school students who are approved to carry their inhaler, Epi-pen, or insulin to keep a spare in the nurse's office. In the event it is lost or runs out and your child has symptoms, school personnel will call 911 for treatment if his/her prescription is unavailable.

**Consent forms for administration of prescribed and over counter medications are available at usd416.org under the school health tab.

IMMUNIZATIONS

Kansas law requires all students in Pre K through Grade 12 to be immunized. Each student must have a state birth certificate and a complete record of immunizations on file or must submit a signed waiver of exemption claiming health or religious reasons for not being immunized. **The school must receive this information before your student can attend classes.**

Contact your doctor or the Miami County Health Department if you are not certain your child has all the required immunizations. If your child is in need of immunizations, the Miami County Health Department in Paola will see students by **appointment only**; Tuesdays and Thursdays 8:00-12:00 and 1:00-4:00. Please take copy of your child's immunizations with you. The Health Department is located at 1201 Lakemary Drive, and phone number is 913-294-2431. Make sure the school has an updated copy of the immunizations.

TECHNOLOGY GUIDELINES

Students will adhere to the technology guidelines as stated in the Acceptable Use Policy Agreement. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. Students are not to play games without teacher permission, visit illegal sites, network message anyone or use another student's login.

Students will respect the equipment and any damage caused due to misuse will result in disciplinary action, which could include restitution for damages or replacement costs.

ACADEMIC MISCONDUCT

Academic misconduct is prohibited at LMS; students are expected to complete all work with academic integrity.

Cheating – using unauthorized notes, study aids or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name.

Plagiarism – submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct sources.

Direct copying from books, Internet, etc. (unless in the form of attributed quotations),

Direct copying from other student's work without formally quoting and acknowledging, the original author.

Paraphrasing material from books without stating that these are the ideas of other authors.

Obtaining an unfair advantage – (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other student's academic work.

Aiding and abetting academic dishonesty – (a) providing material, information or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) providing false information in connection with any inquiry regarding academic integrity.

A student who engages in any form of academic misconduct will forfeit credit for the work in question. The student will also be subject to additional disciplinary measures up to and including Friday Night School or suspension.

STUDENT VISITORS

In order to ensure the safety and security of students and wishes of parents, any person not enrolled at LMS must check in at the school office when on campus. This includes family members/guardians bringing items to students or staff. Students will not be permitted to leave class to talk to anyone other than parents/guardians without parental/guardian permission and approval of an administrator. Anyone needing to be in areas of the building other than the office must sign in with the office staff and secure a visitor badge. **Student visitors to school or to school functions, such as school dances, skating parties, etc., is NOT permitted.**

LOST AND FOUND

If you lose personal items or schoolbooks, please report these losses to the office. Likewise, if you find items belonging to someone else, please turn them in to the main office. Please note that any articles left unclaimed for an extended period of time will be discarded. Students are reminded not to leave valuables lying around in such areas as the locker room and band/choir areas. There is a lost and found in the gym offices as well.

BOOK BAGS

Book bags will be allowed as students arrive and leave school. Once arriving to school, students are expected to leave the book bag in their lockers. Students will not be allowed to use book bags during the school day. Bags will not be permitted in the classroom or outside the classroom door. Students going to PE classes will be permitted to take bags to the locker rooms.

WINTER COATS AND OUTDOOR JACKETS

Louisburg Middle School is equipped with state-of-the-art heating and cooling systems. Therefore, our students are not allowed to wear winter coats and outdoor jackets to class. Students may wear light jackets or sweatshirts in the classroom for added warmth.

GAMES, TOYS, AND COMMUNICATION DEVICES

Students are reminded that everything has its place and school is not the place for games, toys, electronic games, radios, cards, trading cards, cameras, water guns, laser pointers, etc. Any exceptions to this rule must be at teacher discretion. Students must have teacher permission before taking any device into the classroom. Violation of this policy will result in an electronic/cell phone discipline referral. Skateboards, skates and scooters may be ridden to school and upon arrival the item must be stored in the office.

ELECTRONIC/CELL PHONE/SMART WATCH POLICY

From 7:55 AM to 3:05 PM no student's cell phone/electronic device is to be seen or heard. We are requiring our students to keep their cell phone/electronic devices/smart devices turned off and locked in their lockers.

If a staff member sees or hears a cell phone/electronic device, they will confiscate it and hand it into the office. The office will make note of the offense, and the student will be subject to school discipline. Consequences include holding the device until the end of the day, parent notification and/or placement in Friday Night School. Chronic offenders will be required to turn in their cell phone to the office every morning before 8AM and the device will be returned at the end of the day.

Students should not use email from their chromebook or text by cell phone to notify parents of an illness.

STUDENT AGENDA AND HALLWAY PASS POLICY

Students are issued school agendas which they are expected to keep with them at all times. The agenda will be used as a hallway pass. If the student does not have his or her agenda with them, they may be restricted from leaving class for any reason other than an emergency. Permission to leave may be refused by the instructor, especially if the student has been out of previous classrooms. If lost or damaged, students may purchase a replacement agenda in the even their original is lost. Cost \$7.00

MEDIA CENTER

The media center is open Monday – Friday, during regular school hours on days that school is in session. A pass is required to be in the media center during school hours. **No food or drink is allowed in the Media Center.**

- Check Out Policy –All fiction and non-fiction books are checked out for three weeks. Periodicals are checked out for one week. Reference books are checked out overnight only. Materials can be renewed once, unless requested by another student. The LMS Media Center will not assess fines for overdue materials until the final check-in at the end of the year.
- Computer Use – The use of computers must be in support of education and research and be consistent with the educational objectives of the Louisburg School District. Inappropriate use of the media center computers is considered a violation of your Accepted Use Policy (AUP) and computer privileges will be lost.
- Printing - All printing should be in support of education and research. Students are not allowed to print for personal use.
- Lost Item Policy - Students are responsible for the items they check-out from the LMS Media Center. If a book is lost, the student will be responsible for paying the full replacement cost of the book. The student will not be allowed to check out any more books out until the replacement cost has been paid in full. Please note, we would ALWAYS rather have the item back, so if the item is returned in good condition, we will delete the lost item fee. If a lost item is found in good condition after the replacement cost has been paid, the student will be reimbursed for the cost of the item.
- Damaged Item Policy - A book is considered "damaged" if it is returned to the library in a condition that requires extensive repair OR is unable to be repaired and cannot be returned to circulation. Examples of damaged books include, but are not limited to, water damage, mold, writing on the inside of the book, torn and or missing pages, and/or damage to the outside of the book. Damage will be assessed by the Library Staff and they will determine if the book can be repaired or not. If not, or if the repair work is extensive, the full replacement cost of the book will be charged to the student.

LOCKERS

HALL LOCKERS: Each student will be assigned a locker. Each locker is secured with a built in combination lock. Students may not trade lockers without prior permission from the office. Lockers remain the property of the school and the principal (or his designee) shall have the right to inspect a student's locker at any time without permission from the student. Students are not to share lockers and will be held accountable for the contents. The school does not accept responsibility for locker security.

To ensure that student belongings are secure the following locker guidelines are to be followed:

- **STUDENTS ARE NOT TO RIG THE LOCKER TO OPEN WITHOUT USING THE COMBINATION.**
- All books and personal belongings are to be kept in the locker.
- Do not share your locker combination with anyone.
- Do not share your locker.
- Students are not allowed to post anything on the outside of the locker.
- Lockers should be kept clean and free of trash.
- The use of expandable shelves is discouraged as they make closing the locker properly difficult.

PHYSICAL EDUCATION/ATHLETIC LOCKERS: Students in 7th and 8th grade will be issued a locker for Physical Education class and participation in LMS athletics. Students will follow the same locker policies as outlined above. As sport seasons change student locker assignments changes may be made at the discretion of the coaches. Students may only use a school issued combination lock on their PE/Athletic locker.

Chromebook Check-in and Check-out

Chromebook Mobile Device and Acceptable Use Policy

Sixth through Eighth Grade Students will be assigned a Chromebook for their use at school and school-related educational activities.

Receiving/Returning Your Chromebook

- All Louisburg Middle School students, grades 6-8, will be assigned a Chromebook and protection case each school year.
- Students will be required to attend a Chromebook orientation that includes an understanding of the Acceptable Use Policy and care of the device.
- The student and their parent/guardian will be required to sign the Technology Agreement prior to receiving their Chromebook.
- All Chromebooks will be returned in satisfactory condition, as determined by the building administrators and the district technology department at the end of the school year.

Care and Maintenance of Chromebooks

- The student is ultimately responsible for the care and maintenance of the Chromebook they receive. The device should always be maintained and in good working condition.
- Chromebooks that are broken or fail to work properly must be turned in to the technology department as soon as possible.
- **No** stickers, marks, etchings, etc. may be placed on the Chromebook.
- Students need to take special care of the Chromebook while using, transporting and storing the device.
- Keep food and drinks away from the device at all times.
- Chromebook must stay in its protective case.

School Expectations

- Chromebooks will be used for educational purposes each day.
- In addition to classroom expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the device.
- Each student will be responsible for completing their assigned work if he/she fails to bring the device to class.
- If a Chromebook is being repaired, a loaner device may be available for student use.
- Any apps, programs, music, graphics, etc. that are not deemed school appropriate will be removed from the device.
- All Internet access provided by USD 416 will be filtered for objectionable content.
- The device will be able to connect to the Internet off campus where available. The parent/guardian will be responsible for monitoring student use while off campus.
- The Chromebooks are the property of the Louisburg School District.
- Therefore, the school has the right to determine appropriate use. The Louisburg School District reserves the right to search computers at any time.
- Students who violate the appropriate use of computers will be subject to loss of computer privileges and additional disciplinary measures.

Students will respect the equipment and any damage caused due to misuse will result in disciplinary action, which could include restitution for damages or replacement costs.

ATTENDANCE

ABSENCE REPORTING

Please call (913) 837-1800 as soon as you can between 7:30 a.m. and 2:30 p.m. on the day of the absence. Please give the following information:

1. Your name, relationship
2. Student's name, grade
3. Date & hours missed
4. Reason for absence

PHILOSOPHY

Regular attendance is an important part of education. Only by attending classes can a student receive the full benefit of instruction. Class participation is one of the areas of student performance used to determine grades. Students are expected to attend all classes every day. Families are urged to schedule vacations and appointments for students when school is not in session.

The primary responsibility for good attendance rests with the student and parent. School officials determine what constitutes an excusable absence. **A call from parents does not guarantee the student will be excused.**

LMS ATTENDANCE POLICY

Each semester, a student has up to **10 ABSENCES** which can be **EXCUSED** by a parent, legal guardian, or doctor. When we do not receive a call from a parent or a doctor's note, the absence is recorded as **UNEXCUSED**.

When a student reaches the limit of **10 absences**, only a note from a physician or special administrative approval can excuse any further absences.

UNEXCUSED ABSENCES CAN LEAD TO A STUDENT BEING IDENTIFIED AS TRUANT.

The State of Kansas requires all schools must follow truancy law.

There are three ways a student can be considered truant:

1. A student has 3 consecutive days of unexcused absences (situations where a parent or guardian does not contact the school to report absences for 3 days in a row).
2. The school records 5 unexcused absences for a student throughout either semester of the school year.
3. The school records 7 unexcused absences for a student throughout the entire school year.

In these situations, letters are sent home to guardians informing them any further absences will be reported and submitted to the Miami County District Attorney.

We understand there may be special circumstances (long-term illnesses, surgical recovery, funerals, etc.) which require students to miss multiple days of school. Communication with the school is essential, as administrators can excuse absences beyond 10 in certain situations.

PLEASE NOTE THAT HEALTH DEPARTMENT QUARANTINES OR ISOLATION DO NOT COUNT TOWARD THESE 10 ABSENCES.

DISTRICT POLICY FOR EXCUSED ABSENCES

The State of Kansas delegates to the Board of Education the responsibility of determining reasons for excusable absences. The following are reasons for excusable absence:

- Illness with a parent's verification, verification by the school nurse, and dental or medical appointments
- School-sponsored activities such as athletics, music, etc.
- Educational experiences approved by the building principal
- Absences due to church or religious responsibilities
- Pre-arranged, approved family absences by parents for funerals, business, etc. (Contact should be made with the administration at least 24 hours prior to the event.)

Again, school administrators will have the final authority to determine whether or not an absence is excused.

Unexcused Absences:

- All absences that do not fall in the five categories of excused absences listed above
- Leaving school without obtaining permission and signing out in the main office
- Not attending an assigned class without prior permission from the instructor--even if the student remains in the school building

Parents will be notified after **six** and again after **ten** absences making them aware of their student's attendance record. A student who is absent from class or school without an excusable reason, as outlined above, will be considered unexcused. Students who are excessively absent may be required to bring a doctor's note in order for the absence to be excused.

HOMEWORK/TEST MAKE-UP POLICY

Students who have been absent with an excused absence will have the opportunity to make up assignments. It is the responsibility of the student to contact the teacher(s) involved to determine make-up assignments and to establish mutually agreeable deadlines for daily work and test make-up times. Students who are going on vacation can make up the work when they return from vacation per the Homework/Test Make-Up Policy.

STUDENTS ARRIVING LATE OR LEAVING EARLY

It is building policy that parents who wish to take their child out of the building, must come into the office and check them out. **Please do not call and request that your child be waiting, as we want your child in class as long as possible.**

ADMIT SLIPS TO CLASS

Admit slips to class are required after you have been absent and before you are admitted to class. These are to be picked up in the office. Admit slips will be marked excused or unexcused.

TARDY POLICY

A tardy is defined as any student being late to the classroom without an approved pass, excuse, or the necessary supplies with them. The following progression of consequences will be observed:

- Every student will be allowed 7 unexcused tardies each semester with no punishment.
- On the 8th unexcused tardy and EVERY unexcused tardy after that for the remainder of the semester, the student will serve a "Friday School".
- Upon receiving the 20th unexcused tardy, the student will receive a 1 day In-School Suspension.
- Upon receiving the 30th unexcused tardy, the student will receive 2 days In-School Suspension.
- Upon receiving the 35th unexcused tardy, the student will receive a 3 to 5 day Out-of-School Suspension with a hearing to follow. The purpose of the hearing is to determine whether that student will be allowed to return to Louisburg Middle School and under what criteria.

ACADEMICS

GRADING, REPORT CARDS AND HONOR ROLL

Report cards are made available to parents at the end of each semester. Parents requesting a paper copy of the report card will need to contact the middle school office.

The five grade system of grade reporting is as follows:

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (59 and below)

SCHEDULE CHANGES

The following procedure must be met before a student will be allowed to drop/change an elective class.

- Schedule change requests will only be allowed during the first week of each semester.
- Students must complete the schedule change request form and return the form to the office.
- Changes will be made if the master schedule and course enrollment can facilitate the request.

STUDENT BEHAVIOR

BEHAVIOR EXPECTATIONS

All students are expected to conduct themselves in a manner conducive to learning and appropriate for middle school age students while in school and at all school-sponsored activities.

These behaviors include attending classes, working on all tasks assigned by teachers and complying with all reasonable requests made by school staff members. For those students who decide to interfere with or disrupt the educational process, appropriate corrective measures will be taken.

A personal discipline file will be maintained in the office for students who are guilty of misconduct.

When a student is referred to an administrator for disciplinary measures, the administrator will have the option of assigning appropriate punishment.

BEHAVIOR EXPECTATIONS AT USD 416 ACTIVITIES AND EVENTS

All students who attend any school activity or event in USD 416 are expected to follow all school rules and expectations for appropriate behavior. Students attending LMS school dances will only be allowed to leave the dance early if they are personally signed out by their parent/guardian. Students in attendance at USD 416 activities must abide by the following:

- No outside food or drink may be brought into the event **by students**.
- If students leave the event, they will not be allowed to re-enter.
- Students are expected to be seated in the stands during the event.

BOARD OF EDUCATION POLICY

All students must abide by policies adopted by the Board of Education. A complete copy of the USD 416 Board Policy Manual is located in the office of the middle school.

The authority to suspend for a “short term” and to propose an “extended term” suspension and/or expulsion is delegated to the superintendent, central office administrators, building principal or assistant principal by the Board of Education in accordance with the applicable statutes of the State of Kansas. The provisions of this section apply to all students enrolled in USD #416. A “short term” period suspension means to remove the student from school for a period not to exceed ten (10) school days. An “extended term” suspension means to remove the student from school for a period in excess of ten (10) days, and not to extend beyond the last day of the current semester. An “expulsion” means to remove the student from school for up to 186 days. (K.S.A. 72-88901 THROUGH 72-8906)

The Board of Education may suspend or expel, or may authorize any certified employee to suspend or expel, any student guilty of acts of behavior which interfere with the maintenance of a good learning environment or which are antagonistic to the welfare of other pupils and specific acts of behavior applicable to students in respect to school property which acts are deemed to be grounds for appropriate disciplinary action. Such acts of behavior include but are not limited to the following:

- A. Willful violation of any written regulation for student conduct adopted or approved by the Board of Education.
- B. Conduct which substantially disrupts, impedes or interferes with the operation of any public school.
- C. Conduct which substantially impinges upon or invades the rights of others.
- D. Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
- E. Disobedience of any order of a teacher, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.
- F. Possession, consumption, sale or being under the influence of alcoholic beverages, drugs, or narcotics while present on school property or while attending school sponsored events.
- G. Threats of violence and/or physical harm to persons or property.
- H. Vandalism, including damaging school property or property of others.
- I. Possession and/or use of tobacco products by students on school property and at school sponsored activities are prohibited. Students who violate this policy may be subject to suspension or other disciplinary action.
- J. Discharge of fireworks.
- K. Possession of weapons.
- L. Violation of school rules.
- M. Extortion.
- N. Fighting.
- O. Intimidation.
- P. Obscenity or profanity.
- Q. Unauthorized absences or tardies.
- R. Unruly conduct that disrupts school.
- S. Unserved detentions.
- T. Stealing.
- U. False alarms/discharge of fire extinguishers.
- V. Misuse of computers and computer hacking.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension will be used as a disciplinary alternative. Administrators may place a student in in-school suspension based upon the severity of the misbehavior/incident. Students assigned to in-school suspension will be isolated from the remainder of the student body throughout the entire school day. They must report to the main office upon arrival to campus and will be released at the end of the day by the ISS teacher. Students will be required to do all school work in the ISS room, will have restroom breaks separate from the normal passing times, and will eat their meals within the confines of that room. Students that participate in extra-curricular activities will be permitted to practice with their activities but will not be able to compete in any games/contests until ISS is completed. Students in ISS may attend school activities while in ISS. Specific rules governing in-school suspension will be explained to students when they report for their consequence.

OUT OF SCHOOL SUSPENSION (OSS)

Administrators may suspend any student from school for just cause, subject to review by the Board of Education. Students will be allowed to make up the work they missed during the day(s) of their suspension. Parents will be expected to pick up that work from the school office. The work will be required to be completed and turned in when that student returns. Tests/Quizzes will be makeup upon return per our homework/test makeup policy.

These students will be given a trespass notification at the time of their suspension. This notification will inform the student that he/she may not be on any USD 416 property or at any school activity during the time of the suspension, or law enforcement will be notified and the student may be charged with criminal trespassing.

FRIDAY NIGHT SCHOOL (FNS)

In situations where disciplinary measures more severe than a detention are required, a Friday Night School may be assigned by the administration. FNS is a structured setting where students are expected to have appropriate work for the entire time. Students who miss or are dismissed from an assigned FNS will receive 1 day of ISS. A second offense will result in 3 days ISS; a third offense will result in 3 days OSS; a fourth offense will result in 5 days OSS; a fifth offense will result in 10 days OSS and a long-term suspension hearing will be held.

DRESS CODE

Student dress in middle school is part of the educational process meant to prepare young people for their advancement into adult responsibilities. Our dress code emphasizes neatness and respectful good taste, but is not intended to cause a financial hardship upon any student or family. Decency and good taste are required, and clothing should meet accepted standards of modesty.

GENERAL GUIDELINES:

1. Appearance must be neat and clean.
2. Clothing with profane, obscene, or suggestive writing/markings or pictures will not be tolerated.
3. Clothing with tobacco, alcohol or drug-related writing/markings or pictures will not be tolerated.
4. Students must be clothed at all times from the shoulders to mid-thigh. (No bare midriffs.) Teachers will have the discretion within their own classrooms to set more stringent guidelines as long as they are within the general parameters of the district dress code.
5. Underwear may not be worn as outerwear.
6. No hats or caps are to be worn in the building during the school day. (Headgear shall not be worn except in instances for school spirit with administrative approval.)
7. Feet must be covered by wearing shoes or sandals.
8. Any style of clothing that causes disruptions or distractions will not be allowed. Specific examples, but not limited to these, are halter tops, spaghetti straps, trench coats, chains, see-through clothing, wearing the hood of a jacket over your head and loose fitting/revealing tank tops.

9. Any accessories to clothing that cause disruptions or distractions will not be allowed.
10. Any clothing or accessories that appear to be gang related will not be allowed.
11. Any student wearing clothing that presents a safety hazard around machinery or in extracurricular activities needs to dress according to the instructor/sponsor requirements.

Consequences:

If a student's appearance does not meet the above guidelines or attracts undue attention to the extent that it becomes a disruptive factor in the educational environment, the principal or his designee will make the determination to correct the infraction which may include not to wear the garment/items again, send the student home to change, provide appropriate clothing or take other appropriate disciplinary action such as suspension or expulsion.

PUBLIC DISPLAY OF AFFECTION

Display of affection do not have a place at any time in our school. The following steps may be taken if students continue this behavior following verbal warnings to stop:

- Parents notified of behavior.
- Parent and student conference.
- Further disciplinary consequences if behavior does not stop after these steps.

DRUG/ALCOHOL POLICY

USD 416 believes that the safety of its students is one of its major roles. In order to help assure this safety, the district contracts with Providence to do random, unannounced searches of the school building, lockers, classrooms, and parking lots.

The possession, use, transfer, or sale of alcohol, illegal or restricted substances on school property or at school activities, regardless of their location, is expressly prohibited. Likewise, attending school or school-related activities under the influence of alcohol or other illegal substances is forbidden. Students in possession of drug paraphernalia will be dealt with accordingly. Paraphernalia will be confiscated. Notification to the police will occur. Alcohol or drugs discovered in an automobile on school property is the property of the individual that drove the car onto the campus, unless proven otherwise.

Penalties for alcohol/drug violations are as follows:

First offense:

- Up to a 10-day out-of-school suspension
- Proof of attendance at an intake session with an approved mental health professional during the 10-day suspension. Such appointments will be at the parents' or student's expense.
- Required conference with the designated administrator prior to re-admittance
- Parental attendance at re-admittance conference
- Provision to parents of a list of appropriate alcohol/drug counseling resources

Severity Clause:

In situations deemed severe by the administration, penalty for the first offense may be immediately escalated to the "second offense" consequences.

Second offense:

- A 10-day out-of-school suspension
- Recommendation for 186-school day expulsion from school

If the administration deems there is reasonable suspicion that a student is either under the influence or in possession of alcohol or other drugs, the school has the right to request the student undergo drug detection testing or a search of his/her belongings. Refusal by the student to undergo such testing or searches will be considered an admission of guilt and will be dealt with according to policy.

TOBACCO

Students who smoke, use smokeless tobacco or use any facsimile (i.e. electronic cigarette) in the school building, on school grounds, or at school activities will be suspended from school for up to 5 days. A second violation will result in 10 days of OSS. Ten days of OSS and a recommendation for a long-term suspension will result from a third violation. Possession in the school building will have the same consequences as use of tobacco.

WEAPONS

A student shall not possess, handle, or transmit on the school grounds or at a school activity, function or event any object that, in the opinion of the building principal, can reasonably be considered a weapon. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Knives and chains will be considered weapons and will be confiscated, and/or turned over to the Louisburg Police Department for further investigation.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.

LAW AND JUVENILE OFFICE POLICY

If a law enforcement officer requests a visit with a student during school time, the officer shall first contact an administrator. The administrator will be present and represent the parent during any interview with the student. The school will attempt to notify a parent or guardian prior to the visit. If a parent cannot be notified, the school will recommend that law enforcement contact be made outside school hours.

If a law enforcement official calls at the school to make an arrest of a student, the above procedure shall be followed; and before the student is taken from the school, the arresting official shall notify a parent or guardian.

This procedure shall also be used if an officer of the court (Juvenile Officer) requests a visit with a student. The exception to the above will be in the case of suspected child abuse in which case the officer of the court will be allowed to visit with the student before parental or guardian contact is made. If the officer of the court takes the student from school, the officer will call a parent or guardian before leaving school with the student.

BUS REGULATIONS

Students are expected to conduct themselves in a manner which promotes safe transportation. Regulations must be obeyed while riding the school bus. (Rules and regulations are handed out by the bus company.) A violation of the rules and regulations will be regarded as willful disobedience, and a student's transportation privileges may be withdrawn and additional school discipline consequences may take place.

BULLYING AND HARRASSMENT

BULLYING

Bullying is when one person is engaged in any ongoing physical or verbal mistreatment of another person. This could be, but not limited to the following: name calling, spreading rumors, bad language, mean letters or notes, punching, pushing, tripping, spitting, kicking or stealing. LMS will NOT tolerate bullying of any kind or anyone who becomes a bully.

LMS has adopted clear behavior standards for all students and is firmly against any form of bullying. The school and district has worked at establishing district, building, classroom, and individual level interventions. Consequences will be made to anyone bullying including contacting the parent. We expect the part of the student body not affected by bullying, to help put a stop to it when they see it happen. Bullying should be reported to an LMS adult. Students may be requested to complete a Bullying Report Form if the bullying continues after the first intervention.

HARASSMENT

Every student and staff member at LMS has the right to feel comfortable in the school environment. Acts of intimidation or harassment have no place in the school community and will not be tolerated. Students are encouraged to report instances of such behavior to a teacher, principal, or counselor. Appropriate action will be taken. Students involved in intimidating, harassing, or threatening behavior are subject to suspension and possible expulsion. Referral to outside agencies will be made if warranted.

SEXUAL HARASSMENT

It is the policy of USD #416 to maintain a learning and working environment that is free from sexual harassment. The school district prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of USD #416 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school district.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or obtaining an education; or (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or (3) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Sexual harassment may include, but is not limited to, verbal harassment or abuse; subtle pressure for sexual activity; inappropriate patting or pinching; intentional brushing against a student's or an employee's body; demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status; demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or any unwelcome sexually motivated touching.

Students who believe they have been the victim of sexual harassment should report the alleged acts to the principal. The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment, or assignments. Confidentiality will be maintained throughout the complaint procedure.

NON-DISCRIMINATION CLAUSE

Students, their parents/guardian, and the employees of Unified School District #416 are hereby notified that this school district complies with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1962. Board of Education policy prohibits discrimination on the basis of sex, handicap, age, race, creed, color or national origin in district programs and activities. Any person having inquiries concerning Unified School District #416's compliance with the policies is directed to contact the following designees who coordinate the district effort to comply. The IX and Title VI – Dr. Brian Biermann; Section 504 –Dr. Brian Biermann. Phone number is 837-1700. Offices are located at 29020 Mission Belleview, Louisburg, KS 66053

Dear Wildcat Fan:

Education-based activity programs are an important aspect of the total education process in the American school system. They provide an arena for participants to grow, excel, and to value the concepts of sportsmanship and teamwork. These activity programs are an opportunity for coaches and school staff to teach and model sportsmanship, to build school pride, and to foster a relationship between the students and their community.

We feel that the support and positive role-modeling from our fan base helps the participants in our extra-curricular activities develop a positive values system. The values of trustworthiness, citizenship, caring, fairness, and respect are the basic principles of good sportsmanship and character. With these values, the spirit of competition thrives and is fueled by honest rivalry, courteous relationships and grateful acceptance of the results.

The following are expectations that we have our student-athletes as well as the spectators at athletic events.

1. Understand that the purpose of educational athletics is to build character within the individual student/athlete
2. Understand that interscholastic athletics are about students learning and having fun
3. Make your cheers positive and not derogatory towards participants, officials or other spectators
4. Realize that there is enough pressure on student-athletes to perform as it is.. Please do not add to this pressure by reacting to mistakes that they make or being critical and negative.
5. Let the coaches coach, let the officials officiate and let the players play.

We have made a commitment to promoting good sportsmanship by our student-athletes and coaches at all athletic events. We ask that our spectators do the same. Profanity, degrading remarks, and intimidating actions directed at participants, coaches, workers, game officials or other fans will not be tolerated and are grounds for removal from the event site and possible suspension from further events.

Thank you for your cooperation in promoting good sportsmanship and assisting us as we help our students build a positive values system through participation in extra-curricular activities.

Pete Proctor
Principal

Scott Hinkle
Asst. Principal/Activities Director

EXTRACURRICULAR ACTIVITIES

MISSION

The mission of the Louisburg Middle School Athletics and Activities is to deliver the best possible co-curricular experiences that help students to develop character, enhance citizenship, and learn critical life skills. The following athletic opportunities are offered:

- Football
- Volleyball
- Cross Country
- Wrestling
- Girls and Boys Basketball
- Girls and Boys Track
- Cheerleading

Extra-Curricular Activities Weekly Eligibility

Participation in extra-curricular activities is a privilege that may incur many hours outside of the regular school day. It is important that participating students be held accountable both academically and behaviorally. It is the belief of Louisburg Middle School staff and administration that academics are a priority over extra-curricular activities. We will monitor all students who participate in extra-curricular activities weekly to help ensure their success in the classroom.

In addition to the requirements set by KSHSAA, Louisburg Middle School will have the following guidelines for students who are participating in any extra-curricular activities at LMS.

The guidelines are as follows:

- Students will be expected to maintain passing grades (60% and above) to participate in any extra-curricular events. These include sports and clubs.
- Grades will be checked weekly by the Activities Director. If the student has an "F" in any class, they are given two weeks to bring that grade up to pass. If it is not passing within the next two weeks, the student will be asked to bring the grade up instead of participating in any meeting or games that week.
- Students will be expected to attend practice and this does not affect eligibility in any way.
- Monday-Grade check day

Coaches/Club sponsors will set up a weekly schedule that will be posted in their sport/ club handouts at the beginning of each club or sport. Parents and students will need to sign a form stating that they have received the handout for participation and are aware of the rules of the sport/club, and these guidelines will be included. It is the student's responsibility to meet with the teachers of the class/classes that they are failing to help bring the grade up to passing.

Louisburg Middle School complies with all Kansas State High School Activities Association (KSHSAA) rules. The following rules are considered the minimum required. Coaches and/or sponsors maintain the right to impose additional requirements. These requirements will be discussed in the "pre-season" meeting for the activity.

All tryouts and practices are closed to the public for the safety and security of all students.

PHYSICAL EXAMINATION, CONCUSSION FORM AND PARENTAL ACKNOWLEDGEMENT RULE

No student is eligible to represent his or her middle school in interscholastic athletics **until a complete physical packet (which includes a physical and concussion form) and athletic handbook** are on file with the athletics secretary. The physical must consist of a signed statement by a practicing physician certifying that the student has passed an adequate physical examination and is physically fit to participate in interscholastic athletics. A parent or

legal guardian must also sign this statement. The physical examination, concussion form and KSHSAA form must be on file prior to the first practice.

ACADEMIC ELIGIBILITY

Eligibility for participation in the athletic program is contingent upon maintaining passing grades in six subjects each semester

ATTENDANCE EXPECTATIONS FOR PRACTICE AND CONTESTS

Good attendance is the key factor in academic success. Students participating in athletics and activities are required to be at school by 11:00 am to participate in practices, competition and performances. If an emergency arises and a student must be absent for any part of the day, the coach and the administration must be contacted and give approval for participation. **If a student goes home sick during any part of the day, they will be unable to participate in practice or game that day.**

**UNIFIED SCHOOL DISTRICT NO. 416
SEXUAL HARASSMENT REPORT FORM**

**GENERAL STATEMENT OF POLICY
PROHIBITING SEXUAL HARASSMENT**

Unified School District No. 416 maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of alleged incident(s) _____

Name of person you believe sexual harasses you _____

List any witnesses that were present _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.) what, if any, physical contact was involved; what did you do to avoid the situation, etc.
(Attach additional pages if necessary)

This complaint is based on my honest belief that _____
sexually harassed me. I hereby certify that the information I have provided in this
complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature) Date

Received by Date

