Hays Middle School
2026-2027 Student Handbook
Together We Are One!

Hays Middle School
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http://www.hmsindians.com/

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Growing Together USD 489

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Chris Hipp - Asst. Superintendent, USD 489

NOTE:
The policies as listed in this handbook are designed to serve as a guide and may not be all-inclusive. Likewise, they are subject to revision at any time that the administration deems necessary. We will make every effort to ensure that students and parents are notified of any changes. Any rule which when broken violates laws must be reported to proper authorities. The Unified School District 489, Ellis County, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, disability, or handicap in admission or access to or treatment or employment in its programs and activities. If you have questions regarding the above, please contact the Title IX Coordinator or the Section 504 Coordinator: Ron Wilson, 323 West 12th Street, Hays, Kansas 67601, (785) 623–2400.

Contents

Introductory Information	
USD 489 Mission, Board Goals, Moral Purpose, and Fight Song	3
Notice of Nondiscrimination	
District Calendar	4
HMS Maroon and Gold Calendar	5

Academics and Attendance	
Schedules & Individual Plans of Study	6-7
Daily Bell Schedule	
Squad	
Special Education Services	
NEST	
Summer School	
Academic Progress	7-9
Curriculum	
Grading Scale	
Grading Periods	
PowerSchool	
Honor Roll	
8th Grade Promotion	
Attendance	9-10
State Law	
Attendance Procedures	
Tardiness	

Activities	
Assemblies	11
Purpose	
Responsibility	
Notification	
Clubs, Activities, and Athletics	12-13
Student Activities	
Student Council Leaders	
Athletics	
Eligibility	
Insurance Coverage	
Parent Advisory	13

Student Services	
Main Office	14
Textbook/Material/Activity Fees	
Insufficient Payment	
Student Records	
Directory Information	
Counseling Services	15
Counselor	
Psychologist	
MHIT	

Student Services (continued)	
Health Services	15-16
Health Conditions	
Illness/Injury	
Medication Procedure	
Immunizations	
Contagious Diseases	
Screenings	
Library	16
Media Center Hours	
Media Center Procedures	
Nutrition Services	16
Lunch and Breakfast	
Free and Reduced Rate Lunches	
Payment for School Meals	
Technology Services	17-20
iPad Responsibilities	
Transportation Services	20-21
Bus Safety	

Student Conduct, Safety, and Security	
Student Conduct	22-25
Procedure Code	
Discipline Code	
Backpacks/Trappers	
Before and After School	
Bicycles	
Dress Code	
Electronic Devices	
School Phone Usage	
Food and Drink	
Sensory Tools	
Headphones	
Lockers	
Long-term Suspensions	
Nondiscrimination	25-27
Statement of Compliance	
Bullying	
Sexual Harassment	
Building Access	27
Visitors	
Safety and Security	27-30
Personal Safety	
Crisis Plan	
Property Damage	
Weapons Policy	
Substance Free Schools	
Drug Dog	
Coordination with Law Enforcement	
Interrogation and Investigation	
Emergency Safety Intervention (ESI)	

Appendix - ESI Policy	31-34

Introductory Information

THE MISSION OF USD 489 IS
TO PROVIDE A QUALITY LEARNING EXPERIENCE
TO EVERY STUDENT IN EVERY CLASSROOM EVERYDAY
#EveryStudentEveryDay

Hays Middle School aims to achieve the goals set forth by The USD 489 Board of Education:

Be A Champion for All Kids
Bring Your Best Everyday
Carry the Banner for Your School and District
Sell Possibilities and Opportunities for the Future

HMS Moral Purpose

As a united HMS learning community, we believe our moral purpose is to positively impact every student by creating an inclusive learning environment. Together, we foster academic growth, emotional well-being, and belonging while encouraging honorable actions, mindful decision-making, and a commitment to striving for success. We empower students with the skills, confidence, and sense of purpose needed to succeed and create meaningful futures.

Fight Song

Onward Indians, we are the best.
We are known from the east to the west.
H.M.S. will never give in.
We've got spirit; we can win.
Brave and true through thick and thin.
Indians are number one!

Notice of Nondiscrimination

Unified School District 489, Ellis County, Hays, Kansas, does not discriminate on the basis of race, color, national origin, sex, age, disability, religion or handicap in admission or access to, treatment of employment in its programs and activities. Neither will the district tolerate sexual harassment. It is the intent of USD #489, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by local education agency. If you have questions regarding this policy, contact the Title IX Coordinator / 504 Coordinator for USD 489: Ron Wilson, Superintendent of Schools; 785.623.2400 323 West 12th Street, Hays, KS 67601

HAYS USD 489

District 2026-2027 Calendar

AUGUST 2026

S	M	T	W	T	F	S
						1
4	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

17-NO SCHOOL *Teacher Inservice*
18-NO SCHOOL *Teacher Inservice*
19-First Day of School
(Full Day HMS/HHS---1/2 Day Elementary)

SEPTEMBER

7-NO SCHOOL *Labor Day*
14-NO SCHOOL *Teacher Inservice*

OCTOBER

12-NO SCHOOL *Teacher Inservice*
29-30-NO SCHOOL *P/T Conf*

NOVEMBER

2-NO SCHOOL *Teacher Inservice*
25-27-NO SCHOOL *Fall Recess*

DECEMBER

21-31-NO SCHOOL *Winter Recess*

Floating Workday for teachers Dec 21-Jan 3

JANUARY

1-4-NO SCHOOL *Winter Recess*
4-NO SCHOOL *Teacher Inservice*
5-Students return to school
18-NO SCHOOL

FEBRUARY

15-NO SCHOOL *Teacher Inservice*

MARCH

15-19 -NO SCHOOL *Spring Break*
26-29-NO SCHOOL *P/T Conf*

APRIL

12-NO SCHOOL *Teacher Inservice*

MAY

3-NO SCHOOL *Teacher Inservice*
16-HHS Graduation
20-Last Day of School
(Full Day HMS/HHS)
21-Last Day of School
(Half Day Elementary School)

△ LAST DAY OF SCHOOL
○ FIRST DAY BACK TO SCHOOL
TEACHER INSERVICE/WORKDAY
□ NO SCHOOL

#EveryStudentEveryDay489

2026-2027 HMS Calendar

AUGUST						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Inservice	18 Inservice	19 1st Full Day	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
13	14 Inservice	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Inservice	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 Conf Recess	30 Conf Recess	31

NOVEMBER						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Inservice	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Fall Rec.	26 Fall Rec.	27 Fall Rec.	28
29	30					

DECEMBER						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Winter Rec.	22 Winter Rec	23 Winter Rec	24 Winter Rec	25 Winter Rec	26
27	28 Winter Rec	29 Winter Rec	30 Winter Rec	31 Winter Rec		

JANUARY						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Winter Rec	2
3	4 Inservice	5	6	7	8	9
10	11	12	13	14	15	16
17	18 No School	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Inservice	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Spr. Break	16 Spr. Break	17 Spr. Break	18 Spr. Break	19 Spr. Break	20
21	22	23	24	25	26 Conf Recess	27
28	29 Conf Recess	30	31			

APRIL						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Inservice	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Inservice	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 Last Day	21 Staff Ck out	22
23	24	25	26	27	28	29
30	31					

6/8/2026

Academics and Attendance

Schedules and Individual Plans of Study

Daily Bell Schedule

HMS Bell Schedule	
G1/M1	7:55 - 9:05
G2/M2	9:10 - 10:20
Squad	10:25 - 10:55
G3/M3	11:00 - 12:35
G4/M4	12:40 - 1:50
G5/M5	1:55 - 3:05

Squad

Squad groups are the center of organized social development at Hays Middle School. Advisory teachers and small groups of 6th, 7th, and 8th graders work together each day to develop communication skills, improve thinking skills, increase decision making, and improve self-image. The Squad Teacher is one adult each child can look to daily for positive influence when dealing with essential life skills. The Squad Teacher will also lead special activities aimed at student social development. Parents are encouraged to stay in contact with the student's squad teacher and may wish to become involved in advisory group projects.

Special Education Services

A full range of special education services are available to meet specific student needs. If a student is having difficulty in school, general education implements an intervention plan first. If a student appears to require special education services, a multidisciplinary evaluation is completed to determine eligibility and need for services.

NEST (Needs Educational Support Time)

NEST offers support to students who need academic assistance for a variety of reasons. Homework will be gathered by the supervisor and one-on-one instruction will be offered. This can/may be in effect until the student is caught up on his/her assignments.

Summer School

Students must successfully complete six credits of school subjects in order to be promoted to the next grade level. For promotion purposes, a student will receive .25 credit in each class passed at the end of each nine weeks (e.g. Art = .25, Math = .25, etc.) Any student not having six credits at the end of the year or has failed

math or English two or more nine weeks may receive promotion to the next grade level by attending summer school and successfully completing course work during the summer. However, summer school will only be held if there is an adequate number of staff available to teach.

Academic Progress

Curriculum

Hays Middle School students have a well-rounded curriculum that combines required coursework with elective courses. In the chart, **1** indicates a full-year credit and **1/2** indicates a half-year credit. Students will have a total of 8 credits.

Grade	Required Courses	Elective Courses
6th	1 Academic Seminar 1 English 1 Math 1 Science 1 Social Studies ½ Physical Education ½ Health	1 Band 1 Orchestra 1 Vocal ½ Art ½ Communications ½ Computers ½ Math Seminar ½ Music Appreciation ½ Reading Seminar
7th	1 Academic Seminar 1 English 1 Math 1 Science 1 Social Studies ½ Exploratory Technology ½ Physical Education or ½ Fitness and Wellness	1 Band or 1 Bridge Band 1 Orchestra 1 Vocal 1 JAG-K ½ Advanced Health ½ or 1 Art ½ Basics of Theatre and Music ½ Fitness and Wellness ½ Guitar and Ukelele ½ Lifeskills ½ Math Seminar ½ Multimedia ½ Peer Tutor ½ Reading Seminar ½ Story Studio ½ Weights
8th	1 Academic Seminar 1 English 1 Math 1 Science 1 Social Studies	1 Band or 1 Bridge Band 1 Orchestra 1 Vocal 1 JAG-K ½ Advanced Health

	½ Computers ½ PE or ½ Fitness and Wellness or ½ Weights	½ Advanced Weights ½ or 1 Art ½ Basics of Theatre and Music ½ Business Essentials ½ Intro to Family & Consumer Science ½ Engineering and Robotics ½ Fitness and Wellness ½ Guitar and Ukelele ½ Intro to Skilled Trades ½ Leadership ½ Lifetime Sports ½ Math Seminar ½ Multimedia ½ Peer Tutor ½ Reading Seminar ½ Story Studio ½ Weights ½ or 1 Yearbook

Grading Scale

Letter Grade	Percentile Grade	Meaning	Grade Points
A	**90-100**	**Excellent**	**4**
B	**80-89**	**Mastery**	**3**
C	**70-79**	**Acceptable**	**2**
D	**60-69**	**Below Average**	**1**
F	**0-59**	**Failing**	**0**

Assignments marked as "Not Handed In" (NHI) may receive partial or full credit upon submission, depending on teacher discretion and timeliness. However, once a score of zero is officially recorded, no credit will be awarded for that assignment.

Students enrolled in an Advanced Math course are expected to maintain a minimum grade of 80% to remain in the program. At the end of each 9-week grading period, student performance will be reviewed. Any student whose grade falls below 80% at that time may be removed from the course and placed in a more appropriate math class.

Grading Periods

1st Nine Weeks Ends on October 16th
2nd Nine Weeks Ends on December 18th

3rd Nine Weeks Ends on March 12th
4th Nine Weeks Ends on May 20th

Grade cards will be issued the week following the last day of each nine-week grading period. During the 2nd, 3rd, & 4th nine weeks grade cards will be emailed home. Parents are invited to attend parent-teacher conferences in the fall and spring and are welcome to call for an appointment with teachers whenever there are concerns. This allows both parents and teachers the opportunity to communicate about student progress.

PowerSchool

Power School is a web-based student information system (SIS) which simplifies data driven decision making by providing real-time information to stakeholders – over the Internet. Parents will receive a username and password to allow them to check their student grades at any time.

Honor Roll

Students are recognized for their achievements in the classroom at the end of each nine-weeks. Honor Roll students must maintain a minimum grade of D or above. The two categories of scholarship are:

Principal's Honor Roll—4.0
Middle School Honor Roll—3.0—3.99

Students who are on the Honor Roll all three nine-week periods of the current year will earn the privilege of being recognized during the Awards Assembly.
Each year, the HMS staff incorporates a number of programs to motivate and encourage students to do well at school. These programs often focus on progress or improvement rather than a specified level of performance. Such programs may target academics, activities, behavior, or positive social interaction.

8th Grade Promotion

8th grade students wishing to participate in Promotion activities must have earned a total of six credits by the end of the year to participate. During the last week of school, the office will inform those students who are not eligible to participate. A student will receive .25 credit for each class passed at the end of each nine weeks. (e.g. Art = .25, Math = .25)

Attendance

State Law

Kansas State Law requires all students to attend school until they are 18 years of age. The school is required to notify the proper authorities if a student is absent unexcused for more than three consecutive school days or five school days in a semester or seven days in a year. Students are expected to be in each of their assigned classes daily except in cases of emergency or for reasons outlined below:
· Personal illness.
· Illness in the family.

· Death of a relative.
· For other reasons contact the principal prior to the absence.

Truancy is defined by KSA 72-1113 as lawful and inexcusable absence from school for three consecutive days, or five days or more within a single semester, or seven days in a school year. An unexcused absence is defined as absence from school for any significant part of the school day in which a student is not in attendance and neither the parent/guardian nor the school is aware and/or approves the absence. [Board of Education Policy JBE] "Significant part of the school day" is defined by USD 489 as one period or more. An unexcused absence will be documented when no communication is received by the parent/guardian on the day in which the absence occurs. Daily communication is needed even with consecutive absences. The school will adhere to the requirements of KSA 72-1113 in informing parents and the county attorney of non-attendance.

Attendance Procedures

· All absences need to be entered into PowerSchool or phoned into the HMS office by a parent or legal guardian.

· Absences need to be input digitally or called in no later than **9:00 a.m.** (Someone is answering phones as early as 7:30).

· If your student must leave the building during the school day, they will be allowed to leave the office when parents are present. Upon return the student will be required to sign-in at the office.

· Students are expected to maintain at least a 90% attendance rate during the academic school year. Failure to maintain a 90% attendance rate (whether the total absences are excused or unexcused) may result in the student being placed on an attendance plan. Once a student is put on an attendance plan, he/she will only be excused from school by a doctor's note or by seeing the school nurse.

· Students who ended the previous school year on an attendance plan will be placed back on an attendance plan upon reaching 95% attendance.

· If a student chooses to leave the school grounds without permission, this will be considered truancy. Parents will be notified as well as the authorities. Any time missed will be made up after school from 3:05 – 4:00.

Parents are strongly encouraged to plan all non-academic trips, such as vacations, during times school is not in session.

Tardiness

Students arriving after 7:55 a.m. must report to the office to obtain a pass. Tardies should be excused with a note or a call on that day.

All tardies to class will be marked by the classroom teacher.

1. Three tardies in any one class in a quarter will result in a student serving a detention with the classroom teacher in which the student has been tardy.
2. Four tardies in any one class in a quarter will result in a student being referred to the office.

Activities

Assemblies

Purpose

Assemblies are to have well-defined goals tied to district curriculum. They are to be within the emotional, intellectual, and social capacities of the students. Special care is to be taken to ensure assemblies are respectful of families and children with diverse beliefs, cultures, and values. Assemblies are not to endorse, advance, or promote any particular religion or religious practice. Assemblies are also not to express disapproval of, inhibit or disparage any particular religion or religious belief.

Responsibility

With administrative approval, outside speakers or performers may be invited to make special presentations at assemblies. Administrators have the authority to interrupt or suspend the presentation at their discretion.

Notification

Notification of scheduled assemblies, including speaker name and content, will be provided to parents or legal guardian through electronic and/or printed materials. Parents or legal guardians may request that their student be excused from an assembly. Excused students will be required to participate in an approved alternate academic activity.

Clubs, Activities, and Athletics

Student Activities

The school sponsors social activities during the year. In addition to being fun, these activities:

· Provide opportunities for students to learn appropriate social skills and behavior.
· Enable students to have experience in planning activities and working on committees.
· Provide opportunities for students to learn to accept responsibility.

General rules of social activities outside of school hours include:

· Attendance is voluntary but student must have been in attendance at school the day of the event/activity.
· Attendance is limited to HMS students only for specific events.
· Students considered not in good standing will not be permitted to attend school activities.

A student “not in good standing” is defined by Kansas State High School Activities Association as:

· A student who is under penalty of suspension or whose character or conduct brings discredit to the school of to the student, as determined by the principal.
· A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.

Note: Students shall not be subject to academic double jeopardy. When an activity or performance is an extension/expectation of an academic course and a grade is assigned as a result, the student will be excused from the academic requirement or allowed to make up the grade.

Student Council Leaders

Student Council members are chosen by STUCO sponsors. All interested students are required to fill out an application. The planning of projects and activities are done by the students through committee assignments. Qualities that are required to be a part of Student Council Leaders include positive character and attitude, good academic standing, genuine concern and respect for others, and willingness to use these abilities to encourage and nourish a healthy, positive learning environment for all. Activities of this group include all new student orientation, supporting various groups and staff at HMS, and school and community service. Participation in school affairs sponsored by Student Council, or an affiliated committee, is a vital part of the learning process to develop skills of leadership, compromise, cooperation, responsibility, and commitment. Being an active part of an organization helps to build pride first in the individual and then in the school.

Athletics

Seventh and Eighth graders interested in athletics may participate in cross country, football, volleyball, basketball, wrestling, soccer, track, and cheerleading. Student athletes are only allowed to participate in one sport per season. Students cannot cheer for one sport and participate in another sport during the same season. Athletes are expected to keep up with class work. Students who do not get assignments turned in may be excluded from practices/events until the necessary work has been completed.

Eligibility

In order to participate in any KSHSAA activities, students must comply with the eligibility requirements of the Kansas State High School Activities Association. These include:

· A KSHSAA physical form signed by a physician, student, and parent indicating the student is physically fit to participate. This physical shall not be taken earlier than May 1.

· An 8th grade student who reaches 15 on or before September 1 is ineligible for competition at the 8th grade level.

· At **HMS,** students must have passing grades in **five** subjects the previous semester to be eligible for the succeeding semester.

· Athletes who have failing grades in two or more subjects at the same time will be ineligible for competition that week.

· Students may not be permitted to attend any school activity or practice on the day(s) they are assigned ISS/OSS.

· Hays Middle School will act in accordance with the USD 489 Substance Abuse Policy;

1. Student participants who possess and/or use controlled substances (other than those prescribed by a physician) during the season shall be excluded from participation in the next KSHSAA sponsored event. An alcohol/drug evaluation may need to be completed in order to avoid suspension of additional future events.

2. Students in violation of the rule for a second time will be dismissed from his/her present activity and must participate in follow-up activities as prescribed in the alcohol/drug evaluation in order to be eligible for participation for any upcoming season. Third time offenders will not be allowed to participate in any KSHSAA sanctioned activity for the remainder of the school year.

3. Violation of the rules as noted must be verified by the student involved, a staff member, a law enforcement officer, or the parents of the student involved if penalties are to be imposed.

4. An alcohol/drug evaluation must be completed with all recommendations adhered to by the offender to avoid suspension from future events. For the student to return in good standing, the treatment facility and/or evaluator must provide a statement to the school principal noting that the offender has successfully completed the recommended program.

Insurance Coverage

USD 489 does not provide insurance to cover injuries involving students. We do, however, provide a $10,000 deductible catastrophic insurance policy, which becomes effective when a parent's responsibility reaches $10,000 for students who participate in any Kansas State High School Activities Association (KSHSAA) sanctioned activity. The district also purchases a rider that lowers the parent's deductible to $3,500 for students involved in athletic activities sanctioned by the KSHSAA. Questions regarding optional insurance for all district students should be directed to the building principal.

Parent Advisory

HMS Parent Tribe (Site Council)

HMS Parent Tribe (Site Council) encourages parents to stay connected with teachers and administrators and to share input on student needs and school activities. Parents can support the school community by joining **Tribe STRONG** for $15—a fundraiser that helps reward students, support teachers, and strengthen our school. Participation in meetings is always free, and joining Tribe STRONG does not require attending meetings.

Student Services

Main Office

Textbook/Material/Activity Fees

USD 489 charges a $90 workbook/materials fee, which is not refundable. There is a $15 fee for Exploratory Tech (only 7th grade) and a $5 ID fee. All basic textbooks are provided to students for use during the school year. Students are responsible for seeing that books, uniforms, and other materials issued to them remain in usable condition. Students who destroy, damage, or vandalize school property will be required to pay for losses or damages. Willful destruction of property may result in disciplinary action. Accidental damage should be reported to the office immediately. There are optional projects in some elective classes that require a nominal fee if students choose these projects. Field trips and special activities occasionally require a fee also. Please contact the HMS office whenever a cost is prohibitive.

Replacement cost of activity/ID card is $5.00.

Insufficient Payment

If a check is returned because of insufficient funds, the writer of the check will be notified in writing that they have 10 days to make payment in the form of cash, cashier check, or money order. If payment is not received during this 10-day extension, the school district reserves the right to turn the claim over to the Ellis County Attorney.

Student Records

The district collects and maintains only that data about individuals which is necessary in order for the schools to accomplish their primary goals. No information other than that used for personal identification and factual data of a cumulative nature will be collected, maintained, or disseminated without informed consent of the individual and/or the parent or guardian of students.

Directory Information

Certain information is routinely released at various times during the school year. This information is classified as directory information. The following categories are listed as directory information: student's name, address, telephone number, picture, parent or guardian, date and place of birth; weight, height, participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student. If you choose not to have any of this information released, you will need to contact the school administration (623–2450).

Counseling Services

Counselor

The counselor can make a difference in the lives of students by facilitating individual and group conferences. The counselor is available to discuss essential life skills— communication, goal setting, decision making—and to discuss personal, social, and academic concerns. The student support office is open all day for consultation with students, parents and staff members.

Psychologist

The school psychologist is available to assist student success by coordinating various strategies to address individual student needs. High academic achievement, positive social and behavior skills and good mental health are important aspects of student life skills.

MHIT (Mental Health Intervention Team)

The MHIT program is designed to improve students' overall academic potential by breaking down barriers to mental health services. We have a school-based liaison that helps coordinate services with local providers.

Health Services

Health Conditions

The district employs registered nurses to serve for health related needs and health education. Parents should report any special health condition involving their child to the school nurse. If necessary, the school nurse, with the input of the parents and the health care provider, will develop a special health care plan addressing the specific needs of the student.

Illness/Injury

Students who become ill or injured at school should promptly notify their teacher and report to our Health Office. Students will require parental permission, or the permission of another parent-authorized adult, to be excused from school for a health-related reason. This permission must precede the student leaving the school building. Every effort will be made to contact a parent or guardian in case of serious illness or accident. Parents must be notified by school personnel (nurse, office staff, etc) prior to any dismissal.

Medication Procedures

It is recommended that every possible means be taken to give students medication at home. If it becomes necessary for a student to take any form of medication at school, these steps must be followed:

1. A parent or guardian must complete and sign a Medication Request Form available in the school office or on the school web site.
2. The medication must be in the original, completely labeled container.
3. All medication will be kept in the Health Office. Any exceptions to this must have prior approval.

Immunizations

Kansas law and USD 489 policy requires all students to meet immunization requirements and to have these records on file at school. **Students not meeting these requirements will be excluded from school.**

Contagious Diseases

Students exhibiting symptoms of a contagious disease or illness will not be allowed in school. A student must be fever-free (oral temperature under 100 degrees), without the benefit of a fever-reducing medication, for 24 hours before returning to school. A student with fever, vomiting, severe sore throat, undiagnosed rash or skin eruptions, sever cough or cold symptoms, or red eyes with discharge should remain home.

Screenings

Hearing and vision screenings will be conducted as required by Kansas state law and by parental request.

Library

Media Center Hours

The Media Center is open from 7:25 A.M. to 3:30 P.M.

Media Center Procedures

The Media Center serves as a resource center for students at school. Books, ~~magazines, newspapers~~, and computers are available to help students with schoolwork or simply for personal information and enjoyment. A computerized catalog and checkout system is used to keep materials accessible to students. Books may be checked out for a period of thirty days.

Nutrition Services

Lunch and Breakfast

- No food or drink can be taken out of cafeteria
- Microwave popcorn is not allowed

Free and Reduced Rate

USD 489 makes available free and/or reduced-rate breakfast and lunch. Applications for these are available in the office and will be approved at Rockwell Administration Center.

Payment for School Meals

Computerized meal cards (IDs) are used at Hays Middle School. Students are expected to bring their ID to lunch. Students will need to pay a replacement cost for lost or damaged ID cards. Meal prices are subject to change. Please note that students are expected to pay for meal service in advance. Parents may view accounts or make payments online at **www.EZschoolpay.com** A permission form will need to be signed by a parent to allow seconds and/or cookies.

Technology Services

iPad Responsibilities

1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving your iPad/Beginning of the Year

iPads will be distributed at the beginning of each school year during "iPad Orientation." Parents & Students must sign and return the Student Pledge documents before the iPad will be issued to the student. Before the iPad will be checked out to students the technology fee must be paid**.**

1.2 iPad Check-in

iPads will not be checked out during winter break or spring break. iPads will be returned during the final week of school so they can be checked for serviceability.

1.3 Check-in Charges

1.3.3. Students will be responsible for any damage to the iPad, case, and chargers consistent with the District's iPad Protection plan and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. TAKING CARE OF YOUR iPAD

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Office for an evaluation of the equipment.

2.1 General Precautions

2.1.1. The iPad, case, and charger are school property and all users will follow this policy and the USD 489's acceptable use policy for technology.

2.1.2. Only use a clean, soft cloth to clean the screen, no cleansers of any type.

2.1.3. Cords and cables must be inserted carefully into the iPad to prevent damage.

2.1.4. The iPad, and case must remain free of any writing, drawing, stickers, or labels that are not the property of USD 489.

2.1.5. iPads must never be left in any unsupervised area.

2.1.6. Students are responsible for keeping their iPad battery charged for school each day.

2.2 Carrying iPads

2.2.1. A protective case has been purchased by the district to protect the iPad and provide a suitable means for carrying the device throughout the day. iPads should always be within the protective case when carried. Students must keep the iPad in this case at all times.

2.3 Screen Care

2.3.1. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

2.3.2. Do not put unnecessary pressure on the top of the iPad.

2.3.3. Do not place anything near the iPad that could put pressure on the screen.

2.3.4. Do not place anything in the carrying case that will press against the cover.

2.3.5. Clean the screen with a soft, dry cloth or anti-static cloth.

2.3.6. Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it may crack or break the screen.

3. USING YOUR iPad AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students should bring their iPad to all classes, unless specifically instructed not to do so by their teacher. USD 489 believes strongly in technology integration as part of every students education in our school system. Refusal to use the iPad as part of the educational process is not an option.

3.1. Charging Your iPad's Battery

iPads should be charged to full capacity each day.

3.2 Sound

Sound must be muted at all times unless permission is obtained from the teacher.

3.3. Printing

Limited printing services will be available with the iPad. Students should talk to teachers about the need to print and printer availability.

3.4. Personal Apps

Students may not install appropriate personal apps on their iPad.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students should save work to the digital storage provided by the school. It is recommended students regularly back up data. Limited storage space will be available on the iPad – data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings.

5. SOFTWARE ON iPads

5.1. Originally Installed Software

5.1.1. The apps and operating system originally installed by USD 489 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.

5.1.2. Periodic check of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

5.2 Inspection

Students will be selected at random to provide their iPad for inspection. iPad use and contents will also be monitored remotely.

5.3 Procedure for re-loading software

If technical difficulties occur, the iPad will be restored from a will be re-set to factory settings. The school does not accept responsibility for the loss of documents deleted due to the necessity of a re-format and/or re-image.

6. ACCEPTABLE USE

The use of the USD 489 School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by USD 489 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in USD 489. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. USD 489's Student Handbook shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

6.1.1. Talk to your children concerning the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.1.2. The iPad, regardless of location, is handled through the school's management system.

6.2. School Responsibilities are to:

6.2.1. Provide internet and email access to its students

6.2.2. Provide internet filtering.

6.2.3. Provide network data storage. (USD 489 reserves the right to review, monitor, and restrict information stored on or transmitted via USD 489 owned equipment and to investigate inappropriate use of resources.)

6.2.4. Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.2.5. Provide user accounts for free information storage in cloud-based applications.

6.2.6. Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

6.3 Students responsible for:

6.3.1. Using iPads in a responsible and ethical manner.

6.3.2. Obeying general school rules concerning behavior and communication that applies to iPad/computer use.

6.3.3. Using all technology resources in an appropriate manner so as to not damage school equipment.

6.3.4. Helping USD 489 protect our computer system/device by contacting an administrator/teacher about any security problems they may encounter.

6.3.5. Monitoring all activity on their account.

6.3.6. Securing their iPad after they are done working to protect their work and information.

6.3.7 Notifying a school teacher/administrator in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

6.4 Student Activities Strictly Prohibited:

6.4.1 Illegal installation or transmission of copyrighted materials.

6.4.2 Any action that violates existing Board policy or public law.

6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.

6.4.5 Changing iPad settings in an effort to circumvent the filtering system.

6.4.6 Downloading inappropriate apps.

6.4.7 Spamming-Sending inappropriate emails.

6.4.8 Gaining access to other student's accounts, files, and/or data

6.4.9 Vandalism to your iPad or another student's iPad.

6.5 iPad Care:

6.5.1 Students will be held responsible for maintaining their individual iPads, keeping them in good working order.

6.5.2 iPad batteries must be fully charged and ready for school each day.

6.5.3 iPads that malfunction or are damaged must be reported to the building Technology Assistant and Administration. USD 489 will be responsible for repairing iPads that malfunction and/or repairs covered under warranty,

6.5.4 Students will be responsible for the cost of the iPad if damaged beyond repair, stolen, or lost**. iPads that have been damaged from student misuse, neglect, or are accidentally damaged will be repaired/replaced at the cost of repair or replacement.**

6.5.5 iPads that are stolen must be reported immediately to the HMS Office and a report will be made to the Hays Police Department.

6.6 Legal Propriety:

6.6.1 Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unaware, ask a teacher or parent.

6.6.2 Plagiarism is a violation of the USD 489 handbook. Give credit to all sources used whether quoted or summarized.

6.6.3 Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

6.7 Student Discipline:

If a student violates any part of the above policy, board policy, or Hays Middle School handbook policy, he/she may be subject to the following disciplinary steps.

6.7.1 Loss of individual iPad for a designated time frame to be determined by the administration.

6.7.2 Loss of iPad while being required to complete coursework.

6.7.3 Disciplinary action as deemed appropriate by HMS administration.

7. PROTECTING & STORING YOUR IPAD

7.1 iPad Identification:

Student iPads will be labeled in the manner specified by the school. iPads can be identified based on serial number and USD 489 identification number.

7.2 iPads Left in Unsupervised Areas:

Under no circumstance should iPads be left in unsupervised areas. If an iPad is found in an unsupervised area, it will be taken to the office.

8. REPAIRING OR REPLACING YOUR iPad / COST OF REPAIRS

USD 489 recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

8.3 Warranty Repairs

Warranty repairs will be completed at no cost to the student.

8.4 Vandalism and Theft

In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the school.

9. SCHOOL RIGHTS:

9.1 USD 489's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 489. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.

9.2 The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all USD 489 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 489 technology.

9.3 USD 489 reserves the right to define inappropriate use of technology.

Transportation Services

Bus Safety

Follow These Rules on the Bus

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.

Getting On and Off the Bus

1. While waiting to get on the bus, stand away from the bus, where the driver can see you. Don't walk up to the bus until the driver opens the door for you.
2. After you get off the bus, turn toward the front of the bus and take ten giant steps. Look back at the driver be sure he or she sees you. Wait for the driver to give you a signal, then walk in front of the bus and cross the street.
3. If you have to cross the street, always walk in front of the bus, where the driver can see you. Never walk behind the bus. The driver can't see you, and might back up and run over you.
4. Do not run and play on the sidewalk or in the street while waiting for the bus. Wait quietly on the sidewalk or, if there is no sidewalk, back away from the street.
5. If you drop something and it falls under the bus, tell the driver. DO NOT REACH UNDER THE BUS.
6. Get on and off the bus quietly. Never push or shove at the door and always use the handrails.

USD 489 Board Policy EDAA CONDUCT ON SCHOOL BUSES:
Transportation privileges will be lost for a period extending to a maximum of the remainder of the school year for a pupil who either persistently violates the rules or commits a major violation.

Student Conduct, Safety, and Security

Student Conduct

Procedure Code

It is the belief of the administration and the Board of Education that students should conduct themselves in manner that reflects positively on the school and the community. Moreover, we have a responsibility to assist students in developing behaviors that will better equip them for success. Hays Middle School is bound by the suspension/expulsion law of Kansas (KSA 72-8901-8906), as follows.

KSA 72-8901:

Be it enacted by the legislature of the State of Kansas:

Section 1. The Board of Education of any school district may suspend or expel, or by regulation authorize any certified employee or committee of certified employees to suspend or expel, any pupil 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 the operation of any public school

C. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others, at school, on school property, or at a school supervised activity;

D. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;

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

F. Disobedience of an order of a teacher, peace officer, or 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.

Discipline Code

At Hays Middle School, students are expected to show respect to all persons and property at school. Policies and procedures regarding student conduct apply to school hours, to and from school, at all school-sponsored events, or when an action is initiated at school or at a school activity. Discipline is a shared responsibility – shared by the student, the school staff, and the parent.

In all areas of the school and on any school property or while attending district sponsored activities, All HMS students are expected to: **Be Safe, Be Respectful, and Be Responsible**.

1. *Whenever possible,* "natural consequences" appropriate to the behavior will be applied.

2. *Classroom Detention*—Students may be assigned time before or after school at their teachers' discretion for inappropriate behavior or for extra academic help. Teachers will notify parents if a detention has been assigned.

3. *Office Detention*—An office detention may be issued by school administration. Students are expected to report to detention within five minutes following the dismissal bell on the day they are to serve the detention. Detentions will last for 30 minutes. Students will report to athletic practices and other after school activities immediately following the detention. Detentions will be served in the office from 3:10—3:40 p.m. that day or the next day.
4. *In-School Suspension (ISS)*—In-School Suspension is designed as an alternative to out-of-school suspension. Students whose behavior at school warrants temporary dismissal from regular classes may be assigned to in-school-suspension. **Suspended students are required to report to the office at Hays Middle School upon arrival to school.** The ISS school day runs from 7:55 a.m. to 3:05 p.m. They should have with them all supplies and materials needed to complete assignments (including any late assignments), to follow guidelines set forth for the program, and to perform in a manner which displays that they will be ready to return to the classroom. All work completed while students are in In-school suspension will be counted toward their academic progress. Students may not be permitted to attend any school activity or practice on the day(s) they are assigned ISS.
5. *Out-of-School Suspension*—Students whose behavior warrants temporary dismissal from school attendance may be assigned to out-of-school suspension for a period of 1–10 days. Students will not be permitted to attend any school activity or practice on the day(s) they are assigned OSS.

Backpacks/Trappers

Backpacks are allowed so students can bring materials to and from school, but not to and from class. Students are encouraged to use trappers or notebooks to assist in organization and transporting needed materials from their locker to the classroom.

Before and After School

School doors will open at 7:15 A.M. and close at 4:00 P.M. After school homework help runs from 3:05—3:50 Monday—Thursday. Students are to report to the gym upon arrival. Students may not be allowed in halls or classrooms before 7:25 A.M. School starts at 7:55 a.m. and is dismissed at 3:05 p.m. **Students are required to be off school property by 3:30 unless attending a school activity or event.**

Bicycles/Skateboards

Students riding bicycles to school should park them in the bicycle racks in front of the building as soon as they arrive at school. It is recommended that bicycles be locked.

Dress Code

This dress code is intended to promote appearance that refrains from interference with the intended function of the school or school activity or creates potential health and safety hazards. Neatness and cleanliness of personal hygiene is encouraged at all times and is the responsibility of every student and parent.
· For reasons of health and safety, shoes must be worn.

· Except in those situations where approved by a school-sponsored group or activity in advance of an activity, headgear (examples: hats, caps, bandanas, sunglasses, stocking caps, head covering) should not be worn in the building until the dismissal bell rings. Hair style should be non-disruptive to learning process.
· 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.
· No bare backs or shirts which expose stomachs are permitted.
· Students are not permitted to write, draw, or mark on their skin or the skin of others using markers, pens, or any other substances while at school. Students may not display drawings, markings, or writing on their skin that creates a distraction, are inappropriate, or interfere with the learning environment.
Students dressed inappropriately may be asked to secure the proper attire before returning to class.
Coaches and sponsors of extracurricular activities may individually set additional guidelines to serve the best interests of their organizations.
Appropriateness of dress and appearance will be determined by and enforced by the administration on an individual basis.

Electronic Devices (Cell phone, Smart Watch, etc.)

According to Kansas Law HB2299, students may bring personal electronic devices (ex. Cellphones, smartwatches, earbuds, etc.) to school but must be powered off and secured in the student's locker from 7:55 a.m. – 3:05 p.m. unless permission is granted by school administration.
Violations will result in confiscation and/or disciplinary action:
1st Violation: Student will pick up the phone at the end of the school day.
2nd Violation: Electronic device will remain in the school office until a parent picks up the phone between the hours of 7:30am and 4:00pm—it will not be returned to the student.
3rd Violation: Parent must pick up the phone and student is required to leave in the office during the school day for the remainder of the school year.

Use of any school-issued electronic device to record audio, take pictures or record video in areas where there is an expectation of privacy is strictly prohibited and subject to disciplinary action, up to suspension or expulsion. Use of any electronic device to record audio, take pictures or record video of any student misconduct, or to promote misconduct, is strictly prohibited unless the material is immediately brought to the attention of a staff member.

School Phone Usage

Students must use the telephone in the office for school-related calls. In the event that a student receives a call, a message will be relayed to the student. Normally phone calls for students will be handled between classes, during lunchtime, or after school. Students will be called out of class only in emergency situations.

Food and Drink

Food and candy are not allowed, with the exception of students who bring lunches from home. Water bottles containing water are allowed but if misused students may lose this privilege.
Due to a variety of food allergies, the schools are considered to be peanut/tree nut aware, so please avoid sending food items that may contain these known food allergens. The school cannot be responsible for food brought to the school by other students and/or parents.

Sensory Tools

Sensory tools must be school approved and fit in your pocket, not make noise, and not contain liquid.

Headphones

Students must use wired headphones and will be allowed only at teacher's discretion but will not be allowed in school commons areas (ex. halls, lunchroom, etc.) during school hours.

Lockers

Students are responsible for securing all personal items in their hall or gym lockers. Opening or disturbing another's locker or sharing lockers is prohibited. Lockers are the property of the school and items considered inappropriate for the school setting are not to be stored in a school locker. **The school retains the right and duty to conduct locker searches when necessary**. Hays Middle School is not responsible for any items lost or taken from a student's locker. Books bags, purses, coats and jackets should remain in lockers.
Combination locks will be provided by the school. Students shall not place locks other than those approved by the school on any locker.
School administration reserve the right to search student lockers and any personal property brought onto USD 489 property. Students shall have no expectation of privacy.

For the health and comfort of all students, the use of body spray is not permitted in hallways at any time during the school day and shall not be kept in lockers/trappers.

Long-term Suspension

Arrangements for a formal hearing will be made within ten days of the suspension to determine the most appropriate disposition of the individual case. This action will be reserved for such situations as continued violation(s) of any published code whereby alternative interventions are deemed ineffective; possession of any item intended for use as a weapon; false fire alarm, bomb threat, or distribution of an illegal substance.

Nondiscrimination

Statement of Compliance

Discrimination against any individual on the basis of race, color, national origin, sex, age, disability, handicap, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The Superintendent has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the provisions of these laws, and the rights they provide, are available from the compliance coordinator.

Bullying

Our policy states that HMS students will remain aware of bullying/peer abuse behaviors and will refrain from such behaviors. Students are expected to be committed to ***healthy, respectful*** relationships with others. According to Kansas statute 72-8256 bullying is defined as: 1) Intentional, negative actions intended to harm another person and 2) severe or persistent acts.

Bullying/peer abuse behaviors would include, but are not limited to:

Physical Abuse: touching, pinching, shoving, pushing, hitting, fighting, disrespect.

Verbal Abuse: taunting, jeers, name calling, bullying, intimidation, threats, disrespect.

Social Abuse: ostracizing or social isolation, scapegoating, or blaming others, gestures, disrespect.

Sexual Abuse: written or verbal communication of a sexual nature, unnecessary and unwanted touching that is not consensual, disrespect.

Cyber Abuse: any communication by electronic devices that consist of threatening, name calling, intimidation, and/or disrespect.

Bullying/Peer Abuse Reporting and Consequences

Our administrators, teachers, and staff are committed to assuring that all students feel safe, and are not the target of bullying, abusive, and teasing behaviors during their school day. As a result, it is the policy of Hays Middle School that bullying, abusive, and teasing behaviors will not be tolerated. If a student demonstrates any of the above behaviors, consequences will be imposed.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Sexual Harassment

What is sexual harassment? Sexual harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It could be student-to-student, staff-to-student, student-to-staff, or staff-to-staff. Sexual harassment could be perceived as intimidating, hostile or offensive. It could also be directed toward someone because of his or her gender.

Examples of sexual harassment include but are not
limited to:
· sexually oriented verbal “kidding”;
· sexually suggestive remarks, gestures, or jokes;
· remarks of a sexual nature about one’s appearance;
· defaming the reputation of an individual by implying sexual involvement through verbal rumors or written notes or graffiti;
· displaying offensive sexual illustrations;
· pressuring or requesting sexual activity; and
· pulling at clothing in a sexual way.
Sexual harassment will not be tolerated in USD 489. Regardless of whether they are reported or not, sexual harassment problems have negative consequences in the workplace and classroom and can seriously affect the safety, health, and self-esteem of the individual. The USD 489 Board of Education’s policies concerning sexual harassment are on file in the offices of the principals and counselors.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, counselor, school psychologist, or another certified staff member.
Complaints of sexual harassment will be promptly investigated and resolved. Every effort will be made to preserve confidentiality for both the accuser and the accused, to the extent the investigative process allows.

Building Access

Visitors

All visitors are asked to report to the office upon entering the building through the main front doors. Parents are always welcome at Hays Middle School; however, students must have the permission of the principal before bringing other relatives or friends. These persons will be expected to conduct themselves in the same responsible manner as is expected of HMS students.

Visitor Check-in Procedures:
*Visitor must go directly to the front office upon entering the building to check in
*Driver’s license will be scanned (if not already in the system)
*Issued Visitor tag from secretary
*Wear Visitor tag while in the building
*Return Visitor tag upon leaving and check out
Everyone in the building must be identifiable with CURRENT ID at all times for security purposes while school is in-session.

Safety and Security

Personal Safety

Some courses, by their nature, require special safety precautions. Students are expected to demonstrate knowledge of and follow safety regulations as required by the instructor.

Crisis Plan

The Crisis Plan is a guide for students and staff for effective prevention and response to emergency situations that might arise. These include natural disasters, accidents, acts of violence. School-wide drills are held periodically to maintain familiarity with emergency procedures and readiness for response to a crisis.

Fire, tornado, and crisis drills are held at irregular intervals throughout the school year. During a crisis drill, HMS Staff will lead the students in crisis procedures.

Property Damage

Students who destroy or vandalize school property and/or other student property will be required to pay for losses or damages. Willful destruction may result in disciplinary action. Accidental damage should be reported to the office immediately.

Weapons Policy

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function, or event. This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Violation of policy with regard to possession/use of explosives, firearms, or other weapons as defined in current law shall result in expulsion from school for a period not to exceed one calendar year. For more information, refer to USD 489 Board of Education policy JCDBB.

Substance Free Schools

School Restrictions

A student shall not, regardless of the quantity:

- **possess or consume a beverage containing alcohol**
- **possess or use tobacco in any form**
- **consume, have in possession, buy, sell, or give away any substance defined by law as a drug**

Use, possession, or promotion of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student violations may result in parent/guardian notification, participating in tobacco education program, suspension and/or expulsion from school and/or extracurricular activities, community service, and/or notification of law enforcement.
For complete policy, please go to:
http://go.boarddocs.com/ks/usd489/Board.nsf/goto?open&id=BHXSFC6C436A

Drug Dog

At the request of the Superintendent or Acting Superintendent of Schools, Law Enforcement Officers may use trained dogs on school premises to identify property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare, and safety of students and/or district employees. Trained dogs will be used for general searches or for specific locations.

Coordination with Law Enforcement

School administrators may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

INITIATED BY SCHOOL ADMINISTRATORS AND CONDUCTED BY LAW ENFORCEMENT OFFICERS

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building principal shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or representative shall be observed. If a student's parents, guardian, or representative is not present during questioning of a student, the principal shall be present.

INITIATED BY LAW ENFORCEMENT

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the principal shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the principal is not satisfied with either the identification or the reason, the request shall not be granted. The principal shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

VIOLATIONS OF CRIMINAL LAW

Information on criminal conduct shall be turned over to law enforcement officials.

TAKING STUDENTS INTO CUSTODY

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or DCF. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

INTERROGATIONS AND INVESTIGATIONS

Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by DCF and/or law enforcement as a result of allegations of abuse or neglect.
When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.

Building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.
If there is reason to believe a violation of criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

DISTURBANCE OF SCHOOL ENVIRONMENT

Law enforcement officers may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody.

Emergency Safety Intervention (ESI)

K.A.R. 91-42-1© defines an emergency safety intervention (ESI) as "the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention." K.A.R. 91-42-2(a)(3) requires that whenever an ESI is used, the parent(s)/guardian(s) must be informed in writing within two school days. Email meets the definition of notification by writing. The ESI policy can be viewed in its entirety at the end of the handbook in the Appendix.

Appendix

District Emergency Safety Intervention Policy
Including dispute resolution process

GAAF Emergency safety interventions (See GAO, JRB, JQ, and KN) **GAAF**

The Board of Education is committed to limiting the use of Emergency Safety Interventions ("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. 72-6146, 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" 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 of 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 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (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 the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated form 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 confined.

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 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 law enforcement officers to carry out law enforcement duties, or
- Seatbelts and other safety equipment 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 affect 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 ESI. The use of ESI shall cease as soon as the immediate danger or physical harm ceases to exist.

Violent action that is destructive of property may necessitate the use of ESI. Use of an ESI for purpose 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 provide, 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 subjecting 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 a 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 and shall be 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 classified 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 documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall notify the parent, or if a 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 necessitates 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 involving the use 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 through a full 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 use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all 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
- 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 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 he incident and consider the appropriateness of a referral for a special education evaluation, the need for afunctional 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 after a third ESI incident shall be invited to attend the meeting. 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 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 30th day after receipt of the written complaint, the board shall adopt a written finding 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. Once such a procedure has been developed, a parent may file a complaint under the state Board of Education and shall be mailed to the parents and the state department within thirty (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.