JEFFERSON WEST MIDDLE SCHOOL



STUDENT AND PARENT HANDBOOK 2026-2027

JEFFERSON WEST MIDDLE SCHOOL
210 N. Miller
MERIDEN, KS 66512
785-484-2900
Facebook@Jefferson West Middle School

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Jefferson West Middle School Student Handbook 2026-2027

Vision Statement
Empower all students to think critically, build resilience, and reach their full potential

Welcome to Jefferson West Middle School! The following items have been prepared for the benefit of the students and parents of students at Jefferson West Middle School. Please read and familiarize yourself with the policies of the school stated in this handbook. The students will be accountable for abiding with the policies stated herein and approved by the Board of Education. The administration reserves the right to make discretionary decisions on unique situations or events not covered in the student/parent handbook.

Communication is the key to a successful school. Please feel free to contact staff members by phone at 484-2900 or
e-mail using the following e-mail address: (All in lowercase)
firstname.lastname@usd340.org

The district web site is www.usd340.org

Facebook page: Jefferson West Middle School

School Safety Phone Numbers:

To Report Threats of School Violence 1-877-626-8203

Personnel at the Salina Central Dispatch of the Kansas Highway Patrol will answer the hotline number. The dispatchers will get as much information about each situation reported as the caller wishes to relay. Upon receipt of a call, the dispatchers will notify appropriate law enforcement agencies and/or the office of the superintendent of schools depending upon the severity of the situation.

1-800-CHILDREN

1-800-CHILDREN provides 24/7 support without judgment. No question is too big or too small when it comes to parenting. Find helpful resources and supports near you through this site or connect with a real person by calling 1-800-CHILDREN. We offer free and confidential support in English and Spanish as well as multiple other languages.

National Suicide Prevention Lifeline 988

988 is designated as the three-digit dialing code that will route callers to the National Suicide Prevention Lifeline. The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

FACULTY & STAFF

Principal	Mrs. Brenna Dooley	brenna.dooley@usd340.org
Assistant Principal	**Mr. Alan Dick	alan.dick@usd340.org
Athletic Director	Mr. Cole Bottom	cole.bottom@usd340.org
Secretary	Ms. Danielle Finson	linda.bigham@usd340.org
Office Assistant	Ms. Savanna Heckel	savanna.heckel@usd340.org
Student Service Coordinator	Ms. Payton Andrews, MSW	payton.andrews@usd340.org
School Based Clinician	Mrs. Kayla Gardner, LMSW	kayla.garnder@usd340.org
Core Classes		
5th Grade Team	Mrs. Amanda Hammond Mrs. Lindsay Leakey Mrs. Rose Shenk	amanda.hammond@usd340.org lindsay.leakey@usd340.org rose.shenk@usd340.org
6th Grade Team	Mr. Alan Dick- Math Mr. Chad Jackson- S.S Mrs. Mary Williams- LA	alan.dick@usd340.org chad.jackson@usd340.org mary.williams@usd340.org
7th Grade Team	Mr. Justin Schwinn- Math Mr. Alex Thornburgh- S.S. Mr. Justin Hall- L.A. *Mr. Clay Mayer- Sci	justin.schwinn@usd340.org alex.thornburgh@usd340.org justin.hall@usd340.org clay.mayer@usd340.org
8th Grade Team	Mrs. Pam Clark- Math Mr. Chris Baker- S.S. Mrs. Rachel Moulden- L.A. Ms. Paige Harvey- L.A FHSU- Student Teacher (Fall 2026) *Mrs. Carol Kahler- Sci.	pam.clark@usd340.org chris.baker@usd340.org rachel.moulden@usd340.org carol.kahler@usd340.org
* Denotes these teachers will teach sections of 6th grade Earth Science ** availability times varies as he is teaching part time		

Electives		
5th-8th Vocals Music Appr. Intro to Theater	Mr. Tyler Pitts	tyler.pitts@usd340.org
5th-8th Band	Mrs. Katie Grose	katie.grose@usd340.org
5th-8th Physical Education Weights	Ms. Adrianne Carr	adrianne.carr@usd340.org
5-8th Keyboarding, Intro to Pathways, Business Essentials Money Smart	Mrs. Robin Buss	robin.buss@usd340.org
8th Grade Health Weights	Mr. Chad Jackson	chad.jackson@usd340.org
Intro to Art 1 & 2, 3D Design, Drawing and Painting, Digital Design	Mrs. Brooklyn Petrie	brooklyn.petrie@usd340.org
Weights	Mr. Jeff Schwinn	jeff.schwinn@usd340.org
Intro to FACS	Mrs. Leslie Abbott	leslie.abbott@usd340.org
Ag Explorations	Mr. Alex Bartel	alex.bartel@usd340.org

Resource Room Staff		
5th and 6th Grade Teacher	Ms. Audra Sundberg	audra.sundberg@usd340.org
7th and 8th Grade Teacher	Mrs. Wendy Branson	wendy.branson@usd340.org
Paras	Mrs. Michelle Allen Mrs. Makayla Mertell	Mrs. Brenda Schwartz Ms. Kelli Stich

Additional Staff		
LIbrarian	Mr. Michael Spangler	michael.spangler@usd340.org
Library Aide	Mrs. Christie Allen	christie.allen@usd340.org
Social Worker	Mrs. Jamie Dempewolf, LMSW	jamie.dempewolf@usd340.org
School Psychologist	Ms. Hana Dreiling	hana.dreiling@usd340.org
School Nurse	Mrs. Abby Martin, BSBA, RN	abby.martin@usd340.org
School Nurse	Mrs. Kelsey Miller, BSN, RN	kelsey.miller@usd340.org
Director of Food Services	Mrs. Amber Spiess	amber.spiess@usd340.org
Cooks	Freda Davenport Lilly Wells	freda.davenport@usd340.org lilly.wells@usd340.org
Director of Maintenance	Mr. Tim Roberts	tim.roberts@usd340.org
Custodians	Mrs. Dawn Shepard Mr. Josh Shepard	dawn.shepard@usd340.org josh.shepard@usd340.org
Director of Transportation	Mr. Melvin Lockhart	melvin.lockhart@usd340.org
Director of Curriculum and Instruction	Mrs. Haley Dean	haley.dean@usd340.org
IT Director	Mr. Tim Enneking	tim.enneking@usd340.org

SCHOOL PROCEDURES AND INFORMATION

The school day starts at 8:00 and ends at 3:25. The buses normally arrive between 7:30 and 7:40 a.m. If you do not ride a bus, please plan to arrive no sooner than 7:35 a.m. Upon arrival students will sit in the gym, if they are eating breakfast they will head into the cafeteria. Students will return to the gym and wait until the bell rings at 7:55. Office Hours are 7:30 a.m. to 4:00 p.m. For questions regarding transportation before or after these hours, please call the bus barn at 484-3204 or the Superintendent's office at 484-3444.

HOURLY TIME SCHEDULE

7:30a.m.....School building opens...students go to the gym
7:30 a.m.....Students go to breakfast.
7:55 a.m.....Students go to classroom
8:00 a.m.....Advisory
8:52 a.m.....1st Hour
9:44 a.m.....2nd Hour
10:36 a.m.....3rd Hour
11:28 a.m.....4th Hour
12:52 p.m.....5th Hour
1:44 p.m..... 6th Hour
2:36 p.m.....7th Hour
3:25 p.m..... Dismissal

2 HOUR-LATE START
9/11, 10/16, 11/20, 1/15, 2/12, 4/9, 5/14

Buses and breakfast will run two hours later on the late start days. Supervision of students is not available until 9:30 am please do not drop students off earlier than that.

PARKING LOT EXPECTATIONS

Morning dropoff- Please drop off at the sidewalk/unloading zone on the South side of the school, go through the South parking lot to get to the sidewalk/unloading zone. There is plenty of room for multiple cars to unload in the morning. Please keep the flow of traffic moving.
NO Vehicles can be in the Bus Loading Zone, once the buses have all unloaded about 7:45 you will be able to pull through the bus zone and unload in the main parking lot, please pull all the way in and stay in a line.

Afternoon pickup-
The first 7 cars will be allowed to park in the loading zone, then from there we will have cars fill in lane 1, then lane 2 etc. once the cars in the loading zone have their students and are loaded up and gone we will send the cars in lane 1 to pull into the loading zone, then lane 2 and then 3 etc.

We will have someone at the entrance directing traffic so they pull in where they need to and then another at the head of the lane (where the numbers are in the picture) to direct the next lane to pull to the loading zone. Cones might not always be in the parking lot but please continue to make lanes.

You are not allowed to park and pick up your child in the main school parking lot. Students must be picked up in the loading zone.



Student Accountability – Failure Is Not An Option

The purpose of our school is learning. We expect our students to be able to demonstrate that they have certain knowledge, show a particular skill, or perform a process. We hold them accountable for this learning. It may take some students longer to master the outcomes, but they will have to show they can do what is required. An outgrowth of this philosophy is that we will require students to make up any concept in which they have not demonstrated mastery. We run grade reports weekly to determine eligibility. Students who are consistently failing 2 classes will meet with staff personnel to set up a plan for getting caught up. **If a student fails a semester core class they will lose an elective the following semester or will be required to take summer school if they are an 8th grader.**

Skyward

To make sure parents and students know how they are doing in each class, we use Skyward. If you have an Internet connection you can access your student's grades, attendance, missing assignments, etc. anytime, day or night. You are assigned an identification number and a password. If you want reports sent to you, supply an email address online and they will automatically be sent to you at the times you designate. A grade report will be emailed weekly to all parents. Report cards will still be sent at the end of each quarter. Progress reports will be mailed home for students with a D or F in a core class.

Jefferson West Middle School Homework/Classwork/Late Work Policy

Purpose of Homework

There are several purposes for homework/classwork. At Jefferson West Middle School, homework is used to help students understand and review the work that has been covered in class, to see whether students understand the lesson, and to help students learn how to find and use more information on a subject. Homework can also serve as a communication link between school and home that shows what children are studying.

Schools in which homework is routinely assigned and graded tend to have higher achieving students. Homework should be necessary and useful, appropriate to the ability and maturity level of students, well explained and motivational, and clearly understood by students and parents. Homework should be tied to the current subject matter, assigned in amounts and levels of difficulty which students can complete successfully, and should be checked quickly, with feedback to students.

Jefferson West Middle School is eager to provide the best possible educational opportunities for all our students. These include physical facilities, professional and supportive staff, learning materials and other resources. Only about seven hours per day of a pupil's time is under the control of the schools. Therefore, parents and the public share the responsibility for educating children in all aspects of life. Homework, along with sports, special programs, and other activities is an important link in a total educational program.

Definition of Homework

Homework is defined as tasks assigned to students by school teachers that are intended to be carried out during non-school hours if not completed during class time. Generally speaking, these assignments are routine in nature. For the purposes of this policy, homework does not include long-term projects, research papers, tests, etc.

Responsibility of the Student

It is the responsibility of the student to:

A. Expect to spend 20 to 30 minutes per night reading for 5th grade. Expect to spend up to 20 minutes **per** subject for 6th grade, increasing to 30 minutes **per** night as students move toward their 8th grade year. The amount of homework will vary some depending on elective courses.
B. Keep an up-to-date agenda for homework and other assignments and their due dates
C. Clarify with the teacher any instructions not understood.
D. Turn in homework on the due date.
E. Complete homework in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct.
F. Arrange a proper study area, either at home or in school, and manage time to accomplish homework assignments.
G. Establish a regular weekly study schedule that is relatively free from distraction (television, telephone calls, etc.)
H. For preplanned absences (family vacations, school activities, sports, etc.) students should approach the teacher prior to the absence for assignments so work is completed upon return. You must complete the pre planned absence form.

Responsibility of the Parent

It is the responsibility of the parent to:

A. Make homework a daily activity.
B. Understand your student will have studying to do every night.
C. Set up a comfortable location for doing homework. This does not have to be a “special” room, but should have good lighting and be free of distractions. Allow your student(s) to study in the way each of them learns best.
D. Make sure your student has the necessary supplies.
E. Work with your student’s outside activity schedule and preferences when setting up a regular homework time.

F. Help your student get organized. One way is by regularly checking their agenda.
G. Ensure that your student knows each teacher's homework policy.
H. Show interest in your student's schoolwork and discuss what your student is learning.
I. Watch for signs of failure or frustration.
J. Discuss with your student and then, if necessary, contact the teacher to clear up any misunderstandings, troubleshoot problems, discuss time management and be informed about your student's learning progress.
K. Check progress on homework through Skyward.
L. Coordinate homework efforts with the teacher in special cases.
M. Make sure that your student has regular attendance, if your child needs to be absent you will communicate with the school.

Responsibility of the Teacher

It is the responsibility of the teacher to:

A. State clearly the purpose of the assignment.
B. Explain how the assignment is related to the topic under study.
C. Ensure that the child has the skills to complete the homework assignment by providing demonstration of skills during guided practice in the classroom.
D. Explain how the assignment might best be carried out.
E. Explain what the student needs to do to demonstrate the assignment has been completed.
F. Provide specific written explanations of long-range assignments so that the requirements and expectations are clearly understood by the students and their parents.
G. Review the assignment before giving it to students and anticipate difficulties.
H. Define "late" for assignments and consequences for lateness, and clearly communicate both to students. Repeat periodically.
I. Have students write down assignments or hand out written assignments rather than relying only on communicating assignments orally.
J. Avoid routine assignments over holiday and vacation time.
K. Give special consideration to limiting weekend assignments (review, voluntary projects, or make-up work).
L. Provide feedback in a timely manner.
M. Use results of homework to plan future instructional activities.
N. Include homework as part of the student's overall grade.

Responsibility of the Administrator

It is the responsibility of the administrator to:

A. Communicate the school's homework policy to parents.
B. Monitor the implementation of the policy.
C. Coordinate the scheduling of homework among different subjects, if needed.
D. Serve as mediator, should the need arise.
E. Follow up on excessive absences and see how the school can help.

Late Work Policy

Homework is defined as tasks assigned to students by school teachers that are intended to be carried out during non-school hours if not completed during class time. Generally speaking, these assignments are routine in nature. For the purposes of this policy, homework does not include long-term projects, research papers, tests, etc.

A. Homework turned in complete, according to expectations, and on time will be eligible for full credit.
B. Homework turned in not according to communicated expectations will not be accepted.
C. 5th grade
    a. 1 day late-1 point off
    b. 2 days late- 2 points off
    c. 3 days late - half credit
    d. 4 or more days- 0 points

D. 6th grade
    - Students turning in homework after the original due date will receive 75% credit for late work (according to expectations) until the date of the assessment completing the unit.
    - Students turning in homework after the date of the assessment completing the unit will receive 50% credit for late work (according to expectations) until the end of the quarter.
E. 7th & 8th grade - Students turning in homework after the original due date will receive 50% credit for late work until the end of the unit.
F. Courses that vary from this policy must have prior administrative approval and notification of the alternative policy must be given to the student and parents in writing during the first few days of class.

Signature Page

Please sign and return to school stating that you understand and are aware of your responsibilities as outlined in the homework/classwork/late work policy. This document will be kept by your students' homeroom/advisory teacher and will be referred to if needed.

_____

Student Name (printed)

_____

Student Signature

_____

Parent Name (printed)

_____

Parent Signature

_____

Teacher Name (printed)

_____

Teacher Signature

_____

Administrator Name (printed)

_____

Administrator Signature

Before School / After School Resources

Teachers are on duty at 7:45 am each morning. Upon arrival, teachers should be available to assist students. Teachers are also expected to stay after school until 3:40 (exceptions are made for coaches and other pre-approved activities) for student assistance.

ASAP – **After School Assistance Program** is scheduled weekly from 3:30 – 4:30 p.m. provides another block of time for students to meet with a teacher in order to receive assistance or make-up homework or tests. Saturday school is offered throughout the school year from 8:00 to 11:00 a.m. Please call the middle school office or check the school calendar for dates.

Tardies

Tardies are very detrimental to classroom success. **Students need to be in every class on time and ready to work. On time to class and ready to work means they are in their seats with the needed supplies for class when the bell rings.** Students who are tardy to school will report to the office for a pass to their class. Students who accumulate excessive tardies will be subject to disciplinary action. Students who are tardy to class during the school day will be subject to disciplinary action.

1st – 3rd Tardy of Quarter –-Meeting with counselor/administrator and parents to determine cause of tardies- student is assigned a lunch detention on their 3rd Tardy
4th Tardy of Quarter – 30 Minute Wednesday Detention
5th Tardy of Quarter – 60 Minute Wednesday Detention
6th Tardy of Quarter – 60 Minute Wednesday Detention
7th and Subsequent Tardies –-In School Suspension

Honor Roll and Student Awards

Black and White Honor Roll: G.P.A. of 3.0-3.499
High Honor Roll: G.P.A. of 3.5-3.99
Tiger Honor Roll: G.P.A. of 4.0
KSHSAA Citizenship Award: Given to one 8th grade boy and one 8th Grade girl
Kid of Character Award: Given to one student from each 5th grade class and one boy and girl from 6th and 7th grade
Student of the Year Award: Given out to students at each grade level for each course

Progress Reports

Progress reports will be sent home midway through each quarter for any student with a D or F in a core class. A child's academic progress will be available to parents at any time through the Internet. Grades will be updated on a weekly basis. Parents are encouraged to contact teachers anytime they have a question or concern about their child's progress in school. Parent/Teacher Conferences:-October and February.

School Newsletter

School Newsletter will be emailed to all parents/guardians on Friday. The newsletter will have all the current information for the upcoming week. It is important that you read this newsletter to stay up-to-date on all things going on at the middle school.

How to Access Newsletter and Important information for the Middle School

You will want to make sure we have a current phone number and email on file at the school. This will allow you to get text and email alerts. You can also access the newsletters and other information by following us on Facebook- @JeffersonWestMiddleSchool or by downloading and setting up the app.

Please Follow the following instructions for accessing all information:
Scan the QR Code to download the USD 340 APP

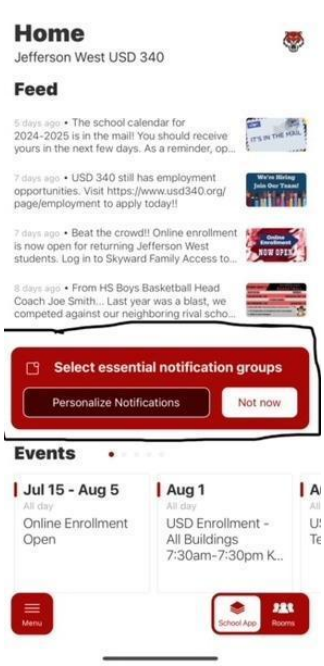
Apple App Store	Google Play

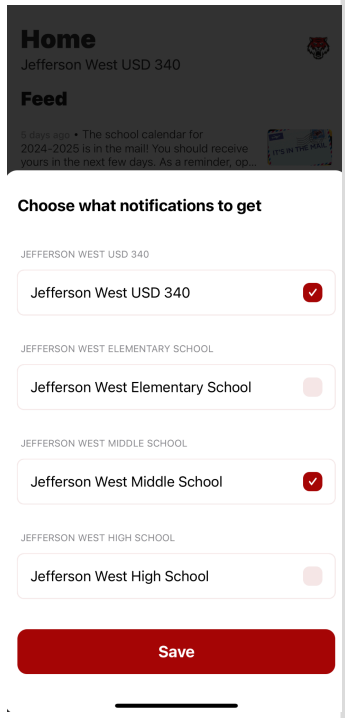
Once you have downloaded the app you will want to make sure you follow the following steps to assure you are getting notifications.

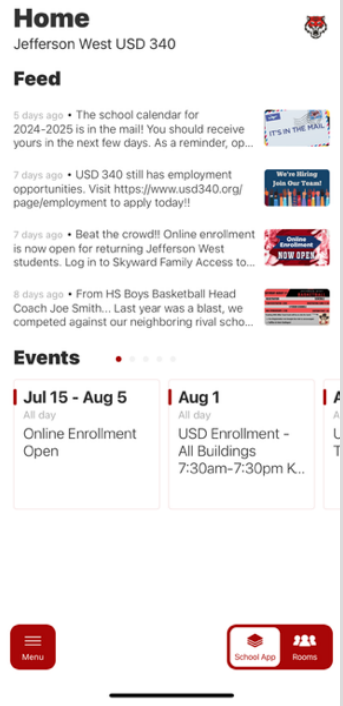
Step 1- When you open the app for the first time you will want to personalize notifications

Step 2- Select what schools you would like notifications for. Make sure you select the middle School

Step 3- From the Home Screen you will want to select Menu from the bottom left corner



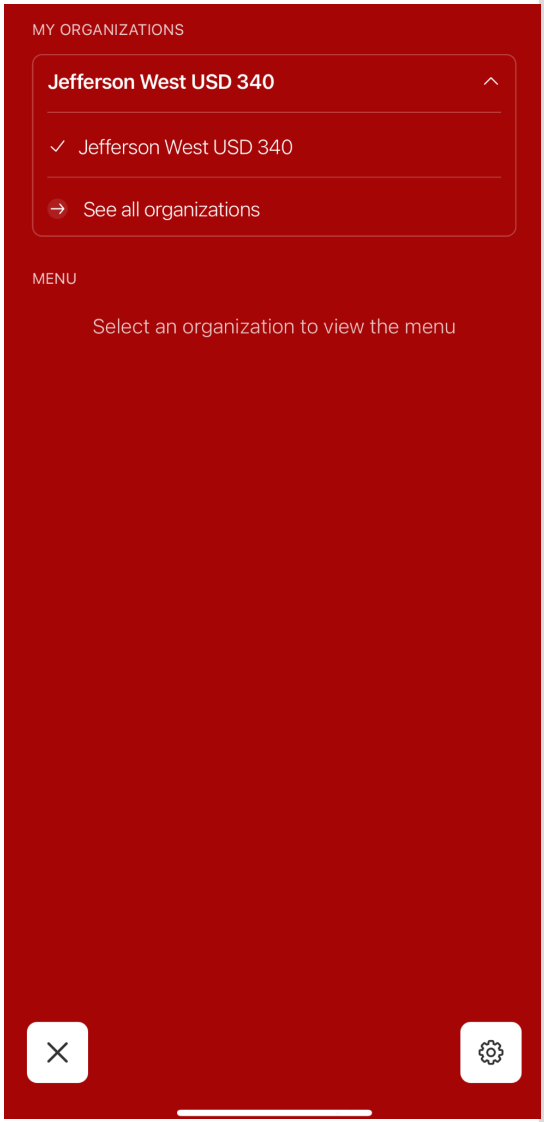


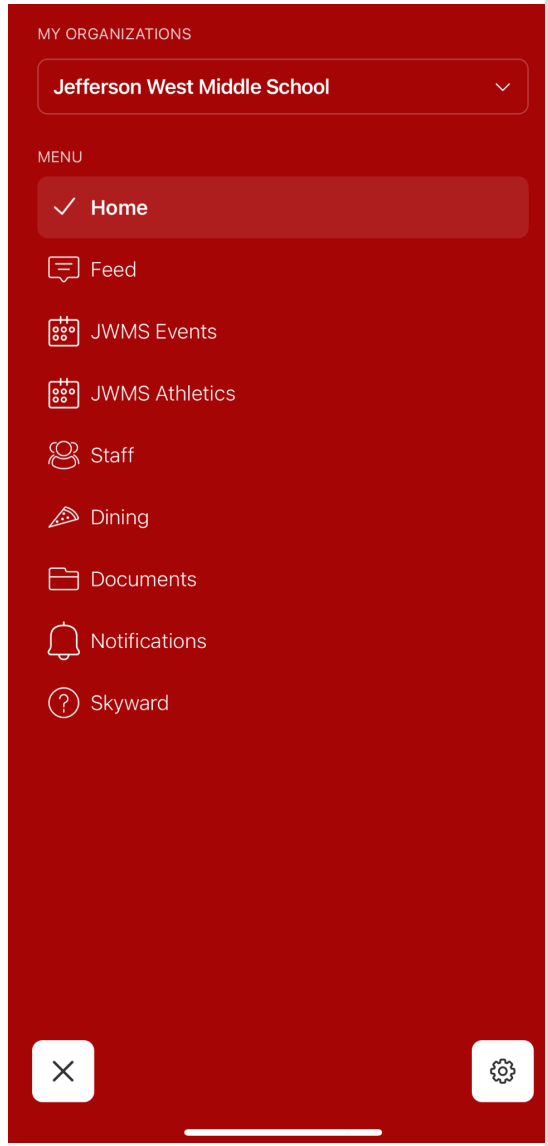


Step 4- Select See All Organizations so you can see the Middle School. You will be able to customize so the middle school will show up in your organizations.

Step 5- When you are in the Middle School Organization you will be able to navigate to all areas. In the Feed you will find all of the newsletters and any information you might want. You can also select Skyward and can log in

and check your students' grades.





Notes

For the safety of all students, we need a note or phone call when your child is to go somewhere other than their normal destination. The Middle School Phone number is 785-484-2900, please leave a message if no one answers. If we do not receive a note or a phone call, your child will be sent to his or her original destination. If you call, please do so before 3:00 pm to ensure your child receives the message in a timely manner. If your child needs to stay in the building during recess, please send a note to the teacher stating that the child should stay in for that day. Please remember that students can not ride a different bus than the one they are normally assigned to. IF students are staying at someone else's house they must be picked up by an adult, they can not ride the other students bus.

Recess and Playground Rules

To ensure the safety and wellbeing of each child we will use our best judgment regarding outdoor recess and the weather. During the winter months students should wear hats, gloves, coats, and when necessary, boots for outdoor recess. Jackets should be worn on cool weather days. Teachers review playground rules and procedures with the students at both the beginning of school and throughout the year. To help ensure students' safety and wellbeing, they are expected to follow these rules.

Lost and Found

Any article that is lost or found should immediately be reported to the office. Since we acquire a large amount of clothing during the year we would ask that all items be marked with the child's name for positive identification. **Items that stay in the lost and found for longer than nine weeks will be donated.**

Visitors and Volunteers

We encourage each and every parent and patron to visit school and be actively involved in educating our youth. We encourage you to volunteer in the classroom or with many activities throughout the year. Our students' successes are strengthened by your involvement. All visitors are to report to the office upon entering the building to sign in and receive a visitor's pass. All visitors will enter through the front door. Access to our building is controlled when occupied with students to help provide a safe and secure learning environment. Visitors must remember not to be a distraction to the students, or the education process. We do not allow school age students outside of our school to visit classrooms during class time. This could be a distraction to your child or the class in general.

Outside Food at Lunch

If you are planning to bring outside food for your child and/or their friends please notify the school by 9am the morning of. This will help ensure that we have an accurate lunch count for the day and can help to minimize waste.

Emergency Procedures

At all times the safety of our students and staff is our top priority during any emergency situation. In the event of an emergency, please be sure we know where to contact you. Please update us if your contact information changes during the school year.

In the event of a school crisis, parents will be informed of appropriate information and will be asked to follow specific procedures for the safety and wellbeing of all students.

Fire drills: are held at least four times a year so the students will know the proper way to exit the building. The fire signal is one continual buzz.
Tornado drills: will be held several times during the school year, so the students will be familiar with the shelter area. The tornado signal is from our phone system.
Hold in classroom - all students and staff should remain in the classrooms and out of the hallways until the intercom announcement releases everyone.
Shelter- In-Place: means staff will secure the building and maintain limited access, minimize movement in hallways and outside of the classroom etc., and continue to teach and learn. For your child's safety, he/she may be delayed for pick up during this time. Signal will be by voice through the intercom.
Secure Your Room: Clear the hallway and lock the door, close your blinds. No one in or out of your room. Signal will be by voice through the intercom.
ALICE- (**Alert, Lockdown, Inform, Counter, Evacuate**). If a risk inside the building has been identified, staff will guide students to protect themselves by using one of the three options: run out of the building to a safe location, hide and lockdown in the building if the threat is close, or fight, only if necessary. Signals will be by voice through the intercom or teacher judgment.

Our school has procedures for gas evacuation, bomb threats, armed intruders, and other emergency or crisis situations that may arise. Safety drills (shelter in place, secure your room, gas evacuation, run-hide-fight, etc.) will be held periodically during the year to ensure students know how to respond. In the event of an actual situation at the end of the day, for your safety, dismissal may be delayed.

Technology Use

Use of computer networks and Internet services is an important skill for today's technologically literate students. Jefferson West Schools want to open these avenues of research to our students while attempting to ensure their safety. You will receive a form with the rules. When you receive this form, review these rules with your child and submit a signed form for your child to be able to use these services at school. Keep in mind that access to the Internet at the school is a privilege, not a right, and inappropriate use may result in the cancellation of the privilege and/or disciplinary action. Students should be reminded that the traditional "parent warnings" against "talking to strangers" apply in the case of using the Internet for their safety. Students should have no expectation of privacy when using district computers, computer networks, district email and/or internet services.

7th and 8th Chromebooks

7th and 8th-grade students are responsible for bringing their Chromebooks to school daily, charged and ready to complete work. Students will be given 2 free loaner passes each semester. If they use up their passes, they have the opportunity to purchase a pass with their PBIS coins. If they are unable to purchase a pass, they will have to complete their work paper, pencil or when they get home in the evening. They will not receive an extension on their school work for not coming to school prepared with their charged device.

Attendance Policy

The principal is responsible for the application and enforcement of the attendance policy and the designated employee in each building to determine excused and unexcused absences. Any day your child is absent, please notify the school **by 9:00 a.m**. stating the reason he or she is not in school. If proper notification is not received by 9:00am, the student will receive an unexcused absence.

The following reasons for absence may be excused.

- Personal illness – a medical statement may be required after the third consecutive day of illness per semester.
- Health-related treatment, examinations, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances
- Absences pre-arranged by parents and approved by the principal. ie. family vacations

We encourage students to contact their teachers and check into skyward and Google Classroom when absent to help keep them from falling behind. Students will have one day for each excused day missed plus one more day to do the make-up work.

A student late up to one hour will be considered tardy.
Students participating in a school-sponsored activity under the supervision of a district staff member shall not be considered absent.

With the exception of principal approval, a student not in attendance at school by 11am during the day cannot attend school activities in the evening.

In accordance with state law, **truancy is defined as having unexcused absences three days in a row, five days in a semester, or seven days in a school year.** Students considered truant are reported to DCF (Department for Children and Families).
When **any student** has accumulated a total of **15 absences, excused, or unexcused** (Not counting school-sponsored activities), a letter will be sent to the parents advising them of excessive absences. The student will be referred to Youth Services, JIAS Case Management-PAC. On the 18th day of absence, a parent hearing will be scheduled to discuss the absence problem. On the 20th day of accumulated absences, the principal and the parents will review the student's case to determine what can be done. The student's case will be reviewed with each additional five absences.

Parents must report to the office to sign in or out any student arriving after school starts or leaving before school ends.

Student Not In Good Standing

A student not in good standing means a student may not attend any school district events, participate in school sponsored clubs, activities, sports, dances, field trips, etc.

A student may become a student not in good standing by:

- Having 10 or more absences, not including medical absences WHEN a doctor's note is provided, school activities or activities approved in advance by the principal) in any one class in a semester. Parents will be notified of attendance issues/concerns.
- Failing 2 or more classes
- Having multiple minor disciplinary actions or discipline that results in OSS or ISS
- Having multiple write-ups for cell phone violations/personal device violations

Students may earn their way back into good standing by serving after school detention on Wednesdays, attending ASAP to bring up grades and complete missing assignments, as well as improving their behavior and following school expectations.

School Based Clinician

Through a partnership with the Guidance Center we will have a School Based Clinician assigned to the middle school.
The purpose of this program is to address mental health needs that could interfere with the positive growth and success of students, both behaviorally and academically.
By providing services within the school, parents/guardians can participate at a convenient time and location in order to best meet the needs of their student. Services will be provided by a licensed mental health professional and might include individual therapy, family therapy, or group therapy and more.

Benefits include: improved attendance, increased graduation rates for at risk students, and less time out of instructional time for mental health needs.

Middle School Students Earning High School Credit

A middle school student will receive the appropriate high school credit for any class that is taken and successfully passed in the high school. In order to take a high school class as a middle school student, proper documentation of academic appropriateness as determined by the Middle School Principal and Superintendent of Schools must exist, signifying that this placement is correct for the student.

Student Fees

Athletic Fee: $45 per sport Family cap of $190	Art Fee: $25 per class	Discovering Life Skills: $20 plus additional for sewing unit	Science Exploration: $20
Weights: $20 per semester	Textbook and Material Fee:: $75 per student Family cap of $200	Families that qualify for reduced priced meals will pay $37.50 per student.	Families that qualify for free priced will pay $0
Technology Fee: 5th and 6th grade: $25 per year	Families that qualify for reduced priced meals will pay $12.50 per student.	Technology Fee: 7th and 8th Graders: $50 per year	Families that qualify for reduced priced meals pay $25

Eligibility to Participate in Athletics/Activities

The middle school follows the guidelines of the Kansas State High School Activities Association (KSHSAA) to determine academic eligibility and good standing in school. Each coach will develop rules and regulations pertaining to their individual sport. Violation of their rules and regulations may result in disciplinary action by the coaching staff.

Students are encouraged to take part in extracurricular activities. To be able practice or participate in inter-school activities, the following requirements must be fulfilled:

1. The completed Kansas State High School Activities Association (KSHSAA) physical form, including emergency information, is on file with the Athletic Director (sports and cheerleading only).
2. Have passed five new classes the previous semester.
3. Enrolled in at least five new subjects for the current semester.
4. Observance of rules of eligibility by KSHSAA, the Big East League and JWMS.
5. Be in attendance by 11:00 am each day. An exception to this policy must be approved by the principal or assistant principal.

   Exceptions may be made for 1) family crisis, 2) medical situations, 3) funerals, etc.

   If a student is attending ASAP (After School Assistance Program) they may participate in practice AFTER they are done at ASAP.
6. Be in good standing with the school and the coach or sponsor. Students under discipline assignments may not participate until said assignment is completed.
7. Students who attend a virtual school, home school or a nonpublic (private) school may be eligible to participate in KSHSAA-sponsored activities through the district if they:

   - Live within the school district.
   - Meet all required health and immunization requirements before participating.
   - Meet all KSHSAA age and eligibility requirements.
   - Meet the academic eligibility requirements.
   - Pay any participation fees that are required of all students in the activity.
8. All students participating in KSHSAA activities must continue to meet district and KSHSAA eligibility requirements throughout the activity season.

SUBSTANCE ABUSE POLICIES

Drug Free Schools

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-225 103 St. 1928.

Violations of Substance policies:

1) Those violations that occur **during school or at school activity** will be covered by USD 340-JDDA-R Policy.
2) Those violations that occur **outside of school** will be covered by Jefferson West abuse policy (violations outside of school)
3) If a violation occurs at school and also outside of school -USD 340-JDDA-R Policy will be followed.
4) Students may be required to participate in a reeducation program before returning to the classroom.

Drug Free Schools (JDDA-R)

Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

a. Discipline up to and including short-term suspension; long-term suspension or expulsion from school for up to 186 days.
b. Suspension from all student activities for a period of time as listed below if it is a short-term suspension, or, if a long-term suspension or expulsion is imposed – it will be the length of those consequences.
    1st offense – length of short- term suspension plus **15** days
    2nd offense- length of short-term suspension plus **30** days
c.. In determining the appropriate discipline, the following factors will be considered:
    - Character of the use: possession, use, selling, distributing
    - Types of substance: alcohol, marijuana, cocaine, prescription drugs, methamphetamines, other
    - First time offense or repeat offense
    - Quality and amount of substances used, distributed or possessed

d. A student placed on long-term suspension or expulsion under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol education and rehabilitation program at the students/parents expense.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, *et seq*. Nothing in this policy is intended to diminish the ability of the district to take other

disciplinary action against the student in accordance with other policies governing student discipline.
Drug and alcohol counseling and rehabilitation programs are available for district students from private or public providers. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such a program will be borne by the student and parents. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students may contact the directors of the programs to determine the cost and length of the program.

CIGARETTES & TOBACCO PRODUCTS & NICOTINE DELIVERY DEVICES

Use and/or possession 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, participation in tobacco education programs, suspension and/or expulsion from school and/or extracurricular activities, community service, and/or notification of law enforcement, as appropriate.

For the purposes of this policy, "nicotine delivery device" means any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or vaping device.

"Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus.

"Tobacco product" also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic cigarettes, whether or not they contain nicotine.

According to state statute, cigarettes, electronic cigarettes, vaping devices, and tobacco products found in the possession of a minor are declared to be common nuisances and contraband subject to confiscation. Administrators shall report students who are in violation of the law to the appropriate Law Enforcement Agency. In addition appropriate action will be taken as follows:
- First offense - 2 days Out of School Suspension (Students may be required to participate in a reeducation program before returning to the classroom.)
- Second offense - 4 days Out of School Suspension (Students may be required to participate in a reeducation program before returning to the classroom.)
- Third offense - 6 days Out of School Suspension (Students may be required to participate in a reeducation program before returning to the classroom.)
- Fourth offense is a recommendation for long term suspension/expulsion hearing (Students may be required to participate in a reeducation program before returning to the classroom.)

JEFFERSON WEST ABUSE POLICY

(Violations outside of school)

Jefferson West Middle School recognizes that substance abuse is a significant health problem for many adolescents. The misuse and abuse of chemicals by student/athletes may affect participation in athletics & activities at Jeff West. Student participation in athletics & activities at Jeff West is a privilege not a right.

Activities/Athletics Covered by this Policy - All MS/HS Athletic Teams, Cheerleaders, Weststeppers : Activities covered by this policy- all KSHSAA sponsored clubs/activities, musicals, plays, Thespian club, FFA, FCCLA, FCA, FBLA, Spanish club, SADD, and NHS.

POLICY GUIDELINES

Basic Rules - During the season of practice and competitive play, (which includes the fall, winter, and spring seasons and the summer for Cheerleaders, Weststeppers, FCCLA, FBLA, & FFA due to summer camps, practices and national competitions) regardless of the quantity, a student shall not:

1) Use a beverage containing alcohol, or receive a ticket for consumption/possession of alcohol
2) Use tobacco products - which includes chewing tobacco, E-Cigarettes, vaping devices
3) Use or consume, have in possession, buy, sell or give away any other controlled substance defined by law as a drug; or
4) Use mood-altering chemicals

- First offense - 2 days Out of School Suspension (Student may be required to participate in a reeducation program before returning to the classroom.)
- Second offense - 4 days Out of School Suspension (Student may be required to participate in a reeducation program before returning to the classroom.)
- Third offense - 6 days Out of School Suspension (Student may be required to participate in a reeducation program before returning to the classroom.)
- Fourth offense is a recommendation for long term suspension/expulsion hearing (Student may be required to participate in a reeducation program before returning to the classroom.)

ADDITIONAL GUIDELINES:

1) Violations are accumulative throughout the school year, not per sport.
2) These rules also cover any portion of an activity season that occurs prior to the start of school or after the close of school.
3) If the violation occurs near the end of the season or at the end of the school year, the penalty phase will continue into the next sport season in which the student/athlete participates.

<u>Confirmation of a Violation</u>-

Violations may be reported by:

1) Self Disclosure - (student reports the violation).
2) Student admits to violation during initial inquiry by administration.
3) Faculty or staff witnesses actual violation.
4) Law Enforcement witnesses actual violation.

5) Non-school Person - A written report can be the basis of an investigation.
***Administrative Team consisting of Principal, Asst. Principal, AD, Coach/Sponsor will accept reports and will investigate if the facts deem it necessary.

AFTER CONFIRMATION OF THE VIOLATION-THE FOLLOWING STEPS WILL BE TAKEN-FOR STUDENTS THAT SELF DISCLOSE OR ADMIT TO VIOLATION DURING INITIAL INQUIRY

First Offense – See suspension table on next page. The student will still be required to attend practices and the student athlete must complete any additional conditioning program or outside work the coach or sponsor assigns. The coach and player will receive in writing the date that the player is suspended.

HS ACTIVITIES			MS ACTIVITIES	
ACTIVITY	SUSPENSION		ACTIVITY	SUSPENSION
Football / Cheer / Weststeppers	1 ½ games		Football/ Cheerleading	1 game
Volleyball	5 matches		Volleyball	2 matches
Cross Country	1 meet		Cross Country	1 meet
Basketball / Cheer / Weststeppers	3 games		Basketball/ Cheerleading	2 games
Wrestling	5 matches		Wrestling	1 day of competition
Track	1 meet		Track	1 meet
Baseball	2 games		Scholars Bowl	1 meet
Softball	2 games		eSports	1 week
Golf	1 tournament			
Scholars Bowl	2 meets			
Debate	1 meet			
Forensics	1 meet			
Theater	1 performance			

Clubs TBD

Second Offense
If, after an investigation, it is determined a second violation occurred, the student will be suspended from all activities for a period of 180 calendar days, starting from the date of the 2nd offense. However, the student and their parents may petition the district for early reinstatement after a minimum of three months. The parents and student will be required to submit validation of three consecutive months of clean drug testing conducted by a mutually agreed upon third party testing agency. The cost of the testing will be paid for by the family. Additional documentation might include counseling and attendance at a group meeting relating to drug and alcohol use. Whether a petition for early reinstatement is submitted or not, the activities director, coach, and administration will conduct a meeting with the student and the parents before the student may possibly regain eligibility. Reinstatement may involve a continuation of the testing program.
In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional, but will be required to go through the ACE program.

Third Offense
If, after an investigation, it is determined a third violation occurred, the student will be suspended from all activities for 365 calendar days. However, the student and their parents may petition the district for reinstatement after a minimum of 6 months. The parents and student will be required to submit validation of six consecutive months of clean drug testing conducted by a mutually agreed upon third party testing agency. The cost of the testing will be paid for by the family. Additional documentation might include counseling and attendance at a group meeting relating to drug and alcohol use. Whether a petition for early reinstatement is submitted or not the activities director, a coach, and administration will conduct a meeting with the student and the parents before the student may possibly regain eligibility. Reinstatement may involve a continuation of the testing program. In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional, but will be required to go through the ACE program.

Confirmation of a Violation-
1) Violation is confirmed after an investigation.
2) Faculty or staff witnesses actual violation.
3) Law Enforcement witnesses actual violation
4) Non-school Person - A written report can be the basis of an investigation.
***Administrative Team consisting of Principal, Asst. Principal, AD, Coach/Sponsor will accept reports and will investigate if the facts deem it necessary.

AFTER CONFIRMATION OF THE VIOLATION-THE FOLLOWING STEPS WILL BE TAKEN-
First Offense – One-third of the scheduled competitions suspended, (based on varsity schedule, which can extend into the next athletic season. The student will still be required to attend practices and the student athlete must complete any additional conditioning program or outside work the coach or sponsor assigns. If offense occurs in a portion of the season in which there are practices but no games the suspension will

become effective during the competition portion until one-third of the competitions have been missed. The coach and player will receive in writing the dates that the player is suspended. In addition, the student will be required to attend an intake session with a mental health professional during the suspension period. Such appointments will be at the family's expense and documentation will be required. There will be a mandatory meeting between the activities director, head coach, parents, and student before possible reinstatement. In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional, but will be encouraged to go through the ACE program.

Second Offense

If, after an investigation, it is determined a second violation occurred, the student will be suspended from all activities for a period of 180 calendar days, starting from the date of the 2nd offense. However, the student and their parents may petition the district for early reinstatement after a minimum of three months. The parents and student will be required to submit validation of three consecutive months of clean drug testing conducted by a mutually agreed upon third party testing agency. The cost of the testing will be paid for by the family. Additional documentation might include counseling and attendance at a group meeting relating to drug and alcohol use. Whether a petition for early reinstatement is submitted or not, the activities director, coach, and administration will conduct a meeting with the student and the parents before the student may possibly regain eligibility. Reinstatement may involve a continuation of the testing program. In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional, but will be required to go through the ACE program.

Third Offense

If, after an investigation, it is determined a third violation occurred, the student will be suspended from all activities for 365 calendar days. However, the student and their parents may petition the district for reinstatement after a minimum of 6 months. The parents and student will be required to submit validation of six consecutive months of clean drug testing conducted by a mutually agreed upon third party testing agency. The cost of the testing will be paid for by the family. Additional documentation might include counseling and attendance at a group meeting relating to drug and alcohol use. Whether a petition for early reinstatement is submitted or not the activities director, a coach, and administration will conduct a meeting with the student and the parents before the student may possibly regain eligibility. Reinstatement may involve a continuation of the testing program. In the event of a tobacco incident, the student will not be required to attend an intake session with a mental health professional, but will be required to go through the ACE program.

STUDENT CHARACTER EXTRA-CURRICULAR ACTIVITIES ADDENDUM

(Violations occurring outside of school)

Jefferson West High/Middle School recognizes that student character and behavior is a significant part of the activity program for our adolescents. Inappropriate criminal behavior by student/athletes may affect participation in athletics and activities at Jeff West. **Student participation in athletics and activities at Jeff West is a privilege not a right.**

Activities/Athletics covered by this policy include - All MS/HS Athletic Teams, Cheerleaders, Weststeppers: Activities covered by this policy- all KSHSAA sponsored clubs/activities, musicals, plays, Thespian club, FFA, FCCLA, FCA, FBLA, Spanish club, SADD, and NHS

POLICY GUIDELINES

A student convicted of a felony is no longer eligible for participation in activities until the student has served all the requirements of the justice system.

Basic Rules - During the season of practice and competitive play, (which includes the fall, winter, and spring seasons **and** in the summer for Cheerleaders, Weststeppers, FCCLA, FBLA, & FFA or any other school sponsored activities summer camps, practices and national competitions), a student shall not:

1) Be involved in criminal activities which result in an arrest or in conduct constituting a misdemeanor or a felony. If, after an investigation, it is determined that a student engaged in behavior that would constitute a misdemeanor or a felony, this policy may be applied.

ADDITIONAL GUIDELINES:

1) Violations are accumulative throughout the school year, not per sport.

2) These rules also cover any portion of an activity season that occurs prior to the start of school or after the close of school.

3) If the violation occurs near the end of the season or at the end of the school year, the penalty phase will continue into the next sport in which the student/athlete participates.

Confirmation of a Violation-

Violations may be reported by:

1) Self Disclosure - (student reports the violation)

2) Student admits to violation after a conference.

3) Faculty or staff observes a violation.

4) Law Enforcement observes the violation.

5) Non-school Personnel - A written report can be the basis of an investigation.

***Administrative Team consisting of Principal, Asst. Principal, AD, Coach/Sponsor will accept reports and will investigate if the facts deem it necessary.

AFTER CONFIRMATION OF THE VIOLATION-THE FOLLOWING STEPS WILL BE TAKEN-

First Offense - The student will be suspended for one-third of the scheduled competitions based on the varsity schedule and school dances or any other school sponsored events during that time. The suspension will begin with the next scheduled competition and may continue into the next activity season in which the student participates. The student will still be required to attend practices and the student must complete any additional conditioning program or outside work the coach or sponsor assigns. If an offense occurs in a portion of the season in which there are practices but competitions have not started the suspension will remain in effect during the competition portion until one-third of the competitions have been missed. If, after further investigation by the administration, the offense is determined to be of a severe nature more stringent consequences may be administered. The player and the coach/sponsor will receive in writing the dates that the player is suspended. There will be a mandatory meeting between the athletic/activities director, head coach/sponsor, parents, and student before possible reinstatement.

Second Offense - If, after an investigation, it is determined a second violation did occur the student will be suspended from all activities for a period of 180 school year calendar days, starting from the date of the 2nd offense. However, the student and their parents may petition the district for early reinstatement after a minimum of three months. Whether a petition for early reinstatement is submitted or not, the athletic/activities director, coach/sponsor, and administration will conduct a meeting with the student and parents before the student may possibly regain eligibility.

Third Offense - If, after an investigation, it is determined a third violation did occur, the student will be suspended from all activities for 365 calendar days. However, the student and their parents may petition the district for reinstatement after a minimum of 6 months. Whether a petition for early reinstatement is submitted or not the athletic/activities director, a coach/sponsor, and administration will conduct a meeting with the student and parents before the student may possibly regain eligibility.
A student in the juvenile justice system must be in good standing with that system before consideration to be reinstated for eligibility can occur. In good standing with the justice system means that the student has and is abiding by the stipulations set by the courts, which may include but not limited to the completion of community service hours, making restitution, or any other requirement as part of the sentencing agreement. The student may then petition the administration for reinstatement with the understanding that the student is to remain in "good standing"during any probationary period.

A copy of your training rules, lettering policy, and Parent handout should be given to the Athletic Director **before the season starts**. Also, these items should be included in your parent packet and given out at the parents' meeting at the beginning of the year.

Transportation To and From Activities

To be eligible to take part in an activity out-of-town, students must ride district transportation to and from all school activities, such as: practices, games, field trips etc. Parents who wish to transport their children after such an activity must sign waivers for each occurrence. **Students may not ride home with anyone but their parents or legal guardian unless PRIOR ARRANGEMENTS have been made with the principal and permission has been secured 24 hours in advance. PRIOR ARRANGEMENTS must be made by email. No 8th grade student can park on school property.**

Physical Education

Physical education is required of all middle school students. Each student will have physical education every other day. Students will be expected to have clothes suitable for physical participation and athletic shoes. They will be given time to dress out for class. Missing a class because of forgotten clothes or shoes may result in a reduction of points for the day. Students who are well enough to be in school are expected to be well enough to participate in physical education under normal circumstances. Any student bringing a note from a doctor or parent stating that they should not participate in physical education, will, of course, be excused. Students may be required to do written work in order to obtain credit for the class on the days they are not able to participate. **Students who do not participate in physical education due to illness, may not participate in extracurricular activities on that day.**

Locker Room

Students will not have access to the locker room throughout the day. IF they are participating in athletics they will be allowed access to the locker room at the beginning of the day and the end of the day to store their sports bags.

Lockers

You will be provided with your own hall locker. These lockers do not have locks on them to make it easier and less stressful using them. If you would like to have a lock on your locker you can bring in your own BUT the office must have a copy of the combination or the key. Do not bring valuables to school. Please utilize your locker to store items you do not directly need in your backpack. Advisories will spend time working with students to prioritize their locker usage to help minimize the amount of extra things they carry with them. Students are HIGHLY encouraged to use their lockers and not carry everything in their backpacks.

Cell Phone/Smartwatch/Electronic Device/Bluetooth Headphones Policy

New State Law Regarding Student Phones and Smart Watches

We know this change may require some adjustment for students and families, but our goal is to ensure compliance with state law while maintaining a safe and distraction-free learning environment.

The state has passed a new law regarding student cell phones and smart watches. Under this law, students are not allowed access to these devices from the beginning of the school day until the end of the school day. As a result, we will need to adjust some of our current procedures.

Students will no longer be allowed to keep phones or smart watches turned off in their backpacks during the school day. These devices must be secured and stored according to the procedures outlined below.

5th Grade Students

Because 5th grade students have a homeroom, they will be allowed to have their phone and/or smart watch powered off, placed in their backpack, and stored in their locker. Students will not have access to their lockers throughout the school day, so they will need to make sure they bring all necessary supplies into the classroom each morning.

7th and 8th Grade Students Participating in School-Sponsored Athletics or Cheer

Students who are actively participating in a school-sponsored sport or cheer during their season may keep their phone and/or smart watch powered off in their athletic bag. Athletic bags will be stored in the locked locker room during the school day.

6th Grade Students and 7th & 8th Grade Students Not Participating in a School-Sponsored Activity

These students will be expected to turn their phone and/or smart watch into their grade-level storage case each morning. Devices should be powered off and placed in the slot assigned to the student. The storage cases will be unlocked and available for students to retrieve their devices at the end of the school day.

Our Recommendation

The best practice is for students to leave phones and smart watches at home whenever possible. We understand that many families want students to have access to a phone after school, which is why we know some students will continue bringing these devices to school.

Students will continue to have access to a phone in the office if they need to contact a parent or guardian during the school day. Likewise, if you need to reach your child, please contact the school office. If no one is immediately available to answer, please leave a message, as the office can become busy throughout the day.

We are asking for your partnership in helping us comply with this new state law. JWMS students have not been permitted to have phones out or in use during the school day, so that expectation is not changing. The primary changes involve how devices are stored during the school day and the requirement that smart watches not be accessible to students.

Please take a moment to review the updated consequences for violating these expectations, as they have changed to align with the new law and district procedures.

Thank you for your support and cooperation as we implement these new requirements.

Consequences for Violating the Cell Phone, Smart Watch, Bluetooth Headphones, and Electronic Device Policy

If a student is found in possession of or using a cell phone, smart watch, Bluetooth headphones, or other prohibited electronic device during the school day, the staff member observing the violation will confiscate the device and turn it in to the school office.

First Violation

- The device will be confiscated and turned into the office.
- The student will meet with the principal or assistant principal to review the policy and expectations.
- Parents/guardians will be notified.
- The student will be allowed to pick up the device from the office at the end of the day. .

Second Violation

- The device will be confiscated and turned into the office.
- A parent or guardian will be required to pick up the device from the school office.
- The student will be assigned a lunch detention.

Third Violation

- The device will be confiscated and turned into the office.
- A parent or guardian will be required to pick up the device from the school office.
- The student will be required to turn in their device to the principal or assistant principal for the next 5 school days.
- The student will be placed on the Not in Good Standing list and will be ineligible to attend or participate in school-sponsored activities for 5 school days.

Fourth Violation

- The device will be confiscated and turned into the office.
- A parent or guardian will be required to pick up the device from the school office.
- The student will be assigned ISS.

Prohibited Use

Recording, photographing, or videoing any individual in a restroom, locker room, changing area, or other location where a reasonable expectation of privacy exists is strictly prohibited and may result in disciplinary action, law enforcement involvement, and other consequences as allowed by law and district policy.

Students and families are expected to work together to ensure compliance with this policy and the requirements of state law. The simplest way to avoid violations is to leave phones, smart watches, Bluetooth headphones, and other electronic devices at home whenever possible.

Athletics and Activities Electronic Device Policy

Students participating in extracurricular activities, including athletics, clubs, organizations, fine arts, and other school-sponsored activities, may use personal electronic devices in accordance with the rules and expectations established by the activity sponsor, coach, or supervising staff member.

The use of cell phones, smart watches, tablets, headphones, and other personal electronic devices during practices, meetings, competitions, performances, travel, and other activity-related events shall be at the discretion of the coach, sponsor, or supervisor. Participants are expected to comply with all activity-specific expectations regarding electronic device use.

Failure to follow established electronic device expectations may result in disciplinary action as determined by the coach, sponsor, or supervisor and may affect a student's participation status within the activity.

Nothing in this policy limits a coach's or sponsor's authority to restrict, collect, or prohibit electronic devices when deemed necessary for safety, team unity, instruction, performance, supervision, or the effective operation of the activity.

School Handbook policy remains in place until the student has left the school building.

STUDENT HEALTH

Jeff West promotes a healthy environment, committed to the safety of our students. If your child is experiencing emotional difficulty, parents are encouraged to contact the school counselor or school social worker.

1. Wellness

a. Jeff West encourages students to develop good hygiene habits including washing hands, bathing daily, combing hair, and brushing teeth at least twice a day.

b. Students are encouraged not to share hats, coats, hairbrushes, and hair accessories.

c. Student consumption of candy, gum, and pop at school will be determined by the classroom teacher and will be limited to special situations.

d. Parents are encouraged to provide party treats that are nutritious and healthy. All snacks must be prepackaged and unopened.

e. Commonly used desks/learning areas will be cleaned daily.

f. Frequent washing and sanitizing of hands is encouraged

g. Energy drinks are not allowed at school.

2. Illness

a. Any K-8 student who has a fever of 100.00 Degrees Fahrenheit or higher, who has vomited, has diarrhea, or who has any other communicable disease listed below may not remain in school. A parent/guardian will be called to pick up the student from school as soon as possible.

b. Students must be fever free, without the use of fever reducing medication, for 24 hours before returning to school.

c. For communicable diseases, students will need a doctor's note or follow the communicable disease chart listed below for when they are able to return to school.

d. If a student is unable to participate in physical activity, recess and physical education, due to any medical or physical condition, the student must bring a written statement from a physician noting the length of time required to sit out and when full participation may resume.

e. In a case of a student accident or illness, students will be sent to the office. All accidents and illnesses should be reported to the office when they occur. For the safety and well-being of the student, should additional evaluation be deemed necessary, the student may return with documentation from the medical provider. Students are not to leave the school grounds without permission.

3. Medication

The school is not allowed to give any type of medication (prescription or over-the-counter) without a signed "Medication Authorization" form from the parent or guardian. If it is necessary that a medication be given during school hours, the following requirements must be met:

a. Prescription and over-the-counter medications must be brought to the school by the parent or guardian. Medication will not be accepted from students.
b. Prescription medication must be brought to school in the current, original container with the pharmacy label intact. The label must have the student's name, name of medication, dosage, time, route to be given, and doctor's name. If the medication is not properly labeled, it will not be accepted and given.
c. Over-the-counter medications must be unopened, unexpired, and in the original manufacturer container/package with labels intact. Over-the-counter medications will be dispensed and administered, based on age, as written on the label of the medication, or as otherwise authorized in writing by the student's physician.
d. Prescription and over-the-counter medication will only be given as authorized according to state law and school procedures.
e. Prescription and over-the-counter medication from a foreign country will not be accepted or given.
f. Herbal and/or Homeopathic medications (including essential oils) will not be given.
g. Students in grades 5th-12th may self-carry emergency medications (inhaler, seizure medication, diabetic medication). Self-carry authorizations from the student's physician and parent must be on file and renewed every school year.

4. Screenings

Jefferson West will conduct vision, hearing, and dental screenings to help ensure student success. Parents that wish to have their child excluded from these health screenings must submit in writing by September 15th of every year that they do not want their child screened.

5. Immunizations

Students must be current on all state required immunizations to attend school.

6. Communicable Diseases

Students will need a doctor's note or follow the communicable disease chart listed below for when they are able to return to school.

COMMUNICABLE DISEASES

Communicable Disease: A disease that is spread from one person to another through a variety of ways including, but not limited to, contact with blood and body fluids, breathing in an airborne virus, or by insect bites.

Communicable Disease	Incubation Period	Period of Communicability	May return to school
BED BUGS *Slightly swollen and red area that may itch and be irritation caused by bite marks*	Variable	Until bugs are destroyed	Exclusion is not required. Treatment in the home is highly recommended.
DIARRHEA *Watery stools*	Variable	Variable	K-8 Exclusion from school until 24 hours after the last episode. 9-12 Determination of the administration/nurse.
FIFTH DISEASE *Fever and headache followed by a red rash to the face, trunk, arms, and/or legs.*	4-21 Days	Greatest before onset of rash and while fever is present.	Must be fever free for 24 hours without the use of fever reducing medication.
HAND, FOOT, & MOUTH *Fever, malaise, and sore throat. One or two days after fever starts, painful sores or blisters can develop on/in the mouth, hands, or feet.*	3-6 Days	While fever is present	Must be fever free for 24 hours without the use of fever reducing medication
IMPETIGO *Pus filled sore that may have a honey colored crust*	2-10 Days	Until lesions are healed	Exclusion until 24 hours after initial dose of prescribed medication and lesion is to remain covered until healed.
INFLUENZA *Fever, cough, nasal congestion, body aches, fatigue, headache*	l-4 Days	One day before symptoms develop and up to seven days after onset of symptoms.	Must be fever free for 24 hours without the use of fever reducing medication or *5* days, whichever is longer.
LICE *Tiny insects that can cause scalp itching and irritation.*	Variable	Until lice and nits are removed.	Live lice: Exclusion from school until treatment is received.

Lice eggs (nits) appear on the hair shaft.			
MONONUCLEOSIS or EPSTEIN BARR VIRUS (MONO) *Fever, extreme fatigue, sore throat, headache, body aches, swollen lymph nodes in the neck and armpits, swollen liver or spleen, and rash.*	30-50 Days	Prolonged - may persist for a year or more.	No exclusion required. Recommended to avoid strenuous activity and contact sports for three to four weeks after the onset of symptoms.
MRSA (Methicillin Resistant Staphylococcus Aureus) *Skin infection that resembles pimples or boils, which can be red, swollen, painful, or have pus or other drainage.*	Variable, but commonly 4 to 10 days	Active non-treated drainage is infectious.	Exclusion from school until medical treatment is received and lesion is to remain covered until healed.
PINK EYE or CONJUNCTIVITIS - *Bacterial: pink or reddened sclera, discharge, crusting, itching, painful* - *Allergic or viral: watery discharge, itching*	1-3 Days	During the course of active infection.	Bacterial: Exclusion until written permission is obtained from a physician to return to school. Allergic or Viral: may stay in school.
RINGWORM *flat, spreading ring shaped /lesion(s) on the body*	4-14 Days	As long as lesions are present.	Exclusion until medical treatment is received and lesion is to remain covered until healed.
SCABIES *Intense itching and a pimple-like rash, which can include tiny blisters and scales caused by tiny mites that burrow under the skin*	2-4 Weeks first time. 1-4 Days subsequent times	Until mites and eggs are destroyed.	Exclusion until 24hours following initiation of appropriate antiparasitic therapy.
STAPHYLOCOCCUS AUREUS (STAPH) *Skin infections that resemble pimples or boils, which can be red, swollen, painful, or have pus or other drainage.*	Variable, but commonly 4 to 10 days.	Active non-treated drainage is infectious.	Exclusion from school until medical treatment is received and the lesion is to remain covered until healed.

STREP THROAT *Throat pain, red and swollen tonsils, sometimes with while patches or streaks of pus, swollen, tender lymph nodes in neck, fever*	1-3 Days	As long as bacteria are present in respiratory secretions. Noninfectious after 24 hours of treatment.	Exclusion from school until 24 hours after medical treatment and 24 hours fever free without the use of fever reducing medication.
VOMITING *Involuntary expulsion of gastric contents through mouth*	Variable	Variable	K-8 Exclusion from school until 24 hours after the last episode. 9-12 Determination of the administration/nurse.
COVID *Fever or chills, headache, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion, or runny nose, nausea or vomiting, diarrhea.*	Variable	Variable	K-12 Exclusion from school subject to Jefferson County Health Department most recent quarantine orders.

Student Dress and Appearance

Student clothing needs to be appropriate for the school setting. Appropriate clothing DOES NOT:

1. Present a danger to the physical health or safety of you or others.
2. Promote or imply regulated items such as alcohol or tobacco.
3. Display or imply obscene or indecent printed messages or symbols.
4. Detract from the teaching/learning process.

A total shirt must be worn. No bare midriffs/half-shirts, fish nets, undershirts or undershirt-type shirts and no sleeveless shirts that are open down the side, front or back may be worn. Undergarments should not be visible.

Students wearing clothing that violates the dress code, will be asked to change. We will contact parents to coordinate the process.

USD 340 - JEFFERSON WEST

DISCIPLINE GUIDE
STUDENT EXPECTATIONS

USD 340's first priority is “Teaching and learning of the intended curriculum for all students, including misbehaving students.” To ensure that all students have an opportunity to learn, we are committed to maintaining a safe, orderly, and productive classroom environment for all students, including misbehaving students.

Students are expected to become increasingly responsible for their own behavior and work toward the development of characteristics such as:

- Personal integrity and honesty
- A sense of duty
- Self-esteem
- Respect for the rights of all persons
- A sense of personal responsibility and justice
- A sense of self-discipline and pride in one's work and respect for the achievements of others
- Respect for one's personal property, the property of other, and public property

The discipline process in USD 340 is designed to teach, model, and use appropriate consequences to bring about the responsible behaviors necessary to ensure a safe, orderly, and productive learning environment by changing the unacceptable behavior to acceptable behavior. To accomplish this, we need the support of all staff, students, and parents.

PART I. EXPECTATIONS

To maintain a safe, orderly, and productive classroom environment, staff, students, and parents will be expected at all times to:

* Demonstrate self-respect, respect for others, and respect for all things in their environment;
* Help maintain for all individuals at school and at school-related activities a safe and orderly environment through the use of self-discipline;
* Handle all conflicts without the use of violence or threats of violence and with respect for the rights of all;
* Be on task at all times while in the classroom or other learning activities;
* Complete all academic tasks; and
* Assist misbehaving students to change their unacceptable behavior to acceptable behavior.

Positive Behavior Supports- Students will be rewarded for their positive behavior through PBIS points, Monthly Rewards, and Shopping at the PBIS store. Students will earn PBIS points by:

- Being kind and respectful
- Being safe and in control
- Being responsible and ready to learn
- Be a role model

Celebrations- Throughout the school year we will have Positive Behavior Celebrations for students who have met the requirements.

- Have no more than 3 office referrals each month
- Have no more than 5 missing assignments each month
- Have no F's
- Have no more than 3 technology write-ups each month
- Must have good attendance with no unexcused absences or more than 5 tardies

PART II. LEVELS OF MISBEHAVIOR

The identified levels address the three branches necessary to provide a positive and productive teaching and learning environment (safe, orderly, and academically productive environment).

LEVEL 4: Safe Environment. Behaviors that are intended to be physically and/or mentally threatening to others and/or are illegal. Behaviors that contribute to an unsafe environment will not be tolerated and will be dealt with immediately. The following are examples of misbehaviors that cause a school environment to be unsafe:

*Weapons (including laser devices)— possession or use of
*Theft/Stealing
*Fighting — assault or battery of any kind
*Intimidation/extortion/threats
*Gross disrespect toward an adult — cursing/name calling
*Defiance that contributes to an unsafe environment
*Alcohol/drugs (possession, sale, or use)
*Sexual harassment of any kind
*Arson
*Explosive devices
*Tobacco (including possession of use of e-cigarettes or vaping devices)
*Harassment on the basis of race, color, religion, ethnicity, gender, disability, or sexual orientation
*Arranging public humiliation
*Enforcing group exclusion against someone by threatening others if they do not comply

Consequences for level 4 infractions include short-term OSS, long term OSS, or expulsion. Students may be required to participate in a reeducation program before returning to the classroom.

LEVEL 3: Orderly Environment. Misbehaviors outside the classroom that are not intended to be physically or mentally threatening to others, are not illegal, and do not interfere with teaching and learning, but do negatively affect an orderly environment. The following are examples of Level 3 misbehaviors:

*Disruptive behaviors in the hallway
*Disruptive behaviors in the cafeteria
*Disruptive behaviors at a school activity
*Disruptive behaviors before and after school
*Skipping/tardiness/truancy
*Being in the hall without a pass
*Gambling
*Inappropriate use of a motor vehicle
*Solicitation (selling unauthorized items at school)
*Inappropriate literature
*Filing false emergency reports
*Destruction or defacement of either school or another's personal property
*Inappropriate display of affection
*Dress code violations
* Public teasing, gossiping or spreading rumors
* Ostracizing through writing
* Posting written material (libel) in public places or through electronic means damaging to another person's character or reputation
*Making statements (slander) damaging to another person's character or reputation
* Playing mean tricks to embarrass someone
* Excessive bragging

Consequences for level three infractions include detentions, ISS, or short-term OSS. Adjustments can be made by the building principal to address repeated violations.

Students may be required to participate in a reeducation program before returning to the classroom.

LEVEL 2: Productive Classroom Environment. Behaviors that occur in the classroom and interfere with the learning of others. The following are examples of Level 2 misbehaviors:

*Failing to follow reasonable request of the teacher
*Talking out
*Horseplay
*Disturbing another student in any way
*Being out of seat without permission
*Showing disrespect/defiance
*Using equipment improperly
*Disrespecting peers/teasing

Consequences for level two infractions include teacher-student conference, temporary removal from the classroom, teacher-student-parent conference, detentions, ISS, or short-term OSS. Adjustments can be made by the building principal to address repeated violations.

LEVEL 1: Productive Personal Environment. Misbehaviors that occur in the classroom that affect only the disruptive student. The following are examples of Level 1 misbehavior:

*Not having appropriate equipment and materials
*Sleeping
*Being off task, but not disrupting others
*Failing to turn in homework/failing to complete assignments
*Failing to dress out for P.E.
* Cell phone violation
* iPad violation

Consequences for level one infractions include teacher-student conference, temporary removal from the classroom, teacher-student-parent conference, detentions. Adjustments can be made by the building principal to address repeated violations.

PART III. NON-NEGOTIABLE BEHAVIORS

VIOLENCE FREE POLICY

USD 340 has developed district policies that identify behaviors that cannot and will not be tolerated from any students. To ensure a safe environment, the district has developed a Violence-Free Policy that clearly identifies the behaviors that no student will have to put up with in any of our schools.

It is everyone's responsibility to keep our school free of violent acts of any kind. Students, staff, parents, and guests have the right to feel safe in all district buildings and at any school-sponsored activity. To help ensure a violence-free environment, the district has adopted a zero-tolerance stance concerning the following:

A. The Possession of a Weapon

Definition: Weapon means a firearm, loaded, or unloaded, a replica firearm, knuckles, knife, chains, clubs, throwing star, incendiary, or exploding device or any other article that is commonly used, or is designed, to inflict bodily harm.

In accordance with Board Policy: While on school grounds or at school activities, functions, or events, a student shall not possess any object that, in the opinion of the administration, can be considered a weapon. Possession shall include lockers, clothing, book bags or vehicles.

All consequences will be in accordance with applicable state and federal laws.

Consequences: Ten (10 day) out-of-school suspension with a due process hearing for expulsion and notification of the police. State law requires an expulsion from school for a period of one year (186 school days)

(In the event that a student unwittingly brings a small pocketknife to school (less than 2 1/2 inches), that student must immediately meet with the school principal. The principal will hold the pocketknife until it is picked up by the parent(s). The principal will talk with the parent and student. A warning will be given for first incident. Repeated offenses may result in suspension).

B. The Use of Other Objects Used as a Weapon

Definition: Use of other objects that are not defined as weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm, are prohibited at all times on school premises before, during, or after school or at any school-sponsored activity, regardless of where held. Examples include belts, combs, pens, pencils, files, compasses, scissors, and bats.

Consequences: Ten (10) days of out-of-school suspension with a due process hearing for possible expulsion and notification of the police.

C. Involvement in a Fight

Definition: Two or more individuals engaged in any physical contact that expresses anger and which may cause physical harm.

Consequences: Out-of-school suspension for a least one (1) day with the possibility of ten (10) days suspension with a due process hearing for possible expulsion and possible notification of the police.

D. Battery or Assault/Intimidation of an Individual(s)

Definition: Any physical attack (battery) or threat of a physical attack (assault) on another individual(s) to extort items or favors, induce fear, or for any other reason.

Consequences: Out-of-school suspension for at least one (1) day with the possibility of a ten (10) day suspension with a due process hearing for possible expulsion and possible notification of the police.

BULLYING

Bullying of any individuals, students, or staff, will not be tolerated in the Jefferson West School District at any time.
Bullying is severe, persistent, or pervasive (widespread) behavior from one or more students, staff, or parents that creates an intimidating, threatening, or abusive educational environment. These actions could result in actual or reasonable fear of physical or mental harm, or actual or reasonable fear of damage to property.

Teasing – Name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves.

Harassment – Racial, ethnic, or sexual name-calling or other severe harassment.

Exclusion – Starting rumors, telling others not be friends with someone, or other actions that would cause someone to be without friends.

Physical Bullying – Pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space.

Severe Physical Bullying – Punching, kicking, and similar behavior that could result in injury to others.

Threat of serious violence – Threats of using a weapon, or other conduct, which should be immediately reported.

Cyberbullying – Bullying via any electronic communication
For consequences of bullying, please refer to the Bullying Policy available on school websites.

Please encourage your child to report inappropriate unkind behavior. We need to work together to hold each other accountable and to push our students to be kind individuals to all.

Jefferson West Middle school Behavior Matrix

	Classroom	**Hallway**	**Cafeteria**	**Bathroom**	**Gym**	**Arrival/ Dismissal**	**Assembly**
Safe	Keep hands & feet to self Follow teacher directions and procedures Use self control	Keep belongings off the floor Use an indoor voice Walk on the right side of the hall. Keep hands & feet to self	Walk at all times. Only touch your food/ utensils. Keep feet under tables. Place tongs on the side of food bins. Use hand sanitize	Get in and do your business Flush the toilet then wash hands with soap and water. Report problems to a teacher or the office.	Use equipment as intended Keep hands and feet to self	Walk on school grounds. Stay behind the red line when waiting for the bus. Watch for moving vehicles in the parking lot.	Walk up and down the bleachers using the steps. Sit with grade level
Respectful	Keep comments positive Use appropriate language and voice level	Use a conversation voice between classes. Be mindful of classes in progress.	Use the voice level indicated by the lunchroom supervisors.	Respect others' privacy. Maintain a clean, orderly, and	Check that your shoes are clean before walking on the gym floor.	Keep hands and feet to yourself. Use appropriate voice level.	Leave personal belongings in the classroom. Demonstrate positive school spirit.

	Classroom	**Hallway**	**Cafeteria**	**Bathroom**	**Gym**	**Arrival/ Dismissal**	**Assembly**
	Remain quiet when others are speaking. Be engaged and an active participant.	Use locker etiquette	Tell the lunch staff please and thank you. Table manners.	sanitary restroom.	Share equipment Practice sportsmanship. Include others in games	Use appropriate language.	Be engaged. Show proper respect to presenters.
Responsible	Arrive in class prepared and on time Own your actions Meet deadlines as assigned	Pick up after yourself. Move with a purpose and focus. Gym - stay off playing surface	Clean up after yourself. Enter your lunch code correctly.	Practice correct toileting skills Report any messes or issues as soon as possible.	Stop play and put equipment away when directed. Stay in the gym until the bell rings. Use equipment correctly.	Report to commons after arrival. Clean up after yourself. Chromebook stays in your backpack.	Pay attention to presenters. Only talk when appropriate. Sit with your grade.

ACADEMICALLY PRODUCTIVE CLASSROOM POLICY

To ensure a positive learning environment, no student will be allowed to continue to disrupt the learning opportunity of other students or the teacher's responsibility to teach. Whenever a student is asked to stop a behavior deemed disruptive by the teacher, the student will be expected to stop such behavior immediately. The teacher will go through the following procedures when a student is disrupting the learning of others:

1. The teacher will identify the disruptive behavior and ask the student to discontinue the behavior immediately.
2. If the student stops the behavior, the teacher will continue with the learning activity.
3. If the student does not immediately respond to the teacher's request, the student will be asked to leave the classroom and report to the office.
4. If the student refuses to immediately leave the room, the teacher will call the office for someone to escort the student out of the classroom. The student will be brought to the Principal's office.

Minimum Consequence: Principal-parent-teacher-student conference
Maximum Consequence: Out-of-school suspension for one to three days

Academic Dishonesty

Cheating will not be tolerated. If a student is caught cheating they will take a zero on the assignment and will receive a 60 minute after school detention. We understand that parents and older siblings might help a student with their school work at home. It is important that school work is completed by the student and is not written by anyone else.

ALTERNATIVE LEARNING POLICY

USD 340's priority of teaching and learning the intended curriculum still applies when a student chooses to misbehave. Many of the consequences for misbehavior assign the student to an alternative learning situation. Three possibilities exist for short-term cases:

- **Time Out** - The student is sent to the time out room for the balance of the period in which the behavior problem occurred. The regular assignment for that day will be completed and handed in for appropriate credit.
- **In-School Suspension** - The student will be removed from the regular classroom setting for a pre-determined period of time and placed in the school's designated ISS setting. The student will be assigned teacher-generated assignments and tests from all classes missed. All successfully completed work will receive appropriate credit.
- **Out-Of-School Suspension** - Any student who is suspended from school for more than one day will be assigned to the Alternative Education Program under the direction of the building principal. The assignment is mandatory and must be successfully completed before returning to the regular school program.

ALTERNATIVE LEARNING GUIDELINES

1. Each Alternative Education Program session will be held in the appropriate setting for the student.
2. In grades K-6 the classroom teacher will provide the instruction and supervision of the student in an Alternative Education Program. If the classroom teacher is unavailable, another staff member will provide the supervision.
3. A suspended student is responsible for learning all classroom material that was missed.
4. An Alternative Education Program will specifically address the class work missed during the suspension.
5. All successfully completed work will receive appropriate credit.
6. The student will be expected to follow all rules and procedures and stay on task at all times. Failure to comply will result in dismissal from the session with no credit. The obligation will be rescheduled. Continuing noncompliance will result in the loss of the privilege to earn credit in an alternative setting.
7. An Alternative Education program can be: in-school suspension, tutoring, Saturday school, Friday school, or assignment to an after-school program from 3:15 p.m.-6:15 p.m. for grades 7 through 12, or from 3;30 p.m.-4:30 p.m. or 5:00 p. m. for students in grades K-6, or any combination of the above. The length of time for the younger students will be determined by the student's age and the amount of time needed for instruction and supervision of work.
8. In the unusual situation of a student who is in process under the provisions of the long-term suspension/expulsion policy, that student may be exempt from the Alternative Education program. This includes the ten-day short-term suspension period prior to the long-term suspension of expulsion. Should the student be long-term suspended or expelled, any continued instruction via homework and the credit for that work will be a decision made by the principal on a case-by-case basis.
9. Students may also be placed on a behavior contract using a point system. This is done on a case-by-case basis.

Notice Of Nondiscrimination

In compliance of the Executive Order 11246; Title II of Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, Unified School District #340 shall not discriminate on the basis of sex, race, color, national origin, or handicap in educational programs, vocational programs, employment or other activities which it operates. It is the intent of USD #340 to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to the Title IX & Section 504 Coordinator, Brad Neuenswander, Superintendent, USD #340, Meriden, KS (785-484-3444). Title VI Title IX, and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address correspondence to: U.S. Department of Education, Region VII, Office for Civil Rights, 10220 N. Executive Hills Blvd., Kansas City, MO 64153.