



Hoisington Middle School

Student Handbook

2026-2027

HMS Cardinal Core Values

Honesty

Being truthful and fair.

Accountability

Owning your actions.

Respect

Being kind to self, others, and property in our actions/words.

Responsibility

Can be counted on and trusted to make good choices.

Leadership

Positively leading self and others

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WELCOME

On behalf of the teachers and staff I would like to welcome you to Hoisington Middle School for the 2026-2027 school year. Here at Hoisington Middle School we will focus on the process of becoming lifelong learners. We will have unconditional gratitude for all situations regardless of the circumstances, and use those opportunities to learn and grow to become the best version of ourselves. I look forward to seeing you in the building and watching you grow as students and young men and women.

Catherine Schmutz, Principal

MIDDLE SCHOOL MISSION STATEMENT

The Mission of Hoisington Middle School is to foster the personal, social, and character development of every student. Each student will actively ENGAGE and COMPETE in their education to become ELITE learners in a safe, supportive, and challenging environment.

HMS Cardinal Core Values of **Honesty, Accountability, Respect, Responsibility, and Leadership** are the school-wide expectations for behavior. Our core values serve as a framework for our entire school and are part of our identity and culture and support our vision to provide the best education possible for every student.

CARDINAL CORE VALUE STATEMENTS

Honesty - I will tell the truth as I understand it while being considerate of others feelings and views.

Respect - I will be nice and treat people really really well.

Accountability - I will be accountable for my actions and and always give great effort

Responsibility - I will take responsibility for my emotions and strive to have a great attitude.

Leadership - I will lead with positive energy

PURPOSE

This handbook has been prepared to help parents and students know the procedures for handling school concerns. Not every procedure or rule can be covered in this handbook; however, this outline should provide answers to many questions.

No part of this offering is meant to conflict with School Board Policy or the directives of the Superintendent of Schools. Should there be such a conflict, School Board Policies and Superintendent directives will take precedence over the information in the outline.

NOTICE OF DISCRIMINATION

USD #431 does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

KANSAS SAFETY HOTLINE 1-877-626-8203

A statewide hotline is available 24 hours a day, 365 days a year to report impending school violence to the Kansas Highway Patrol. Information received on this hotline will immediately be shared with local law enforcement and school officials. Help keep your school safe.

KANSAS SUICIDE HOTLINE 1-800-273-8255

VEHICLE IDLING POLICY - Guidance for Personal Vehicles

Drivers will turn off their engines as soon as practical when arriving at loading or unloading areas in order to eliminate idling time and reduce harmful emissions. They should be started when the vehicle is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise safety, such as: a) extreme weather conditions or b) health factors where a controlled temperature is necessary.

At the beginning of each school year, parents and guardians will receive an information fact sheet on idling and health and sign a commitment to help reduce unnecessary idling. Efforts will be made to reduce idling by converting the "pick-up line" of vehicles to a "pick-up lot" where parents and guardians can park and wait without the need to idle.

ARRIVAL & DEPARTURE

7:50 a.m. - 3:15 p.m.

Students will enter the doors on the east side of the building. The doors will unlock at 7:30 a.m. Students eating breakfast will go into the cafeteria, other students will go into the gym area to wait supervised until the 7:45 a.m. bell. P.E./Weights students will be dismissed no earlier than 7:35 to put things in their school lockers and dress out. All other students will be released at 7:45 to go to their classrooms. Students are required to be in their classrooms by 7:50 or will be counted tardy. All students should exit the building by 3:30 p.m. All after school programs or school sponsored activities are the exceptions.

ATTENDANCE

It is a parental responsibility to require the regular school attendance "of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years," unless the child is exempted by statute (KSA 72- 3120). Therefore, students are expected to be in attendance at all times when school is in session. When a student is absent from school an attempt shall be made to contact the parent or guardian to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Excused Absence

The definition of "excused absence" **may** include the following **and are subject to final approval by the building principal.**

1. Personal illness
2. Health-related treatment, examination, or recuperation
3. Serious illness or death of a member of the family
4. Obligatory religious observances
5. Participation in a district-approved or school sponsored activity or course
6. Absences prearranged by parents and approved by the principal
7. Students of active-duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.
8. College visits
9. Family emergencies
10. Family trips that are supervised by a parent/guardian when administration has approved the absence before the student leaves on the trip. (THE STUDENT MUST COMPLETE AN ABSENTEE SLIP

AND ASSIGNMENTS PRIOR TO THE DATE OF THE FAMILY ABSENCE/TRIP IN ORDER TO BE COUNTED AS EXCUSED.)

11. Students may be given an excused absence for attending a KSHSAA activity if:
 - a. Hoisington High School is competing in said event.
 - b. A coach or sponsor is taking a group to view the activity, **or they are attending with their parent/guardian.**
 - c. The student has all make-up work completed prior to the absence and their admit slip is signed and turned in to the office the day prior to the trip.
12. Students will not be excused for Senior Pictures or haircuts/appointments. Please make arrangements for these events outside of the school day.

Unexcused Absences

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent. Absences from school for reasons not stated above will require a parent or guardian conference with the building principal, who will then determine whether the absence will be excused or not. Excessive absenteeism, as determined by the principal, may require a doctor's release. Administration, and only the administration, determines if any absence is excused and reserves the right to classify any absence as excused or unexcused. Students with unexcused absences will not be allowed to participate in extra-curricular activities that day.

Significant Part of a School Day

An absence of two or more hours in any school day shall be considered an absence for a significant part of the school day.

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. Upon returning to school from an absence, the student will report directly to the office to receive an absence slip that will allow the student into class.

ABSENCE POLICY

It is a parental responsibility to require the regular school attendance "of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years," unless the child is exempted by statute (KSA 72- 3120). Therefore, students are expected to be in attendance at all times when school is in session. When a student is absent from school an attempt shall be made to contact the parent or guardian to determine the acceptability and validity of excuses presented by the parent(s) or the student.

After 6 absences for the semester or 12 absences for the year the SIT Intervention Team may meet with the parent to discuss the absences and determine what interventions need to be put in place. After 8 absences in a semester or 16 for the year, absences will be unexcused unless a doctor's note is provided.

REPORTING ABSENCES

Parents or guardians are required to call the school (**620-653-4951**) prior to 9:00 a.m. each day of an absence. If you have no phone, a note delivered by a parent is required when the student returns to school. If no

note or phone call is received, the absence will be considered unexcused. **Parents have the right to appeal the unexcused absence but it must be in writing and an attendance meeting with the principal will be conducted.**

NOTE--Absences will be recorded as unexcused if the school is not notified on the day the absence occurs or if a note is not presented the day the student returns to school. Excessive unexcused absences will result in truancy action.

Unexcused Tardy Discipline Matrix	11-12	13-14	15-16	16+
10 Tardies allowed total per semester (9th tardy parent notified)	30 min. Detention	45 minute detention (Parent Notified)	1 hour detention (Each additional tardy in that class is an unexcused absence)	1 hour detention (Each additional tardy in that class is an unexcused absence) Parent Meeting
Activities	Coach or Sponsor	Coach or Sponsor	Can not participate in extra-curricular activities for the DAY	Can Not Participate in extra-curricular activities for the WEEK

All tardy consequences are at the administrator's discretion. All tardy detentions will be served in the office after school. The tardy report will be run at the end of each week. Tardy consequences will be served at the beginning of the following week.

TRUANCY

Whenever a child is required by law to attend school and such child is unexcused on either three consecutive days, five days in any semester, or seven days in the school year, such child is truant. A child is unexcused if he or she is absent all or a significant part of a day without a valid excuse acceptable to the school employee responsible for attendance, as designated by the board of education (K.S.A. 72-3121). All trancies will be reported to the Department of Children and Families or the county attorney's office.

VISITING SCHOOL

We request that students do not bring friends or relatives to school to attend classes with them, however, they are welcome for lunch.

BUILDING SAFETY

To promote building safety:

- any non-school person must enter through the front doors during normal school hours.
- They will be identified and buzzed in by the office.
- non-school persons must sign in and out in the office and receive a temporary name tag.
- Non-school persons must check out in the office upon leaving the building
- ALL doors will remain locked during school hours.

EMERGENCY NUMBER - HOME PHONE NUMBER

We ask that emergency numbers and home phone numbers be provided at enrollment. **It is the responsibility of the parent/guardian to notify the office if numbers have changed or have been disconnected.** We also ask that the emergency number is a dependable number in case your child becomes injured or ill. If the inability to reach a parent or guardian becomes a recurring problem, DCF, or the police department may be notified.

LEAVING SCHOOL GROUNDS

School officials and teachers believe that after a student arrives at school he/she must not leave the grounds unless he/she has permission from the principal or teacher. The school is responsible for the student's welfare during school hours and must see that all precautions are taken for the benefit of the student. Students must sign out if leaving the building during school hours. Please notify the office if you are picking up your student during school hours. Parents should impress upon their children the need for caution in offers of help, rides, etc. from strangers.

If a student leaves during school hours, parents will be notified if they can be reached. If a student becomes ill during school hours and feels he/she needs to go home, the office staff/nurse will determine if the student should be sent home. The student will **not** be sent home without contact with the parent/guardian or emergency contact person listed by the parent.

At no time does a student leave the building without **permission** from a school official and without signing out in the office. If a student leaves the building without permission, the absence will be considered unexcused. Also, the local police may be called if a student leaves school without prior permission.

HONOR ROLL

Hoisington Middle School recognizes students at the end of 1st semester grading period and at the end of the school year.

Principal's Honor Roll - 4.0 GPA - All A's

Cardinal Honor Roll - 3.5 GPA - with no C's

Honor Roll - 3.0 - 3.5 with no more than one C

GPA is computed on an "A" being 4 points, "B" being 3 points. Students receiving D's, F's or I's are ineligible for the honor roll.

HOISINGTON MIDDLE SCHOOL GRADING SYSTEM

100-90 A

80-89 B

70-79 C

60-69 D

0-59 F

A plus or minus grade will not vary more than two percentage points. Teachers are responsible to justify the grade that a student earns.

PROGRESS REPORTS/GRADE CARDS

Progress reports are made available online at 4 ½ week intervals (half way through every nine week grading period). They may be mailed at other times if the instructor feels a need to communicate with parents. They may be sent to inform parents that student improvement is needed or to compliment students for good work. Non-custodial parents may receive reports by contacting the Office.

Progress Reports are handed out at the end of the 1st and during the 3rd nine weeks at Parent/Teacher or Student Led Conference. Grades can be monitored weekly through PowerSchool.

Parent/Teacher Conferences

Formal conferences will be scheduled at the end of the first nine weeks and Student Led Conferences at the end of the third nine weeks. Teachers or parents may also schedule individual conferences with teachers at other times during the year.

TESTING PERIODS

Students will take the state assessment tests in the subject areas mandated by the state. The schedule from the state will be posted before school starts.

Fastbridge will be used for ELA, Social Emotional, and Math placement testing. Fastbridge is used for benchmark testing in core subject areas and guidance for Enrichment Classes

CARE OF SCHOOL PROPERTY

Textbook/Workbook Rental

USD #431 has a textbook rental program. All textbooks used during the school year will be included in the program. Textbook rental fees will be paid at the time of enrollment. The fees also include the cost of workbooks. When a student has been issued a textbook it becomes his/her responsibility to care for that book. All 6th, 7th and 8th grade students will be required to pay a technology fee. Project based classes may require a fee.

Lost or Damaged Books

Students will be expected to return books checked out in their care at the end of the school term. Abusive care given to school owned books will result in students being assessed for repair or replacement of the book. Normal wear and tear is not considered abusive care. Assessment for lost or damaged books is the responsibility of the building principal. This also applies to lost or damaged books checked out from the school library.

Lockers/Bookbags

Students are assigned a locker which they are expected to keep **neat and clean**. *This locker is in joint control of the school and the student and may be inspected at random by the principal or his/her designee.* The school will not be responsible for loss of property. No one will tamper with another student's locker and students are encouraged **not** to give your combination to other students. Please be sure your book bag **will fit** in your locker. Book bags may be inspected by the Principal or designee and are not allowed in the classroom. Jamming of lockers is prohibited and anyone caught will be disciplined.

CHROMEBOOKS

Please see District Wide Chromebook Policy posted on usd431.net website.

INTERNET/E-MAIL PRIVACY

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all

messages. Students are expected to use the system following the guidelines approved by teachers or the administration.

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

VALUABLES AND MONEY

Parents should be advised that students should not carry items of value or money beyond what they need to get them through the day. The school is not responsible for lost or stolen items. Lunch money or money for school activities will be collected early in the day. No toys, collectable cards, or other distractions are allowed.

FIDGETS

No fidget gadgets will be allowed in the building unless prescribed by a doctor. If a doctor's note is obtained, only 1 fidget (approved by HMS) can be used. Fidgets must remain with the owner and not be a distraction to peers.

CELL PHONES

Student Personal Electronic Communication Devices

To promote student learning, reduce distractions, and comply with Kansas law, student personal electronic communication devices must be powered off and securely stored during the school day.

Personal electronic communication devices include, but are not limited to, cell phones, smart watches, earbuds, headphones, tablets, and other personal communication devices not issued by the district.

Students may store devices:

- At home
- In a vehicle parked on school property
- In a locker
- In a classroom cubby, cabinet, designated phone storage area, or other location designated by school staff.

Devices shall not be carried on a student's person or used during the school day unless authorized by an Individualized Education Program (IEP), Section 504 Plan, medical accommodation, or other exception permitted by district policy or law.

When students are participating in school-sponsored activities, events, competitions, field trips, or other educational opportunities away from school premises during the school day, the supervising administrator, coach, sponsor, or staff member may establish reasonable expectations regarding the possession and use of personal electronic communication devices.

Students may use personal electronic communication devices before school, after school, and during school-sponsored activities occurring outside the regular school day, subject to school rules and staff direction.

The district is not responsible for lost, stolen, or damaged personal electronic communication devices brought to school.

ELECTRONIC IMAGES AND PHOTOGRAPHS

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing or sharing pornographic, depictions of nudity - themselves or others, lewd, threatening, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting, emailing, or social media platform. Cameras should not be used in the classroom unless the photographs or video taken is for official or authorized school publication or broadcast. Cameras should not be used in such a fashion that would inappropriately invade the privacy of others. No cameras will be used in a restroom, dressing area, or locker room. No cameras shall be used to record confidential information such as classroom material, gradebook entries, or tests. For the purposes of this section cameras shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cell phone cameras, web cameras, and any other device capable of taking, storing, transmitting or viewing pictures or video.

Any student caught with a camera in a restroom, dressing area, or locker room will go straight to the 3rd offense of the cell phone policy. Any student proven to have taken a picture or video with a camera in a restroom, dressing area, or locker room will have the camera confiscated, receive a minimum of 3 days ISS, and law enforcement may be called.

ACADEMIC ACCOUNTABILITY

In an effort to promote student success HMS offers a variety of after school options. Options include After School Help, Power Hour, etc. All programs will begin at the end of the school day and will end at 4:00pm. Days and supervisors will be determined at the beginning of the year and then communicated to students and parents. Students staying for after school help will need to arrange transportation home. Students missing 3 or more assignments will be assigned After School help until they fall below 3 missing assignments. Parents will be notified at the end of the previous week by 3:30 pm if their student has After School help the following week. If there are any conflicts, please contact the school office before the scheduled session.

STUDENT RECORDS

The educational records of current Hoisington Middle School students are stored in the school office. USD #431 and the Middle School are in compliance with the Family Education Rights and Privacy Act (P.L. 93-380). Records may be reviewed by parents upon request to the Middle School Principal.

RETENTION POLICY

Students failing core subjects may be required to repeat the failed subject. Retention may be based on the physical and emotional maturity of the student and attendance. Retention will be reviewed by a SIT Team and parents or guardians.

PROMOTION ATTENDANCE CRITERIA

Students must be passing all of their classes at the end of the 2nd semester.

Students must have a 90% attendance rate for the school year.

Students may not have had ISS and/or OSS days totaling more than 5 days.

Student may not be on the ineligibility list for more than 4 consecutive weeks in one class

Student must be in good standing with the school

Exceptions can be made in extenuating circumstances by the administration.

HOISINGTON MIDDLE SCHOOL DISCIPLINE POLICY

The goal of the Middle School discipline policy is twofold; (1) to ensure the orderly education for students; (2) to educate young adults to be responsible for their actions. Students not following classroom/school rules may be subject to the discipline procedures listed below.

Responsibility-Centered Discipline is implemented as the school discipline model. It promotes responsibility, builds student to student and student to staff relations, and gives students ownership in their school to make it a place they want it to be. The Responsibility-Centered Discipline model uses a “Give ‘em Five” guided conversation to train educators to incorporate five themes into their corrective conversations. The five themes are: Support, Expectation, Breakdown, Benefit, and Closure.

There are three levels involved with determining student compliance. Level one: The student quickly recognizes they have made a mistake, takes responsibility for the problem and works well with the teacher to resolve the issue. Level Two: The student begins to display signs of unwillingness to accept responsibility-including arguing, denying, tattling, ignoring the teacher, or interrupting the teacher. Level Three: The student refuses to accept responsibility and is unable or unwilling to work through the process with the teacher.

Office referral process will happen once a teacher or staff member determines that a student is unable to gain self-control and work through the process with the teacher. The student is sent to the office for an office referral. The principal and the student will continue to work through the Responsibility-Centered Discipline process and the student will participate in finding a solution which displays that the student owns the behavior. The principal will guide the student through the process to solve the problem and to establish closure with the teacher by creating an apology. Effective consequences will follow which relate to the problem and promote learning. ISS, OSS, and Expulsion may occur as a consequence depending on the severity of the issue.

Suspension and Expulsion If a student (or any number of students) causes disruption or disorderly conduct, the result could be suspension or expulsion from school based upon the level of the infraction.

- A. Any school administrator may assign a student to an In-School Suspension.
- B. In School Suspensions may not exceed a period of five (5) consecutive school days.
- C. The due process procedures listed in the USD #431 Policy Handbook will be followed in all In-School Suspension cases. An attempt to contact parents/guardian shall be made before placing a student on In School Suspension.
- E. Written note of In School Suspension, an explanation of the incidents involved, and a copy of the I.S.S. program may be given to the student and shall be given or mailed to parents/guardian within 24 hours of the imposed In School Suspension.
- F. If placed on In School Suspension, the student and parents must agree to carry out all terms of the I.S.S. rules and regulations. If these terms are not met, Out of School suspension or other consequence shall be invoked.
- G. Students will receive credit during In School suspension for all assignments completed during the in-school suspension time.
- H. In School Suspension students are “not in good standing” and are prohibited from practicing or participating in school activities and programs for the duration of the suspension, until the following day. “Not in good standing,” status may last longer than the imposed in-school suspension depending upon the circumstances of the disciplinary infraction.

Rules and Obligations

1. Students shall obtain assignments on the provided assignment sheets between 7:30-7:50 a.m. It is the student's responsibility to obtain his/her assignments.

2. Students shall arrive at the designated site by 7:50 a.m. unless special permission by the principal is granted.
3. If tardy, additional time will be assigned immediately following the school day. I.S.S. students will be dismissed from school at 3:15 P.M.
4. Students shall turn in assignment sheets to the principal or assistant principal upon arrival for inspection.
5. Students are expected to work on assigned schoolwork. The assignment sheet and all work will be turned in to the principal at 3:20 P.M. the same day or first thing the following day.. No further time will be given for completion of assignments.
6. Students will be required to complete the grade appropriate Success Manual or Restorative Justice Plan while in I.S.S. (<https://www.woodburnpress.com/activity-booklets.html>)
7. Students will write an apology letter to appropriate persons before leaving I.S.S.
8. Students will have to make amends with appropriate parties and ask permission of the teacher to return to the classroom.
9. Students who miss I.S.S. time for any reason shall make up the time after the originally scheduled I.S.S. (between 7:50 - 3:15).
10. Students are not to talk, sleep, chew gum, have food or drink while on In School Suspension.
11. Students will receive a 25-minute lunch break. Students will eat school lunch or bring a sack lunch to school. Four-minute breaks will occur at the discretion of the supervisor. All breaks will take place in the assigned I.S.S. area.
12. Teachers are to provide enough work to keep the student busy for each class period the student misses. Students shall receive credit for schoolwork completed, to the satisfaction of the teacher and the principal, while on In School Suspension. Bring Reading Counts materials with you to I.S.S.
13. Failure to obtain necessary books, pencils, paper, or failure to abide by the regulations may result in additional In School Suspension or an Out of School Suspension.
14. Students on In-school suspension are considered “not in good standing,” and will not be allowed on school premises, at school activities, or participate in any school function until after the first day back at school.

Building Rules

1. Treat People Really Really Well
2. Have a Great Attitude
3. Give Great Effort
4. Be Prepared but Adaptable
5. Have Unconditional Gratitude Regardless of the Circumstances

Fighting

Fighting in the school building, on the school grounds, or at any school activity is prohibited. In the case of student fights, an investigation will be made. A student who starts a fight will be dealt with more severely than one who did not. If it is determined that one party was involved in self-defense, a lesser punishment may be inflicted; and under certain conditions, the Police department may be called.

CLOTHING POLICY

We believe certain standards of dress and grooming habits are necessary to maintain a wholesome, safe, non-disruptive, and inspiring learning atmosphere for students. Students are expected to dress appropriately for school, weather, modestly and in good taste. USD #431 will work with parents to ensure students come to school in clean, neat, and appropriate attire based on common sense and good taste by both students and parents. The district reserves the right at all times to regulate the dress and/or grooming of any student deemed to be a distraction to the learning process, indecent or offensive to the normal decorum of the school community, and/or creates health, discipline, or safety hazards.

- Students are expected to be neat and clean at all times and shower daily.
- Students may not wear tee shirts, jackets, and other articles of clothing which have slogans, lettering, pictures, or graphics which advertise or promote the use of tobacco, alcohol, sex, violence, illegal substances or contain profanity.
- Students may not wear clothing, emblems, badges, symbols, or colors that promote gang affiliation or activity.
- Clothing that exposes undergarments (includes sagging pants), cleavage, and/or midriffs are not permitted. **Shirts and blouses are to overlap pants waist line while in normal standing posture.**
- Shoes must be worn at all times. Heelys and house slippers are not acceptable.
- No mesh tee shirts, sleeveless tees, or tee shirts that have been cut down the sides or exposed undergarments.
- Skirts and dresses must be mid-thigh or longer. Shorts must have at least a 3” inseam. Jeans w/ holes or distressing above mid thigh will not be allowed.
- Book bags and/or satchels are not allowed in the classroom. (Exceptions may be allowed for injuries).
- No costumes allowed in the building unless for noted special occasions. This includes face paint, tails, gloves and/or sunglasses.
- If clothing does not meet school expectations, students will
- Be given the opportunity to change.
- Notify parents to bring school appropriate attire.
- Be asked to wear school appropriate attire provided by the school.
- Bracelets may be worn by no higher than 3” above the wrist
- NO writing on the body with pens or markers.

A final decision of appropriate dress will be made by the administration.

Hats

1. NO hats allowed in school unless otherwise specified below.
2. May be worn in the gym for athletic activities, special days, and at dances. They are not to be worn for Music, Band, or other Programs.
3. Should be clean, with suitable logos.
4. Leave other students hats alone when being worn.
5. If worn at other times or in other parts of the building may be taken for the day, week or semester and then returned.

VIOLENT THREATS-CRIMINAL THREATS

Students making verbal, written, or other threats to students or staff will not be tolerated. All verbal, written, and other threats may be reported to the police and charges may be filed. **Students making verbal, written, or other threats could be subject to suspension or expulsion.**

GUNS AND WEAPONS

Students bringing guns, knives, or any other dangerous weapons on school grounds will be subject to disciplinary action. This may include, but not be limited to, in-school suspension, suspension, or expulsion. The USD #431 Board policy on weapons will be followed. Police will be contacted.

CRISIS INTERVENTION PLAN

Middle School has a USD #431 Board of Education adopted Crisis Intervention Plan in effect. Building safety issues are addressed in the areas of death, building safety, and building evacuation and follow district policy.

RACIAL HARASSMENT - SEXUAL HARASSMENT

Racial and sexual harassment will not be tolerated at Hoisington Middle School.

The Hoisington USD #431 Board of Education prohibits acts of harassment on school property, at school-sponsored functions, or in a school vehicle. Harassment is conduct that meets all of the following criteria:

- Is directed at one or more pupils.
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils.
- Adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect.
- Is based on a pupil's actual or distinguishing characteristic, or is based on an association with another person who has or is perceived to have any of these characteristics.

The Hoisington USD #431 Board of Education prohibits acts of harassment on school property, at school sponsored events, and/or in a school vehicle. Any student that is being harassed must report this to a teacher or the principal at the school. If students inform the parents at home, parents must contact the school to let them know this is happening so the harassment can be stopped. If a student is found to have engaged in sexual or racial harassment, disciplinary action will be taken.

STATE AND USD #431 DEFINITION OF BULLYING

The Board of Education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle, or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle, or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

ALCOHOL - DRUGS - TOBACCO

The possession and/or use of alcohol, tobacco, or illegal drugs in any form or container while attending school or school sponsored activities is prohibited. Violations of this policy will lead to suspension, expulsion, and/or investigation by the police.

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited on or in school property. "Nicotine Delivery Device" means any device that can be used to deliver nicotine or nicotine salts to the person inhaling the device. Such definition shall include, but not limited to, any electronic cigar, cigarillo, pipe or personal vaporizer.

"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 in electronic cigarettes, whether or not they contain nicotine.

DRUG FREE SCHOOLS POLICY

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district’s students. The possession, use, sale or distribution of illicit drugs and alcohol by students at school, on or in school property, or a school sponsored activities or events is prohibited.

SCHOOL CONDUCT

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school, or in 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 ISS/OSS or long term suspension/expulsion. Examples of major and automatic offenses may include but are not limited to:

- Drug/alcohol use/possession on school property or at school events.
- Under the influence of drugs/alcohol on school property or at school events.

This discipline policy complies with and supports all state statutes and federal laws, including the Safe and Drug Free Schools and Communities Act. The Hoisington School District will work with and notify all appropriate branches of law enforcement when necessary to insure the safety and well-being of students and to meet all requirements of state and federal law. **NOTHING IN THIS POLICY IS MEANT TO LIMIT OR MITIGATE ADMINISTRATION’S ABILITY TO REASONABLY DETERMINE APPROPRIATE CONSEQUENCES FOR ALL INCIDENTS. ADMINISTRATION RESERVES THE RIGHT TO DETERMINE ANY AND ALL CONSEQUENCES FOR EACH DISCIPLINE INCIDENT.**

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. 72-8901, 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. 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 his or her parents. A list of area drug and alcohol counseling and rehabilitation programs along with names and addresses of contact persons for the programs is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

DRUG CANINE

Hoisington Middle School contracts with an outside company for access to drug dogs. Drug dogs will show up randomly throughout the school year. Administration has the right to search student backpacks, lockers, locker rooms, classrooms, and vehicles on school property. Drug dogs will not search individual students.

SCHOOL COUNSELOR

Counseling services will be provided for HMS students.

SPECIAL SERVICES

Many of the services that the students of USD #431 receive will be furnished by Barton County Cooperative of Great Bend. Classes in Educable Mentally Handicapped, Trainable Mentally Handicapped, Behavior Disorder, and Hearing Impairment will be held in Great Bend.

Transportation will be available for students attending these classes. Services available in Hoisington include: speech, gifted, and classrooms for children with Learning Disabilities. A school psychologist will also be available.

SAFETY DRILLS

Safety Drills and Lockdown Situations will be conducted in accordance with Senate Bill 128 to prepare students for emergencies that may occur. Specifics regarding the procedures may be obtained by contacting the building principal.

Senate Bill 128 requires schools to have 9 Safety Drills per year; 4 Fire, 2 Tornado, and 3 Crisis. The principal or his/her designee will be responsible for getting all disabled students, staff or visitors to the appropriate designated areas during fire drills and actual evacuation.

TORNADO SHELTER

The Middle School tornado shelter is located in the Music Room. This room was built as a Tornado Shelter with extra thick/reinforced walls and ceiling.

MEDICATION

Hoisington Middle School requires that all prescription and over-the-counter medication to be administered during school hours be stored in the locked cabinet at the office, except cough drops. As per our district medication policy, a parental form must be on file along with the medication in the original prescription and/or over-the-counter bottle and not expired. The prescription medication must also be labeled by the pharmacy, or physician, stating the name of medication, the dosage, and times to be administered. There will be a limited supply of over-the-counter medications, (Acetaminophen (generic for Tylenol), Ibuprofen (generic for Advil), and cough drops), available in the office upon parent permission.

Students in 6th through 8th grades with diagnosis of asthma or severe allergies may carry and self-administer emergency medication. Kansas law states that this self-administration policy requires written parent and physician signature specifying the name and purpose of medication, prescribed dosage, conditions under which the medication is to be self-administered and verification that the student has been instructed in self-administration. Please obtain a Permission for Self Administration for Asthma/Allergy Medications from the office.

SCHOOL INSURANCE

Our school system provides a very limited insurance policy for students. We encourage parents to have their own hospitalization policy and other accident insurance.

VISION, DENTAL, & HEARING SCREENS

All students in 6th, 7th, & 8th grades will have a vision and hearing screening every year. If any problems are found in the screening, the parents will receive a notice from the school. If for any reason during the school year you, as parents, feel that your child needs another screening, please contact the school office and we will administer another test. Dental screenings are also an option for students.

CERTIFICATE OF IMMUNIZATIONS

As required by the State Health Department, all children upon entering a Kansas school for the first time must provide a Certificate of Immunization, which is simply a record sheet of the number and type of immunizations your child has received. These forms may be obtained from your family physician or from the County Health Department.

BIRTH CERTIFICATES

Students must provide a copy of their Certificate of Birth based upon enrolling in a Kansas school for the first time. If you do not have a copy, you may secure one from the Bureau of Vital Statistics at the capital of the state in which your child was born. Kansas forms may be obtained at the school office or at your local hospital.

WELLNESS POLICIES

Hoisington Middle School will follow the USD #431 Wellness Policies. This policy can be found on the district website (usd431.net). One policy change that will be instituted is regarding outside food being brought into the cafeterias. The policy states meals purchased at a fast food outlet i.e. (DQ, Subway, Sonic, Pizza Hut, Casey's, etc.) to be consumed at school must NOT be in the original containers. Caffeinated beverages are not allowed in sack lunches in any container to be consumed in the Cafeteria. What does this mean to parents and students? We are **NOT** saying You **CAN NOT** bring outside food items. We are simply asking that you remove them from their wrappers and place them in a container that does not advertise. We appreciate all the support that these businesses give to our district and want patrons to continue to support them as well.

We encourage students to hydrate during school and they are allowed to bring water bottles. ALL water bottles must be clear and translucent.

MEALS SUBSTITUTIONS FOR ALLERGIES OR INTOLERANCES

Students who have food allergies or intolerances need to obtain a meal substitutions form from the school office. A recognized medical authority must sign this form certifying any special substitutions in the school meals.

BREAKFAST AND LUNCH POLICY

Students who bring their lunch from home are encouraged to bring healthy food and drink. Pop is discouraged. ABSOLUTELY NO TRADING OF FOOD IS ALLOWED FOR ANYONE BRINGING THEIR LUNCH OR EATING SCHOOL LUNCHES.

Breakfast

Breakfast will be served from 7:30 a.m. to 7:45 a.m. daily. Any student who wishes to do so may eat breakfast at this time. Students will follow before school norms when eating breakfast.

Lunch

Students will eat lunch during their 5th hour class. They will be allowed 25 minutes to go to the lunch area, eat, and return to their classroom.

1. Milk, Water, Sack Lunches - Sack lunches will be eaten in the lunchroom. Extra milk will be available for purchase each day. Water is available.
2. Lunch Period - Closed - Students are expected to eat at school each day.
3. Students are to follow lunchroom expectations.
 - Practice Good Manners.
 - Talk to those around you. No Yelling or Screaming.
 - Do not change or save seats.
 - Keep hands and feet to yourself.
 - Stack trays correctly and throw trash in trash cans.

BICYCLES/SKATEBOARDS/SCOOTERS & HEELYS

Bicycles, skateboards, and scooters shall be placed in proper racks upon arrival and left there until departure for home. Skateboards and scooters may be kept in the student's hall locker. Heelys are not allowed in school. Once a student is on school grounds, they are not allowed to ride bicycles, skateboards, or scooters.

SCHOOL PICTURES

USD #431 sponsors a picture program in the fall in which parents are able to purchase group and individual pictures of their children. The school district schedules the photographer, dates, times, and location on the picture session. The cost of the picture package is established by the photographer selected by the school district.

AWARDS

Students' awards will be presented at the annual "Awards Assembly", that will be held during the last week of school to acknowledge the achievements of the members of the student body. The awards may vary from year to year.

PHYSICAL EDUCATION CLASS

P.E. is an essential part of the school curriculum. It is compulsory for all students enrolled in P.E. to participate unless there is a medical reason or school decision for their not doing so. If a student can't be in P.E., a current written statement from a physician designating physical limitations may be requested by school officials in order to excuse said student.

Students enrolled in P.E. should wear some type of slip-on shorts and a t-shirt. No specific colors are required. Locks and lockers are furnished, and students are responsible for securing their uniforms and valuables. Every student 6th thru 8th must have a pair of shoes with non-marking soles and are designated for P.E. only.

SCHOOL SPONSORED ACTIVITIES

Students absent for school sponsored activities are not exempt from making up class work missed.

1. Students will receive no grade until the work is made up.
2. It shall be the responsibility of the student to contact the teacher for make-up assignments.
3. Make-up work should be completed prior to the absence if possible.

4. Teachers shall have the prerogative of assessing make-up sessions for class hours missed. Their make-up sessions may be assigned before or after school.
5. Students who are eligible to participate in a sport, but choose not to, will not be excused to attend out of town games.
6. Students must be at school by 12:00 noon to be eligible to practice or participate in school activities (sports, music program, etc.)

ACTIVITIES ELIGIBILITY

All students who participate in High School and Middle School activities must meet the requirements of the weekly eligibility procedure as well as the KSHSAA policy, (see below) for semester eligibility. Eligibility check will be Monday's, beginning the third full week of each semester. A list of students reported with one or more grades lower than 60% will be compiled. Students, coaches, and sponsors will be notified by Monday regarding students on the ineligibility list. Students reported on this list two consecutive weeks in the same class will become automatically ineligible starting at noon on Monday for a period of 1 whole week, 7 days. Even if the grade is raised in that 7 day span, students are still ineligible.

Students must be given a chance to improve their grade each week during the semester, if not, Administrator discretion can be used which includes the building Principal, A.D. and Teacher. The ineligibility list will be run on Monday of each week ~~at 11:00 a.m.~~ Teachers must have their grade books up to date before that time. Students who are ineligible may practice with their team with coach's permission, but cannot suit up for competitions or travel with the team, if it is during school hours. This policy will be enforced for all school and league sponsored activities that are not part of a curricular grade, including but not limited to, athletics, cheerleading, vocal and band performances, forensics and scholars bowl competitions, plays or musicals and dances including homecoming and prom and any school club sponsored or related activity.

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION ELIGIBILITY K.S.H.S.A.A

Requires that any student who does not pass at least five (5) classes in a semester is automatically ineligible to participate in any activity governed by the Activity Association for the entire proceeding semester

TRANSPORTATION POLICY

Whenever possible, it shall be the duty of the school personnel to use buses and/or other school owned vehicles to transport students to and from school sponsored activities. An adult sponsor will be assigned to each vehicle. The only way a student may be excused from returning on the school vehicle is by complying with one of the following guidelines.

1. Written request must be submitted to the building principal by noon before the activity trip.
 - a. Request must state the reason for wanting to leave the bus.
 - b. Request must state specifically who will be present to pick up the student and assume responsibility for the student.
 - c. Student will only be excused to the parent, guardian, or responsible party named in the written request as initiated by the parent or guardian.
 - d. Student will not be excused from leaving the activity vehicle unless the person assuming responsibility meets with the sponsor.
2. Oral request by parent or legal guardian (in person) at the destination point of the activity trip. The oral request is to be made to the sponsor in charge of the student and must be signed out by parent/legal guardian.

- a. NOTE: Once the student has been excused from the activity vehicle, the sponsor/school no longer assumes responsibility for the student. The school administration or sponsor has the right to refuse the student permission to leave an activity vehicle if such request does not seem valid or legitimate or if the safety and well-being of the student seems jeopardized in any way.
3. Students will not be allowed to use cell phones while in school vehicles.
 - a. The student will be responsible for securing their cell phone out of sight in their bag
 - b. In case of emergency the student may ask the coach/sponsor for permission to use the phone
4. Coaches will announce at an appropriate time when students may use their phone to call for rides home upon arriving back to school.
 - a. After the parent/guardian has been notified phones will be put away and not used until after arriving back to school.

Consequences for not following the policy are as follows:

1st Offense: Phone will be secured by coach/sponsor until arriving home from the event at which time the phone will be returned.

2nd Offense: If found abusing policy for the 2nd time the phone will be secured by coach/sponsor until arriving home from the event and put in the office for parent to pick up from administration the following day.

- Player may be subject to loss of playing time and additional consequences during practice. (At coaches discretion.)

3rd Offense: If found abusing policy for the 3rd time the phone will be secured by coach/sponsor until a meeting has been set between; coach, administration, parent, and player.

- Student will not be allowed to participate in any school activities (due to not being in good standing) until the meeting has been concluded.

*This policy is not per season but continuous for the school year and starts over each school year

Ex. If the 1st offense happens during volleyball and again during basketball it will be the 2nd offense.

(Adopted 9/16/2021)

PROGRESSIVE BEHAVIOR PLAN

Hoisington, USD #431 Board of Education (BOE) has determined that a safe school environment is necessary for students to learn and achieve high academic standards that prepare them for academic success and the world of work. Students should conduct themselves in proper regard for the rights of other students, school staff, volunteers, and school visitors. The BOE encourages school administration to use procedures that ensure both the appropriate consequences and responses to a student who commits acts of unacceptable behavior.

The BOE prohibits acts of unacceptable behavior on school property, at school functions, or in a school vehicle. This includes disruptive or violent behaviors that disrupt both a student's ability to learn and the school's ability to educate its students in a safe environment. Building administration or their designee will be responsible for determining whether an alleged act constitutes a violation of this policy.

A progressive behavior plan will be implemented as determined by school staff and may include disciplinary actions such as in-school suspension, out of school suspension, expulsion, termination, and/or legal action determined by board policy.

The BOE believes a standard for student behavior is the responsibility of the student and therefore, are accountable for their behavior at all times. Students shall apply practices designed to prevent discipline problems and encouraged to use self-discipline when interacting among students, parents/guardians, staff and

community, and members of the school district while at school sponsored functions, on school property, or in a school vehicle.

Consequences consider the following: age, degree of harm, surrounding circumstances, nature and severity of behavior(s), incidences of past or continuing pattern(s) of actions, context in which the alleged incident(s) occurred. Measures considered or implemented are to correct the problem and to prevent another occurrence. Possible measures may include temporary removal from the classroom, loss of privileges, classroom discipline strategies, and/or office referrals.

Measures of support to assist the student(s) with finding a solution to solve the problem may include adult interaction(s) behavior goals, support groups, a behavior plan of action, and/or increased accountability toward resilience and preventive standards, mentorship, state standards, and the use of counseling strategies and/or techniques.

Building specific norms will be reviewed and implemented yearly with students and staff.

Revised: Dec 2019

STATE REPORT CARD

The Kansas Report Card is a collection of data compiled annually by the Kansas State Department of Education to provide information not only on a statewide basis, but also by district and building. The challenge of the No Child Left Behind legislation is the continuous raising of the achievement bar so that all students are proficient. Parents can access USD #431's Report Card and review district or building level information at <http://online.ksde.org/rcard>.

STATE POLICIES

GAAF - EMERGENCY SAFETY INTERVENTIONS

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI") such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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

Definitions (See K.S.R. 91-42-1)

"Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action is destructive of property and may necessitate the use of an emergency safety intervention.

"Seclusion" requires all three of the following conditions to be met. (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.

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

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

“Physical Restraint” means bodily force used to substantially limit a student’s movement.

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

“Time Out” means a behavioral intervention in which a student is temporarily removed from learning activity without being confined.

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except,
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Training

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

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Documentation

The principal or designee shall provide written notification to the student’s parents anytime that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation anytime ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

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

Reporting Data

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

Local Dispute Resolution Process

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

If the issues are not resolved informally with the building principal and/or superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.

JCDAA Tobacco and Electronic Cigarettes (SEE GAOC)

JCDAA

Use of 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.

The following definitions apply to 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 personal vaporizer.

“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.

Approved: March 4, 2019

INTERROGATION AND INVESTIGATIONS (See EBC, GAAD, JCABB, JCEC, and JHCAA)

JCAC

Building administrators, school security officers, and/or others designated by the superintendent may conduct investigations and question students about violations of school rules, the student conduct code, and/or law. Unless otherwise provided herein, such investigators shall not be required to contact the student's parent, guardian, or representative prior to questioning and may request law enforcement, school resource officer(s), and/or school security officer(s) for assistance in conducting the investigations.

If there is a reason to believe a violation of a criminal law has been committed, the building administrator, the superintendent's designee, and/or school security officer with authorization of the superintendent's designee shall notify the appropriate law enforcement agency of criminal conduct as provided in law and/or board policy and may request further investigation of the alleged violation.

When a school resource officer or campus police officer initiates an investigation of potential violation of criminal law by a student on the officer's own initiative and not at the behest of a building administrator or the designee or the superintendent, such officer will notify the building administrator and will make a reasonable attempt to contact the student's parent, guardian, or representation prior to initiating questioning.

Coordination with Law Enforcement

School administrators and/or school security officers shall/may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

Notification of Investigations Conducted by Law Enforcement Officers

When law enforcement officers initiate an investigation involving questioning of a student on a topic unrelated to a report of child abuse or neglect or to the identity of the student during school hours, the building administrator shall make a reasonable attempt to contact a parent, guardian, or representative or the student(s) prior to such questioning. Notification or attempted notification of a parent, guardian, or representative shall be documented by the administrator involved. If a student's parent, guardian, or representative is not present during questioning of a student, a principal may be present unless otherwise specified in law or board policy.

JCAC INTERROGATION AND INVESTIGATIONS

JCAC-2

Child Abuse and Identity Investigations Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse or neglect or concerning the student's identity. For any investigations concerning known or suspected child abuse or neglect, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements of this policy.

Law Enforcement Initiated Investigations at School

In cases not involving the investigation of known or suspected child abuse or neglect or involving the student's identity, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the building administrator for such purpose, or in demonstrated emergency situations. If a demonstrated emergency is found, the building administrator shall require identification of law enforcement officials and reasons for the identification or the

reason, the request shall not be granted. The building administrator shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Taking Students into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement, school resource officers, campus police officers or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, a reasonable effort shall be made to notify the student's parent, guardian, or representative when students are removed from school for any reason. Parents shall not be notified by school officials when their child is taken into custody by DCF, school resource officers, campus police officers, and/or law enforcement as a result of allegations of abuse or neglect. Except as provided above and/or specified in a court order or arrest warrant, if a student is taken into custody by a law enforcement officer, school resource officer, or campus police officer, building administrators shall make a good faith effort to contact the student's parent or guardian. Notification efforts shall be documented.

JACA INTERROGATION AND INVESTIGATIONS

JCAC-3

When a student has been taken into custody or arrested on school premises without prior notification to the building administrator, the school staff present shall ask the law enforcement officer to notify the building administrator of the circumstance as quickly as possible and shall themselves contact the building administrator with any information they have regarding the child being taken into custody. School resource officers and campus police officers are expected to contact the building administrator as soon as practicable after taking a student into custody.

Disturbance of School Environment

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

Definition

For the purpose of this policy, "campus police office" is a school security officer employed by and designated by the board to aid and supplement law enforcement agencies of the state, city and county in which the school district is located.

For the purpose of this policy, students will not be deemed to be "taken into custody" when they are being questioned by a school resource officer, school security officer, and/or campus police officer about a violation of state law, county resolution, city ordinance, board policy or regulation, and/or school rules on property owned, occupied, or operated by the school district or at the site of a function sponsored by the school district.

APPENDIX A

LEVEL ONE					
INFRACTION	1ST CONSEQUENCE	2ND CONSEQUENCE	3rd CONSEQUENCE	4TH CONSEQUENCE	
	Conference	Conference/ Phone Call Home	Take Home Detention/ Phone Call	Move to Level 2, Consequence 2	
Cafeteria Behavior					
Dress Code Violation					
Display of Affection					
Unauthorized Electronic Device Use (cell phone)					
Food/Drink Violation					
Hallway Behavior					
Parking Violation					
Profanity/ Inappropriate Gesture					
Other as Determined by Administrator					
LEVEL TWO					
INFRACTION	1ST CONSEQUENCE	2ND CONSEQUENCE	3rd CONSEQUENCE	4th CONSEQUENCE	5TH CONSEQUENCE
	Take Home Detention/ Phone Call	1 Hour Detention	1 Day ISS	3 Days ISS	Move to Level 3, Consequence 3
Academic Dishonesty					
Class Disturbance					
Disrespect to Student or Staff					
Failure to Serve Detention					
In a Restricted Area w/o Permission					
Jeopardizing Safety of Self/Others					
Leaving Class w/o Permission					
Leaving School Grounds					
Other as Determined by Administrator					
LEVEL THREE					
INFRACTION	1ST CONSEQUENCE	2ND CONSEQUENCE	3rd CONSEQUENCE	4th CONSEQUENCE	5TH CONSEQUENCE
	1 Day ISS	3 Days ISS	5 Day ISS	1 Day OSS	Move to Level 4, Consequence 3
Defiance					
Harassment/Intimidation/Bullying					
Vandalism (restitution required)					
Computer Network Violation/Porn					
Other as Determined by Administrator					
LEVEL FOUR					
INFRACTION	1ST CONSEQUENCE	2ND CONSEQUENCE	3rd CONSEQUENCE	4th CONSEQUENCE	5th CONSEQUENCE
	1 Day OSS	3 Days OSS	5 Days OSS	10 Days OSS	Extended Suspension Recommendation
Assault					

Sexual Harassment/Fighting					
Threatening Behavior					
Open and Persistent Defiance					
Theft (Under \$20 - Restitution Required)					
Severe Disrespect to Student or Staff					
Possession of Vape Device, or Paraphernalia					
Other as Determined by Administrator					

LEVEL FIVE

INFRACTION	1ST CONSEQUENCE	2nd Consequence	3RD CONSEQUENCE		
	5 Days OSS	10 Days OSS	Extended Suspension Recommendation		
False Fire Alarm/911 Call					
Intimate Acts					
Theft (Over \$20 - Restitution Required)					
Possession of Dangerous Objects					
Misdemeanor Possession or Use of Drugs/Alcohol					
Assault/Battery on Student or Staff					
Dangerous Behavior					
Fireworks Possession/Use					
Other as Determined by Administrator					

LEVEL SIX

INFRACTION	1ST CONSEQUENCE				
	Extended Suspension Recommendation				
Felony Drugs/Alcohol/Providing Controlled Substance, Sale, Distribution or Furnish	MANDATORY 10 DAY AUTOMATIC SUSPENSION				
Possession/Use of Explosive Devices					
Bomb Threat					
Arson					
Possession/Use of Weapons					
Other as Determined by Administrator					